

Title: Discretionary Opportunity DISC # 1062
CMS Project Assistant 2021

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

Contract Number: TBD

Contract Term: Anticipated start date of 2/1/2021, for a period up to 42 months

Date of Issue: 12/23/2020

Due Date/Time: 1/15/2020 by 4:00 PM Eastern Time

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

Counties: Rensselaer County

Background:

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

This advertisement is public notice that OCFS is seeking to contract with organizations to provide administrative duties that will require the performance of CMS maintenance, operational support that will include Help Desk support and Troubleshooting user problems, and development support that will include assisting the project team with system upgrades. Please see the **Activities/Work to be Performed** section for additional information.

The purpose of this Discretionary Opportunity announcement is to invite any eligible and interested entities who believes they can satisfy the needs of this program, to so inform OCFS by a Letter of Interest (LOI). To be considered responsive, your organization's LOI must be received no later than the deadline specified on the first page of this announcement. OCFS intends to select one contractor based on the criteria outlined in this announcement Please see the **How to Apply** section for additional information and submission requirements.

This opportunity is authorized under Section 163 of State Finance Law as a Discretionary Purchase. OCFS intends to contract pursuant to its discretionary purchasing authority under State Finance Law Section 163(6), which authorizes purchases without a formal competitive process in certain circumstances. This includes, but is not limited to, purchases up to the Discretionary Buying Threshold from New York State Small Business Enterprises (SBE), businesses certified pursuant to Article 15-A of the New York State Executive Law, New York State certified Minority and/or Women Owned Enterprises (M/WBE), New York State certified Service-Disabled Veteran Owned Businesses (SDVOB), businesses selling commodities or technology that are recycled or remanufactured, or commodity purchases that are food and are grown, produced or harvested in New York State.

As this solicitation is authorized under Section 163(6) of State Finance Law as a Discretionary Purchase, there is a not-to-exceed threshold of \$500,000 and limited to respondent organizations qualified as:

1. New York State Certified Minority and Women Owned Business Enterprise (MWBE);
2. Small Business Enterprises (SBE) domiciled in New York State as defined and clarified by

- New York State Empire State Development – Small Business Division; and/or
3. New York State Certified Service Disabled Veteran-Owned Business (SDVOB)

Primary respondents must be identified as a NYS certified Minority and Women Owned Business (MWBE), NYS small business enterprise (SBE), or a NYS Certified Service Disable Veteran-Owned Business and must complete and submit the **Attachment 3 – Affirmation of Business Status** provided with this solicitation.

Activities/Work to be Performed

Funded organizations will:

OCFS Contract Management System (CMS) maintenance including, but not limited to the development, deployment and maintenance of:

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

Operational support includes, but is not limited to the following tasks:

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

Development support will include, but is not limited to:

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

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

Prompt Contracting

- Administer interest payments and manage the analysis and evaluation of Prompt Contracting for the Bureau of Contract Management
- Calculate agency-wide interest payments for interest eligible advances/expenditures paid to contractors.

- Perform forecasting analysis by calculating interest based on projected approval dates; assist Program and contract management staff in the identification, prioritization, planning, development, coordination, support, and execution of improvement plans to achieve optimal interest forecasting results and sustainable cost savings.

OSC Annual Prompt Contracting Law Article XI-B Mandated Report

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

Federal Funding Accountability and Transparency Act [FFATA] Reporting

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

TANF Reporting

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

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

Eligibility Criteria

Applicants who meet the following mandatory requirements are eligible to apply:

- Document your intention to provide the required services in Rensselaer, NY by completing and providing an **Attachment 1 – Letter of Interest**. Your LOI should include an all-inclusive hourly rate to provide all required services.
- Be an M/WBE, SDVOB and/or SBE as evidenced by completing and providing an **Attachment 3 – Affirmation of Business Status**.
- Provide three (3) professional references, one of which must have been received within the past twelve (12) months. This must be provided using **Attachment 4 – References**.
- **A detailed resume must be provided by the applicant for proposed candidates.** It should demonstrate the candidate meets these criteria:
 - Have a bachelor’s degree in an IT/Business related field or six (6) years’ experience in an IT/Business related position and able to document experience with computer systems and administrative functions.
 - Have extensive Microsoft Excel related experience and analytical skills.
 - Have experience trouble shooting computer systems.
 - Have excellent interpersonal and communication skills.
 - Have experience and/or an understanding of New York State contracting process. An understanding of SFS preferred.

- Have excellent writing skills. **A writing sample must be provided for proposed candidates.**
- Be eligible to do business with New York State.

Funding Details

Funding for this project is contingent upon the availability of funds in the state and/or federal budgets and the number of eligible applicants that respond to this announcement. In making awards, OCFS must verify geographic coverage of the regions proposed.

Note that this is a part-time position for approximately thirty-two (32) hours per week, which will fluctuate based on need. OCFS will reimburse the successful candidate on an hourly basis for all hours worked at the rate included in the bidder's proposal.

