



NEW YORK STATE COMMISSION FOR THE BLIND CONTRACTING REVIEW GUIDE (CRG) Revenue Contracts

The purpose of this guide is to provide a clear effective approach in assisting contractors with the contract development process.

If you need further assistance, contact your Program Manager.

Summary of Required Contract Documents

Document	Process for Submission
Contract Signature Page	Enclosed is one (1) copy of the contract with <u>five (5) signature pages</u> , each of which requires an original signature and your corporate seal (if any). Please sign and notarize all five (5) signature pages and return the contract. (Note, both the signature and notary dates <u>must</u> be the same).
Security Deposit	A security deposit, as stipulated in <i>Paragraph 24</i> of the contract, in the form of an <i>Irrevocable Letter of Credit</i> or a cash payment in the amount equal to three months fee is required. Please note the security deposit will be retained by the OCFS for the duration of the Agreement, plus up to 12 additional months
Liability Insurance	A current <i>Certificate of Liability Insurance Coverage</i> . The certificate <u>must</u> name the State of New York, the Office of Children and Family Services, and the Commission for the Blind as additional covered parties, and the coverage must meet the minimum requirements stated in <i>Paragraph 23</i> of the contract.
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	Be sure the certification is signed, current and the correct form is used. 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	Be sure the certification is signed, current and the correct form is used. 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.

NYS Systems

Statewide Financial System (SFS)	Online	<p>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.</p> <p>For vendor Self-Service Directions and Information (Vendor Self-Service System) click on http://osc.state.ny.us/vendors/index.htm</p>
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<p>Contract Management System (CMS)</p> <p><i>As a best practice it is recommended that you click the “submit” button intermittently to avoid loss of data.</i></p>	Online	<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> ▶ User responsible for processing the contract documents; and ▶ User responsible for electronically signing a contract and/or expenditure <p>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.</p> <p>The following table depicts the level of access and/or function for contractors</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">Type of User →</th> <th>CONUSER</th> <th>CONSIG</th> <th>CLAIMSIG</th> <th>CONVIEWER</th> </tr> <tr> <th style="text-align: left;">Module ↓</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Inbox</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td>Contractor Details</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Logging Expenditures/ Advances/ Budget Modifications</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td>Processing Expenditures/ Advances</td> <td>✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Electronically Signing Contracts</td> <td></td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Electronically Signing Expenditures/Advances</td> <td></td> <td></td> <td>✓</td> <td></td> </tr> <tr> <td>Contracts List</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Correspondence Search</td> <td></td> <td></td> <td>✓</td> <td>✓</td> </tr> </tbody> </table> <p>NOTE:</p> <ul style="list-style-type: none"> ▶ 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. 	Type of User →	CONUSER	CONSIG	CLAIMSIG	CONVIEWER	Module ↓					Inbox	✓	✓	✓		Contractor Details	✓	✓	✓	✓	Logging Expenditures/ Advances/ Budget Modifications	✓	✓	✓		Processing Expenditures/ Advances	✓				Electronically Signing Contracts		✓			Electronically Signing Expenditures/Advances			✓		Contracts List	✓	✓	✓	✓	Correspondence Search			✓	✓
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