

**Title:** LOI # 1049 Promoting Two Generational Approaches to Support Maternal Child Health

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

**Contract Number:** TBD

**Contract Term:** 7/1/2020 – 12/31/2022

**Date of Issue:** May 21, 2020

**Due Date/Time:** 6/12/2020 by 4:00 PM Eastern Time

**Location:** Statewide

**Counties:** All Counties

### **Background**

The New York State Office of Children & Family Services (OCFS) announces an opportunity soliciting Letters of Interest (LOI) from qualified entities that:

- Are incorporated and located in NYS.
- Are members of the following partnerships/councils: the NYS Parenting Education Partnership and the Early Childhood Advisory Council.
- Have [Certified Protective Factors](#) Trainers on staff
- Demonstrate expertise in home visiting policy in New York State.
- Demonstrate an existing statewide parenting education partnership and established partnerships with state agencies and parent leadership organizations.
- Have the program and statewide infrastructure to implement multiple concurrent projects.
- Possesses the technological capacity to plan and execute a large-scale conference. This includes an IT capacity to hold a webinar for at least 500 people.

This advertisement is a public notice that OCFS is seeking to contract with an organization to do the following:

- 1) Work in partnership with the established [New York State Home Visiting Coordination Initiative](#) by completing the items below:
  - a) Plan and deliver at least one (1) regional home visiting coordination meeting in each of the ten (10) regional economic development regions (Please see reference **Attachment 6 – Regional Map**) over each of the three (3) Preschool Development Birth through Five (PDGB5) Renewal grant years to support the implementation of 10 home visiting regional development plans. Note: if the State is continuing to manage the impacts of COVID-19 and in-person meetings are not allowed, it is the expectation that these meetings will take place virtually.

- b) Hold an annual, statewide home visiting forum to assess the local continuum of 2-generational approaches that support maternal and child health, prenatally through age 5.
  - c) Assess how home visiting can support the [Family First Prevention Services Act](#).
  - d) Develop a Braiding and Blending Guide for home visiting services.
- 2) Strengthen family and child well-being by holding [Protective Factors Training](#) throughout in NYS using Certified Protective Factors trainers.
- 3) Plan and deliver a one-day Statewide Family Leadership Conference in each of the three (3) PDGB5 Renewal grant years. Such conference must be planned in partnership with parents and be for parents of children 0-5 from vulnerable populations (rural, low income, children who receive early intervention, families of color, immigrant and refugee families, families who are homeless, families who are non-English speaking). Conference presentations must include how to improve access to transition practices, high-quality early childhood care and education (ECCE) programs, home visiting programs, financial supports, Early Intervention services, and generally to the state's ECCE system. The conference is aimed at providing an opportunity to create and sustain peer to peer networks that support information exchange and the development of leadership and advocacy skills among families with an emphasis on reaching vulnerable populations. As indicated above, the expectation is that this is a one-day conference. However, if the chosen vendor, working with parents and parent advocacy organizations finds that parents are requesting half day conferences in two areas of the state, or a one-day conference in three areas of the state, the vendor will have the discretion and flexibility to make a determination based on need. It is the vendors responsibility to identify a venue to hold the conference.

The purpose of this opportunity is to invite any eligible and interested entity that believes they can satisfy this program's needs to 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 use the results of this announcement to determine if this opportunity will be competitively bid. Please see the **How to Apply** section for additional information and submission requirements.

To be considered responsive to this opportunity, the respondent's LOI must provide:

1. A completed **Attachment 1 – Letter of Interest** that lists your organization's 10-year history of providing statewide trainings/conferences delivered for over 200 people (including the locations the statewide trainings took place and who the trainings were provided to), provides your history of policy work on home visiting, child welfare and parenting support and education and explains your organization's willingness and ability to partner with the New York State Home Visiting Coordination Initiative, provide Protective Factor trainings, and host Statewide Family Leadership conferences meeting the criteria outlined above in the **Background** section of this announcement.
2. Copies of policy briefs you have developed on the three (3) topic areas (home visiting, child welfare and parenting support and education).
3. An Organizational Chart – A diagram that shows the structure of your organization and the relationships between the positions/jobs and your relationships to

organizations statewide. Here you should include your membership with the NYS Parenting Education Partnership and the NYS Early Childhood Advisory Council. Chart should include Certified Protective Factors trainers on staff, policy staff you employ and staff that support parent leadership.

