

Responses to Questions for RFP # 1011  
Kinship Caregiver Program

<b>Q1</b>	<b>Are letters of commitment from the LDSS required? If yes, where would you like them uploaded?</b>
A1	No, letters of commitment from LDSS are not required.
<b>Q2</b>	<b>Are letters of commitment from key collaborating agencies required? If yes, where would you like them uploaded?</b>
A2	No, letters of commitment from key collaborating agencies are not required.
<b>Q3</b>	<b>How specifically are you defining experience in providing “permanency services”? Is it to mean the applicant has to have a contract with the OCFS? Is an applicant who has significant experiencing in providing family support services, family educational and skill-building services, person-centered services for high-need children, and case management services, but doesn’t have a contract with OCFS, eligible to apply?</b>
A3	It is unclear what part of the RFP this question is referring to. The phrase “permanency services” is not used in the RFP in reference to an applicant’s eligibility. In order to submit a proposal, the applicant must meet the requirements of Section 3.1 of the RFP. As stated in Section 3.1, the Attachment 5 – Case Management Attestation Form must certify a minimum of two (2) years’ experience providing case management services that support the safety, permanency and well-being of children and families in New York State. These terms are defined in Section 2.1 of the RFP. An applicant who does not have a contract with OCFS but meets the requirements of Section 3.1 of the RFP, is eligible to apply.
<b>Q4</b>	<b>What number of children/families is expected to be served per year by each applicant? Is there a minimum number to serve?</b>
A4	Applicants must consider the contract requirements for services under this grant opportunity and determine what is a reasonable number of participants to serve annually. Applicants proposal must clearly demonstrate the applicant’s knowledge of the demographics, cultures, linguistic requirements, issues and service needs of the community to be served by the proposed project (section 5.1A) There is no minimum number to serve.
<b>Q5</b>	<b>How is geographical distribution of services envisioned?</b> <b>a. It is clear that each applicant must serve two counties. Given the funding available, if each funded applicant only served two counties it appears there will be a majority of counties that won’t be served or covered. If an applicant can serve four or five counties, would that reflect more favorably in the scoring?</b> <b>b. Would the above scenario require an applicant to submit two separate applications indicating two counties per application?</b> <b>c. Are there counties already currently covered in an existing program whose contract period is extending through this RFP contract period (and thus is already covered?)?</b>
A5	a. Proposing to serve more than two counties or boroughs, in and of itself, will not reflect more favorably in the scoring. A proposal will need to discuss and justify how the program will serve the community. b. Each application should reflect one program’s ability to serve two (2) or more counties or two (2) or more boroughs. Refer to Section 6.2 Evaluation Process, Method of Award which states, “An applicant must submit separate proposals to apply for more than one

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	award and must serve separate counties other than those named in their 1st proposal. An applicant may receive up to two (2) awards from this funding opportunity.” c. All existing contracts for kinship services are anticipated to end on 8-31-2020.
<b>Q6</b>	<b>If an applicant with special expertise can serve a broader geographic range but concentrate service for children with those special needs (ie Intellectual/ Developmental Disabilities, or Deaf and Hard of Hearing, etc.), can that applicant apply to just serve that constituency?</b>
A6	Refer to Section 5.0 B. Target Population(s) for instructions on how to capture the population a program intends to serve.
<b>Q7</b>	<b>Is the applicant required to have an on-call arrangement and if so, parameters required for such?</b>
A7	No, refer to Section 4.0 Program Requirements, Section 4.1 Desired Outcomes and Program Requirements, V. Maintenance and Family Preservation for a description of crisis intervention services.
<b>Q8</b>	<b>Is there a tool being used to measure the outcome of less stress on families?</b>
A8	Yes, please refer to Attachment 4 – Participant Satisfaction Survey, which is to be filled out by participants to determine if program services reduce levels of participants’ stress.
<b>Q9</b>	<b>Are costs for family engagement activities, and/or transportation to be involved in those, expected or eligible grant fund expenses?</b>
A9	Allowable costs are determined by funding source. At this time costs for family engagement activities and/or transportation to be involved in program services are eligible grant fund expenses.
<b>Q10</b>	<b>Are there demographics available by county?</b>
A10	Applicants must conduct their own data research. OCFS does not maintain data on informal kinship arrangements. (Section 5.1 A1).
<b>Q11</b>	<b>If an organization applies for 2 grants under this RFP—each to cover 2 counties—and we win both awards, would we end up with one contract with OCFS for the sum total of the two awards OR 2 contracts with NYS OCFS?</b>
A11	No, each funded application would have a separate NYS OCFS contract.
<b>Q12</b>	<b>On page 10 of RFP under 2.3 Purpose and Funding Availability, there’s a sentence in the 1st paragraph that reads: The purpose of this RFP is to fund new Kinship Caregiver Programs to increase the state’s capacity to achieve safety and well-being for children living with kinship families. We currently operate a Kinship Caregiver Program that was funded through a grant by OCFS from your 2015 RFP. Given that we are a current provider, are we eligible to apply this time? That is, would we be considered a NEW program?</b>
A12	Yes, this is a new RFP for Kinship Caregiver Services with new programmatic requirements. All organizations that meet the listed minimum requirements provided in Section 3.1 of the RFP are eligible to apply.
<b>Q13</b>	<b>According to eligibility requirements for families, we understand that families with legal guardianship or kinship foster care placements cannot be served by this program. As this is different from the last RFP for the Kinship Caregiver program, and our subsequent program, we would like some clarification: does this mean that 1017 families cannot be served but Article 6 families can be served.</b>

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A13	No, 1017 placement resources can be served by this program, as these relatives or other suitable persons do not have legal guardianship. Families with Article 6 custody are eligible to be served under this grant.
Q14	<b>We would also like clarification on the section of the narrative for Objectives, Tasks and Performance Measures. For the narrative, you ask that we provide our program objectives and how they relate, in part, to the RFP outcomes. In the Performance Targets form, Attachment 3, there are 2 outcomes statements (maintenance and family preservation, and family engagement). Are these what you are referring to as RFP outcomes? Or are you referring to the outcomes identified at the beginning of the RFP - to support and strengthen kinship families to achieve permanency and well-being for children residing with kinship families.</b>
A14	Refer to Section 5.0 Proposal Content and Submission and Section 5.1 Technical Proposal Content/Work Plan for expected outcomes.
Q15	<b>RFP Section 4.1, Paragraph number 1 states “Applicants are to provide programs designed specifically for kinship families, with legal custody or informal arrangements, caring for children 0-18.”</b> <b>a. Which type(s) of legal custody are applicable to receive services? Does “legal custody” include families who have been granted N-docket/1017 custody and those with Article 6 legal custody?</b> <b>b. What are the requirements to be considered “kinship” for purposes of this RFP? Do “fictive kin” relationships qualify for programming if they have been awarded legal custody?</b>
A15	a. Legal custody includes court-issued orders that detail the custody arrangement as mentioned in Section 5.0 Proposal Content and Submission. Informal care is defined as a child that is being cared for by someone who does not have legal custody or guardianship of the child, which could include 1017 Placements.  b. Refer to Section 5.3 Key Concepts for the definition of “kinship care” and Section 2.3 Purpose of Funding Availability which states, “Kinship Caregiver Program services must include best practices in the field that address the multiple needs of children residing with grandparents, relatives, or any other non-parent caregiver.”
Q16	<b>RFP Section 4.1, Paragraph number 6 references the program design having to include a Program Director.</b> <b>a. Is this position to be considered a direct or indirect position?</b>
A16	A program director providing support to this project would be considered a direct position. Please refer to Section 5.2 Proposed Budget for additional information.
Q17	<b>The new RFP requires a Program Director with a minimum of a master’s level degree in social work, psychology, or human services and a Case Manager with a bachelor’s level degree.</b> <b>Can these qualifications be modified to include " or a bachelor’s level with X years of experience"; 'or Associate's level with X years of experience' as the \$150,000 award would not support hiring master’s level and bachelor’s level staff. At the current agency rate for similar positions, over 75% of the budget cover personnel costs. This leaves very little for travel throughout large geographic counties (1258 sq. miles and 1458 sq miles) for home visits; monthly family engagement functions</b>

