

Questions and Answers
Clarifications
RFA # 0704301001
Integrating Tobacco Use Interventions into
New York State Chemical Dependency Services

The responses to questions included here are the official responses by the State to questions posted by potential bidders and are hereby incorporated into the *Integrating Tobacco Use Interventions into NYS Chemical Dependency Services* RFA issued July 25, 2007. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

Please Note:

MODIFICATIONS TO THE RFA

Page 2, paragraph 3 states, “The Bureau of Tobacco Use Prevention and Control has allocated up to \$2.5 million for the two-year term of the contract for this solicitation.” This is an error – the **Bureau of Tobacco Use Prevention and Control has allocated up to \$2.0 million per year for the two-year term of the contract for this solicitation.**

**The due date for applications has been extended to
September 24, 2007.**

1. Q. What is the money range for the Bureau of Tobacco Use Prevention and Control, RFA # 0704301001 (Integrating Tobacco Use Interventions into New York State Chemical Dependency Services)?

A. Page 2, paragraph 3 states, “The Bureau of Tobacco Use Prevention and Control has allocated up to \$2.5 million for the two-year term of the contract for this solicitation.” This is an error – the Bureau of Tobacco Use Prevention and Control has allocated up to \$2.0 million per year for the two-year term of the contract for this solicitation.

2. Q. Are county health departments eligible to apply to the RFA?

A. County health departments are not excluded from applying to the RFA as long as they meet the eligibility requirements stated in the RFA.

3. Q. The experience and expertise of the DMOA Program Manager (page 10, #4) is exceptionally detailed and specific. Can an applicant propose an individual that has the stated training-related qualifications who is not available on a full-time basis (e.g., .80 FTE) and include as part of the staffing pattern an individual who has worked with OASAS-licensed providers for the 1.0 FTE balance?

A. Yes. However, applicants whose Program Manager possesses the professional degree(s) and work experience as outlined in the RFA may receive a higher score in the review process than those who do not.

4. Q. Given the specific experience and expertise requested of the DMOA Program Manager, can the applicant propose an individual that has a majority of the experience or expertise (i.e. extensive training experience with OASAS-funded entities) but less than 8 years experience overseeing a large training initiative (i.e. 5 years experience).

A. Yes. However, applicants who's Program Manager possesses the professional degree(s) and work experience as outlined in the RFA may receive a higher score in the review process than those who do not.

5. Q. Can the DMOA serve as the RTATC in one or several OASAS regions and sub-contract out the remaining regions to qualified RTATCs?

A. Yes.

6. Q. Please explain the sentence on p. 10, #4, "The DMOA will propose a staffing pattern that supports a geographic organizational structure with high participant involvement and use of state and national paid expert consultants."

A. Applicants should propose a staffing pattern at the DMOA, and collaboration with RTATCS and/or training consultants to ensure training availability statewide.

7. Q. On page 13, the RFA states that there are approximately 462 substance abuse umbrella agencies. Please clarify what the DOH means by "umbrella agencies," and whether training is to be provided to umbrella agencies as well as substance abuse programs.

There are 462 OASAS program sites (also sometimes referred to as umbrella agencies or umbrella programs); these 462 program sites oversee one or more programs. The intent of this RFA is to train staff who work at OASAS program sites, which includes the 462 umbrella agencies and the programs they oversee. For additional information on the number of OASAS certified or funded prevention and treatment programs and the number of patients served each year, applicants should reference the July 24, 2007 press release from

the OASAS Commissioner at: <http://www.oasas.state.ny.us/pio/press/pr-7-23-07.cfm>.

8. Q. If the DMOA can serve as the RTATC in one or several regions, does each region still require a full-time program manager? For example, for the NYC area, would there have to be a full-time program manager for each borough?

A. If a DMOA is serving as a RTATC in one or several regions there is not a requirement that each region maintain a full-time program manager.

9. Q. The RFA states that there must be one full time program manager for each RTATC (page 10, #5). Is the DMOA expected to fund this position as part of the sub-contract directly or does the RTATC factor this into their cost per training?

