

Title: Solicitation of Interest (SOI) # 1129
CMS Project Assistant

Agency: Children & Family Services, NYS Office of
Bureau of Contract Management

Contract Number: TBD

Contract term: 36 months (anticipated)

Date of issue: 3/31/2023

Due date/time: 4/28/2023 by 4:00 PM Eastern Time

Location: OCFS Home Office, 52 Washington St, Rensselaer, NY 12144

Counties: Rensselaer

Background

The New York State Office of Children & Family Services (OCFS) announces a Solicitation of Interest (SOI) for qualified entities that can provide OCFS a resource to support the administration, operation, and ongoing support of the Contract Management System (CMS), which interfaces with the Statewide Financial System (SFS). Please see the **Eligibility Criteria** section for additional information.

This advertisement is public notice that OCFS is seeking to contract with one (1) organization or individual to provide administrative duties that will require the performance of CMS maintenance and reporting, operational support that will include Help Desk support and troubleshooting user problems, and development support that will include assisting the project team with system upgrades. Please see the **Scope of Work** section for additional information.

The purpose of this SOI is to invite any eligible and interested entities that believe they can satisfy this program's needs to inform OCFS by a Letter of Interest (LOI). To be considered responsive, your organization's LOI should be received no later than the deadline specified above. Please see the **How to Respond** section for additional information and submission requirements.

This opportunity is authorized under [Section 163 of State Finance Law](#) as a Discretionary Purchase. OCFS intends to contract pursuant to its discretionary purchasing authority under State Finance Law Section 163(6), which authorizes purchases without a formal competitive process in certain circumstances. This funding opportunity is limited to purchases up to the Discretionary Buying Threshold from respondent organizations qualified as:

- New York State Small Business Enterprises (SBE)
- New York State certified Minority and/or Women-Owned Enterprises (M/WBE)
- New York State certified Service-Disabled Veteran-Owned Businesses (SDVOB)

NYS-certified M/WBE and SDVOB are qualified pursuant to [Article 15-A of State Executive Law](#) and [Article 3 of Veterans' Services Law](#). In accordance with [Section 160\(8\) of State Finance Law](#) and [Article 4-B of Economic Development Law](#), SBE are defined as a small business concern that is domiciled in New York State, independently owned and operated, not dominant in its field, and employs 100 or less persons.

Primary respondents that are certified and/or qualify as an SBE, M/WBE, or SDVOB should complete, sign, and submit the **Attachment 3 – Affirmation of Business Status** provided with this solicitation.

Scope of Work

All work is anticipated to be completed on site at the OCFS offices located at 52 Washington Street, Rensselaer, NY 12144. Desk space and equipment will be provided. OCFS has the sole discretion to authorize work to be performed remotely. If the contract staff is authorized to work remotely, they must be located within reasonable travel distance of the OCFS office in the event remote work authorization is revoked, in person attendance at a meeting is required, remote connectivity issues and the contractor must come into the office to perform the required duties, or other issues that may arise that require the contractor to be in person.

Funded organizations will perform:

OCFS CMS maintenance including, but not limited to, the development, deployment, and maintenance of:

- User profiles
- Contract documents and budgets
- Contractor profiles
- Contractor and Contract contacts
- Task Schedules
- Holds
- Security Protocols Administration

Operational support including, but not limited to, the following tasks:

- Help Desk Support; act as a technical resource to the entire CMS user group; providing exemplary customer service to agency staff and vendors,
- Troubleshoot user and system anomalies,
- Provide user training; assist internal and external users with contract administration guidance and support,
- Coordinate procurement announcements and orchestrate system generated mailings, and
- Systematically and independently prepare correspondence and memorandums for a variety of audiences.

Development support including, but not limited to:

- Support the CMS project team with the design and implementation of all upgrades to the CMS system interface.
- Prepare and/or review requirements documents; develop test/use cases and oversee User Acceptance Testing (UAT) efforts as necessary.
- Act as a liaison between the development team and agency staff communicating test results and assisting with the development of procedural manuals and related technical documentation.

Administrative Analyst Role: Perform detailed comparative analyses using diversified contract, accounting and financial report data.

Reporting requirements:

Prompt Contracting

- Administer interest payments and manage the analysis and evaluation of Prompt Contracting for the Bureau of Contract Management.
- Calculate agency-wide interest payments for interest eligible advances/expenditures paid to contractors.
- Perform forecasting analysis by calculating interest based on projected approval dates; assist program and contract management staff in the identification, prioritization, planning, development, coordination, support, and execution of improvement plans to achieve optimal interest forecasting results and sustainable cost savings.

OSC Annual Prompt Contracting Law Article XI-B Mandated Report

- Responsible for the collection and analysis of Prompt Contracting data to OSC as it relates to the number of programs affected by State Finance Law, Article XI-B; the ability to meet State Finance Law, Article XI-B time frames; the number of programs, NFP contracts and NFP renewal contracts both complying and failing to comply with legislated time-frames; the number of NFP contracts on which interest was paid; the amount of interest paid by each state agency; and any other relevant information regarding the implementation of prompt contracting and payments affecting NFP organizations.

