



Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Commissioner

October 1, 2020

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

Re: MDT/CAC; Intent to Renew Contract

Dear Mr. Lynch,

The New York State Office of Children and Family Services (OCFS) is pleased to inform you of our intent to renew 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:	C027957
Contract Period:	02/01/2021 – 01/31/2022
Award amount:	\$159,560.00

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, 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, in order to be in compliance with prompt contracting guidelines. 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 certified 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.

Also attached is the CMS Authorization Form and Vendor Contract Contact Update Form. 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 518-474-7899 or Adam.Berry@ocfs.ny.gov.

Sincerely,

Melaney A. Szklenka
Senior Manager

Attachments: Contract Instructions Documents,
CMS Authorization Form,
Vendor Contract Contact Update Form