A. Funding for the RTATC program manager can be calculated in whatever manner is best for the DMOA and anticipated RTATCs. It is desirable that the same method be used for each of the proposed RTATCs. Page 10, #5 of the RFA does not state that there “must” be one full time program manager for each RTATC. This section outlines what may be the optimal staffing pattern for the RTATCs.

10. Q. Could you provide some more information on the “clinician scholarship program” described on p. 7.

A. The provider site may need to hire a temporary worker to cover the responsibilities of the permanent staff member, who attends or participates in training, or may opt to pay the staff member overtime to participate in after-hours staff training, the DMOA should be prepared to monetarily compensate the provider site (or staff person directly) for these instances. In their application, the DMOA should include a brief description of their plan to provide stipends or “scholarships” as appropriate.

11. Q. It is clearly stated that participants will not be charged for training, however, can a nominal fee be charged for providing CME, CASAS, CEU, etc?

A. Yes, a nominal fee for providing credits for credentialing only for those participants seeking those credits is allowed.

12. Q. Can you tell us more about the “10,000 credentialed counselors” working in the substance abuse treatment system in New York referred to on page 13? In particular, we would like to know how these counselors are broken down geographically. (This is important in understanding the volume that might be expected at each RTATC and therefore would also affect budgeting for each of the RTATC).

- A. The language included in the RFA of “10,000 credentialed counselors” is an error. There are approximately 10,000 people employed by OASAS programs, which includes counselors, medical and nursing staff, administrative staff and other staff involved in patient care. The geographical breakdown is not available, but likely coincides with the geographic distribution of services. Information about OASAS programs may be found on the OASAS web site at <http://www.oasas.state.ny.us/index.cfm>. For additional information on the number of OASAS certified or funded prevention and treatment programs and the number of patients served each year, applicants should reference the July 24, 2007 press release from the OASAS Commissioner at: <http://www.oasas.state.ny.us/pio/press/pr-7-23-07.cfm>
13. Q. Do you have any sense of how many counselors are working with clients with a dual diagnosis of substance abuse and mental illness?
- A. Although exact numbers are not available, there is a very high co-morbidity of mental illness and substance use.
14. Q. If they are not included in the “10,000” number, how many other non-credentialed counselors (including CASACs in training) and social workers are there in the field that also need to be trained and where are they located?
- A. The various training offered as a result of this solicitation will be open to a broad target audience of staff who work at OASAS provider sites including but not limited to medical and nursing staff, administrative staff, CASAC, CASAC-T, social workers, psychologists and any other staff involved in patient care. There are approximately 10,000 people employed by OASAS programs that will be eligible to attend various training to be developed as a result of this solicitation, and it is the expectation that all of these staff will avail themselves of available training. Pages 7-9 of the RFA outlines the training that will be developed as a result of this solicitation and the general target audience for each.
15. Q. Is there an expectation as to how many “administrators and managers” will be trained? Is there the expectation that other staff (including secretaries, chefs, and maintenance workers) will also be trained?
- A. The total number of administrators and managers who will be eligible for training is not known. It is the expectation that over the course of the two year project all administrators and managers employed by OASAS provider sites will participate in training. Although staff such as secretaries, chefs, maintenance workers and all other staff are not listed in as part of the training target audience on pages 7-9 of the RFA they are welcome to participate in on-line or in-person training.
16. Q. Will OASAS be mandating training for counselors? Will OASAS be mandating training for administrators?

A. Training will not be mandatory, but strongly encouraged.

17. Q. On page 4 (last paragraph in the Minimum Eligibility Requirements), it does indicate that if the agency submitting has the “capacity for both oversight and training,” it would not be necessary to subcontract with separate RTATC. Can an agency with the “capacity for both oversight and training” choose to apply as the DMOA and serve as the RTATC in several regions while subcontracting with one or more training providers to serve as RTATC in other regions?

A. Yes.

18. Q. If we know who we would like to subcontract with as RTATC, do we need to describe in the application content Section I (page 22, 5th bullet from the top of the page) how we will evaluate applications? Can we instead describe why each of the subcontractors were chosen for the particular region (i.e., their qualifications, expertise, facilities, etc...)?

