

Title: Solicitation of Interest (SOI) # 1137
Pre-College Program for Legally Blind Students

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

Contract Number: TBD

Contract term: 2/1/2024 – 1/31/2029

Date of issue: 9/1/2023

Due date/time: 9/29/2023 by 5:00 PM Eastern Time

Location: Upstate and Downstate

Counties: Upstate and Downstate

Background

The New York State Office of Children & Family Services (OCFS) and the New York State Commission for the Blind (NYSCB) announce a Solicitation of Interest (SOI) for qualified entities that provide a Pre-College Program for Legally Blind Students (Pre-College Program) entering their senior year of high school so they can be better prepared to adjust to college life. Please see the **Eligibility Criteria** section for additional information.

This advertisement is public notice that OCFS is seeking to contract with organizations to provide an annual four-week summer residential Pre-College Program on a college campus for legally blind students entering their senior year of high school, through a partnership between an eligible organization and a college or university.

The State of New York has chosen to continue participating in the provision of services pursuant to the Federal Vocational Rehabilitation Act of 1973, as amended, and has through its designated State agency, OCFS, NYSCB, received approval from the federal Rehabilitation Services Administration for a comprehensive State Plan for Vocational Rehabilitation and Supported Employment Services as set forth in 34 CFR Part 361, Subpart B, [Section 361.10](#) of the Act.

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 on the first page of this announcement. Please see the **How to Respond** section for additional information and submission requirements.

Through this announcement, OCFS/NYSCB is exploring the availability of vendors who have the expertise to provide the services as explained in the **Scope of Work** section below.

Scope of Work

Contractors will:

Provide a Pre-College Program for Legally Blind Students entering their senior year of high school. Through a four week on-campus experience, this program will assist participants in refining their academic, social, and independent living skills before commencing full time college studies. All students will reside in student dormitories on a college campus and eat three meals a day in campus dining halls, with possible off-campus excursions. All program participants will be required to take two non-credit courses: (1) Introduction to College Life, developed by the organization and the college or university and taught by college or university staff, and (2) Developmental Writing/Technology Seminar, designed and delivered by NYSCB or a third-party affiliate.

The proposed program, activities, and excursions must be designed to prepare students for college life and must emphasize independence and self-advocacy in a supportive and structured environment. Adaptive equipment necessary to take notes and complete homework assignments will be made available to students by NYSCB. Any website(s) the Contractor or College/University provides for students use under this contract must be readily accessible to, and usable by, blind individuals. It is expected that students will learn to advocate for themselves with professors, library personnel, special student services, and other campus staff and fellow students. They will also have the opportunity to learn about campus organizations, clubs, and social activities.

The Contractor must have a written agreement with a college or university signed by a senior official of that institution, permitting the use of dormitory space for legally blind teens (maximum of 25 teens upstate and maximum of 30 teens downstate), and for use of the campus facilities, for four weeks (7 days and 7 nights/week) after July 4th or in August for the term of the contract resulting from this SOI, including but not limited to: classroom space, the library, cafeteria, and gymnasium.

In conformance with the criteria outlined in this section, the Contractor agrees to provide the services defined below:

A) Orientation to the Campus/Adaptive Skills Instruction

The contractor must provide an orientation for the students regarding the dormitory, classroom, dining hall and other areas including the following:

- acclimation of the student to the college setting,
- familiarization of the student to the resources available in the college setting,
- adaptive skills instruction in clothing care, grooming and self-care, care of the dorm room, doing laundry, and other skills necessary to facilitate the student's successful integration into college life, and
- orientation and mobility skills instruction to familiarize the students with the campus.

This service must be tailored to the individual needs of each student (based on the referral), in a manner that allows the student to fully participate as safely and independently as possible.