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	<b>in both counties; monthly caregiver and child support groups in both counties; collateral visits; three community education session in each county per quarter, respite outings, etc</b>
A17	The requirements for this position have been amended. See Section 4.1 Desired Outcomes and Program Requirements of the amended RFP for additional information.
<b>Q18</b>	<b>The current director has a BA. She has been the Director of our OCFS Kinship program since 2012 and has over 30 years of experience in the field including: Clinical Social Worker II with our agency through a waiver from NYS OMH; Child and Family Specialist, Crisis Counselor and an Intake Coordinator/Senior Psychiatric Social Work Assistant for the Oneida County Department of Mental Health. Our Outreach Worker has been employed for four years in the Kinship Care Management program and has 11 years' experience in the field as a CNA, a residence counselor at the Rescue Mission and a residence counselor at UCP. Would these staff be able to continue working in the program?</b>
A18	See A17.
<b>Q19</b>	<b>What is considered case management for this program? Section 3.1 paragraph 3</b>
A19	Refer to Section 4.1, I. Case Management and Referral for the definition and examples of case management.
<b>Q20</b>	<b>Is this different from the past where there was a component one (support group) and component two (support group and case management)? Section 3.1</b>
A20	Yes, this procurement is separate and apart from the 2015 grant opportunity for Kinship Caregiver Services. There are no separate components for service delivery under the current RFP #1011.
<b>Q21</b>	<b>Can case management and Ulster RAPP staff be considered personnel, or would they be contract services and can we do the program contracting those services in other counties or do they need to be on our staff? Section 4.1 I</b>
A21	Applicant should identify personnel staff and refer to <b>Section 5.2 Proposed Budget</b> for additional information.
<b>Q22</b>	<b>Do all families need to be involved in Case management or can they just be part of the support group and come to that for as long as they like? Section 4.1 II</b>
A22	Yes, applicants must provide services that include ALL of the core components described in 4.1 Desired Outcomes and Program Requirements. All families need to be involved in Case management.
<b>Q23</b>	<b>If a case is closed with case management can they still come to support group? Section 4.1 II</b>
A23	Yes. Families may still attend support groups but may not be counted in the target population as case management services have ended.
<b>Q24</b>	<b>What are the responsibilities and expectations of a case manager? Section 3.1</b>
A24	Programs define the job descriptions of all titles paid with funds from this contract, ensuring that all services described in 4.1 Desired Outcomes and Program Requirements are being met. For additional information, please refer to 4.1.I I. Case Management and Referral.
<b>Q25</b>	<b>Can we contract out for case management services? Section 5.2, B.1</b>

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A25	Yes, applicants may subcontract components of the scope of work, including case management services. Please refer to Section 5.2, B1 for additional information on requirements for contractual and consultant services.
<b>Q26</b>	<b>The section on ‘Miscellaneous expenses’ it states that food and refreshments are not allowable expenses for staff does that mean that we cannot buy food for the program? Section 5.2, B.5.e</b>
A26	Food and refreshments <b>for program participants</b> are qualifying items for reimbursement under this procurement. Food and refreshments for staff are not allowable expenses. Section 5.2 (4)(B)e.
<b>Q27</b>	<b>If participants just want support group and not case management do we need authentication on their guardianship status? Section 4.1 II</b>
A27	Yes, authentication on legal status is required.
<b>Q28</b>	<b>What do you mean by having a full-time case manager? Would having several people working on case management be equivalent to one full time case manager? Section 4.1 I</b>
A28	No, as per Section 4.1, “Program design must include sufficient staff with <b>at least one</b> full-time case manager.” Hiring multiple staff to cover the full-time position would not meet this requirement.
<b>Q29</b>	<b>For the children’s support groups that we are required to offer once per month per county, as outlined in section 4.1.II, pages 17-18 of the RFP: are these groups required to be for children of all ages? It seems incredibly difficult to design one support group that addresses the needs of both four-year olds and sixteen-year olds. Can we, for example, hold two groups per month per county, one for younger youth and one for older youth?</b>
A29	Yes, the program may hold more than one support group for children/youth.
<b>Q30</b>	<b>Since grantees cannot serve legal guardians or foster parents, but this RFP also asks us to make referrals to family court and ACS, as outlined in section 2.3, page 10, and section 4.1.I, page 16, of the RFP: if a caregiver became a legal guardian or foster parent while a grantee was providing case management through the program, would the grantee have to close their case?</b>
A30	Yes, if the caregiver became the legal guardian or foster parent for the child, then the case would no longer be eligible to be served through the Kinship Caregiver Program. Legal guardians may be referred to Regional Permanency Resource Centers for services.
<b>Q31</b>	<b>Can group services be combined with group services for people in other custodial situations, as long as this OCFS grant funding is only used for activities/services for the kinship families targeted in this program? For example, could children with kinship caregivers do recreational activities (paid for by this grant) with children who have caregivers with legal guardianship (paid for by other funds)? Could kinship caregivers (paid for by this grant) participate in support groups with caregivers with other custodial arrangements (paid for by other funds)?</b>
A31	Services and programming must meet the needs of the children and families to be served. There might be instances of crossover in programming that meets the needs of multiple groups. In these cases, documentation including notes justifying how the specified event serves the needs of the child/family, identification of the specific



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	children/family who participated under this funding and the qualifying staff and staff time providing the programming must be clear and available to OCFS upon request.
<b>Q32</b>	<b>We are a subordinate government entity that qualifies for non-for-profit tax status. Do we meet eligibility requirements for this funding?</b>
A32	Please refer to 3.1 Minimum Qualifications. Applicants must be a not-for-profit organization or voluntary agency. Government entities are not eligible to apply. If a subordinate entity is classified as a government entity or created by federal or state statute, then they are not eligible.
<b>Q33</b>	<b>Can we subcontract the crisis management, accompaniment, and advocacy, while managing the core case management, referrals, and support groups directly?</b>
A33	Yes, please see A25.
<b>Q34</b>	<b>Are there any services that cannot be subcontracted?</b>
A34	No, however, Subcontractor agreements must have written approval from OCFS. Please refer to section 3.3 and 5.2 of the RFP for additional information regarding subcontracting.
<b>Q35</b>	<b>In section 7.11 of the above cited RFP, it indicates that vendors are encouraged to consider the utilization of certified SDVOB's for at least 6 % of discretionary non-personnel services.</b>  <b>Is there a form that should be utilized to report what vendor we intend to use (similar to the Utilization Plan that we complete for MWBE potential subcontractors)? And, if there are no suitable SDVOB vendors in our area, is there somewhere in the application where that issue should be addressed?</b>
A35	Vendors may utilize the SDVOB 100 Utilization Form to develop a list of intended vendors. It is available on the OGS SDVOB website at <a href="https://ogs.ny.gov/veterans/division-service-disabled-veterans-business-development-compliance-and-reporting#contractor-reporting-forms">https://ogs.ny.gov/veterans/division-service-disabled-veterans-business-development-compliance-and-reporting#contractor-reporting-forms</a> If vendors are unable to locate suitable SDVOB vendors they should document the efforts they took to locate them. The OCFS Contract Compliance Unit (CCU) will assist vendors with SDVOB 200 Waiver forms as appropriate. Waivers so not need to be addressed during the application process, but after award, the documentation should be kept on file.
<b>Q36</b>	<b>Referencing pages 1 and 16 -"Applicant's staff must obtain a copy of proof of legal custody status for all formal kinship arrangements" - what will staff need to obtain from informal kinship families, an attestation?</b>
A36	Yes, the intake documentation will ask families to attest to their legal custodial status.
<b>Q37</b>	<b>Will you be making these slides available to us after the bidder's conference is over?</b>
A37	Yes, the PowerPoint slides from the Bidder's Webinar have been released with the Q&A.
<b>Q38</b>	<b>Will letters of support from LDSS be accepted even though not required?</b>
A38	Yes.
<b>Q39</b>	<b>The programs described by this RFP are very similar to the programs described and funded by the RPRC programs. IS there any intention on the part of OCFS to have the kinship model expand on the RPRCs or build off of as a similar model?</b>
A39	No, not at this time.

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<b>Q40</b>	<b>Will you provide PASTA curriculum to us?</b>
A40	Please refer to Section 4.1 VI. and follow the link under Parenting a Second Time Around.
<b>Q41</b>	<b>If the child attends school in a different county, can the worker participate in a non-designated county if it's in the best interest for the child?</b>
A41	OCFS cannot address case-specific examples at this time. Successful applicants would need to confer with OCFS.
<b>Q42</b>	<b>if an eligible caregiver becomes a legal guardian or foster parent while a grantee is providing case management through this program, would the grantee have to close their case immediately?</b>
A42	Please see A30.
<b>Q43</b>	<b>what does the follow-up look like? can a case which was closed out become a case again?</b>
A43	A case which was closed can reopen if there is a new need for kinship caregiver program services. Refer to 4.1 Desired Outcomes and Program Requirements, section V. Maintenance and Family Preservation for additional information.
<b>Q44</b>	<b>If the kinship is not legal guardian and it's not a foster care arrangement, what would the details be for the case? Does temporary guardianship qualify?</b>
A44	OCFS cannot speak to details of any case. Caregivers with legal guardianship or kinship foster care placements are not eligible to be served under this grant opportunity. If temporary guardianship is referring to an informal arrangement of a child that is being cared for by someone that does not have legal custody or "Formal/Legal" guardianship of the child, then the foster care arrangement would qualify under this grant opportunity.
<b>Q45</b>	<b>For the respite requirement, what is the implication of the requirement that we be able to provide respite "as needed"? Does that imply that respite must be offered to meet individual needs of families rather than through pre-planned activities for children?</b>
A45	Respite can be both offered to meet the individual needs of families and/or through pre-planned activities for children. See Section 5.3 for additional information.
<b>Q46</b>	<b>Kinship foster care is ineligible. Could you define what you mean by this? Are you referring only to certified kinship foster parents?</b>
A46	Yes, in reference to certified or approved kinship foster parents, caregivers with legal guardianship or kinship foster care placements are not eligible to be served under this grant opportunity.
<b>Q47</b>	<b>can group services through this program be combined with group services for people in other custodial situations, as long as this OCFS grant funding is only used for activities/services for the kinship families targeted in this program?</b>
A47	Refer to Section 4.0 Program Requirements. Applicant's staff must maintain all accurate program participant records and documentation to support service delivery. This is not recommended but documentation needs to support participation by qualifying individuals. See A31.
<b>Q48</b>	<b>Where will referrals come from? DCFS?</b>
A48	Refer to Section 4.0 I. Case Management and Referral and 5.0 Proposal Content and Submission. Applicants should describe Target Population and their plans for referrals in their proposals.