A. Yes. Applicants should include a justification for selecting subcontractors.

19. Q. On page 10 #4, it states that the “DMOA will maintain at least one part-time instructional technologies manager.” Can the web and computer-based training be part of a subcontract to another 501© 3 organization that has this expertise? If yes, do we list the subcontractor in the non-personnel services section as one-line in the budget with a justification?

A. Applicants may subcontract web and computer-based training. Applicants who propose this must include a strong program design for how work will be coordinated, overseen and evaluated with this subcontractor. Applicants can list this or any other proposed subcontractors in the non-personnel services section in the budget, along with a strong justification.

20. Q. If we were using identified subcontractors, do you want a signed letter from the subcontractor? Where should this be included?

A. Whether or not to include letters of support and/or formal memorandums of agreement (MOA) is at the discretion of each applicant; neither is a required component of the RFA submission. However, applicants able to demonstrate a commitment from proposed subcontractors will likely be more favorably rated by the Department than applicants that do not demonstrate support from subcontractors or other stakeholders. Letters of support and MOAs should be included in an appendix.

21. Q. With regard to including the RTATC’s in the budget, do we need to include the budget detail for each RTATC or can we list each of the proposed RTATCs as

one line in the non-personnel services section with the total amount and a general description?

A. Applicants may list the proposed budget of each RTATC as one line in the non-personnel services section of the budget with a justification and general description.

22. Q. Can we offer RTATCs incentives based on how many people they actual train?

A. DMOA applicants who propose subcontracting with RTATCs will have latitude to set up the RTATC subcontracts in a way that is both reasonable to manage and cost efficient. DMOAs may consider a deliverables based contract where RTATCs reimbursement is based on delivery of training and TA days and number of providers trained.

23. Q. Assuming that all of the learning objectives outlined in the required trainings were addressed, are the half-day and one- day trainings illustrative or literal since the RFA also mentions developing curriculum for DOH/OASAS approval as one of the proposal outcomes?

A. The learning objectives outlined in the RFA are a reasonable starting place for curriculum development. Once the DMOA award is made and the curriculum development process begins, the learning objectives may be revisited and revised or updated as necessary. The objectives are included in the RFA to provide applicants with an overview of the scope of development work each curricula will require.

24. Q. On page 7 of the RFA (in the first paragraph of “Curriculum Development”) it states that “a group of experts in the field of tobacco dependency treatment has been convened to advise and/or assist in the writing of curriculum.” How will the DMOA interact with this group? Will this group have to approve the final curriculum?

A. The DMOA will meet with this group a few times per year to gather their input and guidance into curricula as they are developed. The group will provide feedback, input and overall guidance, not approval. Approval for the curricula will be provided by the Department of Health. The DMOA will convene this group in Albany; the cost to cover advisory panel members’ travel to Albany, lunch; tea/coffee and meeting space is approximately \$3,000 - \$3,500. This does not include staff time to arrange logistics and prepare meeting materials. The costs associated with the advisory panel should be included in the DMOA budget.

25. Q. For clarification, for counselors working with clients with a dual diagnosis of substance abuse and mental illness, is the assumption that the half-day training is in addition to the full-day training for all counselors?