B) Introduction to College Life

The annual curriculum must clearly define the non-credit, four-week course called "Introduction to College Life". The curriculum must include, and not be limited to, the following topics:

- 1) The development of note-taking skills
- 2) Study and communication skills
- 3) Time and stress management skills
- 4) Goal-setting and organizational skills
- 5) Use of the college library
- 6) General familiarization of the student to the resources available in the college setting
- 7) Development of self-advocacy skills which may include role-playing scenarios
- 8) Teen sexuality issues, including subjects such as sexual orientation, sexual identity, gender identity, sexual assault on college campuses, sexually transmitted diseases, forms of birth control including abstinence, consequences of unprotected sex, and where to get help if needed
- 9) Introduction to Disability/Accessibility Resource Centers on campus
- 10) Additional topics as outlined in the approved annual project plan

All students enrolled in the Pre-College Program must take this class as a group. This course must be conducted by college staff. The class must promote discussion and active learning about topics important to new students. A minimum of nine hours per week of classroom instruction is required, although additional hours are allowed. Students will be expected to complete homework assignments during free hours of the day and in the dormitory in the evening. Completion of a paper will be expected by the end of the four-week course. The course instructor must grade the final paper and share the results with the student. It is expected that, if needed, college staff will provide assistance with homework assignments. A copy of the paper and a brief summary of the student's classroom behavior, conduct, and performance must be submitted to the NYSCB Statewide Coordinator of Children and Transition Services within three weeks of the completed program.

The Introduction to College Life course must:

- 1) issue homework assignments that test the development and learning of the course content; and
- 2) discuss the final writing assignment due from each student at the end of the course.

The course instructor must:

- 1) review the results of the final writing assignment with each student; and
- 2) provide the original writing assignment for each student to the NYSCB Statewide Coordinator of Children and Transition Services.

C) Developmental Writing/Technology Seminar

Students will participate in online webinars with required weekly web-based reading and assigned projects, conducted by an instructor arranged and paid for by NYSCB. The class will focus on internet skills and tools, as well as organizational strategies to prepare for class. In addition, students will participate in several skills-building writing exercises. The class will be taught live, via distance learning using fully accessible teleconferencing systems and web-based materials. Students will also meet virtually with peer role models, identified and provided by the Developmental Writing Instructors.

Students will access this course in their dorm rooms through laptop computers, iPads and/or other electronic devices provided by NYSCB. The students will be required to complete one hour of independent, follow-up computer research or other homework each week. The NYSCB webinar instructor will break the program participants into two groups, based on the essay writing sample submitted with each student's application; each group will participate in two 1 ½ hour lessons per week. The course time associated with this class is separate from the nine hours required for the Introduction to College Life course.

The contractor must:

- Verify annually that each dorm room used by the Pre-College Program has wireless internet access for the duration of the four-week program.
- Assign, as a seminar monitor, a staff person knowledgeable in the use of wireless technology and laptops, iPads, and/or other electronic devices, to be available in the dorm to provide support to the students during the online webinar. The seminar monitor will float between the dorm rooms, troubleshooting problems, and must be present at least ½ hour before the start of each webinar to organize students, and ½ hour after the end of the webinar to answer questions. The seminar monitor must work closely with the NYSCB instructor to schedule the classes.

D) Socialization Activities

The contractor must do the following:

- 1) Encourage activities that are student generated.
- 2) Allow for a variety of experiences in small or large groups.
- 3) Conduct events both on campus and/or off campus.
- 4) Accommodate individuals who choose not to participate in a particular event.
- 5) Provide adequate monitoring of each event by the Contractor and/or college staff.
- 6) Conduct evening activities which promote socialization in the dorm setting.
- 7) Engage all students in planning activities as a means of fostering social interaction and decision-making.
- 8) Emphasize activities which revolve around common interests amongst groups of students such as sports, movies, shopping, or music events.

Innovative approaches in social activities are encouraged.

Any costs associated with the program activities will be the responsibility of the contractor and must be included in the cost of this contract and may not be charged separately to NYSCB or its participants.

E) Housing and Residential Supervision

The contractor must provide on-campus housing in a dormitory at the affiliated college or university, for a maximum of 25 students (upstate) or 30 students (downstate) each year for the 28 days and 27 nights of the Pre-College Program. Male and female student rooms must be separated and house no more than two students per room. Students must be assigned to single-sex rooming arrangements. Preferably, males and females will be housed in different wings of the dormitory. However, if the structure of the dormitory building makes different wings impossible, different floors or different ends of the same floor are acceptable. NYSCB students' residential area must be separate from other college students. This may be accomplished by either having locked doors separating the area used by NYSCB students or by exclusive use of a dormitory by NYSCB program participants during the period of the Pre-College Program.