4. At least three (3) references that support your agency history of success in completing the trainings/conferences referenced in item number 1 above (using **Attachment – 3 References**).
5. Proof of membership in the NYS Parenting Education Partnership and the NYS Early Childhood Advisory Council. Acceptable documentation may include, but is not limited to, a letter from the affiliate indicating proof of membership; an email receipt of membership dues; a snapshot of an online web system that shows active membership; or a pre-existing partnership agreement that is still in effect.
6. Documentation indicating that you have Certified Protective Factors Trainers on staff. Acceptable documentation may include, but is not limited to, a letter or email from the Children’s Trust Fund Alliance indicating completion of Certified Protective Factors Training.
7. Partnership agreements (or other similar documentation such as letters of support or memoranda of understanding that have been signed within the last year, that includes partnerships throughout the state. This may consist of one agreement that covers the entire state, or several agreements that collectively provide statewide coverage of the ten (10) regions (please reference **Attachment 6 – Regional Map**).
8. Projected timeline of implementing the project Promoting 2-Gen Approaches to Support Maternal Child Health (using **Attachment 4 – Project Deliverables Timeline**).
9. Budget overview and narrative including justification for spending in the following categories – salary, fringe, indirect, equipment, supplies, travel, subcontracts and other. The budget narrative must also include the total cost per Protective Factors training, home visiting forum, and Family Leadership Conference (using the **Attachment 5 – Budget Template**).  
**Note:** It is reasonable to expect the cost per participant may vary based upon the region each of the trainings, forums or conferences take place. The budget must cover the entire contract term identified in the **Term of Contract** section below.
10. A letter from your Informational Technology liaison indicating that your agency possesses the technological capacity to plan and execute a large-scale conference. The technological capacity should also be capable of holding a webinar of at least 500 people.  
**Note:** If you do not currently have the IT capacity you MUST include a plan for obtaining the necessary technology within sixty (60) days of the contract start date.

### **Funding Details**

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

federal budgets. In making awards, OCFS will only consider LOI that cover all geographic regions listed in reference **Attachment 6 – Regional Map**.

Funding for this opportunity is supported by the Preschool Development Birth Through Five grant through the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Care. This three-year, \$13.4 million grant is awarded to the New York State Office of Children and Family Services' Council on Children and Families (CCF).

### **Term of Contract**

This opportunity will award a maximum of **\$410,000 annually**, with subsequent years contingent on available federal funding. The anticipated start date is **July 1, 2020**, and the anticipated end date is **December 30, 2022**. Funding is anticipated to be available for the first year of the contract. The award of a contract does not guarantee that funding will be available for subsequent years. Contractors may not begin providing services before the contract start date; OCFS has no obligation to pay for services rendered before the New York State Office of the State Comptroller and the Office of the Attorney General approve the contract.

### **How to Apply**

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

**Each applicant is required to complete and provide the following documents:**

- **Attachment 1 – Letter of Interest** (up to 7 pages)
- **Policy Briefs** (on the three topic areas, up to 6 pages)
- **Organizational Chart** (up to 2 pages)
- **Attachment 3 – References** (1 page)
- **Documentation of Membership Affiliation** (up to 2 pages)
- **Documentation of Certified Protective Factors Trainers** (up to 3 pages)
- **Partnership Agreements** (or other similar documentation, up to 10 pages)
- **Attachment 4 – Project Deliverables Timeline** (up to 3 pages)
- **Attachment 5 – Budget** (12 pages)
- **IT Capacity Verification Letter** (1 page)