A. Yes.

26. Q. With regard to the formatting of responses, should each of the bulleted items under the sections be answered separately?
- A. All elements of the RFA should be addressed in the applicant's response. As long as the applicant adheres to the formatting requirements outlined in the RFA (i.e. page limits, margins, font) the applicant may choose to use bullets or write in paragraph form. Applicants should give consideration to submitting a well-organized application that addresses all of the elements of the RFA.
27. Q. Can we include any letters of support and/or letters of recommendation in an appendix if we so choose?
- A. Whether or not to include letters of support and/or formal memorandums of agreement (MOA) is up to the discretion of each applicant; neither is a required component of the RFA submission.
28. Q. Page 4: first paragraph states "A body of research exists that answers some of the questions that have historically posed obstacles." What body of research are you referring to?
- A. Research published in the peer review literature on topics such as tobacco use in the substance using population, implementation of tobacco free policies, incidence of smoking in patients with substance use and/or mental illness, simultaneous treatment of a substance use disorder and tobacco dependence treatment collectively constitute a body of work that attempts to address the challenges and strategies of treating nicotine dependence in the substance using population.
29. Q. Page 5: last paragraph discusses the use of technology. Will the web portal page and web-based training courses be hosted on a DOH server or will the contractor be responsible for hosting them? If DOH does plan to host the web portal and web-based courses, does DOH stipulate that certain programming tools and programming languages must be used to create them?
- A. The DOH will not host the web portal page and web-based training courses, the DMOA will be responsible for hosting them. The DOH does not stipulate that certain programming tools and languages be used, as long as all elements meet NYS Office for Technology guidelines and requirements available at <http://www.oft.state.ny.us/>. Scoring preference will be given to applicants with demonstrated expertise in the design and implementation of instructional and communication technology based training (computer-assisted instruction (CAI) on CD-ROM, website development, on-site registration and web-based instruction (WBI)).

30. Q. Page 7: second bullet refers to a clinical scholarship program for clinicians. Would you provide further clarification as to what this clinical scholarship program is and what your expectations are for this program?
- A. The provider site may need to hire a temporary worker to cover the responsibilities of the permanent staff member, who attends or participates in training, or may opt to pay the staff member overtime to participate in after-hours staff training, the DMOA should be prepared to monetarily compensate the provider site (or staff person directly) for these instances. In their application, the DMOA should include a brief description of their plan to provide stipends or “scholarships” as appropriate.
31. Q. Page 7: under curriculum development it states "A group of experts in the field of tobacco dependency treatment has been convened to advise and/or assist in writing of the curriculum." How do you envision the role of the tobacco experts in this project? Who are they? Related to this project, is their expertise only in the area of tobacco or does it include expertise on training design and delivery? Are there any consultant fees associated with this group of experts?
- A. There are no consultant fees associated with this group of experts. The group consists of approximately fifteen experts from the fields of substance use treatment and tobacco dependence treatment. There is some experience among the group regarding curriculum design and training, but the DMOA will bring this expertise to the group. The DMOA will meet with the advisory group a few times a year to update them on the progress of the project and obtain input and guidance into curriculum development. The DMOA will convene this group in Albany; the cost to cover advisory panel members’ travel to Albany, lunch; tea/coffee and meeting space is approximately \$3,000 - \$3,500. This does not include staff time to arrange logistics and prepare meeting materials. The costs associated with the advisory panel should be included in the DMOA budget.
32. Q. Page 10: in paragraph #4 you reference the DMOA program manager. Would it be acceptable to submit the application without a specific name (to be determined) or does a name need to be provided when the application is submitted?
- A. It is acceptable to submit an application without a specific name, as long as a clearly defined job description and process for recruiting qualified candidates is included in the application.
33. Q. Page 11: in paragraph # 9 you reference "The DMOA may be requested to assist with other events such as conferences, symposia, and meetings." Please clarify what you mean by "assisting" with these events. Does this activity include activities such as: locating and confirming meeting space, covering meeting room rental fees, food costs, covering speaker honorariums and/or any other related costs of these conferences/symposia etc? If there are any additional costs for these venues, would there be a separate budget for this? How many events do you anticipate occurring within the contract year?

A. The successful applicant may be asked to organize a workshop at the statewide tobacco control meeting. Costs include arranging for speakers to present at the workshop and paying for honorarium only. The successful applicant may also be asked to attend a meeting of the NYS Tobacco Advisory Board; this would include staff time and travel only. The successful applicant will meet with the advisory group a few times a year to update them on the progress of the project and obtain input and guidance into curriculum development. The DMOA will convene this group in Albany; the cost to cover advisory panel members' travel to Albany, lunch; tea/coffee and meeting space is approximately \$3,000 - \$3,500. This does not include staff time to arrange logistics and prepare meeting materials. The costs associated with the advisory panel should be included in the DMOA budget.