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<b>Q49</b>	<b>On page 10 of RFP under 2.3 Purpose and Funding Availability, there's a sentence in the 1st paragraph that reads: The purpose of this RFP is to fund NEW Kinship Caregiver Programs to increase the state's capacity to achieve safety and well-being for children living with kinship families. We currently operate a Kinship Caregiver Program that was funded through a grant by OCFS from your 2015 RFP. Given that we are a current provider, are we eligible to apply this time? That is, would we be considered a NEW program?</b>
A49	See A12
<b>Q50</b>	<b>According to eligibility requirements for families, we understand that families with legal guardianship or kinship foster care placements cannot be served by this program. As this is different from the last RFP for the Kinship Caregiver program, and our subsequent program, we would like some clarification: does this mean that 1017 families cannot be served but Article 6 families can be served.</b>
A50	See A13.
<b>Q51</b>	<b>Can the Program Director position be shared between other programs in an agency?</b>
A51	Yes, as long as the Program Director's total FTE (full time equivalent) does not exceed 100% with all programs combined, and applicant is able to supply backup documentation to this effect with its claims.
<b>Q52</b>	<b>Can one bidder submit multiple proposals?</b>
A52	Yes, please see Section 6.2 under Method of Award.
<b>Q53</b>	<b>Are extra points awarded for serving more than the minimum of 2 counties?</b>
A53	See A5.
<b>Q54</b>	<b>Is there a minimum or maximum caseload size for case managers?</b>
A54	No.
<b>Q55</b>	<b>Is there an expectation that a particular entity will provide the bulk of the referrals for this program or is the expectation that these will be community referrals?</b>
A55	There is no expectation that a particular entity will provide referrals.
<b>Q56</b>	<b>Can two organizations with strengths in different counties partner to facilitate services in the two counties by sharing services - but each submit independent proposals?</b>
A56	Yes, but only the highest scoring proposal(s) for the same counties/boroughs would be eligible for an award. Please refer to Section 6.2 Evaluation Process for additional information.
<b>Q57</b>	<b>I cannot find the projected number of families required to be served annually. Can you please clarify? Thank you.</b>
A57	Please see A4.
<b>Q58</b>	<b>Are the support groups an education groups mandatory attendance, or do they just have to be offered?</b>
A58	Refer to <b>Section VI. Desired Outcomes, Program Objectives and Performance Targets.</b>
<b>Q59</b>	<b>Is there a specific electronic health record that will be used?</b>
A59	No.
<b>Q60</b>	<b>Is the child eligible if they are in county custody?</b>



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A60	No, a child in county custody is not eligible to receive services under this grant opportunity.
<b>Q61</b>	<b>On page 18 of the RFP, under "Maintenance and Family Preservation," (bullet 4) does the "professional social worker" engaging with families to provide support during crisis interventions need to be a certified social worker, or does this refer to other social work-related professions?</b>
A61	It can include other social work-related professions.
<b>Q62</b>	<b>Will the slides be available for future review?</b>
A62	Please see A37.
<b>Q63</b>	<b>Will bidders whose attestation shows a history of serving multiple counties receive priority in this RFP process?</b>
A63	No.
<b>Q64</b>	<b>Can we offer two child support groups per site per month (or 4 support groups total per month) to account for the different needs of younger children and teenagers/adolescents?</b>
A64	Please see A29.
<b>Q65</b>	<b>Can the support groups be offered to Kinship and 1017 guardians if they want to come? Will they count towards our numbers if so?</b>
A65	The purpose of this RFP is to serve families with legal custody and informal arrangements. Other participants may participate but will not count towards performance targets.
<b>Q66</b>	<b>Is there an age limit for the child? Do they age out at 18 since they become a legal adult?</b>
A66	This RFP is intended to serve children ages 0-18, See section 2.3 Purpose of Funding Availability
<b>Q67</b>	<b>can one agency apply for 2 separate grants if the programs are run out of 2 separate sites</b>
A67	Yes. See A52.
<b>Q68</b>	<b>Would a respite outing be able to count as a monthly contact?</b>
A68	No, as a monthly contact should include the kinship providers as well.
<b>Q69</b>	<b>What are the repercussions if the outcomes are not met? Will there be a timeframe to make program changes or improvements? Could it impact funding from one year to the next?</b>
A69	A program improvement plan (PIP) would be issued and agreed upon by the provider and OCFS if outcomes are not met. Failure to meet contract requirements could impact funding.
<b>Q70</b>	<b>What does it mean that one of the two required sites must be the "primary site"? What is the definition of "primary" in this context?</b>
A70	For award purposes, the primary site address will be used to assign the proposal to one of the OCFS regions as identified in RFP Section 6.2. "Counties Listed by OCFS Regions". This determination must be made by the applicant.
<b>Q71</b>	<b>It's noted that a program director is required, is it expected that the program director be assigned to this program full time?</b>
A71	No, the Director position does not have to be full time, see A51.

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<b>Q72</b>	<b>Understanding that services must be made available to all eligible families, can outreach services be targeted toward specific populations, such as those caring for the children of incarcerated individuals?</b>
A72	Please see A6.
<b>Q73</b>	<b>Do the applicants have to be previously engaged with the 2nd county to qualify or does it matter if it's a new partnership?</b>
A73	Please see A49. Programs who apply must be able to provide services in at least (2) or more counties and/or Boroughs of NYS, see Section 2.1.
<b>Q74</b>	<b>How many families, caregivers, children will be required to be served per county, per year? Do we have to serve an equal number per county, or will the total number be cumulative?</b>
A74	Please see A4.
<b>Q75</b>	<b>Who will refer families and how many are required to be served in one year?</b>
A75	See A48 and A4.
<b>Q76</b>	<b>Do we need to submit Attachment 5 – Case Management Attestation prior to Feb 28 deadline?</b>
A76	Yes. Refer to Section 5.4 Proposal Content, Section 5.5 Proposal Submittal Process, and Section 10.0 Program-Specific Requirements and Forms.
<b>Q77</b>	<b>Will there be time to phase in services in what might be a new county served?</b>
A77	Yes, "Applicants are expected to be ready to implement programs within sixty (60) days of the contract start date." Refer to Section 4.1 Desired Outcomes and Program Requirements, I. Case Management and Referral.
<b>Q78</b>	<b>Does the training have to be facilitated by program staff or can it be other staff in the agency already doing this?</b>
A78	No, training can be by other staff in the agency, Refer to Section 4.1 part III. Education and Section 5.1 E.
<b>Q79</b>	<b>Upon closing case at 12 months, will program support continued attendance of caregivers and youth at peer groups etc.?</b>
A79	Yes, families may still attend support groups but may not be counted in the target population as case management services have ended. See A23.
<b>Q80</b>	<b>As kinship family cases must be closed after 12 months (unless there is good reason for extending), will support group participants who continue in the program still be counted, or even supported with the funding?</b>
A81	No. See A23.
<b>Q82</b>	<b>Will kinship families who are not eligible to be served due to legal guardianship or kinship foster care be allowed to participate in programs, if there are additional sources of funding supporting these activities? Clearly, they will not be reported as part of the adult and youth that count, but is it acceptable to have them there? I did note that the RFP shared that all children in the family should be served, even if they are not kinship children, although they would not count.</b>
A82	No. The purpose of this RFP is to serve families with legal custody and informal arrangements. Legal guardians may be referred to Regional Permanency Centers for services. Kinship foster parents are served by their LDSS. See Section 2.3.
<b>Q83</b>	<b>Youth peer support groups are different from our current offering of 4-H Youth Programming. Our Teen Group would be more similar. It would be good to know</b>

