

**Title:** Letter of Interest (LOI) # 1064  
Voluntary Foster Care Agency Medicaid Training (Round 2)

**Agency:** Children & Family Services, NYS Office of  
Bureau of Contract Management

**Contract Number:** TBD

**Contract term:** 1/1/2022 - 12/31/2026

**Date of issue:** December 11, 2020

**Due date/time:** January 6, 2020 by 4:00 PM Eastern Time

**Location:** All NYS Counties

**Counties:** Statewide

### **Background**

The New York State Office of Children & Family Services (OCFS) announces an opportunity for qualified entities that provide a comprehensive training program for OCFS-licensed, Article 29-I Voluntary Foster Care Agency Health Facilities ([Click here for Article 29-I guidance](#)) Medicaid Managed Care transition activities, Children and Family Treatment Support Services and Home and Community Based Waiver Services to advise OCFS of their interest to this advertisement by responding with a Letter of Interest. OCFS is looking for an organization to provide training opportunities to Voluntary Foster Care Agency staff, Children and Family Treatment Support Services providers, Home and Community Based Service Providers, Health Home Staff, and Local Departments of Social Services staff; at times, dates and locations specified and/or approved by OCFS.

The training sessions will serve to disseminate accurate policies and procedures to continue the Children's Medicaid Managed Care transition. Once the transition is complete, trainings will continue regarding Children and Family Treatment and Support Services, Home and Community Based Waiver Services and services provided under the Article 29-I.

OCFS is seeking a vendor able to provide a series of deliverables including but not limited to being responsible for performing foundational tasks that will support the delivery of specific items and facilitate the progress of the trainings.

### **Organizations responding to this LOI need to have the infrastructure to:**

- identify and secure potential training sites, subject to OCFS approval;
- take efforts to minimize costs by using public meeting space such as LDSS or voluntary foster care agencies wherever possible; Note: Any and all costs

attendant to use of training sites shall be the sole responsibility of the organization.

- maintain lists of appropriate training session registrants and contact information upon completion of each training;
- maintain a registration database to track registration, and completion of trainings, and plans for future offerings;
- notify OCFS of anticipated class size prior to conducting the trainings;
- submit a written report to OCFS quarterly, annually and at the request of OCFS; and
- develop, maintain and distribute current necessary and appropriate handouts for training sessions.

**Responsive organizations must:**

- have extensive knowledge of Voluntary Foster Care agencies, the Children's Medicaid Managed Care transition, Child and Family Treatment and Support Services, and Home and Community Based Services;
- be an organization affiliated with an agency that provides Voluntary Foster Care services;
- agree to extensively review laws, regulations and guidelines produced by OCFS and the Department of Health (DOH) in order to achieve knowledge and expertise in the Children's Medicaid Managed Care Transition, Child and Family Treatment Support Services and Home and Community Based Services;
- maintain staff that have extensive knowledge of the above topic areas to conduct the trainings must; and
- be sufficiently staffed to provide up to 178 training days (including combinations of half day sessions, full day sessions, and evening sessions as needed) throughout the state at various sites.

This advertisement is public notice that OCFS is seeking an organization that can to provide a comprehensive training program for Voluntary Foster Care Agency (VFCA) staff, Children and Family Treatment Support Service (CFTSS) providers, Home and Community Based Service (HCBS) providers, Health Home staff, and Local Department of Social Services (LDSS/ACS) staff.

Organizations responding to this advertisement must be willing to be responsible for conducting up to approximately 178 training days of Medicaid Service Provider Training using a curriculum developed by the organization and approved by OCFS. These

trainings will include but are not limited to:

- Medicaid Service Specific Trainings that address and disseminate information on Children and Family Treatment and Support Services and Home and Community Based Services, including but not limited to: Community Psychiatric Supports and Treatment, Psychosocial Rehabilitation, Caregiver/Family Support and Services, Community Self Advocacy Training and Support, Prevocational Services, Supported Employment and Respite Services (Planned and Crisis);
- Medicaid Managed Care philosophies, policies, and procedures including but not limited to: Trauma Informed Care, Engagement, Person Centered Care Planning, Documentation/Smart Goals, Co-Occurring Disorders, Personal Safety/Safety in the Community, and Working with and Advocating for LGBTQ youth; and
- Article 29-I VFCA Health Facilities Licensure and Medicaid Managed Care information and service planning guidance to address and disseminate this information.