34. Q. Page 12: at bottom of page, bullet #2 you state, "RTATC applications should include the estimated number of training days, participants to be trained." Is there any expectation as to the number of training days to be delivered and the number of participants per training?

A. The number of participants per face-to-face training should not exceed 30. The number of in person full day training days for the duration of the two year contract period will be approximately 300-350. Training will be conducted simultaneously throughout the State by different RTATCs.

35. Q. Page 13: toward the bottom of the page you refer to RTATC's being positioned geographically to offer technical assistance and training to substance abuse treatment providers. What does geographically located of RTATC's mean- does it require offices located within every catchment area?

A. Applicants should propose a staffing pattern and program proposal that will ensure that in-person training and face-to-face technical assistance can be efficiently and economically carried out statewide. It does not require a physical office within every catchment area.

36. Q. Page 15, Article IV Admin. Requirements, Section B, states "Prospective applicants should note that all clarification and exceptions, including those relating to the terms and conditions of the contract, are to be raised prior to the submission of an application."

Page 19, Article IV Admin. Requirements, Section I. states "If this applicant does not accept a certain condition or term, this should be clearly noted in a cover letter to the application." I need clarification as to when any exceptions should be raised, in a cover letter submitted with the application or sometime prior to submission of the application. If prior to submission, what is the timeframe for doing so?

A. Exceptions should be raised prior to the submission of an application in a letter to Patricia Bubniak and then should be so noted in the cover letter to the application. Any clarifications resulting from such exceptions will be posted on the DOH website. Past exceptions from applicants have included needing to revise the start date of a contract.

37. Q. Page 25, third paragraph states administrative costs will be limited to a maximum of 10% of total direct costs. On a subsequent page (after Attachment 6, titled General Instructions for Completing Operating Budget and Funding Request) it states NYS funded indirect costs may not exceed five percent (10%) of your STATE grant and should be fully itemized (i.e. space, utilities, etc.) and justified. Please clarify the maximum administrative costs allowed. What is considered administrative costs?

A. Indirect costs, such as administrative costs (space, utilities, etc.) will be limited to a maximum of 5% of total direct costs. There is a typographical error (in attachment 6 General Instructions for Completing Operating Budget and Funding Request). This should read, "all expenses for your project should be in line item detail on the forms provided. NYS funded indirect costs may not exceed five percent (5%) of your direct costs and should be fully itemized (i.e. space, utilities, etc.) and justified."

Direct costs are typically those costs that can be identified specifically with a final cost objective. Some direct costs are: compensation of employees; costs of materials acquired, consumed or expended; equipment and other approved capital expenditures acquired and used, and travel expenses incurred specifically to carry out the award, contract or project.

Indirect costs are typically those costs that are incurred for a common or joint purpose of benefiting more than one cost objective. Some indirect costs include: cost of operating and maintaining facilities, equipment and grounds; depreciation or use allowances; and administrative salaries and supplies.

38. Q. Page 4, Article II. Who May Apply, Section on Minimum Eligibility Requirements, second paragraph concerning "no tobacco" status:

- In second sentence, please define "affiliation or contractual relationship."
- To what regulations is this paragraph referring, to back up the requirement of providing a statement certifying to applicant's "no tobacco" status?

A. This statement is not based in regulation. It is a tobacco control program requirement. Applicants must certify that they do not have any affiliation or contractual relationship with any tobacco company, its affiliates, its subsidiaries, or parent company. Failure to include this statement in the application will result in immediate disqualification of the application. A contractual relationship is a

contract between the applicant and any tobacco company, its affiliates, its subsidiaries, or parent company. An affiliation would include but not be limited to in-kind or any other type of support from any tobacco company, its affiliates, its subsidiaries, or parent company.

39. Q. If video materials are developed, must they be available in both DVD and VHS tape formats? Or is DVD only acceptable?

