Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Acting Commissioner

NEW YORK STATE
COMMISION FOR THE BLIND
CONTRACTING REVIEW GUIDE (CRG)
Grant Contracts

The purpose of this guide is to provide a clear effective approach in assisting contractors with the contract development process. To assist with a visual of how contract documents should look the following sample documents can be found at the end of this guide:

➢ Application Cover Page
➢ Generic Non-Discrimination / Non-Sectarian form
➢ Attachment D, Payment and Reporting Schedule.

If you need further assistance, contact your Program Manager.

New York State Commission for the Blind

Summary of Required Contract Documents

Document	Process for Submission	Helpful Tips
Application Cover Page	Interactive	In the Contract Management System (CMS). **Click on "Insert Details"** button and follow attached Instructions and **click "Submit"**
Generic Non-Discrimination/Non-Sectarian form	Interactive	In the Contract Management System (CMS). **Click on "Insert Details"** button and follow attached Instructions and **click "Submit"**
Projected Budget Summary	**Interactive/For OCFS use only**	**OCFS will complete this form, no action needed by contractor.**
Attachment D Payment and Reporting Schedule	**Interactive/For OCFS use only**	**OCFS will complete this form, no action needed by contractor.**
Workers Compensation Coverage Acceptable Forms: **C-105.2** - Certificate of WC insurance issued by private insurance carriers **U-26.3**, - Certificate of WC insurance issued by the State Insurance Fund **SI-12** – Certificate of WC self-insurance **GSI 105.2** – Certificate of participation in WC group Self-Insurance **CE-200** - WC/DB Exemption	Upload	Be sure the certification is signed, current and the correct form is used. Scan and upload the certificate into CMS. The form must list **NYS OCFS** as the certificate holder and the dates of the certificate must be current. The address for **NYS OCFS is 52 Washington Street, Rensselaer, NY 12144.**
Disability Benefits Coverage Acceptable Forms: **DB-120.1** – Certificate of Disability Benefits Insurance **DB-155** – Certificate of Disability Benefits Self-Insurance **CE-200** - WC/DB Exemption	Upload	Be sure the certification is signed, current and the correct form is used. Scan and upload the certificate into CMS. The form must list **NYS OCFS** as the certificate holder and the dates of the certificate must be current. The address for **NYS OCFS is 52 Washington Street, Rensselaer, NY 12144.**
Subcontracts and Agreements (If applicable)	Upload	For all budget items listed under "Contractual/Consultant", a current agreement must be uploaded in CMS no later than the point at which related claims will be submitted. If a subcontract is $100,000 and over or 50% of the OCFS contract amount, the Sub-contractor will need to be current in Vend Rep as well as Grants Gateway.

New York State Commission for the Blind

Helpful Tips

- **Interactive**: Enter data directly in the document. Click on SUBMIT to save.
- **Download**: Click on document title – follow the system directions to take the document out of the CMS and save as a WORD document on your personal computer. The Downloadable documents that require submission will need to be uploaded into the CMS as a pdf after they are completed.
- **Upload**: Click on Upload Document, clearly identify document by completing "Name" and "Description", click on "Browse", highlight document to be uploaded, click on save. **NOTE: Uploaded documents must be pdf.**

	Instructions for Completing The Contract
	Application Cover Page **(Complete ALL items on form)**
1	Under "Proposed Project Date" ensure that the contract period is entered.
2	Under "Address"; If there is more than one location for the provision of services or the agency operations,(except subcontractor locations, these should be in work plan), ensure each is included. The payment address provided **MUST** match the address in the State Financial System (SFS) The site address must be the same as the site address on the "Site Information" page.
3	Under "Federal Tax Identification", ensure the correct nine-digit Federal ID# is used.
4	Under "Charities Registration Number", ensure the correct Charities' Registration Number is used or, if exempt, the exempt reason is entered.
5	Under Congressional/Legislative Districts, enter information for areas where services are provided
6	Under County, enter counties where services are provided.
7	Under "Contact Persons", authorized persons are **only** those who have been designated as contract signatories (Con-sig) or claim signatories (claim-sig) in CMS. Include a phone number and an email address for all contacts. The information must match with addresses and CMS accounts/roles in the Contract Management System (CMS)
	Generic Non-Discrimination/Non-Sectarian Form **(Complete ALL items on form)**
1	Enter Agency name
2	Answer all questions A – J
3	Complete Organization Information – answer all questions.
4	Submit

OTHER INFORMATION
Board of Directors
- There must be a minimum of 3 Board members listed in Grants Gateway.   - If the agency is licensed to provide residential domestic violence services, no paid employee may be on the Board   - Board members must avoid the appearance of a conflict of interest   - Board members employed by a county government agency may need to submit a letter from the County Ethics Board   - The information in Grants Gateway must match the information on the VendRep system.   *You no longer need to upload a Board of Directors form, as it's in Grants Gateway as noted above.*

New York State Commission for the Blind

Charities Registration

If you are a not-for profit corporation, unless you are exempt, you must register with the Department of Law/Charities Bureau to receive a Charities Registration # and file a Charities Registration Statement annually. NYS Attorney General website: http://www.charitiesnys.com/charities_new.jsp