OCFS anticipates that all trainings will be conducted in-person at sites located throughout New York State unless prior approval is given by OCFS to conduct trainings electronically. The method for conducting trainings that are not done in-person must be approved by OCFS. Organizations responding to this advertisement must be capable of developing and providing the required trainings in accordance with OCFS guidelines and able to create all materials necessary for the delivery and completion of such trainings. The organization needs to be capable of extensively reviewing laws, regulations and guidelines produced by OCFS, DOH and the Office of Mental Health (OMH) in order to achieve knowledge and expertise in the Children's Medicaid Managed Care Transition, Child and Family Treatment Support Services and Home and Community Based Services. The trainings and all material contained within must be consistent with all applicable laws, regulations and guidelines. Organizations that respond to this LOI must have staff that conduct the trainings who have extensive knowledge of the above topic areas. The organization must be able to update, and revise trainings based on OCFS request and the needs of Voluntary Agency staff within a four-week time period.

Organizations responding to this advertisement must have the resources to:

- identify, arrange and pay for training space for up to 178 training sessions. Training space must accommodate up to 50 participants per session and include provisions for providing reasonable accommodations/modifications to persons who are disabled.
- develop, print, maintain and distribute current necessary and appropriate handouts for training sessions. All handouts are to be approved by OCFS prior to distribution.
- advertise the availability of training sessions through distribution lists approved by OCFS.
- develop and maintain registration processes, including a confirmation process.
- inform OCFS of the number of participants registered for each session no later than one (1) week prior to the offering. OCFS reserves the right to request that

the organization cancel offerings due to limited enrollment. OCFS will not provide reimbursement for cancelled sessions.

- take attendance each day of training, maintain all sign in lists and provide OCFS with a list of individuals who have attended each training session at least quarterly, annually or as requested by OCFS. These lists will be provided to OCFS in a written format.
- require trainees to complete evaluations and provide OCFS with copies of all these evaluations in written format at least quarterly, and when requested by OCFS.
- develop, administer and analyze pre and post tests and communicate the results to OCFS at least quarterly, unless requested by OCFS in written format.
- provide Certificate of Attendance to participants and will verify these certifications when requested by OCFS.
- notify OCFS of the outcomes of the trainings, including promising practices, concerns, and problems.
- modify trainings as requested by OCFS, to meet the more intensive and individualized needs of the audience in each region. OCFS will not provide additional reimbursement for modified trainings.
- update trainings and materials as requested by OCFS to coincide with federal and state guidance and/or requirements. OCFS will not provide additional reimbursement for updated trainings.
- modify subsequent trainings upon request by OCFS to address any, identified concerns or problems. OCFS will not provide additional reimbursement for modified trainings.

The purpose of this opportunity is to invite any eligible and interested entities that believe they can satisfy this program's needs to inform OCFS by a Letter of Interest (LOI). To be considered responsive, your organization's LOI must be received no later than the deadline specified on the first page of this announcement. Through this advertisement, OCFS is exploring the availability of vendors who have the expertise to provide the services required by OCFS. The results of this announcement are intended to determine if this opportunity will be competitively bid. If few responses are received, OCFS intends to pursue other procurement options. Please see the **How to Submit Your LOI** section for additional information and submission requirements.

**To be considered responsive to this opportunity, respondent's LOI must:**

- Confirm your organization is interested in providing the services outlined by this announcement and meets the following criteria by providing information as to your organization's experience in your **Attachment 1 – Letter of Interest**:
  - possess the knowledge and experience in providing relevant trainings within the last three (3) years, regarding the services provided under the Article 29-I Voluntary Foster Care Agency Health Facilities License, Medicaid Managed Care transition activities, Children and Family Treatment Support Services and Home and Community Based Waiver Services.