A. For the purposes of this RFA applicants should budget resources for DVD production only.

40. Q. Appendix B Budget - The statement "Federal fund are being used to support this contract. Code of Federal Domestic Assistance (CFDA) numbers for these funds are: ____". It is assumed that this is applicant's statement to be completed if other funds are being used such as third party or other sources of funding. Is federal flow-through funding involved in this project?

A. Federal flow-through funding is not involved in this project. The DMOA will be funded with State funds only.

41.Q. If an organization applies to be a DMOA, is it reasonable to expect that they could also be a RTATC for some of the regional catchment areas?

A. Yes.

42. Q. Will we be able to see the questions submitted from other organizations and the answers provided, or will the Q&A be posted on the DOH website?

A. Yes, all questions received, and responses will be posted on the DOH website.

43. Q. What is the intended context of the RFA updates you are referring to on the cover page?

A. The RFA updates include Questions and Answers concerning the RFA and any relevant clarifications, if applicable.

44. Q. The Minimum Eligibility requirements (RFA, page 4) state the following:

"Applicants must have a minimum of five years' experience overseeing a large professional training program including web and computer-based training and provision of technical assistance."

Our primary organization, <name of applicant, > incorporated in 1967, has many years experience in training, outreach and research.

However, we recently (2002) activated an affiliated company <name of applicant> (incorporated since 1991) to receive grants and contracts which provide for limited or no administrative costs, e.g, the above-noted RFA. This is due to the fact that our primary organization, <name of applicant>, has a Federal NICRA citing administrative/overhead costs in excess of 46%. <Name of applicant> currently has an active contract with NYC Dept. of Education for training and evaluation (since Sept. 2006) and has administrated other miscellaneous projects since 2002. However, the volume and depth of activity at this corporation, <name of applicant>, is far less significant and lengthy compared to the long history evidenced at <name of applicant.>

It is important to note that the same highly experienced staff persons are reallocated across companies, as necessary, to meet contractual obligations. I would like your advice as to whether, given the close affiliation to the corporate vehicles, and the singular experienced nature of the staff, if <name of applicant> would be deemed eligible for RFA 0704301001, "Integrating Tobacco Use Interventions into New York State Chemical Dependency Services."

A. Due to the close affiliation between the two companies, the forty years experience of the primary organization and the five years of experience of the affiliated company this organization is eligible to apply for this RFA if all other minimum qualifications are also met.

45. Q. The RFA states "Applicants that have the capacity for both oversight and training may also apply thereby precluding the necessity to subcontract with separate Regional Technical Assistance and Training Centers (RTATC) described." If a prospective Development Management and Oversight Agency (DMOA) submits an application that includes formal agreements among a consortium of organizations to operate all 11 Regional Technical Assistance and Training Centers (with complete written documentation that satisfies all requirements as outlined in pages 12-15 of the RFA), does that eliminate the need to have a separate RTATC procurement process?

A. All RTATCs need to have final approval of the DOH. If the applicant's proposed RTATCs are approved by the DOH there will be no need for a separate RTATC procurement process. Applicants who propose RTATCS in their application should include a justification for each of the selected RTATCs.

46. Q. Are the three training curricula described in the RFA the only curricula that a DMOA may develop, implement, and evaluate, or the minimum curricula?

A. The three training curricula described in the RFA are what the applicant should use to develop their application and budget. After funding is in place the development of additional curricula may be negotiated between the DOH and the funded DMOA, although additional funding will not be available.

47. Q. The list of all persons currently certified as CASACs maintained by OASAS includes many people who are not currently working in OASAS-licensed programs, and probably is not a reliable number if you are trying to determine the size of the workforce in OASAS-licensed programs. How did you come up with the number of 10,000 staff in all OASAS licensed programs?

A. The estimate of 10,000 providers is broader than CASAC staff. It is an estimate of the total number of staff who work at OASAS provider sites.

48. Q. Are the 11 RTATCs required to be 11 separate entities or can one organization provide services to more than one catchments area?

