



**Office of Children  
and Family Services**

**Request for Proposals (RFP) # 1080**

**Family Opportunity Centers**

**Bidder's Conference**

July 26, 2022

# Purpose

The purpose of today's webinar is to provide an overview of the core requirements in this RFP.



# OCFS and SED Representatives

**Representatives from the OCFS Bureau of Contract Management (BCM) and OCFS Prevention Unit will be presenting today.**

**A representative from SED will be available to assist in answering questions.**



# Bidder's Conference Agenda

- Bidder's Notice
- Minimum Qualifications
- Desired Outcomes & Program Requirements
- Proposal Content & Submission
- MWBE/SDVOB
- Deadline - Submission of Proposals
- Questions



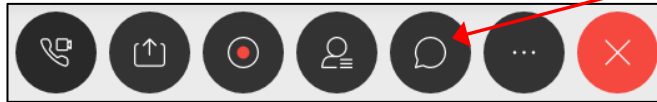
## Audio

If you have not already done so, please follow the instructions from the meeting notice in the RFP. This will provide you with the steps to join the audio portion of the training.



## Post All Questions in the Chat Box

Throughout this webinar, please submit questions via the chat box at the bottom of the window.



Responses to all questions asked during the webinar will be provided at a later date and will be formally posted per **Section 1.4 Submission of Written Questions** of the RFP.

## Submit Questions after the Webinar

Submit all inquiries concerning this procurement to the Director of Contracts by the deadline specified in RFP **Section 1.2 Calendar of Events**:

1. Email (preferred method): [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov)
2. Hard Copy:

Director of Contracts  
**RFP# 1080 Family Opportunity Centers**  
Office of Children and Family Services  
52 Washington Street  
Room 202S – RFP Unit  
Rensselaer, NY 12144



# Bidder's Notice



## **Bidder's Notice – Please be aware of the following:**

- **Applicants funded through this RFP will implement an FOC as outlined in Section 4.1 Desired Outcomes and Program Requirements.**
- **SED Funding will be awarded to applicant school districts in Attachment 9 serving middle or junior high school students and their families and OCFS funding will be awarded to applicants proposing to serve counties outside of New York City. Only one (1) application will be accepted per organization.**
- **Include a completed Commitment Form (Attachment 1) from the local department of social services of the county or counties proposed to be served and Local School District/Community Partners Affirmation of Support (Attachment 2).**

**Please note: Additional information on minimum qualifications are included in this PowerPoint and in the RFP.**







# Minimum Qualifications

## RFP Section 3.1: Minimum Qualifications

The proposal must meet all of the requirements outlined in RFP **Section 3.1: Minimum Qualifications** to be considered for funding.



Bidders must meet the requirements to submit a proposal in accordance with RFP **Section 3.1 Minimum Qualifications**.



Bidders who do not meet these requirements will be disqualified from further review and consideration.



## **RFP Section 3.1: Minimum Qualifications (cont.)**

- 1. Eligible applicants must be one of the following to receive OCFS funding:**
  - community-based or faith-based not-for-profit organizations, or**
  - public agencies, or**
  - public educational institutions (including school districts, Boards of Cooperative Educational Services (BOCES), and individual elementary, middle, or high schools) serving students of any age and their families.**



## RFP Section 3.1: Minimum Qualifications (cont.)

1. Applicants who are a school district on Attachment 9 and propose to serve middle school or junior high school students and their families are eligible for NYSED funding.

Please note: State agencies and for-profit entities are not eligible to apply.

2. Applicants who propose to serve one or more of the fifty-seven counties outside of New York City are eligible for OCFS funding.



## RFP Section 3.1: Minimum Qualifications (cont.)

- 3. Agree to implement a Family Opportunity Center (FOC) that operates as explained in Section 4.1 Desired Outcomes and Program Requirements.**
- 4. Be prequalified, if not exempt, in the NYS Grants Gateway on the application deadline. (See Section 3.2 for additional information)**
- 5. Local departments of social services (LDSS) Commitment Form must be completed by each LDSS for each county the applicant proposes to serve (using Attachment 1) and submitted with the application.**
- 6. Letters of Commitment from the local school district(s), and other local community partners, including domestic violence support services and substance abuse treatment providers they are proposing to partner with (using Attachment 2) must be submitted.**
- 7. Applicant must agree to use funding to provide primary and/or secondary prevention services as described in this RFP only and will not fund child protective services, foster care services, mandated preventive services, or any other services otherwise available through the LDSS or school district.**