The contractor must meet the following security standards:

- At least one staff member or security guard must be on duty each night between the hours of 11 p.m. to 8 a.m. and must remain awake in case of emergencies.
- During the week there must be at least three staff persons on duty (exclusive of the security guard) between the hours of 5 p.m. to 11 p.m. to provide supervision and monitoring of evening activities (e.g. homework, recreational outings, etc.).
- During weekends, there must be 24-hour coverage, with a ratio of at least one staff person per 12 youth during the hours of 8 a.m. to 11 p.m.
- The program director or their designee must be available by phone if needed, 24/7, for the duration of the program. Prior to the start date of each annual program, the program director must provide his or her telephone number and that of any designee to the NYSCB Statewide Coordinator of Children and Transition Services.
- The NYSCB referral materials for each student will contain a signed Code of Conduct (See **Attachment 3**). As part of the orientation to the dorm, the contractor must, within the first two days of the program each year, conduct a session in which the Contractor or college/university staff review the Code of Conduct with the assembled students. The contractor may develop their own Code of Conduct as long as all necessary items are included in accordance with NYSCB's **Attachment 3**.
- Requests for reasonable accommodations such as accessible rooms shall be provided as needed.

F) Medical & Safety Planning

The contractor must have in place a comprehensive plan for protecting the health and safety of all students referred by NYSCB. This plan must include the following:

- (1) Accident/emergency response protocols that will be in place, including on-call or after-hours medical services.
- (2) How an individual student's medication will be handled, including secure storage and distribution practices.

- (3) Current medical history for each student, including the student's immunization record; the student's physician's name, address, and telephone number; identification of the student's medical conditions, restrictions, and limitations; emergency contact information; and special needs or diets.
- (4) Procedures for providing basic first aid and handling medical (including mental health) emergencies.
- (5) Procedures for documenting all incidents in a medical log including, but not limited to, health-related incidents, medical complaints, and injuries involving students and staff. The contractor's program director or designee must review the medical log daily for any commonly occurring injuries or illnesses to identify potential hazards or outbreaks at the program.
- (6) A plan for responding to an outbreak of communicable diseases.
- (7) Emergency procedures and fire drills.

By June 1 of each year, all staff and volunteers participating in the Pre-College Program must be cleared through the New York Sex Offender Registry and names and clearance status must be submitted to the NYSCB Statewide Coordinator of Children and Transition Services.

The program director must designate an individual to supervise health at the Pre-College Program. This individual may perform other duties for the program but must also maintain a medical notebook and maintain medical histories for all students. The medical notebook should be kept private and must contain for each student: their primary physician's name, address, and telephone number; the student's medical conditions and limitations; a daily log documenting medical incidents or complaints; a medication log (see **Attachment 5**); and a list of emergency numbers.

The medical notebook must also include a daily log documenting medical incidents or complaints across all program participants and staff (see **Attachment 4**). The program director or designee must review the medical log daily for any commonly occurring injuries or illness to identify potential hazards or outbreaks at the program.

G) Meal Plan

The contractor must provide three meals per day in a college dining hall or facility located near the dormitory or provide special meals in other locations. The contractor must meet the special dietary needs of any participating student, as defined in the student's NYSCB referral materials.

H) Transportation

NYSCB will provide transportation for each student, to the campus at the program's commencement, and home from the program following completion. NYSCB will not pay for weekend visits home. Transportation to and from program activities is the responsibility of the contractor, must be included in the cost of any contracts resulting from this SOI, and may not be charged separately to NYSCB.

I) Referrals/Student Termination

Participants in the Pre-College Program will only be those individuals referred to the contractor by NYSCB. The Contractor must accept all legally blind students referred from NYSCB.

NYSCB anticipates approximately 20 students (Upstate Region) and/or 25 students (Downstate Region) will be referred to each program annually.