A. One organization can provide services to more than one catchment area.

49. Q. Do we need to be online ready for interactive web site needed for training curricula (distance learning)?

A. Applicants may develop the capacity once awarded the contract, however, preference will be given to applicants with expertise in the development, delivery and evaluation of curricula and proven expertise in the design of instructional and communication technology based training (computer-assisted instruction (CAI) on CD-ROM, website development, on-site registration and web-based instruction (WBI)).

50. Q. Define what is meant by T.A. (technical assistance) and in what specific areas.

A. The DMOA will be expected to provide technical assistance to training participants from OASAS provider sites throughout the duration of the two year contract period; the DMOA should be prepared to offer TA statewide. Technical assistance processes will be proposed to the DOH by the funded DMOA and will include in person and on line activities. Technical assistance should be designed to reinforce training goals and objectives, assist with implementing tobacco free policies in accordance with OASAS requirements, provide problem solving services to agencies and provide advice, recommendations and support to implement tobacco free systems of care.

51. Q. What are the regional (location) parameters to be serviced (all NYS or some)?

A. The funded applicant will work with OASAS-licensed substance abuse treatment providers throughout New York State. OASAS-license facilities are located in nearly every county. For additional information about OASAS provider sites please visit <http://www.oasas.state.ny.us/index.cfm>.

52. Q. If online web site (interactive) is not immediately required, can we use advanced monies to set it up?

A. Page 17 of the RFA states that the State may, at its discretion, make an advance payment to not-for-profit grant contractors in an amount not to exceed 25 percent. Although the State may approve advance payment to set up an online web site, scoring preference will be given to applicants with expertise in the design of instructional and communication technology based training (computer-assisted instruction (CAI) on CD-ROM, website development, on-site registration and web-based instruction (WBI)).

53. Q. If we apply to be an RTATC as well as a DMOA, can we be funded as an RTATC and not as the DMOA? Would that mean that another agency, funded as a DMOA, would have to award funding to us?

A. This solicitation will have one award – to fund a DMOA. The solicitation is not to procure RTATCs. The selected DMOA will have the responsibility to award funding to RTATCs.

54. Q. Page 4, II: Who May apply – “Applicants that have the capacity for both oversight and training may also apply thereby precluding the necessity to subcontract with separate RTATC described. However, the administrative specifications and funding amounts for both the DMOA and the RTATC responsibilities should be addressed in the application.”

Does this mean we would need to make up a budget for ourselves twice, a second time as the RTATC? Please clarify this paragraph.

A. Applicants that have the capacity for both oversight and training may submit one budget.

55. Q. What percentage of the treatment programs in the OASAS catchment areas are required/expected to receive services over the two year contract.

A. Staff in all treatment programs are expected to receive training over the two year contract period. As outlined in the RFA, in addition to in-person training there will be on-line training made available to all staff at OASAS provider sites.

56. Q. I'm a researcher with the <applicant name> at <applicant site>. I'm writing to find out what the money range is for the Bureau of Tobacco Use Prevention and Control, RFA # 0704301001 (Integrating Tobacco Use Interventions into New York State Chemical Dependency Services).

A. Page 2, paragraph 3 states, “The Bureau of Tobacco Use Prevention and Control has allocated up to \$2.5 million for the two-year term of the contract for this solicitation.” This is an error – the Bureau of Tobacco Use Prevention and Control has allocated up to \$2.0 million per year for the two-year term of the contract for this solicitation.

57. Q. I have received the letter re RFA for the tobacco use interventions. I am most interested in applying for this however, I am unable to find the application on the site provided. Please advise or e-mail to me the best way to retrieve this document.

A. A copy of the RFA can be found at <http://www.health.state.ny.us/funding/> Interested parties may also call 518-474-1515 to request a copy be mailed to them.

58. Q. Does OASAS have guidance or regulations in place to support the training outlined in the RFA?

A. The NYS OASAS has recently launched a comprehensive initiative to treat tobacco dependence. All RFA applications are strongly encouraged to learn more about this initiative by visiting <http://www.oasas.state.ny.us/pio/press/pr-7-23-07.cfm> and <http://www.oasas.state.ny.us/tobacco/index.cfm>.