



# Office of Children and Family Services

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Governor

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Commissioner

April 3, 2025

Michael McLaughlin, Deputy County Executive  
Albany County Department for Children Youth and Families  
112 State Street  
Albany, NY 12207

**Re: Non-Competitive Procurement #TBD Healthy Families New York – Award Letter**

Dear Michael McLaughlin:

Congratulations! Your organization has been tentatively selected for an award from the New York State Office of Children and Family Services (OCFS) for **Healthy Families New York**. The award will become final upon funding approval and your successful completion of the contract process.

Your staff must work with OCFS to complete the contract development and execution process. Please keep the following things in mind as you proceed:

- **Keep this letter for reference.** It provides important information you will need and contact information for the OCFS staff who will assist you. Please share it with anyone in your organization who will be working on contract development.
- **Begin the contract development process immediately.** This is necessary to meet our goal of having an approved contract before the contract start date.
- Once contract development is complete, your contract must be **approved by the Office of the New York State Comptroller (OSC)** and finalized by OCFS. It will then be "fully executed" and you can begin receiving funding. You will receive notification when this has occurred.
- OCFS does NOT expect you to begin providing services without this contract being fully executed. If you choose to do so, you run the risk of incurring expenses that OCFS may not be able to pay. If you have any questions about this, please contact your OCFS Program Manager listed at the end of this document.

## Award Information

Please note that your award is not final unless your contract is successfully developed and approved (as described above). Here is your contract award information:

Contract Term:	07/01/2025 – 06/30/2030
Contract Number:	TBD
Budget Period/Year 1, 07/01/2025 – 06/30/2026, Amount:	\$1,661,053.00
Budget Period/Year 2, 07/01/2026 – 06/30/2027, Amount:	\$1,661,053.00
Budget Period/Year 3, 07/01/2027 – 06/30/2028, Amount:	\$1,661,053.00
Budget Period/Year 4, 07/01/2028 – 06/30/2029, Amount:	\$1,661,053.00

Budget Period/Year 5, 07/01/2029 – 06/30/2030, Amount:	\$1,661,053.00
Total Contract Value:	\$8,305,265.00
Program Type:	HFNY-CWP
Number of Families to be Served (Funded Capacity):	#231
Number of Families to be Served (Caseload Capacity):	#192

### **Contract Management System**

- You will use OCFS's online Contract Management System (CMS) during contract development and to submit claims and reporting information throughout the life of your contract. You may also receive correspondence through CMS. CMS is accessed at the following link <https://my.ny.gov/> and works with Chrome and Edge internet browsers.
- Information about how to use CMS is available online at <https://ocfs.ny.gov/main/contracts/cms/CMS-Contractor-Manual.pdf>. Your staff will be able to complete specific tasks based on their assigned CMS "role." Additional information on CMS roles is in the CMS Contractor Manual.
- **Important:** If your organization does not currently have access to CMS, or if you need to add or remove users, or change roles for your organization, **please complete the CMS Authorization Form and return it to OCFS immediately**. The CMS Authorization Form (OCFS-4821) and instructions are available here: <https://ocfs.ny.gov/main/documents/>. Once users are authorized for your organization, if you need to assign additional staff to work on specific contracts or change assignments, please reach out to your OCFS Program Manager for assistance.
- **Helpful Hint:** It is recommended that you designate at least two individuals for each CMS role so that multiple staff can work on contract and claim tasks. However, for each specific contract, you will assign **one primary staff member for each role**. The primary staff member will receive all future system emails for work on that specific contract.

### **Contract Due Date**

Our goal is to have a fully executed contract prior to the contract start date and to meet prompt contracting deadlines. To accomplish this, you will be given **25** calendar days to develop your contract and work with OCFS staff to make any needed refinements. If you do not submit all required documents by this deadline, OCFS will be unable to complete the contract process, and your contract approval will be delayed.

- **Helpful Hint:** When uploading documents to CMS, be sure to upload each as a PDF to prevent system errors. Do not use formats such as Excel or MS Word.

### **Contracting Guides & Requirements**

The following documents are attached to this letter and will assist you with the contracting process. You may also contact the OCFS staff listed on page 4 in this document.