Should NYSCB experience an increased demand for this program, the Contractor should have the capacity to accept up to five additional students over the 20-student standard enrollment (Upstate Region) or the 25-student standard enrollment (Downstate Region). The maximum number of students to be referred to the program annually will be 25 students (Upstate Region) and/or 30 students (Downstate Region). NYSCB will pay the Contractor an "Additional Per Student Cost" for accepting the additional students, contingent upon the individual students' completion of the program (See **Funding Details**). Students who complete a minimum of ten days of the program will be counted as a successful completion.

After commencement of the program, if the contractor determines a referred student is incapable of benefiting from the program or the student poses a health/safety risk to themselves or other students, the contractor must:

- contact the NYSCB District Office.
- obtain written approval from NYSCB stating termination of the student from the program is appropriate.

The contractor may not refuse services or terminate the student's participation in the program before obtaining NYSCB's written approval.

By May 1st of each program year, NYSCB Statewide Coordinator of Children and Transition Services will supply the Contractor with the applications of all referred participants, which are required by the Contractor to address the individual needs of each student during the four-week Pre-College Program. Also, by May 1st of each program year, the Contractor will supply the NYSCB Statewide Coordinator of Children and Transition Services with a copy of the blank supplemental packet that will be sent out to the participants.

J) Staff Orientation

The contractor must conduct staff orientation prior to the beginning of the program each year. Training program(s) should occur prior to the arrival of the first student and must include all program staff, including security and volunteers. The staff orientation must specifically address:

- chain of command.
- a tour of dormitory and campus.
- reporting illness, injury, or other incidents.

- fire drills and evacuation procedures.
- security expectations on-campus and in the dorm.
- a review of the medical needs of the incoming students.
- discussion about the Code of Conduct expected by the students.
- a review of procedures for storing and handling student medication.
- a review of procedures for handling emergency situations.
- sighted guide techniques for working with individuals who are blind.
- sensitivity to blindness.
- an overview of common eye diseases/diagnoses.

Staff should also be introduced to the technology used by students who are blind and who have low vision (speech and magnification systems); as well as provided a review of accessibility software/hardware needed to access online materials.

K) Staff Qualifications

Program Director: The Contractor must identify the Program Director. The Program Director must possess a bachelor's degree in education, human services, or social work. A master's degree in a related/human services field is preferred.

Curriculum Vitae: During contract development the Contractor must provide curriculum vitae for all individuals who will provide or supervise instructional and social activities in this project. At the beginning of each annual program, and no later than 10 days from the date the Contractor changes staff devoted to the Pre-College Program, the Contractor must submit curriculum vitae for all staff providing services under the terms of the agreement to the NYSCB Statewide Coordinator of Children and Transition Services. Experience working with legally blind children and/or teens is preferred.

The Contractor must notify NYSCB of any staff shortage which will delay or prevent the provision of training under any contracts resulting from this SOI. This notification must be submitted in writing to NYSCB within five days of the contractor's knowledge of the anticipated or actual occurrence of the staff shortage, whichever occurs first.

L) Reporting Requirements

Upon conclusion of each annual session, the Contractor must submit:

1. a written Program Summary Report to the NYSCB Statewide Coordinator of Children and Transition Services, in a format acceptable to NYSCB, including and not limited to: (1) dates of the program; (2) a list of program participants; and (3) a summary of the program activities for the period.
2. A written Individual Participant Report to the referring Transition Counselor for each student participant, containing at a minimum: (1) the dates of the program; (2) a summary description of the program activities for the period; (3) an evaluation of the participant's involvement in each area of the program; and (4) a list of skills learned and recommendations for further training, if necessary.

M) Site Inspections

NYSCB reserves the right to make site inspections before and during the operation of the program at any time, both announced with prior notice given to the Program Director, and unannounced with no prior notification provided.

N) Non-Discrimination

The Contractor may not reject any consumer referred by NYSCB for service on the grounds of severity of disability, race, creed, color, or national origin.

O) Subcontracting

The Contractor may enter into subcontracts for any service defined in this SOI. All subcontracts between the Contractor and any subcontractor or collaborator must be in writing and must be approved by NYSCB prior to execution.