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	<b>what is expected at a youth peer group, and what ages are expected for targeting such a group.</b>
A83	Support groups for youth are to be tailored to the needs of the clients being served.
<b>Q84</b>	<b>One pre-submission upload template appears to be in error on the application. When one attempts to download template for OCFS 3460 (MWBE EEO), the template for MacBride Fair Employment principles is downloaded instead. Please advise.</b>
A84	The correct OCFS-3460 MWBE and EEO Policy Statement Form is provided with this Q&A document. It is also available from the download links provided in Sections 1.6 and 8.0 of the RFP or from the OCFS public forms page located at the following web link: <a href="https://ocfs.ny.gov/main/documents/forms_keyword.asp">https://ocfs.ny.gov/main/documents/forms_keyword.asp</a>
<b>Q85</b>	<b>Section 5.2 NPS Budget items 1: Contractual/Consultant Services for the budget, the RFP states “the contractor must get prior written approval from OCFS for...a single subcontractor that exceeds \$50,000 or 50% of the contract value”. Please clarify if the approval is needed if the allocated portion charged to OCFS is less than \$50,000, but the total contract is greater. Similarly, the section states that 3 written bids are required for contracts under \$15,000. Again, is that for the total contract value or just the portion charges to OCFS?</b>
A85	As per Section 5.2, prior written approval is needed when the allocated amount exceeds the portion charged against the OCFS funds, so likewise three written bids would be required when the portion of OCFS funds exceeds the allotted threshold (not the total project cost, inclusive of match).
<b>Q86</b>	<b>Do we need to submit all the required forms at the same time with our proposal?</b>
A86	Yes. Refer to Section 1.6 Submission of Proposals. Please also see A84.
<b>Q87</b>	<b>OCS form 2634 pg 2 – Do you want the list of the board?</b>
A87	Refer to Section 1.6 Submission of Proposals.
<b>Q88</b>	<b>NPS Budget categories, Supplies, Section 5.2, B4 (page 31): states that for supplies agencies have to “Obtain three written or verbal quotes for any single item costing \$2,500 or less.” Please clarify if there is any lower dollar limit threshold or do all supply purchases that cost \$1-\$2,500 require three quotes.</b>
A88	As per section 5.2, any single item costing \$1-\$2,500 will require written or verbal quotes. Written bids are only required for any single item costing over \$2,500.
<b>Q89</b>	<b>Service-Disabled Veteran-Owned Business (SDVOB), Section 7.11 (Page 58): Please clarify if the minimum spending of 6% on SDVOB is a mandatory requirement or a recommendation as per the RFP.</b>  <b>The RFP on page 58 states that “Therefore, and consistent with its Master Goal Plan, OCFS strongly encourages vendors who contract with OCFS to consider the utilization of certified SDVOBs that are responsible and responsive for at least six (6) percent of discretionary non-personnel service spending in the fulfillment of the requirements of their contracts with OCFS.”</b>  <b>The PowerPoint slides for the Bidder’s Webinar for Request for Proposals RFP # 1001 Kinship Caregiver Program that took place on February 3rd, 2020 on slide 29 states that “Contractors are required to spend a minimum of thirty percent (30%) of</b>

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	<b>their overall discretionary budget through New York State-certified Minority or Women-Owned Business Enterprises (MWBES); at a minimum 15% with a MBE and 15% with a WBE; and six (6%) percent of their overall discretionary budget through Service Disabled Veteran Owned Businesses (SDVOBs)."</b>
A89	Legislation requires spending of 15% MBE, 15% WBE, and 6% SDVOB as stated. However, our governing agencies are aware of the difficulty of meeting all these requirements simultaneously and entertain waivers if one goal is met and the others cannot be. It is required to attempt and document all good faith efforts to obtain the goals and waivers are accepted with justification if, despite attempts, the goals cannot be met.
<b>Q90</b>	<b>Program Requirements, Desired Outcomes and Program Requirements, Section 4.1 (page 16) states that "Applicants must offer case management services to every open case." Please clarify if there is a minimum duration that case management services have to be offered to families.</b>
A90	All services described in Section 4.1 Desired Outcomes and Program Requirements must be provided to every open case to be served under this grant opportunity.
<b>Q91</b>	<b>Does there need to be a client file for each participant of the various groups of Adult support group, Child support group, Educational session, Family Engagement activities?</b>
A91	Refer to Section 4.1 Desired Outcomes and Program Requirements, Section I. Case Management and Referral which states, "Applicant's case managers must maintain a file for each family participating in the program."
<b>Q92</b>	<b>Is there a specific training for the peer-to-peer support group leaders that programs need to be aware of and the associated cost for the budget?</b>
A92	There is currently no specified training. Applicants are responsible for determining what trainings are appropriate for the peer-to-peer support group leaders.
<b>Q93</b>	<b>What are the regulations for Kinship Programs for staffing ratio's for child respite and child support group participation? Are there any restrictions to offering respite care such as when the child has special needs or other considerations that might endanger the health and safety of the child and case manager/program staff e.g. children that have increased anxiety when caregiver is away, have a tendency to run away, bang their heads, history of suicidal ideation and related hospitalizations, aggressive behavior etc.</b>
A93	Support groups and services for youth are to be tailored to the needs of the youth being served.
<b>Q94</b>	<b>The current Kinship Care Coordination program requires mandatory attendance by program staff at the annual OCFS conference in Albany. Is this going to be a requirement in the new 5-year program cycle as well? If yes, will it be required that all staff attend?</b>
A94	See Section 4.1 Desired Outcomes and Program Requirements of the amended RFP for additional information.
<b>Q95</b>	<b>Are there any income eligibility criteria for families to receive services? The current Kinship Care Coordination program stated that children meeting 200 percent TANF income guidelines will be eligible for services</b>
A95	This is a new RFP for Kinship Caregiver Services with new programmatic requirements. There are no income guidelines for eligible services.

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<b>Q96</b>	<p><b>Section 4.1 Desired Outcomes and Program Requirements / I. Case Management and Referral / Paragraph 8 (Page 16): “Applicant’s staff must obtain a copy of proof of legal custody status for all formal kinship arrangements.”</b></p> <p><b>a. RFP also states that families with legal guardianship or foster care are not eligible – please reconcile/ explain.</b></p>
<b>A96</b>	Families who have been granted legal guardianship, have executed a kinship agreement, or are certified or approved kinship foster parents are not eligible.
<b>Q97</b>	<p><b>Section 4.1 Desired Outcomes and Program Requirements / I. Case Management and Referral / Paragraph 11 (page 17): There is mention of “participant records” and “documentation” however no additional details are included.</b></p> <p><b>a. Is there a specific EHR system that will need to be used? (such as Connections)</b></p> <p><b>b. Can any electronic health record be used?</b></p> <p><b>c. Will documentation need to be shared with OCFS?</b></p> <p><b>d. How will the participation survey be conducted/collected? Paper or electronic?</b></p> <p><b>e. How will the agency be expected to share the survey data once collected? Will it need to be input into a system?</b></p>
<b>A97</b>	<p>a. No.</p> <p>b. Yes.</p> <p>c. Yes.</p> <p>d. Applicants must distribute and collect completed participant surveys. Results must be available for OCFS review. The way surveys are to be conducted, collected, or shared will be determined at a future date.</p> <p>e. See d.</p>
<b>Q98</b>	<p><b>Section 4.1 Desired Outcomes and Program Requirements / I. Case Management and Referral / Paragraph 14 (page 17): OCFS’ Program Manager must approve all cases that will be open for more than twelve (12) months from the date of intake, however there is not additional information about criteria for discharge:</b></p> <p><b>a. If family is disengaged, does not attend, does not participate in the program, etc., what is the allowed timeframe for closing the case?</b></p> <p><b>b. Is there a minimum expected enrollment for families?</b></p> <p><b>c. If changes occur in the status of the child, does the case have to close immediately? Is there an allowable timeframe to support the family in transitioning services?</b></p>
<b>A98</b>	<p>a. Applicants must describe the plan to discharge cases in their proposal.</p> <p>b. No, applicants must consider the contract requirements for services under this grant opportunity and determine what is a reasonable number of participants to serve annually.</p> <p>c. Yes, programs must only serve eligible families as described in the RFP.</p>
<b>Q99</b>	<p><b>Section 4.1 Desired Outcomes and Program Requirements / Section II Support Groups / Paragraph 1 (page 17): It states that group must be conducted a minimum of one (1) time per month in each county:</b></p> <p><b>a. What happens if the program offers the group/family engagement events/etc. and the family does not attend?</b></p> <p><b>b. Will that negatively impact target outcomes?</b></p>



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A99	<p>a. Applicants must describe a plan to provide groups/family engagement activities relevant to the population being served in their proposal.</p> <p>b. OCFS cannot determine the impact on target outcomes without case specific examples. Refer to Sections 4.1 Desired Outcomes and Program Requirements and 9.0 Glossary of Outcome-Based Contracting Terms.</p>
Q100	<p><b>Section 4.1 Desired Outcomes and Program Requirements / Section II Support Groups / Paragraph 1 (page 17): “Programs must allocate funds for providing peer-to-peer support groups, including training for peer support group leaders.”</b></p> <p>a. If the agency also has a Therapeutic Foster Boarding Home (TFBH) program, can one of the already designated TFBH parent’s run the peer to peer group?</p> <p>b. Does the peer to peer leader have to be currently enrolled in the program?</p> <p>c. Could the peer to peer leader have previously participated in the Kinship Caregiver Program and has since been discharged successfully?</p> <p>d. Can the agency provide “pass through funds” to the peer leader in addition to the training for incentive?</p>
A100	OCFS cannot address case-specific examples at this time. Applicants must describe the plan to provide peer to peer support groups in their proposal.
Q101	<p><b>Section 4.1 Desired Outcomes and Program Requirements / VI. Desired Outcomes, Program Objectives and Performance Targets:</b></p> <p>a. What happens if the program does not meet the outcomes?</p> <p>b. How long does the agency have to make program changes or improve?</p>
A101	<p>a. A program improvement plan (PIP) would be issued and agreed upon by the provider and OCFS if outcomes are not met. Failure to meet contract requirements could negatively impact funding.</p> <p>b. This is determined on a case by case basis.</p>
Q102	<p><b>Section 4.1 Desired Outcomes and Program Requirements / IV. Family Engagement / Paragraph 2 (Page 18): Applicant’s staff must administer a satisfaction survey to caregivers and kinship children over the age of 14, to determine participant satisfaction, prior to case closure.</b></p> <p>a. If the family is non-responsive to outreach and the family does not complete the survey, how does this impact closure of the case?</p> <p>b. How will the participation survey be conducted/collected? Paper or electronic?</p> <p>c. How will the agency be expected to share the survey data once collected? Will it need to be input into a system?</p> <p>d. Will the raw data be provided to OCFS or will there be additional expectations?</p>
A102	Applicants must distribute and collect the participant survey. Results must be available for OCFS review. See A97
Q103	<p><b>2.3 Purpose and Funding Availability / Paragraph 1 (page 10): The Kinship Caregiver Programs will serve families with informal or legal custody of a child(ren) between the ages of 0-18.</b></p> <p>a. See question 1 above: “Applicant’s staff must obtain a copy of proof of legal custody status for all formal kinship arrangements.” Please clarify circumstances of eligibility, including legal custody/guardian status.</p> <p>b. If DSS/the local county has custody of the child but the child is living with a kinship relative, is that family eligible?</p>