Federal Funding Accountability and Transparency Act [FFATA] Reporting

- Responsible for the monthly analysis and dissemination of sub award and compensation reporting data for Federal contracts and grants to Finance.

TANF Reporting

- Responsible for the quarterly analysis and reporting of the number of TANF families served for each TANF funded program area.

In addition to the above the resource will perform any other required task in support of the CMS operation and assist OCFS management in responding to senior staff requests and Management Information reports.

This position is anticipated to be 40 hours per week for the duration of the contract, but this is not guaranteed. The actual hours worked may be more or less on any given week. OCFS will reimburse the successful contractor on an hourly basis for all hours worked at the rate included in the bidder's proposal.

Eligibility Criteria

Interested parties who meet the following criteria are eligible to respond:

- Agree to provide the services requested by this SOI in the **Scope of Work** section
- Be a NYS certified M/WBE, SDVOB and/or SBE as evidenced by completing and providing an **Attachment 3 – Affirmation of Business Status**.
- Provide three (3) professional references (either written references or provide contact information), one of which must have been received within the past twelve (12) months. This must be provided using **Attachment 4 – References**.
- A detailed resume must be provided by the applicant for proposed candidates. It should demonstrate the candidate meets these criteria:
 - Bachelor's degree in an IT/Business related field or six (6) years' experience in an IT/Business related position and documented experience with computer systems and administrative functions.
 - Extensive Microsoft Excel and Adobe PDF related experience
 - Analytical skills
 - Experience trouble shooting computer systems
 - Interpersonal and communication skills
 - Experience and/or an understanding of New York State contracting process with an understanding of SFS preferred.
- Be eligible to do business with New York State

Funding Details

Funding for this project is contingent upon the ongoing availability of funds in the state and/or federal budgets.

The awarded vendor will be paid hourly for all hours satisfactorily performed each billing period in accordance with standard OCFS requirements and invoicing. The billing period will be negotiated between the vendor and OCFS during contract development.

Term of Contract

Contract(s) awarded in response to this solicitation will be for about **three (3) years**. The anticipated start date is **on or about October 1, 2023**. Funding is anticipated to be available for the first year of the contract. The award of a contract does not guarantee that funding will be available for subsequent years. Contractors may not begin providing services before the contract start date; OCFS has no obligation to pay for services rendered before the New York State Office of the State Comptroller and the Office of the Attorney General approve the contract.

How to Respond

To be considered responsive, interested parties should complete and submit all required documents in conformance with the format and content requirements as explained. A response that does not provide all the information requested may be subject to rejection. The response should contain sufficient information to assure OCFS of its accuracy. The information provided should, wherever possible, verify that your organization meets the requirements in the **Eligibility Criteria** section of this solicitation.

Responses must be emailed to RFP@ocfs.ny.gov and should be received by the due date and time specified on the first page of this announcement.

Interested parties should complete and provide the following five (5) documents:

- **Attachment 1 – Letter of Interest**
- **Attachment 2 – Submission Checklist**
- **Attachment 3 – Affirmation of Business Status**
- **Attachment 4 – References**
- **Resume (should contain information requested above in Eligibility Criteria)**

Additionally, each interested party may provide the following optional documents:

- [OCFS-2647, EO 177 Certification](#)

The subject line of the email submission of your response should include the following information: **SOI # 1129 CMS Project Assistant**. Additionally, please clearly identify the vendor's name in the body of the email and in the filenames of attached documents to ensure your submission is processed efficiently. **Early submissions are encouraged as late responses may be subject to rejection.**

Please limit your Letter of Interest to a maximum of **three (3)** page(s), Arial 12-point font, single line spacing and one-inch margins. Please see the **Attachment 1 – Letter of Interest** provided for your reference.

OCFS will provide a confirmation email that the submission has been received. OCFS will not be liable for any costs incurred by interested parties in the preparation of documents submitted in response to this solicitation. Vendors may modify, in writing, or withdraw the content of any submission at any time prior to the due date and time.

Questions

Questions should be submitted via e-mail to RFP@ocfs.ny.gov prior to the due date and time specified on the first page of this announcement. The subject line should include the following information: **SOI # 1129 CMS Project Assistant**. Please submit your question(s) with adequate time for response. OCFS recommends allowing at least five (5) business days. **Late questions may not be addressed.**

Per the requirement of the Procurement Lobbying Act all communications regarding advertised projects are to be channeled only through the primary contact identified herein.

Evaluation Process

An internal review by OCFS will confirm eligibility. This solicitation is not a guarantee or promise of funding. Available funding to support this initiative will be limited to the amount(s) appropriated in the enacted budget for this purpose and will be awarded to the interested organization deemed to meet the eligibility requirements and determined to be best suited for the program/initiative by OCFS.

OCFS may require additional information from an organization before deciding whether the interested organization is eligible and can supply the requested commodities or services. If OCFS requests additional information, it must be provided within five (5) business days from request or as otherwise directed in the request.