All subcontracts shall contain provisions specifying:

- A. the work performed by the subcontractor and that the qualifications of subcontractor's staff must be in accordance with the terms of any contracts that may result from this SOI.
- B. nothing contained in such subcontracts shall impair the rights of NYSCB or the participants of NYSCB.
- C. nothing contained in such subcontracts or under any contracts that may result from this SOI shall create any contractual or employment relationship between any subcontractor and NYSCB.

The Contractor further agrees it is fully responsible to NYSCB for the acts and omissions of any subcontractors, and any persons either directly or indirectly employed by them.

P) Confidentiality

The Contractor will safeguard the confidentiality of all information relating to all individuals who receive services under any contract(s) resulting from this SOI, and/or whose names are provided to the Contractor pursuant to **Referrals/Student Termination** above, and shall maintain the confidentiality of all such information in conformity with the provisions of applicable State and Federal laws and regulations. An individual's records shall not be released without the written consent of the individual, or as otherwise required pursuant to applicable State or Federal laws and regulations.

Q) Records

The Contractor agrees to maintain accurate, complete, and separate accounting and fiscal records, and to meet all state and federal reporting requirements. The Contractor agrees to retain such records for the balance of the calendar year in which they were made and for six additional years thereafter. Such records shall be subject to audit by NYSCB, the Office of Children and Family Services, the Office of State Comptroller, and any other party authorized by federal or state law or regulation.

R) Regions

NYSCB seeks contractors who can provide the services as outlined in the “**Scope of Work**” section of this SOI. Any contracts awarded in response to this SOI will be specific to one of two regions (Downstate or Upstate) as defined below. NYSCB anticipates approximately 20-30 individuals will be referred to each program annually, depending on the region. Please specify which region(s) you are applying for in your LOI.

Downstate: This program must be located in one of the following counties: Suffolk, Nassau, Richmond, Queens, Bronx, New York, Kings, Westchester, Rockland, Putnam, Dutchess, or Ulster.

Upstate: This program must be located in one of the following counties: Erie, Livingston, Monroe, Onondaga, Broome, Herkimer, Albany, Schenectady, Rensselaer, or Saratoga.

Referrals of NYSCB participants to Contractors will be made in accordance with federal regulation “Title 34 → Subtitle B → Chapter III → [Part 361.52 Informed Choice](#)” that requires the participant to select the vendors based upon information/options provided by NYSCB. The number of referrals made to each program is contingent upon need and consumer choice. There is no guarantee of the actual number of referrals, that referred individuals will choose to participate and/or complete the program, or of specific levels of revenue from any award pursuant to this SOI.

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
- Must be willing to provide services to all referred individuals
- Must be registered in New York State as a Not-For-Profit
- Must have a written agreement with a college or university with residential dormitories that are located on the campus and easily accessible by public transportation
- Must have five years’ experience providing a Pre-College Program for students in New York who are legally blind
- Must provide a total annual program cost and additional cost per participant as defined in the LOI instructions
- The Contractor must have a physical building in NYS capable of providing blindness services
- The Contractor must provide the Program Director’s name and Curriculum Vitae.
- Be eligible to do business with New York State

Funding Details

This SOI is being released for the purpose of gathering information on existing Pre-College Programs that currently operate statewide. A response to this SOI may result in a contract or agreement with NYSCB in the future. OCFS/NYSCB does not guarantee any specific level of income or any specific level of referrals as a result of responding to this SOI.

Funding for this project is contingent upon the availability of funds in the state and/or federal budgets, the number of eligible applicants that respond to this SOI, and the number of participants in need of pre-college services.

Contract Value and Payments

Individual contract values will be determined based upon the following factors, including but not limited to:

- geographic region
- annual cost of the Pre-College Program
- additional cost per participant

The services provided under any contracts resulting from this SOI are paid based upon fixed rates for the services provided.