## RFP Section 3.1: Minimum Qualifications (cont.)

8. Applicant must propose to implement an evidence-based model/curriculum rated as well-supported, supported, or promising in either the California Evidence-Based Clearinghouse for Child Welfare (CEBC) or Title IV-E Prevention Services Clearinghouse (IV-E) as identified in Attachment 6. Applicants that propose to implement a model/curriculum that rated as promising in both clearinghouses must include an evaluation plan to assess the project's efficacy in meeting the RFP's desired outcomes.
9. Applicant must agree to enter participant-level data into the OCFS Prevention Database within established time frames and participate in all continuous quality improvement and evaluation activities directed and/or led by OCFS.
10. Applicants must agree to implement the Standards of Quality for Family Strengthening and Support



# Desired Outcomes and Program Requirements



# RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (not all inclusive)

## Desired Outcomes:

- OCFS is seeking proposals that are responsive to the desired outcomes identified in the RFP and that provide value to the OCFS mission.
- Collaboration with other community providers to address identified need(s) for families at risk of entering the child welfare system.
- Provide services that respect and represent the language and culture of the community to be served.
- Prevent duplication of effort with similar services provide by other community providers/entities.





## **RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (not all inclusive)**

The desired outcomes for the FOCs are to:

- **Engage families in evidence-based programming to provide needed supports;**
- **Assess families' strengths, challenges, and wants to best engage, retain, and provide appropriate services to families;**
- **Strengthen families by building protective factors including parental resilience, nurturing and attachment, knowledge of parenting and child development, and concrete and social supports;**
- **Improve connections to schools; and**
- **Improve access to community resources such as mental health services, additional services and supports, including prevention services.**



# RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (not all inclusive)

Program requirements include:

- **Family Support Services, including case management focusing on families with young children to strengthen families and prevent child abuse and neglect;**
- **Formal and informal parenting education programs that include at least one curriculum/model that is evidence-based rated as well supported, supported, or promising on Attachment 6;**
- **Projects implementing a promising curriculum/model will include an evaluation plan to assess project efficacy;**
- **Inclusion of parent leadership and peer support strategies and the implementation of a standing Parent Advisory Board and/or parent representation on the program/agency advisory board to inform practice and program design;**



# RFP Section 4.1: Desired Outcomes and Program Requirements - Highlights (not all inclusive)

Program requirements include (continued):

- Address barriers to mental health and/or substance use disorder services, including prevention programs, including but not limited to completing mental health screenings, training staff on Mental Health First Aid (MHFA) (and/or becoming a center where MHFA trainings are held), fostering connections to crisis systems including mobile crisis response teams and Home-Based Crisis Intervention programs, and making referrals to dyadic therapy/child and/or parent psychotherapy;
- Programs address family concrete needs, such as food insecurity, transportation costs to access services, etc.; and
- Programs provide information and referrals for services not provided directly by the FOC.



# RFP Section 4.1: Desired Outcomes and Program Requirements

## - Highlights (not all inclusive)

Optional services (may be provided as a direct service or referral to a community partner):

- Additional educational programs such as mentoring programs for students, adult education/literacy, educational programs that link families with the local school, and alternative educational programs or other services offered by BOCES.
- Educational advocacy to assist parents through the Individualized Education Program (IEP) process.
- Job skills training and self-sufficiency programs for adults and youth.
- Social, health, housing, homeless, food and nutrition, domestic violence support, recreation (including paying registration fees for youth sports/leagues, additional educational enrichment programs, etc.) services.
- Monitoring child development and early intervention.
- Promotion of school readiness.



## RFP Section 4.1: Desired Outcomes and Program Requirements Highlights

- **The performance indicators included in Attachment 3 are required of all awardees.**
- **Applicants should add additional indicators that reflect the curriculum/model from the California Evidence-Based Clearinghouse for Child Welfare or Title IV-E Prevention Services Clearinghouse being implemented as well as indicators as needed for other services provided. These will be finalized during the contract development process.**



# PROPOSAL CONTENT AND SUBMISSION



## RFP Section 5.1 Technical Proposal Content/Work Plan



The Work Plan consists of the following sections:

- A. Community
- B. Population(s) to be served
- C. Objectives, Tasks and Performance Measures
- D. Proposed Project Description
- E. Project Staff
- F. Organization

**Guidelines for each section are included in the RFP.**



## RFP Section 5.2: Proposed Budget



- Your proposed budget should reflect a contract period of 3/1/2023 through 2/29/2024 for the maximum award amount indicated for each county or school district proposed to be served as listed in the FOC chart and discussion in Section 2.3 of this RFP. School District applicants cannot receive more than \$200,000 per year of NYSED funding.
- A local match is not required; however, programs are encouraged to include additional financial and/or in-kind services (unpaid work).
- The total administrative costs are limited to:
  - 15% of the total grant award as established by OCFS policy for state-funded awards.
  - 10% for federally-funded awards.





