

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
REQUEST FOR BID
(This is not an order)
BID MUST BE MADE ON THIS SHEET

Direct Inquiries and Return Bid to:
Inquiries to RFP@ocfs.ny.gov or mailed to designee indicated in Section 1.2 of IFB. All bids must be submitted as indicated.

Bid Number: IFB # 1111	Commodity Group:
Bid Opening:	Commodity/Service Name:
Date: 1/20/2023	Bureau of Program and Community Development
Time: 4:00 pm ET	Contracted Program Manager
Location: Office of Children & Family Services (OCFS) 52 Washington Street, Rm 202 South, Rensselaer NY 12144	

Price to include delivery to: (Describe exact location and method of delivery:

See bid specifications.

Agency's – Specification of item(s)/services required:

OCFS seeks one (1) Contracted Program Manager, hereinafter referred to as the "Program Manager" to provide a contractual staff position to the New York State Office of Children and Family Services (OCFS). The staff person will be located at 52 Washington Street, Rensselaer, NY 12144 and will be assigned 37.5 hours per week M-F for the duration of the contract. See attached IFB document for full bid specifications.

The offeror meeting all the minimum requirements stated in the bid, passing vendor responsibility review and offering the lowest total 12 month bid price will be awarded a contract for these services.

Total bid price and hourly rate includes any and all costs associated with providing and delivering the services as specified in the IFB section 4.2, including a minimum salary for the staff position of \$61,270 for the first calendar year (approximately 1,900 hours), with annual cost of living or performance based increases as defined in section 4.2 of the IFB, plus fringe, applicable licenses, insurance, administrative, and all ancillary costs, including all administrative costs associated with locating, hiring and providing staff person to fulfill the Program Manager position for OCFS, if applicable.

The base salary of this position must have an annual cost of living adjustment (COLA) increase in subsequent years of the contract by adding to such base salary an amount obtained by multiplying the base salary being paid to this position by a minimum of two (2) percent. This increase will become the base salary for next year of the contract and must be reflected in the bid price, which will remain firm for the life of the contract. The base salary for successive years must include the COLA increase from the preceding year.

Offeror is not to include travel expenses in their bid rate.

Bidders Quotation and specific description of item(s)/services offered:
Please enter your all-inclusive hourly bid rate to provide one (1) contracted Program Manager position to OCFS:

Program Manager: \$_____ per hour

Total 12-Month Bid Amount = (Hourly Rate) x (1,900 Hours)

Please see the column to the left for specifications regarding minimum annual salary for the position, cost of living adjustments, and other requirements. The bid rate will remain firm for the life of the contract.

DO NOT INCLUDE TRAVEL EXPENSES IN YOUR BID RATE.

Note: Your response must contain only one (1) hourly rate on the OCFS-0910 Request for Bid Form. This rate will be applicable to any and all candidates proposed by the bidder.

Please provide an e-mail address for future communication related to this bid and for future notifications.

E-mail Address: _____

NOTICE TO BIDDERS:

Pursuant to Article XI of the State Finance Law and the Rules and Regulations of the Commissioner of General Services, sealed bids will be received at the above address for furnishing the item(s)/services in this Request for Bid. When submitting a bid, you must:

1. Prepare your bid on this form using ink or typewritten, or filled out on-line. Only one copy of the bid is required.
2. If your bid deviates from the specifications, indicate such fact and explain such deviations, attaching additional sheets, if necessary.
3. Sign the bid on the reverse side. By signing, you indicate full knowledge and acceptance of the General Specifications (9/83) and amendments thereto, and of the Request for Bid. The Bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.
4. On the envelope containing the sealed bid, indicate the bid number and the bid opening date and hour.

POLICY STATEMENT: It is the policy of New York State to maximize the opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement contracts. The opportunity for full participation in our free enterprise system is essential to obtain social and economic equality and improve the functioning of the State economy. Accordingly, it is the policy of the New York State Office of Children and Family Services to foster and promote the development of New York State business enterprises, including those that are minority and women-owned.

The contractor, by bidding on this contract acknowledges an understanding of the policy herein stated. The contractor is encouraged to assist the State in the implementation of this policy by taking appropriate steps, in situations under his/her direct control, to utilize New York State supplies and sub-contractors, including minorities and women, in the completion of this procurement.

Information on the availability of New York State subcontractors and suppliers, including the Director of Certified Minority and Women-Owned Business Enterprises, is available from the NYS Department of Economic Development.

The Office of Children and Family Services recognizes the need to further promote the purchase and utilization of products with recycled and/or remanufactured content. Implementation of this initiative will further the objectives of Governor Cuomo's Executive Order No. 142 issued January 16, 1991 directing all State agencies to purchase, consistent with applicable law, recycled products made from secondary materials. In addition, the flexibility now afforded agencies is expected to further the goals of Chapter 70 of the Laws of 1988, New York States Solid Waste Management Act.

The contractor, by bidding on this contract, acknowledges his/her understanding of the policy herein stated. The contractor is encouraged to assist the State in the implementation of this policy by taking appropriate steps, in situations under his/her direct control, to utilize products with recycled and/or remanufactured content in the completion of this procurement.

NON-COLLUSIVE BIDDING CERTIFICATION: By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

- (1) The prices of this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, or directly or indirectly, to any other bidder or to any competitor; and/
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

NONDISCRIMINATION IN NORTHERN IRELAND: MAC BRIDE FAIR EMPLOYMENT PRINCIPLES

In accordance with Chapter 807, Laws of 1992, the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either: (answer Yes or No to one or both of the following, as applicable)

- 1. Have business operations in Northern Ireland: Yes No; If Yes,
- 2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the Mac Bride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of their compliance with such principles: Yes No;

SIGNATURE:

The undersigned (if a corporation) certifies that it is duly authorized to do business in the State of New York. The undersigned further attests that the specifications, OCFS General Specifications and Appendix A & C have been reviewed and agrees to be bound by the terms and conditions thereof.

Name of Bidder: _____ Employer's Federal ID No. _____

Address (Street): _____ Telephone (AC)/ Number: _____

City: _____ State: _____ Zip Code: _____ County: _____

Signature of Bidder: **X** _____ Printed Name of Signer: _____

Official Title: _____ Date: ____ / ____ / ____