Refer to the **Background** section of this announcement for detailed information regarding how to complete these required documents. **Omissions in the information provided in response to any of the requirements will not be resolved in the proposer's favor.**

**Applicants must submit these documents via email to [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov) no later than the deadline specified on the first page of this announcement.**

Please enter “**LOI #1049 Promoting 2-Gen Approaches**” in the subject line of the email submission of your application and identify the name of the applicant in the body of the email and in the filenames of attached documents to ensure your submission is processed efficiently. **Early submissions are encouraged as late responses may be subject to rejection.**

Please limit your Letter of Interest to a maximum of **47** page(s), Arial 12-point font, single line spacing and one-inch margins. Please see the **Attachment 1 – Sample 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](mailto:RFP@ocfs.ny.gov) before the due date and time of this announcement. Please submit your question with adequate time for response; OCFS recommends allowing at least five business days. Be sure to put “**LOI # 1049 Promoting 2-Gen Approaches**” in the subject line. **Late questions may not be addressed.**

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 LOIs submitted in response to this announcement. This announcement is not a guarantee or promise of funding. OCFS may require additional information from an organization before deciding whether the interested organization is responsive and can supply the requested commodities or services. If OCFS requests additional information, it must be provided within five business days from request. OCFS intends to use the results of this announcement to determine if this opportunity will be competitively bid.

### **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 LOI;
- make an award under the LOI in whole or in part;
- disqualify any applicant whose conduct and/or response fails to conform to the requirements of the LOI;
- reject any LOI if, in the sole discretion of OCFS, it determines the applicant is not a responsible vendor;
- request all bidders who submitted proposals to present supplemental information

- clarifying their proposals either in writing or by formal presentation;
- direct all organizations who submitted LOIs to prepare modifications addressing announcement amendments;
  - make funding decisions that maximize compliance with and address the outcomes identified in this announcement;
  - fund only one portion, or selected activities, of the selected applicant's response and/or adopt all or part of the selected applicant's response based on federal and state requirements;
  - eliminate any LOI requirements unmet by all applicants, upon notice to all parties that submitted LOIs;
  - 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 asked to provide additional budget and program information for the final contract;
  - make inquiries of third parties, including but not limited to applicant's references, regarding the applicant's experience or other matters deemed relevant by OCFS. By submitting an LOI in response to this 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 participants' confidentiality and recognize practical constraints of collecting this kind of information;
  - when applicable consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals; and
  - reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their response. This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

### **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 LOI 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 LOI, your

organization agrees to comply with all the provisions of Appendix A. Please review the sample non-grant contract template, which includes Appendix A, available at: <https://ocfs.ny.gov/main/contracts/docs/Non-Grant-Contract-Template.pdf>.

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

- [Vendor Responsibility Questionnaire](#) (if applicable)
- [Proof of Workers Compensation Insurance](#) (if applicable)
- [Proof of Disability Benefits Coverage](#) (if applicable)
- [ST-220-CA, Contractor Certification to Covered Agency](#) (if applicable)
- [Attachment A-2, Federal Assurance and Certifications](#) (if applicable)
- [OCFS-4822, Procurement Lobbying Act – Offerer Certification Form](#) (if applicable)
- [OCFS-4631, MWBE Utilization Plan Form](#) (if applicable)
- [OCFS-4629, Project Staffing Plan Form](#)
- [OCFS-3460, Equal Employment Opportunity \(EEO\) Policy Statement](#)
- [OCFS-2647, EO 177 Certification](#)
- [OCFS-4821, CMS User Authorization](#)

### **State Finance Law §139-I; Statement on Sexual Harassment in Bids**

New York State Finance Law §139-I, 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 before 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-I and <https://www.ny.gov/combating-sexual-harassment-workplace/employers#top>

### **Other Contracting Requirements**

1. If applicable, not-for-profit organizations must be registered in the NYS Grants Gateway and complete the Vendor Prequalification process before contract execution per [New York State Division of Budget Bulletin H-1032 Revised](#), dated July 16, 2014.
2. Executive Order 177, signed on February 3, 2018, by Governor Andrew M. Cuomo, directs New York State agencies and authorities not to enter into any contracts with entities that have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected basis. The Contractor must provide the [EO 177 certification](#)

[statement](#) before any award being made by OCFS.