# RFP Section 5.2: Proposed Budget

- The cost of items is described in the budget narrative and for every line item of expense, the specific calculations for determining the total cost of each item is included in the narrative.
- All items covered by OCFS and NYSED funds will be directly related to the provision of services indicated in the proposal, will be realistic, reasonable, necessary, allowable, and justified based on the project plan.
- Budget focuses on direct services rather than administrative expenses.
- A minimum of 25% and a maximum of 50% of the requested grant amount is set aside to overcome families' concrete, mental health, and/or substance use disorder service barriers.
- There is evidence of alternate community investments to support this project. i.e., local match, a reasonable sustainability plan.
- All expenses will be incurred within the contract period.
- All shared costs like rent/occupancy costs and utilities will be prorated.
- Reimbursement for travel, lodging and mileage costs do not exceed the State rates currently in effect.
- All amounts listed on the budget summary form reconcile with the relevant budget narrative information.
- The total Grant Funds requested agrees with the total amount requested in the Grants Fund Column of the **Attachment 4**, Budget Template.



# RFP Section 5.4: Proposal Content

The proposal will consist of responses to the following questions in the Grants Gateway. These will be found in the “Program Specific Questions” section of the online application.

- Eligibility Questions
- Administrative Questions
- Work Plan Questions
- Budget Questions

Please note: Questions for each section are included in Section 5.4 of this RFP.

The Attachment 5 – Workplan Template is an optional attachment that applicants can use to draft responses prior to working in the Grants Gateway.



# MWBE/SDVOB Requirements



# MWBE/SDVOB Requirements

**Minority and Women-Owned Business Enterprises (MWBE)**

**Service-Disabled Veteran-Owned Business (SDVOB)**

- **The default statewide goals of 15% MBE, 15% WBE and 6% SDVOB do not apply to this procurement.**



# Deadline – Submission of Proposals



# Deadline for Submission of Proposals



**Date: 8/31/2022**



**Time: 4:00 PM Eastern Time**

- All RFP # 1080 Family Opportunity Centers proposals must be submitted by the Deadline for Submission of Proposals in RFP Section 1.2 Calendar of Events.
- Start the process early! <https://grantsgateway.ny.gov>
- Training resources: <https://grantsmanagement.ny.gov/resources-grant-applicants>
- Is your organization registered in the gateway? If not, register ASAP!





## The Deadline is the Deadline

- OCFS highly recommends that proposals are submitted well in advance of the deadline.
- Waiting until the last day to submit is not recommended!
- Technical issues, incorrect system user roles, or incomplete proposals are not valid justification for late submissions!
- Please consult RFP Section 5.5 Proposal Submittal Process for detailed instructions, guidance documents, and other resources.

## Reminder



- **Missing and/or not meeting any of the requirements listed in RFP Section 3.1 Minimum Qualifications is grounds for disqualification!**
- **The Bidder's Notice draws attention to important information. Please review the Bidder's Notice carefully!**
- **Log into the Grants Gateway early, consult the guidance materials, and ensure you have the correct user roles.**



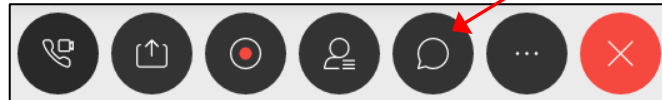


# QUESTIONS



Please submit your questions via the chat box at the bottom of the window. The chat box will remain open for submission of questions for the next five minutes.

Click the icon at the bottom of the window to open the chat box.



## No questions now?

### You may still submit inquiries after the webinar.

Submit all inquiries concerning this procurement to the Director of Contracts by the deadline specified in RFP **Section 1.2 Calendar of Events**.

1. Email (preferred method): [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov)
2. Hard Copy:

Director of Contracts

**RFP# 1080 Family Opportunity Centers**

Office of Children and Family Services

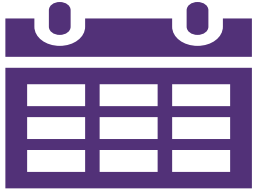
52 Washington Street

Room 202S – RFP Unit

Rensselaer, NY 12144



# Comprehensive Responses to Written Questions



Deadline for submission of written questions: 7/27/22

Responses posted on or about: 8/10/22

Review the responses at:

- New York State Grants Gateway (<https://grantsgateway.ny.gov>)
- OCFS website (<https://ocfs.ny.gov/main/contracts/funding/>)
- New York State Contract Reporter (<https://www.nyscr.ny.gov>)





for joining the  
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