NYS Systems		
NYS Grants Gateway System (GGS) **Required Documents:** ✓ *Certificate of Incorporation or Equivalent Document;* ✓ *IRS 501 c Determination Letter (2)* ✓ *IRS 990* ✓ *Audit/Reviews and Findings* ✓ *CHAR500 or CHAR410* ✓ *Board of Directors Profile* ✓ *Senior Leadership Resumes* ✓ *Corporate Bylaws* OCFS will attempt to obtain as many documents as feasible through the Grants Gateway Vault and will upload them into the Contract Management System (CMS) if they are up to date.	Online	In order to do business in NYS all vendors need to apply in Grants Gateway. All not for profit vendors must be in a "prequalified" status when your contract is returned and while it is being sent to OSC for approval. Applications must be updated as required documents expire; Grants Gateway System (GGS) will send an email to the user identified in the GGS. During the course of a contract renewal process you must remain in a "prequalified status". Municipalities are exempt. www.GrantsGateway.ny.gov Login: https://www.grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx Help Desk Availability: Hours: Monday thru Friday 8am to 8pm Phone: 1-800-820-1890 Email: helpdesk@agatesoftware.com
Statewide Financial System (SFS)	Online	With the implementation of SFS vendors are required to **maintain their own address** and other information directly in the system. OCFS does not have access to change this information. For vendor Self-Service Directions and Information (Vendor Self-Service System) click on http://osc.state.ny.us/vendors/index.htm

New York State Commission for the Blind

NYS Systems

Contract Management System (CMS) *As a best practice it is recommended that you click the "submit" button intermittently to avoid loss of data.*	Online	The Contract Management System (CMS) https://apps.ocfs.ny.gov/cms is a secure, browser based system used by the Office of Children and Family Services (OCFS) to increase efficiency and effectiveness of the contract development process.

The Contract Management System (CMS) https://apps.ocfs.ny.gov/cms is a secure, browser based system used by the Office of Children and Family Services (OCFS) to increase efficiency and effectiveness of the contract development process.

Getting Started in CMS

Prior to completing any online transactions in CMS, at least two users from the contractor's organization need to be identified.

▶ User responsible for processing the contract documents; and

▶ User responsible for electronically signing a contract and/or expenditure

Vendors request access to CMS by completing a **CMS Authorization** form. This form in conjunction with the **Vendor & Contract Contact Update** form should be used for any updates to a contractor's reviewer credentials and/or CMS vendor file. Forms can be obtained from the Program Manager.

The following table depicts the level of access and/or function for contractors

Type of User → Module ↓	CONUSER	CONSIG	CLAIMSIG	CONVIEWER
Inbox	✓	✓	✓	
Contractor Details	✓	✓	✓	✓
Logging Expenditures/ Advances/ Budget Modifications	✓	✓	✓	
Processing Expenditures/ Advances	✓			
Electronically Signing Contracts		✓		
Electronically Signing Expenditures/Advances			✓	
Contracts List	✓	✓	✓	✓
Correspondence Search			✓	✓

NOTE:

➢ When logging into CMS be sure to access CMS via the Internet Explorer browser. All other browsers are incompatible and the features of CMS may not work as designed if other browsers are used to access CMS.

➢ PDF is the preferable format for uploaded documents.

New York State Commission for the Blind

NYS Systems

NYS OSC VendRep System	Online	Register and update your Vendor Responsibility Questionnaire annually online through NYS OSC VendRep system https://portal.osc.state.ny.us/Enrollment/login . Certification date must be no older than 6 months from your contract start date. OCFS recommends completing the VR Questionnaire online in the VendRep System. The process is centralized (can be used for several contracts) and easier to update. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us
	Mail	Vendors may also opt to file a paper questionnaire which can be found in the Vendor Responsibility section of the OSC website http://osc.state.ny.us/vendrep/forms_vendor.htm. The "Vendor Responsibility Questionnaire – Not For Profit Business Entity Form (AC-3291s)" must be used by Not For-Profit vendors. If you choose to mail the Vendor Responsibility Questionnaire an original, signed and notarized document is required. Mail to: NYS OCFS Att. Program Manager 52 Washington Ave, Rensselaer NY 12144.
The NYS Contract System ("NYSCS") M/WBE and EEO Compliance	Online	The New York State Contract System ("NYSCS"), https://ny.newnycontracts.com, is the tool that New York State uses to monitor MWBE participation in state contracting. Contractors will use this system to: • File utilization plans for the contract period (formerly reported using the OCFS 4631) and to • Report any MWBE spending on contracts (formerly reported using the OCFS 4441).
	Email directly to: MWBEinfo @OCFS.ny. gov	The following forms should continue to be emailed to the Contract Compliance Unit at the address in the middle column. The forms may be found at: http://ocfs.ny.gov/main/bcm - OCFS – 3460 Equal Employment Opportunity Policy - Statement - OCFS – 4629 Project Staffing Plan

New York State Commission for the Blind