Upon determination of eligibility and selection, OCFS will notify applicants of their status and the proposed award amount (if any). OCFS may also request a work plan and budget with justifications in addition to other completed documents necessary to develop contracts. Awards are contingent upon vendors maintaining and certifying a [Vendor Responsibility Questionnaire](#). Vendors must be found responsible and cannot be listed on the OGS prohibited vendors list.

OCFS Reserved Rights

OCFS reserves the right to withdraw, amend or postpone this solicitation, without notice, and without liability, to any applicant, or other party, and may exercise these rights at any time. In addition, OCFS reserves the right to:

- place a monetary cap on the funding amount made in each contract award;
- change any of the schedule dates stated in the solicitation;
- make an award under this solicitation in whole or in part;
- disqualify any applicant whose conduct and/or LOI fails to conform to the requirements of this solicitation;
- reject any LOI if, in the sole discretion of OCFS, it determines the applicant is not a responsible vendor;
- request all applicants who submitted LOIs to present supplemental information clarifying their proposals either in writing or by formal presentation;
- direct all organizations who submitted LOIs to prepare modifications addressing solicitation amendments;
- make funding decisions that maximize compliance with and address the outcomes identified in this solicitation;
- fund only one portion, or selected activities, of the selected applicant's LOI and/or adopt all or part of the selected applicant's LOI based on federal and state requirements;
- eliminate any solicitation requirements unmet by all applicants, upon notice to all parties that submitted LOIs;
- waive procedural technicalities, or modify minor irregularities, in LOI received, after notification to the applicant involved;
- correct any arithmetic errors in any proposal, or make typographical corrections to LOIs, with the concurrence of the applicant;

- negotiate with the eligible applicant(s) prior to contract award;
- require that all LOIs be held valid for a minimum of 180 days from the closing date for receipt of applications, unless otherwise expressly provided for in writing;
- fund any or all of the LOIs received in response to this solicitation. However, issuance of this solicitation does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted;
- use the LOI submitted in response to this solicitation as part of an approved contract. At the time of contract development, awardees may be asked to provide additional budget and program information for the final contract;
- utilize any and all ideas submitted in the LOI received where an award is ultimately made;
- make inquiries of third parties, including but not limited to applicant's references, regarding the applicant's experience or other matters deemed relevant by OCFS. By submitting an LOI in response to this solicitation, the applicant gives its consent to any inquiry made by OCFS;
- where applicable, require contractors to participate in a formal evaluation of the program to be developed by OCFS. Contractors may be required to collect data for these purposes. The evaluation design will maintain participants' confidentiality and recognize practical constraints of collecting this kind of information;
- when applicable, consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals; and
- reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their LOI. This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

Contract Documents

Interested parties must review the contract terms and conditions of the contract template provided below.

If applying, your organization must read, understand, and accept all provisions of Appendix A – Standard Clauses for NYS Contracts. Appendix A contains important information related to the contract to be entered into as a result of this announcement and will be incorporated, without change or amendment, into the contract entered into between OCFS and the selected organization(s). By submitting a response to this announcement, your organization agrees to comply with all the provisions of Appendix A. Please review the sample non-grant contract template, which includes the Appendix A, available at:

<https://ocfs.ny.gov/main/contracts/docs/Non-Grant-Contract-Template.pdf>.

In addition, the following documents may be required prior to contracting:

- [Vendor Responsibility Questionnaire](#) (if applicable)
- [Proof of Workers' Compensation Insurance](#) (if applicable)
- [Proof of Disability Benefits Coverage](#) (if applicable)
- [ST-220-CA Contractor Certification to Covered Agency](#) (if applicable)
- [ST-220-TD Contractor Certification](#) (if applicable, for reference only)

- [OCFS-4631, MWBE Utilization Plan Form](#) (if applicable)
- [OCFS-4629, Project Staffing Plan Form](#)
- [OCFS-3460, Equal Employment Opportunity \(EEO\) Policy Statement](#)

Diversity

OCFS is committed to identifying, addressing, and reducing disproportionality and to eliminating racial and ethnic disparities in our systems of care and custody. Authentic partnerships and joint decision-making with families and communities promote social justice and race equity to address disproportionality and disparities in the provision of services to children and families. OCFS strongly encourages qualified minority-owned, women-owned, and veteran-owned businesses to submit a letter of interest in response to this announcement.

Contact Information

Primary contact:

Director of Contracts
NYS Office of Children & Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144
RFP@ocfs.ny.gov

Submit to contact:

Director of Contracts
Office of Children & Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144
RFP@ocfs.ny.gov

Attachments

Please see the following attachments to this announcement, which are available on the New York State Contract Reporter website at <https://www.nyscr.ny.gov> or the OCFS website at <https://ocfs.ny.gov/main/contracts/funding/>.

- **Attachment 1 – Letter of Interest***
- **Attachment 2 – Submission Checklist***
- **Attachment 3 – Affirmation of Business Status***
- **Attachment 4 – References***

* Attachments marked with an asterisk **must** be completed and included with your response submission.