In their LOI, the organization must propose an annual cost to NYSCB for delivery of the Pre-College Program. The proposed costs must contain:

1. the annual cost of delivering the program for 20 Upstate/25 Downstate students. This will be a fixed annual cost charged to NYSCB by the contractor for up to 20 Upstate/25 Downstate referred students. This must cover all program costs in the organization's proposal. Students who complete a minimum of ten days of the program will be counted as a successful completion.
2. an additional 'per participant' cost for acceptance and program completion of up to five additional students over the standard 20 Upstate/25 Downstate student enrollment, should NYSCB experience an increased demand for this program. The maximum number of students to be referred for the program will be no more than 25 Upstate and 30 Downstate. Students who complete a minimum of ten days of the program will be counted as a successful completion.

The additional cost per participant cannot exceed the per capita cost for the initial 20 Upstate/25 Downstate participants.

The contractor will be paid annually upon completion of three milestones for the project year. The payments will be as follows:

1. Payment 1: 25% of the annualized program cost upon NYSCB's receipt and approval of the annual program plan including the program location, dates of program, the annual curriculum update, and a properly completed request for reimbursement. The program plan is due two months prior to the start date of each annual session of the Pre-College Program.

2. Payment 2: 35% of the annualized program cost upon acceptance of NYSCB-referred students, commencement of the annual summer program, and submission of a properly completed request for reimbursement.
3. Payment 3: 40% of the annualized program cost plus any additional 'per participant' cost due upon completion of the annual program, NYSCB's receipt and approval of required final reporting, and submission of a properly completed request for reimbursement.

Note: The additional 'per participant' payment will be based on the number of students in excess of 20 Upstate or 25 Downstate who complete a minimum of 10 days of the program.

Each year after 2024, the provider agency will receive a Cost Of Living Adjustment (COLA) based upon the Michigan Consumer Price Index (CPI) from the Bureau of Labor Statistics. The amount of the increase will be based upon the prior calendar year. For example, the CPI increase amount for the summer of 2025 will be based upon the CPI increase from 1/1/2024 to 12/31/2024.

Any required course books and assistive equipment needed by students with blindness or low vision to participate in this program will be purchased, paid for, and provided by NYSCB using standard NYS purchasing guidelines and procedures.

No charges for services rendered under the Pre-College Program may be requested or accepted by the contractor from the student or the student's family.

Term of Contract

Contract(s) awarded in response to this solicitation will be for **five years**. The anticipated start date is **2/1/2024**, and the anticipated end date is **1/31/2029**. 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 e-mailed 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 documents:

- **Attachment 1 – Letter of Interest**
- **Attachment 2 – Submission Checklist**
- **Written agreement with a college or university**
- **Program Director’s name and Curriculum Vitae**

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

- [OCFS-2647, EO 177 Certification](#)
- [OCFS-4821, CMS User Authorization](#)

The subject line of the e-mail submission of your response should include the following information: **SOI 1137 Pre-College Program for Legally Blind Students**. Additionally, please clearly identify the vendor’s name in the body of the e-mail 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 **30** pages, 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 e-mail 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 1137 Pre-College Program for Legally Blind Students**. Please submit your question(s) with adequate time for response. OCFS recommends allowing at least five business days. **Late questions may not be addressed.**

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 among those interested organizations who are deemed to meet the eligibility requirements and are determined to be 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 business days from request or as otherwise directed in the request.

Upon determination of eligibility, OCFS will notify organizations 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.

The contract documents consist of the following:

1. Face Page
2. Signatory Page
3. NYS Standard Terms and Conditions (State of New York Master Contract for Grants)
4. Master Contract Attachment A-1 (Agency-Specific Terms and Conditions)
5. Master Contract Attachment A-2 (Federally Funded Grants)
6. Master Contract Attachment B: Budget and Instructions
7. Master Contract Attachment C: Work Plan
8. Master Contract Attachment D: Payment and Reporting Schedule
9. Master Contract Attachment E: Federal Fund Vendor Determination
10. Attachment MWBE: Minority- and Women-owned Business Enterprises

A copy of the NYS Standard Terms and Conditions (State of New York Master Contract for Grants) with attachments can be found on the OCFS public website at: <https://ocfs.ny.gov/main/contracts/docs/Grant-Contract-Template-Federal.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)
- [Attachment A-2, Federal Assurance and Certifications](#) (if applicable)
- [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 – Code of Conduct Form**
- **Attachment 4 – Daily Medical Log**
- **Attachment 5 – Medication Log**

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