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	<p>c. Who has custody of the child?</p> <p>d. Will temporary guardianship be eligible?</p> <p>e. What's the difference between legal custody (eligible) and legal guardianship (not eligible)?</p> <p>f. Who is responsible/legally able to consent to have the child enrolled in and receiving services? (for example, the county, kinship caregiver, parent?)</p> <p>g. caregiver becomes a legal guardian, how quickly does the case need to be closed?</p> <p>h. Will the family be required to sign consent to share personal health information with OCFS? What if the family declines? Can services still be provided?</p> <p>i. Is the agency expected to complete any background checks on the kinship caregiver?</p> <p>j. Is the agency expected to determine if the kinship arrangement is in the best interest of the child?</p> <p>k. Is the agency expected to determine if the kinship arrangement is a safe and/or appropriate fit for the child?</p> <p>l. Referrals:</p> <p>i. How will referrals flow?</p> <p>ii. Who are the anticipated referral sources?</p> <p>iii. Will they come from each county OCFS division?</p> <p>m. Will there be an OCFS county worker assigned to each case?</p>
A103	<p>a. Legal custodians should provide copy of the court order granting them custodianship.</p> <p>b. No, in this case services would be provided by the LDSS.</p> <p>c. In informal custodial arrangements, the biological parents maintain legal custody of the child(ren).</p> <p>d. No.</p> <p>e. The court order issued to a family determines custody or guardianship.</p> <p>f. This depends on the legal status of the case.</p> <p>g. As soon as possible with referral to a Regional Permanency Resource Center.</p> <p>h. There are no requirements to share personal health information with OCFS under this procurement.</p> <p>i. No.</p> <p>j. No.</p> <p>k. Programs must adhere to Mandated Reporter requirements and report any safety concerns, though it is not the applicant's responsibility to determine if the kinship arrangement is an "appropriate fit" for the child(ren).</p> <p>l. REFERRALS</p> <p>i. Applicants are to determine and describe how to process referrals in their proposal.</p> <p>ii. Applicants are to determine and describe referral sources in their proposal.</p> <p>iii. Not necessarily.</p> <p>m. Informal kinship arrangements might not have a case open with OCFS.</p>
Q104	<p><b>2.2 OCFS Statewide Considerations / Disconnected/High-Need Youth (page 9):</b>  <b>"This priority includes targeting services for "disconnected/high need youth" who are: youth aging out of foster care", however age range is 0-18.</b></p>

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	<b>a. Can these youths be served until their 21st birthday due to being identified as “high need youth”?</b>
A104	No. Please see Section 2.3 Purpose and Funding Availability.
<b>Q105</b>	<b>3.1 Minimum Qualifications / Paragraph 2 (page 11): “agencies may only provide services to kinship families that reside in the counties that they propose to serve.”</b> <b>a. What if the legal custody entity is in a different county than the kinship family? For example, the child is in the custody of a non-designated county but the kinship family lives in a county with services designated – can this family receive services as long as the kinship home is in the designated county?</b> <b>b. Can the monthly home visit be conducted in a different county if that’s requested by the family to meet their needs?</b>
A105	a. Children in the custody of any Local District of Social Services Commissioner (county) do not qualify for services under this grant opportunity. b. Services must take place, and the families must reside, in the counties or boroughs that applicants are proposing to serve.
<b>Q106</b>	<b>V. Maintenance and Family Preservation / Paragraph 5 (page 19): “Applicant’s staff must conduct and document a follow up interaction with the kinship family six (6) months post case closure to ensure the child(ren) has/have been safely maintained in the home or has/have returned to parent(s).”</b> <b>a. Define “follow up interaction” at 6 months.</b> <b>i. Does one outreach phone call meet the requirement?</b> <b>b. How does this effort need to be documented?</b> <b>c. Does this information need to be reported out to OCFS?</b> <b>d. Is it sufficient to have the outreach documented internally?</b>
A106	OCFS cannot address case-specific examples at this time. Applicants are to describe the plan for follow-up with discharged cases.
<b>Q107</b>	<b>Administrative Expense: what is the cap for administrative costs?</b>
A107	Please refer to Section 5.2(B)(5)(f) for this information.
<b>Q108</b>	<b>Please clarify “three community education sessions per contract quarter in each county served” The PASTA program is a 8 week series. Will each session of the 8 week PASTA series be counted as one education session?</b>
A108	Yes. Please see A40 for additional info.
<b>Q109</b>	<b>Our agency currently contracts with our LDSS to provide case management services for their In-Care of cases. These cases consist primarily of children residing with someone other than their parents, but not foster care. Would we be able to serve those same cases through this initiative?</b>
A109	If the family is eligible to receive services under this program, but the applicant is already receiving funding from another source to provide services to the family, then this would NOT be permitted.
<b>Q110</b>	<b>Would LDSS be the source of referrals?</b>
A110	While a LDSS could be a source of referrals, many informal kinship arrangements may not have had contact or cases with the LDSS.
<b>Q111</b>	<b>How would an Agency verify program eligibility?</b>
A111	Refer to <b>Section 4.1 Desired Outcomes and Program Requirements.</b>

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<b>Q112</b>	<b>In reference to Section 3.1, Minimum Qualifications, paragraph two, do applicants need to serve the entirety of 2 or more counties? For example, we are located in Tompkins County, and have provided services to families in adjacent counties on a case-by-case basis. However, we are not sufficiently staffed to cover all of the families in need of our services in the adjacent counties. Is it sufficient to demonstrate provision of service to people in 2 or more counties on a case-by-case basis, or should applicants be prepared to provide coverage throughout each represented county?</b>
A112	Applicants must be able to provide services to kinship families in two (2) or more counties in order to qualify for this opportunity. Services must be available for the entire counties or boroughs applicants propose to serve.
<b>Q113</b>	<b>RFP Section 4.1, Section III Education, page 18, Paragraph number 2 states “Applicants program must offer at least three (3) community education sessions per contact quarter in each county served by the kinship caregiver program, specific to kinship arrangements. Education sessions must include curriculums such as Parenting a Second Time Around and other topics relevant to kinship care as approved by OCFS.” a. Are these community education sessions specifically for the relative caregivers enrolled in services and seen as being similar to training sessions? Or are these sessions to be open to all community members as a way of educating the community on the relative caregiving program? In short, is the idea of this program requirement to offer education specifically for program recipients or to the community overall?</b>
A113	The primary purpose of education sessions is to provide community education sessions specific to kinship arrangements.
<b>Q114</b>	<b>It was mentioned that “OCFS is seeking new applicants who do not currently have program funding”. We currently have a kinship program. Are we eligible to apply?</b>
A114	Please see A12.
<b>Q115</b>	<b>Regarding item 2d. page 36: Must an applicant have an office location within a county / borough they intend to serve, as long as the site address is within the same OCFS region. For example, could an organization’s office and program site be located in Brooklyn, but they are proposing to serve clients from Manhattan and Queens?</b>
A115	No. A program site must be located in at least one of the counties an applicant is proposing to serve.
<b>Q116</b>	<b>Regarding paragraph 4.1. page 16: "Applicants are to provide programs designed specifically for kinship families, with legal custody or informal arrangements" -- are families with either temporary or permanent custody eligible for services?</b>
A116	Yes.
<b>Q117</b>	<b>Regarding the regions and counties listed on pages 45 and 46: Is it possible that multiple awards will be made per region or per county (if more services are needed for areas with more kinship families)? Within NYC, how many awards will be made?</b>

