

# Bidder's Notice: January 17, 2020

New York State  
Office of Children and Family Services  
Bureau of Permanency Services

Grant Procurement

## REQUEST FOR PROPOSALS

RFP # 1011  
Grants Gateway # CFS01-KIN19-2019

### Kinship Caregiver Program

This notice is being issued to focus attention on important information regarding the Kinship Caregiver Program RFP # 1011. **Please be aware of the following:**

- 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 and 4.1 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.
- In this RFP, it is required that applicant programs must provide all of the following: case management and referral services; separate support groups for both adults and children; education; family engagement; and maintenance and family preservation services. **Any agency that is unable to provide all the required services does not qualify for an award under this grant.** See RFP Section 4.1 for additional information.
- 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".

- This RFP provides up to \$150,000 per contract year for all funded programs. See RFP section 2.3 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 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 for more information.

**To be considered for funding (per section 3.1 of the RFP):**

- **Applicants must be a not-for-profit organization or voluntary agency.**

**Please note: 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.

- **Applicants 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.** Applicants must identify the address where the proposed Kinship Caregiver Program services will primarily be provided within one of the counties proposed. For the purpose of this RFP, OCFS will view each NYC borough as a county. For example: each applicant proposing to serve the NYC region must propose to serve two boroughs or a borough and a county. Please see section 4.1 of this RFP for additional information regarding this requirement.
- **Applicants must complete and submit an Attachment 5 – Case Management Attestation Form certifying a minimum of two (2) years' experience providing case management services** which 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.
- Applicants must be prequalified, if not exempt, in the NYS Grants Gateway on the application deadline. Please see RFP Section 3.2 for instructions regarding the prequalification process.