- possess prior experience, related to Children and Family Treatment Support Services, Home and Community Based Waiver Services, Medicaid Managed Care Transition and other Medicaid funded programs.
- possess prior experience, related to the curriculum of relevant programs including Medicaid funded programs, Children and Family Treatment and Support Services, Home and Community Based Waiver Services and Medicaid Managed Care Transition, including attendee counts and the agencies that have received the trainings.
- has an affiliation with an agency that provides Voluntary Foster Care services;
- agrees to extensively review laws, regulations and guidelines produced by OCFS and the Department of Health (DOH) in order to achieve knowledge and expertise in the Children's Medicaid Managed Care Transition, Child and Family Treatment Support Services and Home and Community Based Services;
- agrees to maintain staff that have extensive knowledge of the above topic areas to conduct the trainings must; and
- agrees to maintain enough staff in order to provide up to 178 training days (including combinations of half day sessions, full day sessions, and evening sessions as needed) throughout the state at various sites.

### **Funding Details**

Funding for this project is contingent upon the availability of funds in the state and/or federal budgets.

Annual funding availability is anticipated to be approximately \$410,000 per year.

### **How to Submit Your LOI**

To be considered responsive, interested parties must complete and submit all required documents to this solicitation conforming with the format and content requirements as explained. The response should contain enough information to assure OCFS of its accuracy. The information provided should, wherever possible, verify that your organization meets the requirements in the **Background** section of this announcement.

**Each applicant is required to complete and provide the following document:**

- **Attachment 1 – Letter of Interest**

**Applicants must submit their LOI via email to [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov) no later than the deadline specified on the first page of this announcement.**

Please enter “**LOI # 1064 Voluntary Foster Care Agency Medicaid Training**” in the subject line of the email submission of your application and identify the name of the applicant in the body of the email and in the filenames of attached documents to ensure your submission is processed efficiently. **Early submissions are encouraged as late responses may be subject to rejection.**

Please limit your Letter of Interest to a maximum of **four (4)** page(s), Arial 12-point font, single line spacing and one-inch margins. Please see the **Attachment 1 – Sample Letter of Interest** provided for your reference. If applicable, Letters of Interest should attempt to conform to the guidance outlined in **Attachment 2 – Guidelines for Preparing Letters of Interest.**

### **Cost of Preparing Documents**

OCFS will not be liable for any costs incurred by the applicant in the preparation of documents submitted in response to this Solicitation.

### **Questions**

Questions must be submitted via e-mail to [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov) before the due date and time of this announcement. Please submit your question with adequate time for response; OCFS recommends allowing at least five business days. Be sure to put “**LOI # 1064 Voluntary Foster Care Agency Medicaid Training**” in the subject line. **Late questions may not be addressed.**

### **Diversity:**

The Office of Children and Family Services strongly encourages qualified minority-owned and women-owned businesses, and veteran-owned businesses to submit a letter of interest

Under the requirement of the Procurement Lobbying Act all communications regarding advertised projects are to be channeled only through the primary contact identified herein.

### **Contact Information**

#### **Primary contact:**

Director of Contracts  
Office of Children & Family Services  
52 Washington Street  
Room 202S – Procurement Unit  
Rensselaer, NY 12144  
[RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov)

**Submit to contact:**

Director of Contracts  
NYS Office of Children & Family Services  
52 Washington Street  
Room 202S – Procurement Unit  
Rensselaer, NY 12144  
[RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov)

**Attachments**

Please see the following attachments to this announcement, which are available on The New York State Contract Reporter (Contract Reporter) website at <https://www.nyscr.ny.gov> or the OCFS website at <https://ocfs.ny.gov/main/contracts/funding/>.

**Attachment 1 – Sample Letter of Interest\***

**Attachment 2 – Guidelines for Preparing Letters of Interest** (for reference only)

\* Attachments marked with an asterisk **must** be completed and included with your bid proposal.