



Office of Children and Family Services

KATHY HOCHUL
Governor

SHEILA J. POOLE
Commissioner

September 21, 2021

Mr. Daniel Lynch, Deputy County Executive
Albany County Department for Children Youth and Families
112 State Street Rm. 930
Albany, NY 12207

Re: CAC/MDT New Award

Dear Mr. Lynch,

The New York State Office of Children and Family Services (OCFS) is pleased to inform you of our intent to award the following contract which is subject to the availability of funds, contract performance and the approval with NYS Department of Budget (DOB) and contract approval with NYS Office of State Comptroller (OSC).

Contract Number:	TBD
Contract Term:	02/01/2022-09/30/2025
Budget Period 1:	02/01/2022-09/30/2022 (8 months)
Period 1 Award Amount:	\$96,457.00

Funding methodology for this contract will be configured annually by calculating the prior three (3) years of underspending (contract amount - expensed). If the underspent percentage (sum of prior three (3) years underspent / sum of prior three (3) years contract amount) is greater than 5.0%, then the base amount for the new budget period year is reduced. If percentage is less than 5.0% then base is increased. Decreases in the next annual budget period will be based on the prior year's base multiplied by the underspent percentage plus five percent (5%). Increases in the annual period amount will be based on the prior year's base plus the proportion of all bases receiving an increase. All contracts, per appropriation language, will receive additional funding based on the three-year (3) average of number of children served, which is recalculated annually. Each budget period amount is subject to change due to this funding methodology and will be calculated at the end of the previous year.

OCFS will notify the vendor of their budget period award amount approximately (90) days before the beginning of the next budget period. By signing the contract, the vendor agrees that they will not expend more than the annual budget period amount contained in this OCFS notification. For this purpose, the periods are defined as: Period 1 (02/01/2022) - the start date of the contract plus 8 months, Period 2 (10/01/2022) - the day after the last day of period 1 plus 12 months, Period 3 (10/01/2023) - the day after the last day of period 2 plus twelve months, and so on. **OCFS has based your 8 month/period 1 amount on an annual award/12-month amount of \$144,685.00.**

The vendor will receive a letter within thirty (30) days of a site visit/review by OCFS Staff. The vendor agrees to incorporate any issued Program Improvement Plan (PIP) into their upcoming budget period's Performance Targets to correlate with the PIP, as well as recommendations made during the site review with their OCFS Program Manager, and any increase/decrease in funding. The overall New York State program standards listed above, will remain the same.

Please be advised, **\$27,422.00** of the above award amount will be required to be allocated toward resolving your outstanding program improvement plan (PIP). This portion of the allocation reflects the 2016-2019 total of unused/returned funds. If the PIP can be resolved prior to the end of the budget period, funding can be reallocated to an existing budget line upon the CAC/MDTs ability to demonstrate compliance with all OCFS CAC/MDT program standards.

Once OCFS notifies the vendor the amount of funding for the upcoming budget period, the vendor agrees to upload their annual workplan/performance targets, and modifications to the annual budget period into the Contract Management System (CMS), using the Report Functionality feature, for the upcoming budget period. This is expected to be complete no later than sixty (60) days prior to the beginning of the next budget period and cannot begin services until their workplan has been approved by OCFS in CMS.

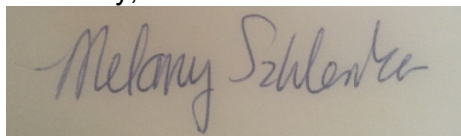
The contract application must be submitted on-line through the OCFS Contract Management System (CMS). You will be notified when the multi-year contract for your agency is in your CMS inbox, and you should follow the schedule set in CMS to enter your budget and program information. Submitting your contract earlier than the due date will allow time to correct any errors if needed and support the compliance with prompt contracting guidelines. As described in Article XI-B of the State Finance Law, if the contract is not completely and correctly developed within the scheduled number of calendar days, OCFS will notify you in writing that any interest payments that may have otherwise been due because of exceeding the prompt contracting timeframes, will be suspended from the day after the scheduled due date for your contract development until the contract documents are submitted. **Failure to provide information required for contract development and approval may also delay your contract execution date.**

Prior to submitting your contract and throughout the contract process, non-for-profits must verify that their Vendor Responsibility Questionnaire (VRQ) is recertified in the VendRep System, and the certification must be within six months of the contract going to OSC. Non-for-profits must also remain current with the Charities Bureau and maintain a "prequalified" status within Grants Gateway. Municipalities are exempt from VendRep, Grants Gateway and Charities Bureau. All contractors must obtain their current Workers Comp and Disability Certificates with NYS OCFS 52 Washington Street, Rensselaer NY 12144 as the certificate holder; these will get uploaded into CMS when you receive the contract (Municipalities are exempt from providing a Disability Certificate only). This information is also provided in the attached "Contract Instructions Documents". The "Contract Instructions Documents" will help you as you develop your contract application and include the necessary links to the systems noted above.

Also attached are the CMS Authorization and Vendor Contract Contact Update Forms. If you need to add, change, or remove any CMS user role(s) and/or update your CEO or CFO, you will need to complete these forms and submit them to OCFS.

Please feel free to contact your Program Manager, Adam Berry, at adam.berry@ocfs.ny.gov or 518-474-7899.

Sincerely,

A rectangular box containing a handwritten signature in blue ink that reads "Melaney Szklenka".

Melaney Szklenka
Senior Manager

Attachments: Contract Instructions Documents,
CMS Authorization Form

Cc: Program Manager,
Contract File