

Request for Information (RFI)

New York State Office of Children and Family Services Division of Child Welfare and Community Services – Bureau of Permanency Services

RFI # 1079

Permanency Resource Centers serving Kinship Caregiver Families

Issued: 8/23/2021

Responses Due: 9/20/2021

Purpose

The New York State (NYS) Office of Children and Family Services (OCFS), Division of Child Welfare and Community Services, Bureau of Permanency Services (BPS), is seeking information and collecting input from interested parties regarding the preparation of a Request for Proposals (RFP) for Permanency Resource Centers (PRCs) to begin serving Kinship Caregiver families. In addition to providing services to post-adoptive and post-guardianship families, the suggested proposal would expand services to include kinship families with formal legal custody or informal caregiver arrangements.

BPS's goals in issuing this RFI are to:

- Inform the public of OCFS's intent to establish a statewide network of programs serving post-adoption, post-guardianship, informal and formal kinship families
- Elicit strategies for supporting continuation of current kinship caregiver programs and developing collaboration of services with PRC services
- Elicit ideas and/or recommendations on how to structure an RFP encompassing needed services for the range of the population to be served that will support and strengthen families, promote permanency and the well-being of children
- Identify potential challenges and/or roadblocks related to the program's proposed design to meet the unique needs of post-adoption, post-guardianship, and kinship families

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes - it does not constitute a Request for Proposal (RFP) or an Invitation for Bid (IFB) or a promise to issue an RFP or an IFB. This RFI does not commit NYSOCFS, or the BPS to contract for any supply or service whatsoever. Vendors are advised that OCFS will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the

interested party's expense. Not responding to this RFI does not preclude participation in any future RFP or IFB, if any are issued.

Program Background & Proposed Collaboration of Services

With a goal of providing a statewide network of kinship services by expanding programming provided through a Permanency Resource Center, OCFS seeks to elevate outreach and availability of the full array of services to NYS families. Information on the types of services provided from the recent procurements can be found at:

<https://ocfs.ny.gov/main/contracts/funding/RFP2018-07/RFP2018-07.pdf>

and

<https://ocfs.ny.gov/main/contracts/funding/RFP1011/RFP1011-Amended-02-14-2020.pdf>

It is the expectation of OCFS that programs will meet the criteria for expenditure of the calculated savings by focusing on post-adoption and post-guardianship services as well as the continuation of services of the existing OCFS funded kinship caregiver programs.

Guidance to Respondents

BPS may use information obtained from responses to this RFI in making programmatic decisions and/or to develop a competitive procurement such as an RFP or IFB.

Any content that is proprietary and/or confidential must be clearly marked as such in the response. Failure to mark content as proprietary and/or confidential may result in its disclosure in the event a response is the subject of a Freedom of Information request under Public Officers Law Section 87. In any event, OCFS/BPS will determine, in its sole discretion, appropriate disclosure in response to any Freedom of Information Law request. All materials submitted by a respondent shall become the property of NYS OCFS and may or may not be returned to the respondent, at the sole discretion of NYS OCFS.

OCFS may issue announcements amending this RFI in response to questions. Any revisions to the RFI will be posted to the New York State Contract Reporter website (<http://www.nyscr.ny.gov>) and to the OCFS public website funding opportunities page (<https://ocfs.ny.gov/main/contracts/funding/>).

OCFS may communicate with any and all third parties, on the subject of this RFI or otherwise, during the pendency of this RFI and/or following the receipt and consideration of RFI responses. This may be through email exchanges, phone discussions, meetings, demonstrations, and/or correspondence, and may be with an individual respondent, a subset of respondents, or all respondents. As RFI responses are reviewed, OCFS reserves the right to send follow-up clarification questions to respondents of further interest.

Requested Information

Please provide the following information:

(Please return all of the requested information electronically. You may provide the requested information as a completed attachment and/or in the body of an email.)

- 1) Are you a present or former?
 - a. Permanency Resource Center program
 - b. Kinship Caregiver Program
 - c. Interested Party, please specify: _____

- 2) Contact Information:
 - a. Name of individual responding
 - b. Name of agency/organization
 - c. Mailing address
 - d. Email address
 - e. Phone number

- 3) What are your thoughts regarding PRCs serving kinship families with formal custody and informal arrangements?

- 4) Describe strategies you feel would support current kinship program continuation and collaboration of services to kinship families through PRCs.

- 5) Describe proposed program design ideas and/or recommendations on how this project can effectively encompass needed services for the range of the population to be served that will support and strengthen families, promote permanency and the well-being of children.

- 6) Do you have any concerns or recommendations regarding this collaboration or proposed program design? Please elaborate.

- 7) Please provide a brief (100 words or less) history of your background and/or experience serving post-adoptive, post-guardianship or kinship families. If responding on behalf of an agency, please indicate whether the agency received OCFS funding to provide any of the above services.

Deadline for Responses

All respondents are requested to respond to this RFI with the information requested in the section entitled “Requested Information” no later than the deadline indicated on the first page of this announcement. Responses to this RFI must be made via email.

Delivery Method:	Address to:	Subject Line:
Email	RFP@OCFS.NY.GOV	RFI # 1079 Permanency Resource Centers serving Kinship Caregiver Families

Questions

Questions regarding this RFI should be submitted via email to the OCFS Procurement Unit at: RFP@OCFS.NY.GOV prior to the due date and time noted above. Please submit your question with adequate time for response. OCFS recommends allowing at least five (5) business days. Be sure to put “**RFI # 1079 Permanency Resource Centers serving Kinship Caregiver Families**” in the subject line. Late questions may not be addressed. Questions should not contain proprietary or classified information.