

ANDREW M. CUOMO Governor

SHEILA J. POOLE Acting Commissioner

## NEW YORK STATE COMMISION FOR THE BLIND CONTRACTING REVIEW GUIDE (CRG) Revenue Contracts

The	purpose	of	this	guide	is	to	provide	а	clear	effective	approach	in	assisting
contr	actors wit	th th	ne co	ntract of	dev	'elo	pment pr	OC	ess.				

If you need further assistance, contact your Program Manager.

## **Summary of Required Contract Documents**

Document	Process for Submission
Contract Signature Page	Enclosed is one (1) copy of the contract with <u>five (5)</u> <u>signature pages</u> , each of which requires an original signature and your corporate seal (if any). Please sign and notarize all five (5) signature pages and return the contract. (Note, both the signature and notary dates <u>must</u> be the same).
Security Deposit	A security deposit, as stipulated in <i>Paragraph</i> 24 of the contract, in the form of an <i>Irrevocable Letter of Credit</i> or a cash payment in the amount equal to three months fee is required. Please note the security deposit will be retained by the OCFS for the duration of the Agreement, plus up to 12 additional months
Liability Insurance	A current <i>Certificate of Liability Insurance Coverage</i> . The certificate <u>must</u> name the State of New York, the Office of Children and Family Services, and the Commission for the Blind as additional covered parties, and the coverage must meet the minimum requirements stated in <i>Paragraph</i> 23 of the contract.
Workers Compensation Coverage  Acceptable Forms: C-105.2 - Certificate of WC insurance issued by private insurance carriers U-26.3, - Certificate of WC insurance issued by the State Insurance Fund SI-12 - Certificate of WC self-insurance GSI 105.2 - Certificate of participation in WC group Self-Insurance CE-200 - WC/DB Exemption	Be sure the certification is signed, current and the correct form is used. The form must list NYS OCFS as the certificate holder and the dates of the certificate must be current. The address for NYS OCFS is 52 Washington Street, Rensselaer, NY 12144.
Disability Benefits Coverage  Acceptable Forms:  DB-120.1 – Certificate of Disability Benefits Insurance  DB-155 – Certificate of Disability Benefits Self-Insurance  CE-200 - WC/DB Exemption	Be sure the certification is signed, current and the correct form is used. The form must list NYS OCFS as the certificate holder and the dates of the certificate must be current. The address for NYS OCFS is 52 Washington Street, Rensselaer, NY 12144.

NYS Systems									
Statewide Financial System (SFS)	Online	With the implementation of SFS vendors are required to maintain their own address and other information directly in the system. OCFS does not have access to change this information.  For vendor Self-Service Directions and Information (Vendor Self-Service System) click on <a href="http://osc.state.ny.us/vendors/index.htm">http://osc.state.ny.us/vendors/index.htm</a>							
Contract Management System (CMS)  As a best practice it is recommended that you click the "submit" button intermittently to avoid loss of data.	Online	The Contract Management System (CMS) https://apps.ocfs.ny.gov/cms is a secure, browser based system used by the Office of Children and Family Services (OCFS) to increase efficiency and effectiveness of the contract development process.  Getting Started in CMS Prior to completing any online transactions in CMS, at least two users from the contractor's organization need to be identified.  I User responsible for processing the contract documents; and User responsible for electronically signing a contract and/or expenditure  Vendors request access to CMS by completing a CMS Authorization form. This form in conjunction with the Vendor & Contract Contact Update form should be used for any updates to a contractor's reviewer credentials and/or CMS vendor file.  Forms can be obtained from the Program Manager.  The following table depicts the level of access and/or function for contractors							
		Type of User → CONUSER CONSIG CLAIMSIG CONVIEWER  Module							
		Ψ							
		Inbox 🗸 🗸							
		Contractor Details   V							
		Logging Expenditures/ Advances/ Budget Modifications							
		Processing Expenditures/ Advances							
		Electronically Signing Contracts							
		Electronically Signing Expenditures/Advances							
		Contracts List							
		Correspondence Search   ✓ ✓							
		NOTE:  When logging into CMS be sure to access CMS via the Internet Explorer browser. All other browsers are incompatible and the features of CMS may not work as designed if other browsers are used to access CMS.  PDF is the preferable format for uploaded documents.							

NYS Systems						
NYS OSC VendRep System	Online	Register and update your Vendor Responsibility Questionnaire annually online through NYS OSC VendRep system <a href="https://portal.osc.state.ny.us/Enrollment/login">https://portal.osc.state.ny.us/Enrollment/login</a> . Certification date must be no older than 6 months from your contract start date. OCFS recommends completing the VR Questionnaire online in the VendRep System. The process is centralized (can be used for several contracts) and easier to update.  For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by				
	Mail	email at ciohelpdesk@osc.state.ny.us  Vendors may also opt to file a paper questionnaire which can be found in the Vendor Responsibility section of the OSC website <a href="http://osc.state.ny.us/vendrep/forms_vendor.htm">http://osc.state.ny.us/vendrep/forms_vendor.htm</a> . The "Vendor Responsibility Questionnaire – Not For Profit Business Entity Form (AC-3291s)" must be used by Not For-Profit vendors.  If you choose to mail the Vendor Responsibility Questionnaire an original, signed and notarized document is required. Mail to: NYS OCFS Att. Program Manager 52 Washington Ave, Rensselaer NY 12144.				
The NYS Contract System ("NYSCS") M/WBE and EEO Compliance	Email directly to:  MWBEinfo @OCFS.ny. gov	The New York State Contract System ("NYSCS"), <a href="https://ny.newnycontracts.com">https://ny.newnycontracts.com</a> , is the tool that New York State uses to monitor MWBE participation in state contracting. Contractors will use this system to: <ul> <li>File utilization plans for the contract period (formerly reported using the OCFS 4631) and to</li> <li>Report any MWBE spending on contracts (formerly reported using the OCFS 4441).</li> </ul> The following forms should continue to be emailed to the Contract Compliance Unit at the address in the middle column. The forms may be found at: <a href="http://ocfs.ny.gov/main/bcm">http://ocfs.ny.gov/main/bcm</a> <li>OCFS – 3460 Equal Employment Opportunity Policy <a href="https://ocfs.ny.gov/main/bcm">Statement</a> </li> <li>OCFS – 4629 Project Staffing Plan</li>				