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A117	It is possible that there will be more than one award made per region. It is the intention of OCFS to make awards until funding available for this project is exhausted. Please refer to Section 6.2 of the RFP for additional information.
<b>Q118</b>	<b>Will more than one bidder be allowed to provide services to a particular county?</b>
A118	Please see A117.
<b>Q119</b>	<b>Is there an expectation of a minimum or maximum number of families to be served by each award?</b>
A119	Please see A4.
<b>Q120</b>	<b>A) Can a family opt out of certain services but still be eligible to receive other services which are being offered. For example can a family state they do not wish to participate with case management services but will participate in the support groups. B) What impact will this have on the evaluation of the program participation by OCFS?</b>
A120	A) Services and programming must meet the needs of the children and families to be served. B) This would be determined on a case by case basis.
<b>Q121</b>	<b>On page 17 of the RFP it states that in order for a case to be open for longer than 12 months it must have the approval of OCFS' Program Manager. Examples of a reason a case would be open longer than 12 months include but are not limited to "increased risk of harm to the children residing in the kinship arrangement". Could you elaborate on this statement.</b>
A121	A program would notify their OCFS Program Manager of a case that needs to remain open longer than 12 months and explain the rationale for keeping the case open. The OCFS Program Manager would then make the determination if the case should remain open or be closed.
<b>Q122</b>	<b>At times a child may be left in the custody of a relative and the whereabouts of the parent or parents is unknown. In a case where the caregiver only has informal custody of a child are there any legal or liability issues working with this child? Are there any concerns if the family is being provided with respite services to the child without the written consent of a parent?</b>
A122	OCFS cannot speak to any legal or liability issues for any specific case.
<b>Q123</b>	<b>If we are currently offering services to eligible kinship families and will continue to do so during the grant period, can those services and the matching funding they offer count for the purpose of meeting outcomes and targets for this program? For example: can we use our current peer support and family outings (funded through other sources) to count for those requirements in the RFP, and use grant money to only fund a staff member offering case management to these same families? Or must all services required by this RFP only be funded by the \$150,000 per year total OCFS is offering?</b>
A123	Refer to Section 5.2 Proposed Budget; 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.
<b>Q124</b>	<b>One of the priority populations for this grant is "youth aging out of foster care," (section 2.2, page 9 of the RFP) and the grant does not allow us to serve youth with "kinship foster care placements" (section 2.2, page 10 of the RFP). A) Does this</b>



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	mean that youth who are in foster care and will soon age out of it are eligible to be served, but only if they are not in kinship foster care placements? B) What about those who are both aging out and in kinship foster care placements? C) Also, at what point will youth be considered “aging out of foster care” for the purposes of this grant?
A124	For A, B, and C: Youth in foster care cannot be served under this grant opportunity.
Q125	<b>For the children’s support groups that we are required to offer once per month per county (section 4.1.II, pages 17-18 of the RFP): are these groups required to be for children of all ages? It seems incredibly difficult to design one support group that actually addresses the needs of four year olds, ten year olds, and sixteen year olds. Can we hold monthly groups for youth of different ages at each site, perhaps ultimately offering each age group at each site a quarterly group, for example?</b>
A125	The minimum requirement is one (1) support group per month in each county. It is permissible to provide additional support groups. Please refer to <b>Section 4.1 Desired Outcomes and Program Requirements</b> .
Q126	<b>Can group services be combined with group services for people in other custodial situations, as long as this grant funding is only used for activities/services for the kinship families? For example, could children with kinship caregivers do recreational activities with children who have caregivers with legal guardianship (paid for by other funds)? Could kinship caregivers participate in support groups with caregivers with other custodial arrangements (paid for by other funds)?</b>
A126	Services and programming must meet the needs of the children and families to be served. There might be instances of crossover in programming that meets the needs of multiple groups. In these cases, documentation including notes justifying how the specified event serves the needs of the child/family, identification of the specific children/family who participated under this funding and the qualifying staff and staff time providing the programming must be clear and available to OCFS upon request.
Q127	<b>What does it mean that one of the two required sites must be the “primary site” (Bidders’ Notice, page 1)? What is the definition of “primary” in this context, and what would this look like for program implementation if both sites are to receive the same level of services?</b>
A127	Please see A70.
Q128	<b>Do you have recommendations on where we might be able to locate relevant data to respond to the “baseline” portion of the Required Performance Targets attachment? (Section 5.1, page 24 of the RFP)</b>
A128	No.
Q129	<b>Support Groups (pg. 17 RFP): “Applicant’s staff must conduct a minimum of 1 support group a month for caregivers in each county served by the kinship caregiver program”. Question: What is the minimum and maximum number of group participants in a caregiver group? For example, if a program serves 60 caregivers, what is the expected number of participants in each monthly group? Can we provide monthly groups to different caregivers?</b>
A129	It is an applicant’s responsibility to design and describe the specific plan to facilitate support groups under this grant opportunity.

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<b>Q130</b>	<b>2Support Groups (pg. 18 RFP): “Applicant’s staff must conduct a minimum of 1 support group a month for children in the kinship family in each county served by the kinship caregiver program”.</b> <b>Question: Is the expectation that these support groups will occur in the home only? Or, can they occur in the agency? What if there is only 1 child residing in the home? What if the caregiver does not want the bio-child to participate or if the bio-child refuses? What if the child has an intellectual disability and is unable to benefit from a group discussion?</b>
A130	OCFS cannot address case-specific examples at this time. Applicant’s staff must conduct a minimum of one (1) support group a month in each county served by the kinship caregiver program. See Section 4.1.II Support Groups for additional information.
<b>Q131</b>	<b>General Support Group question: Will programs get credit for demonstrating diligent efforts to outreach, offer, plan and implement these groups if there is low turnout? Or cancellations for caregiver and youth groups?</b>
A131	No, services should be delivered as per RFP requirements
<b>Q132</b>	<b>Question 9c: “Do you understand that applicants may receive a maximum of two awards, and may request up to \$150,000 per year, per award?”</b> <b>Question: Please clarify and provide an example in which an agency could submit 2 applications and receive 2 awards.</b>
A132	Please refer to Section 3.1 Minimum Qualifications and Section 6.0 Minimum Criteria/Evaluation Process.
<b>Q133</b>	<b>What is the expectation of OCFS on the documentation for these cases? Where should the case notes be entered?</b>
A133	Refer to Section 4.0 Program Requirements. Applicant’s staff must maintain accurate program participant records and documentation to support service delivery at their program site.
<b>Q134</b>	<b>Will start up costs incurred prior to contract date of 9/1/2020 be allowed to be submitted and paid from the Award if granted?</b>
A134	No, as per Section 2.4 Term of Contract, Contractors may not begin to provide services prior to the contract start date.
<b>Q135</b>	<b>Will local match funding be considered in addition to the \$150,000 award from OCFS and thus we can incur costs greater than \$150,000 for this program?</b>
A135	Yes. Please see Section 5.2 Proposed Budget for additional information.
<b>Q136</b>	<b>Does a local match which is encouraged factor into the number of points earmarked for the Budget Section?</b>
A136	No. However, scores are determined based on the applicant’s responses to the questions outlined in Section 5.4 Proposal Content. If the applicant’s provision of local match funds favorably impacts the proposed program and this is articulated in the applicant’s proposal, it MAY help the applicant earn points.

## B) Program Specific Terms and Conditions

Services are provided, through the **Kinship Caregiver Programs**, to support kinship caregivers, also referred to as nonparent caregivers in order to:

- Support and strengthen families;
- Promote permanency; and
- Promote the well-being of children.

In order to achieve these outcomes, Kinship Caregiver Programs strive towards permanency plans for kinship families by providing critical services to children and nonparent caregivers in kinship families, including those with informal or legal custody of a child(ren) between the ages of 0-18 in a least two (2) or more counties of New York State (NYS). These services are necessary to enable children in kinship care to thrive, when their biological parents are unable to care for them. In the provision of services, Kinship Caregiver Programs must include best practices to address the multiple needs of children residing with grandparents, relatives, or any other non-parent caregiver.

As noted in the Kinship Caregiver Request for Proposal (RFP) #1011, the following services must be provided by Kinship Caregiver Programs:

- Case Management and Referral Services
- Support Groups-separate for both adults and children
- Education
- Family Engagement
- Maintenance and Family Preservation Services

Kinship Caregiver Programs must comply with the following requirements:

1. Must meet prescribed performance targets and if not, utilize a program improvement plan (PIP) developed by Office of Children and Family Services (OCFS);
2. Must utilize and complete on a timely basis all required OCFS forms including but not limited to intake, progress notes, participant satisfaction surveys, discharge summaries, quarterly and final reporting documents;
3. Must meet reporting schedule identified in Attachment D;
4. Must participate in quarterly conference calls coordinated and scheduled by OCFS;
5. Must participate in an annual conference or meeting coordinated and scheduled by OCFS;
6. Must participate in at a minimum, one yearly site visit with OCFS staff at the program location;
7. Must participate in at a minimum, one fiscal program desk review to be conducted by OCFS staff; and
8. Must comply with record retention requirements.

For additional requirements, refer to the Kinship Caregiver RFP#1011.

All contractors with subcontracts will provide oversight that minimally includes review of all fiscal reports and claims on a monthly basis. On-site reviews will be conducted as needed. Contractors will identify the person(s) responsible for this oversight. Subcontract agreements will include this requirement and will also include, as applicable, information regarding referrals of participants and respective responsibilities of the contractor and the subcontract agencies.

Contractors must complete and submit spending adjustment requests to OCFS for any movement of funds in any budget category regardless of the amount. All spending adjustment requests must be approved by OCFS prior to payment for any expenses incurred as a result of such spending adjustment requests, and all requests must be submitted prior to the last quarter of the contract year.

## MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (MWBE) EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT

### **INSTRUCTIONS:**

*OCFS-3460 is provided to Contractors/Subcontractors as a model policy statement and may be used if the Contractor/Subcontractor lacks an existing EEO Policy Statement as required pursuant to Article 15-A of the NYS Executive Law. The Contractor/ Subcontractor has the option to use this form or create an appropriate MWBE – EEO Policy Statement which shall include the following language to be submitted for approval.*

### **M/WBE AND EEO POLICY STATEMENT**

I, \_\_\_\_\_, the (awardee/contractor) \_\_\_\_\_ agree to adopt the following policies with respect to the project being developed or services rendered at

\_\_\_\_\_  
(location of services)

#### **M/WBE**

This organization will and will cause its contractors and subcontractors to take good faith actions to achieve the M/WBE contract participations goals set by the State for that area in which the State-funded project is located, by taking the following steps:

- (1) Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to M/WBE contractor associations.
- (2) Request a list of State-certified M/WBEs from AGENCY and solicit bids from them directly.
- (3) Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs.
- (4) Where feasible, divide the work into smaller portions to enhanced participations by M/WBEs and encourage the formation of joint venture and other partnerships among M/WBE contractors to enhance their participation.
- (5) Document and maintain records of bid solicitation, including those to M/WBEs and the results thereof. The Contractor will also maintain records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.
- (6) Ensure that progress payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation.

#### **EEO**

- (a) This organization will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on state contracts.
- (b) This organization shall state in all solicitation or advertisements for employees that in the performance of the State contract all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex disability or marital status.
- (c) At the request of the contracting agency, this organization shall request each employment agency, labor union, or authorized representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.
- (d) The Contractor shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. The Contractor and subcontractors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.
- (e) This organization will include the provisions of sections (a) through (d) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.



**DESIGNATION**

The following individual is designated as the Minority Business Enterprise Liaison responsible for administering the Minority and Women-Owned Business Enterprises-Equal Employment Opportunity (M/WBE-EEO) requirements.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
(Signature of Designated Liaison)

\_\_\_\_\_  
(Printed Name of Designated Liaison)

Title: \_\_\_\_\_

**M/WBE CONTRACT GOALS**

\_\_\_\_\_ % Minority and Women's Business Enterprise Participation

\_\_\_\_\_ % Minority Business Enterprise Participation

\_\_\_\_\_ % Women's Business Enterprise Participation

**CERTIFICATION**

By signing and submitting this policy statement, the below noted authorized representative agrees to adopt the M/WBE-EEO policies with respect to the project/program being developed or services rendered, at the location noted on this form.

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name of Authorized Representative)

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_



**Office of Children  
and Family Services**

# **Request for Proposals (RFP) #1011**

**Kinship Caregiver Program**

**Bidder's Conference**

**February 3, 2020**

# Purpose

The purpose of today's webinar is to provide an overview of the core requirements in this RFP.



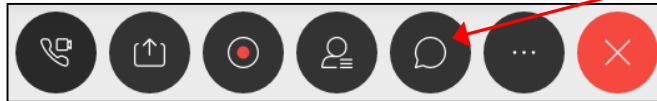
## Audio

If you have not already done so, please follow the instructions from the meeting notice in the RFP. This will provide you with the steps to join the audio portion of the training.



## Post All Questions in the Chat Box

Throughout this webinar, please submit questions via the chat box at the bottom of the window.



Responses to all questions asked during the webinar will be provided at a later date and will be formally posted per **Section 1.4 Submission of Written Questions** of the RFP.

## Submit Questions after the Webinar

Submit all inquiries concerning this procurement to the Director of Contracts by the deadline specified in RFP **Section 1.2 Calendar of Events**:

1. Email (preferred method): [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov)
2. Hard Copy:

Director of Contracts  
**RFP# 1011 Kinship Caregiver Program**  
Office of Children and Family Services  
52 Washington Street  
Room 202S – RFP Unit  
Rensselaer, NY 12144



# Bidder's Notice





## Bidder's Notice – Please be aware of the following:

This notice is being issued to focus attention on important information regarding the Kinship Caregiver Program RFP # 1011.

- Caregivers with legal guardianship or kinship foster care placements **are not eligible** to be served under this grant opportunity. Applicant's workplans must acknowledge this requirement. See RFP **Sections 2.3 Purpose and Funding Availability and 4.1 Desired Outcomes and Program Requirements** for more information.
- Kinship Caregiver programs must provide required services to kinship families in at least two (2) or more counties of NYS and only provide services to kinship families that reside in the counties that they propose to serve. For the purpose of awards made from this Request for Proposals, OCFS will view each NYC borough as a county.



## Bidder's Notice – Please be aware of the following (cont.):

If awarded a contract under this RFP, programs **must** provide all of the following:

- ✓ case management and referral services
- ✓ separate support groups for adults
- ✓ separate support groups for children
- ✓ education
- ✓ family engagement
- ✓ maintenance and family preservation services



© Can Stock Photo

**Any agency that is unable to provide all of the services would be precluded from qualifying for this grant.**



## Bidder's Notice – Please be aware of the following (cont.):

- The program model must include the components of both types of service delivery: Case Management Services for Families and Support Services. Applicant's proposals should demonstrate how the applicant's program intends to provide case management services for kinship families and supportive services for kinship families including information, referral and advocacy.
- Agencies applying for funding through this procurement are not required to obtain and/or submit letters of support from local county department of social services.
- A program's primary site address will be used to assign the program to one of the OCFS regions as identified in RFP Section 6.2. "Counties Listed by OCFS Regions."



## Bidder's Notice – Please be aware of the following (cont.):

- RFP # 1011 provides up to \$150,000 per contract year for all funded programs. See RFP **Section 2.3 Purpose and Funding Availability** for more information.
- A ***Participant Satisfaction Survey*** (Attachment 4) to assess program performance and participant satisfaction with service delivery is a requirement of programs funded under this procurement. See RFP **Section 4.1 Desired Outcomes and Program Requirements** for more information.
- Monthly home visits and/or in-person visits may occur in a location other than the kinship family's home. In-person visits must take place separate from support group attendance. See RFP **Section 4.1 Desired Outcomes and Program Requirements** for more information.



# Minimum Qualifications



## RFP Section 3.1: Minimum Qualifications

The proposal must meet all of the requirements outlined in RFP **Section 3.1: Minimum Qualifications** to be considered for funding.



Bidders must meet the requirements to submit a proposal in accordance with RFP **Section 3.1 Minimum Qualifications** and **Section 3.2 Prequalification Process**.



Bidders who do not meet these requirements will be disqualified from further review and consideration.



## RFP Section 3.1: Minimum Qualifications (cont.)

1. The applicant **must** be a not-for-profit organization or voluntary agency.
  - Government entities are not eligible to apply. The definition of Government entities includes, but is not limited to, local departments of social services (LDSS) and other local government entities, State agencies and American Indian tribes that have entered into a state tribal agreement with OCFS in accordance with Section 39(2) of the Social Services Law.
2. The applicant **must** agree to provide required services to kinship families in at least two (2) or more counties of NYS and only provide services to kinship families that reside in the counties that they propose to serve.
  - For the purpose of awards made from this RFP, OCFS will view each NYC borough as a county.



## RFP Section 3.1: Minimum Qualifications (cont.)

3. The applicant must complete and submit ***Attachment 5 – Case Management Attestation Form*** certifying a minimum of two (2) years' experience providing case management services that support the safety, permanency and well-being of children and families in New York State.
- The attestation form (Attachment 5) must be submitted in the “Pre-Submission Uploads” section of the online application in the NYS Grants Gateway.



## RFP Section 3.1: Minimum Qualifications (cont.)

### 4. The applicant must be prequalified, if not exempt, in the NYS Grants Gateway on the application deadline.

- Refer to RFP Section **3.2 Prequalification Process** for instructions regarding the prequalification process.
- Expedited prequalification is available:
  - Email [rfp@ocfs.ny.gov](mailto:rfp@ocfs.ny.gov) with your request.
  - Include the name of your organization, your Grants Gateway Document Vault (GDV) number, and your organization's FEIN or SFS Vendor identification number (located in your Grants Gateway organization information page).
  - You must budget sufficient time to obtain your prequalification. Please start this process as early as possible!



# Desired Outcomes and Program Requirements



# RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (not all inclusive)

## I. Case Management and Referral

- Applicants must offer case management services to every open case.
- Applicants' case managers must have monthly home visits and/or in-person contact with all of their kinship families.
- These contacts will ideally occur in the kinship home; however, at the request of the kinship family, may take place in a community setting.

**Note:** Support group meetings do not fulfill the monthly home visits and/or in-person contact requirement



## RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (not all inclusive)

**Case management includes the following processes:**

- ✓ intake
- ✓ assessment of needs
- ✓ service planning
- ✓ reassessment
- ✓ case conferencing
- ✓ crisis intervention
- ✓ service plan implementation
- ✓ service coordination
- ✓ monitoring and follow-up

Examples of case management services include, but are not limited to: information and referral services; attendance at family court dates; educational advocacy services; facilitating appointments with social services, medical health providers, and mental health services.





# RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (cont.)

## II. Support Groups

- Applicant's staff must conduct a minimum of one (1) support group a month for caregivers in each county served by the kinship caregiver program.
  - Programs must allocate funds for providing peer-to-peer support groups, including training for peer support group leaders.
  - Support groups should be designed with consideration for the transportation needs of caregivers and childcare.
  - Support groups for children in the kinship family must be offered; however, biological children would not be counted in performance outcomes.



## RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (cont.)

### III. Education

- Applicant's program must offer at least three (3) community education sessions per contract quarter in each county served by the kinship caregiver program, specific to kinship arrangements.
- Education sessions must include curriculums such as Parenting a Second Time Around (PASTA), and other topics relevant to kinship care as approved by OCFS.



# RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (cont.)

## IV. Family Engagement

- Applicant's program must offer at least three (3) family engagement activities per contract quarter in each county served by the kinship caregiver program to support and enhance family engagement, and create strong family interactions.
- Applicant's staff must administer a satisfaction survey to caregivers and kinship children over the age of 14, to determine participant satisfaction, prior to case closure. Feedback from these surveys will be used by OCFS and kinship caregiver programs to advise of on-going needs of families and to be used for possible program enhancements or modifications.



# RFP Section 4.1: Desired Outcomes and Program Requirements

## - Highlights (cont.)

### V. Maintenance and Family Preservation

- Applicant's program must provide services to kinship families in at least two (2) or more counties of NYS and only provide services to kinship families that reside in the counties the applicant proposes to serve.
- Applicant's program must have flexible hours of operation during the week including afterschool, evening, and/or weekend hours to ensure that services are available for working families.
- Applicant's program must have intervention strategies and services and must be trauma-informed.



# RFP Section 4.1: Desired Outcomes and Program Requirements

## - Highlights (cont.)

### V. Maintenance and Family Preservation (cont.)

- Applicant's program must offer support for families in crisis or be able to make referrals to such services.
  - Crisis intervention is when experienced, professional social workers engage with the family to provide immediate support, help defuse stressful situations, and develop longer range, problem-solving techniques.
- Applicant's program must have the capacity to provide respite outings as needed to include any child in the eligible family, and which are supervised by Applicant's staff. These outings should relieve the primary caretaker(s) from at least one (1) hour of supervision of any child residing in their home and may include, but are not limited to, activities such as bowling, movies, outdoor recreation, and library time.



# RFP Section 4.1: Desired Outcomes and Program Requirements Highlights (cont.)

## V. Maintenance and Family Preservation (cont.)

- Applicant's staff must conduct and document a follow up interaction with the kinship family six (6) months post case closure to ensure the child(ren) has/have been safely maintained in the home or has/have returned to parent(s).





# Term of Contract



## RFP Section 2.4: Term of Contract

- The contract(s) awarded in response to this RFP will be for five years. The anticipated start date is **September 1, 2020**, and the anticipated end date is **August 31, 2025**.
- Funding is currently anticipated to be available for the first year of the contract; the award of a multi-year contract does not guarantee that funding will be available for subsequent years.
- Contractors may not begin to provide services prior to the contract start date; OCFS has no obligation to pay for services rendered prior to that time.
- Payments cannot be made prior to the formal execution of a contract and approval by the Office of the State Comptroller (OSC).



# Proposed Budget



## RFP Section 5.2: Proposed Budget



For state-funded awards, the total administrative costs shall not exceed fifteen percent (15%) of the total grant award (RFP Section 5.2.B ).

- Administrative costs cannot be directly allocated to program services but are required by the organization in order to function and run programming.
- These costs may include but are not limited to:
  - central office costs (staff, rent, phone, IT support, etc.).
  - accounting services.
  - legal services.



# MWBE/SDVOB Requirements



## MWBE/SDVOB Requirements

In compliance with Article 15-A and 17-B of the New York State Executive Law, and for the purpose of this solicitation, Contractors are required to spend a minimum of thirty percent (30%) of their overall discretionary budget through New York State-certified Minority or Women-Owned Business Enterprises (MWBEs); at a minimum 15% with a MBE and 15% with a WBE; and six (6%) percent of their overall discretionary budget through Service Disabled Veteran Owned Businesses (SDVOBs).

- All budget items must be for purchases during the contract period that are in direct support of services related to the project; or for contractual/consultant services to be rendered during the contract period that directly support the project.
- Note: The budget submitted with this proposal must be for one 12-month contract period (see RFP **Section 5.2 Proposed Budget**)



# MWBE/SDVOB Requirements (cont.)

Minority and Women  
Owned Business  
Enterprises (MWBE)

Service Disabled  
Veteran Owned  
Businesses (SDVOB)

Equal Employment  
Opportunity (EEO)

- Complete proposal and contract requirements (see RFP **Section 7.10** and **Section 7.11**).
- Submit required forms:
  - Listed in RFP **Section 8.0 Contract Documents**.
  - Forms are located on the OCFS Forms for Contracts and Grants page located at: <https://ocfs.ny.gov/main/bcm/>.
  - Complete and submit with your proposal.

1.

Find required forms:  
At the bottom of the OCFS home page, under the **Additional Information** section, click the Contracts, Grants & RFPs link



## Contracts, Grants and RFPs

Procurement awards, Contract Management System, forms, approved utilization plans and waivers.

2.

From the Menu on the left, click the **Forms** link on the left side of the page.

Menu
Contracts, Grants, and RFPs Home
Legislative Grants
Requests for Proposals (RFPs)
Procurement Awards
Contract Management System
CMS Login
Forms



Office of Children  
and Family Services

## MWBE/SDVOB Requirements (cont.)

Submit required forms (also listed in RFP **Section 8.0 Contract Documents**), listed below, with your MWBE proposal:

- [OCFS-4629 -Project Staffing Plan Form](#)
- [OCFS-3460 Minority and Women-Owned Business Enterprises \(MWBE\).](#)
- [OCFS-4631-M/WBE Utilization Plan Form](#)

If you are requesting a waiver from the goal set for this procurement, you should submit:

- [Waiver Request Form](#); and
- Justification with supporting documentation of good faith efforts.





## MWBE/SDVOB Requirements (cont.)

### Use of MWBEs and SDVOBs for Discretionary Non-Personal Services (NPS) Purchases

Develop the NPS budget for submission with the proposal. Identify discretionary purchases that are subject to the MWBE and SDVOB goals. The following NPS budget categories are considered discretionary and subject to goals, based on the Contract Compliance Unit's review of the submitted budget:

NPS Budget Categories That Are Subject to Goals	MWBE/SDVOB Goal – All
Contractual/Consultant	<p><b>Discretionary expenses in Non-Personal Services budget categories listed on the left are subject to goal setting, except for the following:</b></p> <p>* Travel expenses are Non-discretionary – exempt, but Discretionary Transportation e.g. chartering of buses, etc., is subject to goal setting.</p> <p>** Non-discretionary - exempt</p>
Travel*	
Equipment	
Supplies	
Other Expenses	
a. Space/Property (Own)**	
b. Utilities**	
c. Operating Expenses	
d. Printing Services	
e. Other Expenses/Miscellaneous	

If the organization is unable to utilize MBE/WBE/SDVOB for an eligible budget category:

- Include enough detail in the applicable Budget Narrative section(s) to show why that spending category line should not be considered discretionary and counted toward the goal (e.g. There are no M/WBE vendors for this commodity/service in our area. We have established contracts with vendor xxx for this commodity/service, etc...).
- Be prepared to provide the Contract Compliance Unit further details/ explanations, justification, and documented proof of good faith efforts if chosen for an award under this procurement.



# Deadline – Submission of Proposals



# Deadline for Submission of Proposals



**Date: Friday, February 28, 2020**



**Time: 4:00 p.m. Eastern Time**

- All RFP # 1011 Kinship Caregiver Program proposals must be submitted by the **Deadline for Submission of Proposals** in **RFP Section 1.2 Calendar of Events**.
- Please review RFP **Section 5.5 Proposal Submittal Process** for additional information and instructions.
- Start the process early! <https://grantsgateway.ny.gov>





## The Deadline is the Deadline

- OCFS highly recommends that proposals are submitted well in advance of the deadline.
- Waiting until the last day to submit is not recommended!
- Technical issues, incorrect system user roles, or incomplete proposals are not valid justification for late submissions!

## Reminder



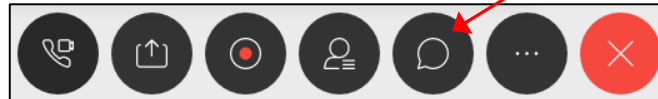
- Missing and/or not meeting any of the requirements listed in **RFP Section 3.1 Minimum Qualifications** is grounds for disqualification!
- The Bidder's Notice draws attention to important information.
- Please review the Bidder's Notice carefully!

# QUESTIONS



Please submit your questions via the chat box at the bottom of the window. The chat box will remain open for submission of questions for the next five minutes.

Click the icon at the bottom of the window to open the chat box.



## No questions now?

### You may still submit inquiries after the webinar.

Submit all inquiries concerning this procurement to the Director of Contracts by the deadline specified in RFP **Section 1.2 Calendar of Events**.

1. Email (preferred method): [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov)
2. Hard Copy:

Director of Contracts  
**RFP# 1011 Kinship Caregiver Program**  
Office of Children and Family Services  
52 Washington Street  
Room 202S – RFP Unit  
Rensselaer, NY 12144



# Comprehensive Responses to Written Questions



## Find and review the responses at:

- New York State Grants Gateway System solicitation announcement (<https://grantsgateway.ny.gov>)
- OCFS Website (<http://ocfs.ny.gov/main/bcm/rfp.asp>)
- Contract Reporter website at (<https://www.nyscr.ny.gov>)

Published on or about the date specified in **Section 1.2 Calendar of Events** of the RFP.







for joining the Kinship Caregiver Program  
Bidder's Conference

