

Title: Letter of Interest (LOI) # 1059 Child Care Program Integrity (CCPI) Maintenance, Enhancement, and Support

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

Contract Number: TBD

Contract term: August 1, 2021 – July 31, 2026

Date of issue: May 12, 2021

Due date/time: June 9, 2021 by 4:00 PM Eastern Time

Location: Statewide

Counties: Statewide

Background

The New York State Office of Children & Family Services (OCFS) announces an opportunity for qualified entities that demonstrate the desire and ability to support, maintain and enhance New York State's Child Care Program Integrity (CCPI) System. CCPI was created to assist New York's Local Social Services Districts (LSSDs) identify potential instances of fraud within their Child Care Subsidy Programs and assist the LSSDs Fraud Investigators in targeting their scarce resources to cases most likely to achieve quantifiable results. CCPI is a web-based predictive analytic system that interfaces with other State systems critical in managing New York's Child Care program, including but not limited to the Child Care Facility System (CCFS), the Welfare Management System (WMS), the Benefit Issuance Control System (BICS), and the Child Care Time and Attendance System (CCTA). CCPI is hosted at the NYS datacenter on Windows servers and uses SQL database, .Net framework, and the IBM SPSS Modeler. CCPI was originally procured and created through a competitive Request for Proposals in 2013. The current contract for development and maintenance is expiring and OCFS is looking to identify qualified vendors that are willing to maintain and enhance the CCPI system for the next five (5) years including working with stakeholders to identify other indicators, and adjusting the weighting of existing indicators as necessitated by system and stakeholder feedback.

This advertisement is public notice that OCFS is seeking to contract with organizations to understand and support the CCPI system, continue to perform ongoing maintenance, work with State and Local users of CCPI on training and provide any necessary enhancements for the term of the contract.

The purpose of this opportunity is to invite any eligible and interested entities that believe they can satisfy this program's needs to inform OCFS by a Letter of Interest (LOI). To be considered responsive, your organization's LOI must be received no later than the deadline specified on the first page of this announcement. Through this advertisement, OCFS is exploring the availability of vendors who have the expertise to provide the

services required by OCFS. The results of this announcement are intended to determine if this opportunity will be competitively bid. If too few responses are received, OCFS may pursue other procurement options for this project. Please see the **How to Submit Your LOI** section for additional information and submission requirements.

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

- Demonstrate your organization is interested and eligible to provide the services outlined by this announcement and meets the following criteria by providing information as to your organization's qualifications in your **Attachment 1 – Letter of Interest**:
 - Confirm to be, or agree to become, intimately familiar with NYS Child Care Subsidy regulations, which are available to view at the following link: <https://ocfs.ny.gov/programs/childcare/regulations/415-Child-Care-Services.pdf>. **Please note** that possessing five (5) or more years of experience with these regulations is strongly preferred, but not required.
 - Have read and understand the requirements of the NYS Child Care Subsidy regulations referenced above and understand how changes in these regulations would require corresponding changes to the development, administration, and maintenance of the CCPI system. This understanding is considered essential to the success of this project.
 - Has two (2) or more years of experience in the design, development, and maintenance of a system providing predictive analytics and user facing dashboards
 - Has the ability to dedicate staffing necessary to accomplish this project
 - Has the willingness and expertise to support, maintain, and enhance systems hosted at the NYS datacenter on Windows servers that use SQL database, .Net framework, and the IBM SPSS Modeler
 - Has the technological ability to support, maintain and enhance CCPI which consists of providing ongoing development and maintenance of the following:
 - A user dashboard
 - predictive analytic algorithms
 - interfacing with the existing systems of record feeding CCPI
 - creating and producing case management reports for users and administrators
 - creating role-based access control for reports and modules
 - Performing modifications and regression testing needed for technical and platform upgrades to include Quarterly database patching, session management to fully utilize load balancing capabilities of servers, new

- Operating Systems (OS) and browsers.
- Coordinating the migration to an online Knowledge Test Application (OKTA) the secure identity management with Single Sign-On, .NET framework upgrades.
- Possess qualified staff capable of training State employees and LSSD staff statewide on using system features

Funding Details

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

The anticipated funding for this project is approximately \$280,000 per year for five (5) years. OCFS will make one (1) award to support this project. OCFS intends to use the results of this announcement to determine if this opportunity will be competitively bid.

How to Submit Your LOI

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. 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**

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

Please enter “**LOI # 1059 – CCPI**” 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 **four (4) 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.**

Cost of Preparing Documents

OCFS will not be liable for any costs incurred by the applicant in the preparation of documents submitted in response to this Solicitation.

Questions

Questions must be submitted via e-mail to 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 (5) business days. Be sure to put “**LOI # 1059 – CCPI**” in the subject line. **Late questions may not be able to be addressed prior to submission deadline.**

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

Diversity

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

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:

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

Attachments

Please see the following attachments to this announcement, which are available on The New York State Contract Reporter (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)

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