Term of Contract

Contract(s) awarded in response to this announcement will be for 42 months. The anticipated start date is 2/1/2021. 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 to provide services prior to the contract start date; OCFS has no obligation to pay for services rendered prior to the approval of the contract by the New York State Office of the State Comptroller and the Office of the Attorney General.

How to Apply

To be considered eligible, interested parties must complete and submit all required documents to this solicitation in conformance with the format and content requirements set forth herein. 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, provide verification that your organization meets the requirements indicated in the Eligibility Criteria section of this announcement.

The following documents are **required** to be provided by each applicant:

- **Attachment 1 – Letter of Interest**
- **Attachment 3 – Affirmation of Business Status**
- **Attachment 4 – References**
- **Resume(s) for proposed candidate(s)**
- **Writing Sample(s) for proposed candidate(s)**

Applicants must submit these documents via email to RFP@ocfs.ny.gov no later than the deadline specified on the first page of this announcement.

Please enter “**DISC# 1062 – CMS Project Assistant 2021**” in the subject line of the email submission of your application. **Early submissions are encouraged as late responses may be subject to rejection.**

Please limit your Letter of Interest to a maximum of **five (5) pages**, Arial twelve-point font, single line spacing and one-inch margins. Please see the **Attachment 1 – Letter of Interest** provided for your reference. If applicable, Letters of Interest should attempt to conform to the guidance outlined in **Attachment 2 – Guidelines for Preparing Letters of Interest.**

Questions

Questions must be submitted via e-mail to RFP@ocfs.ny.gov prior to the due date and time of this announcement. Please submit your question with adequate time for response. OCFS recommends allowing at least five (5) business days. Be sure to put “**DISC# 1062 – CMS Project Assistant 2021**” in the subject line.

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

Evaluation Process

An internal review by OCFS will evaluate LOI submitted in response to this announcement. This announcement 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 have been selected for funding. OCFS intends to select one contractor based on the criteria outlined in this announcement.

OCFS may require additional information from an organization prior to deciding whether the interested organization is eligible and can supply the requested commodities or services. Additional information requested by OCFS must be provided within five (5) business days.

Upon selection, OCFS will notify organizations of their status and the proposed award amount (if any) and request a work plan and budget with justifications as well as required Minority and Women-owned Business Enterprise (MWBE) and other completed documents necessary to develop contracts (if applicable). If this announcement results in a grant contract, Not-For-Profit organizations must also be registered in the NYS Grants Gateway and complete the Vendor Prequalification process prior to contract execution per [New York State Division of Budget Bulletin H-1032 Revised](#), dated July 16, 2014.

OCFS Reserved Rights

OCFS reserves the right to withdraw, amend or postpone this announcement, 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 announcement;
- request all bidders who submitted proposals to present supplemental information clarifying their proposals either in writing or by formal presentation;
- direct all organization who submitted LOI's to prepare modifications addressing announcement amendments;
- make funding decisions that maximize compliance with and address the outcomes identified in this announcement;
- eliminate any announcements requirements unmet by all applicants, upon notice to all parties that submitted LOI's;
- waive procedural technicalities, or modify minor irregularities, in proposals received, after notification to the applicant involved;
- correct any arithmetic errors in any proposal, or make typographical corrections to proposals, with the concurrence of the applicant;
- negotiate with the eligible applicant(s) prior to contract award;
- require that all proposals 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 proposals received in response to this announcement. However, issuance of this announcement does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted;
- use the LOI submitted in response to this announcement as part of an approved contract. At the time of contract development, awardees may be requested to provide additional budget and program information for the final contract;
- make inquiries of third parties, including but not limited to applicant's references, with regard to the applicant's experience, or other matters deemed relevant by OCFS. By submitting a LOI in response to this announcement, 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 confidentiality of participants and recognize practical constraints of collecting this kind of information; and
- when applicable consider Statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals.

Contract Documents

The applicant must review the contract terms and conditions of the contract template provided below.

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

State Finance Law §139-l; Statement on Sexual Harassment in Bids

New York State Finance Law §139-l, effective January 1, 2019, requires, in relevant part, that “[e]very bid . . . made to the state or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, shall contain [a] statement subscribed by the bidder and affirmed by such bidder as true under the penalty of perjury. . . [that] ‘[b]y submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.’ The Contractor must provide the foregoing certification prior to any award being made by OCFS. For additional guidance on drafting an appropriate sexual harassment policy and developing appropriate training please refer to State Finance Law §139-l and <https://www.ny.gov/combating-sexual-harassment-workplace/employers#top>

Contact Information

Primary contact:

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

Submit to contact:

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Office of Children & Family Services
52 Washington Street
Room 202S – Procurement Unit
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RFP@ocfs.ny.gov

Attachments

Please see the following attachments to this announcement, which are available on the NYS Contract Reporter website at <https://www.nyscr.ny.gov>.

Attachment 1 – Letter of Interest*

Attachment 2 – Guidelines for Preparing Letters of Interest (for reference only)

Attachment 3 – Affirmation of Business Status*

Attachment 4 – References*

* Attachments marked with an asterisk must be completed and included with your bid proposal