



Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Commissioner

March 10, 2020

Mr. Philip Calderone, Deputy County Executive
Albany County Department for Children Youth and Families
112 State Street
Albany NY 12207
philip.calderone@albanycounty.com

Re: Home Visiting New York (HFNY) - Intent to Award

Dear Mr. Calderone,

The New York State Office of Children and Family Services (OCFS) is pleased to inform you of its intent to award the below contract. The award amount is subject to the availability of annual funding, contract performance, approval by the NYS Department of Budget (DOB) and approval by the NYS Office of State Comptroller (OSC). Please be advised that this contract requires a 10% local share match on the annual award amount.

Contract Number:	C028897
Contract Term:	07/01/2020 - 06/30/2025
Contract Term Value:	\$5,884,490
Contract Period:	07/01/2020 - 06/30/2021
Contract Period Amount:	\$1,176,898

The contract application must be submitted on-line through the OCFS Contract Management System (CMS). You will be notified when the contract for your agency is in your CMS inbox. In order to be in compliance with prompt contracting guidelines, 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. 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 as a result of exceeding the prompt contracting timeframes, as described in Article XI-B of the State Finance Law, 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 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. 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.