3. Sections 57 and 220 of the Workers' Compensation Law (WCL) and section 142 of the State Finance Law require that businesses contracting with New York State have and maintain and [provide evidence of appropriate workers' compensation and disability benefits insurance coverage](#). If an award is made from this announcement, updated proof of coverage must be provided during contract development. Failure to submit the proof will delay the contract development process and may result in the award being rescinded. Municipalities are not required to show proof of coverage.
4. Section 163(9)(f) of the NY State Finance Law requires that a state agency determine that a bidder is responsible before awarding that bidder a state contract. Vendor responsibility will be determined based on the information provided by the bidder, on-line, through the [New York State VendRep System Questionnaire](#) or through a paper copy of the [Vendor Responsibility Questionnaire](#). OCFS will review the information provided before making an award.
5. By submitting an LOI in response to this solicitation or by assuming the responsibility of a contract awarded hereunder, bidder/contractor (or any assignee) certifies that it is not on the "Prohibited Entities List," as defined by the *Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012* (the Act), which is posted on the OGS website at <http://www.ogs.ny.gov/about/reggs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such contract any subcontractor that is identified on the "Prohibited Entities List." Bidder/contractor is advised that should it seek to renew or extend a contract awarded in response to the solicitation, it must provide the same certification at the time the contract is renewed or extended.
6. All offerers and their employees must be aware of and comply with the requirements of the New York State Public Officers Law, and all other appropriate provisions of New York State law and all resultant codes, rules and regulations from state laws establishing the standards for business and professional activities of state employees and governing the conduct of employees of firms, associations and corporations in business with the state. In signing the proposal, each offerer guarantees knowledge and full compliance with those provisions for any dealings, transactions, sales, contracts, services, offers, relationships, etc. involving the state and/or state employees. Failure to comply with those provisions may result in disqualification from the bidding process and in other civil or criminal proceedings as required by law: <https://www.nysenate.gov/legislation/laws/PBO>
7. Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations, OCFS is required to promote opportunities for the maximum feasible participation of New York State-certified Minority- and Women-owned Business Enterprises (MWBES) and the employment of minority group members and women in the performance of OCFS contracts. If applicable, a contractor on any contract resulting from this procurement must document its good faith efforts to provide meaningful participation by MWBES as subcontractors and suppliers in the performance of the contract. To that end, by submitting a response to this opportunity, the respondent agrees that OCFS may



withhold payment pursuant to any contract awarded as a result of this announcement pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. OCFS will request any necessary completed MWBE documents from the contractor during the contract development process.

8. If applicable, not-for-profit vendors must be registered with the New York State Office of the Attorney General as a charitable organization, and the registration must be up-to-date at the time of contracting. Vendors must be sure all their documents are up-to-date and comply with the vendor responsibility requirements as outlined below. To determine the status of your charity's registration information, contact: [https://www.charitiesnys.com/RegistrySearch/search\\_charities.jsp](https://www.charitiesnys.com/RegistrySearch/search_charities.jsp)

### **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](mailto:RFP@ocfs.ny.gov)

**Submit to contact:**

Director of Contracts  
Office of Children & Family Services  
52 Washington Street  
Room 202S – Procurement Unit  
Rensselaer, NY 12144  
[RFP@ocfs.ny.gov](mailto: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> or the OCFS website at <https://ocfs.ny.gov/main/contracts/funding/>.

**Attachment 1 – Sample Letter of Interest\***

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

**Attachment 3 – References\***

**Attachment 4 – Project Deliverables Timeline\***

**Attachment 5 – Budget Template\***

**Attachment 6 – Regional Map** (for reference only)

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