

**QUESTIONS AND ANSWERS FOR
NYS OSTEOPOROSIS PREVENTION AND EDUCATION PROGRAM
(NYSOPEP)**

**RFA NUMBER 0710250331
July 3, 2009**

The responses to questions included herein are the official responses by the State to questions posted by potential bidders and are hereby incorporated into the RFA 0710250331 issued on May 14, 2009. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

1. **Question:** Are local health departments eligible to apply for the Osteoporosis grant?

Response: No, local health departments are not eligible to apply for this grant. As stated on page 7 of the RFA, not-for-profit, health-related community organizations with a 501 (c) (3) designation, including partnerships with incorporated lead agencies, and other not-for-profit, community-based organizations are eligible to respond to this RFA.

Eligible organizations are defined as follows:

- A not-for-profit incorporated organization delivering health care services such as a hospital, a medically-affiliated academic institution, or a community-based organization with the demonstrated capacity and expertise in the subject area of this Request for Application and with the ability to create a regional capacity to accomplish the stated deliverables;
- A not-for-profit incorporated organization with the ability to serve as a regional resource to promote and effectively coordinate primary, secondary and tertiary prevention activities related to osteoporosis and its risk factors.

The eligibility criteria, as written, would not be consistent with the charter of the majority of local health departments in New York State.

2. **Question:** Radiology Association is a free standing D&TC offering DEXA scan and other x-ray services to clients. Are we able to apply for the grant? Are D&TCs eligible to apply for funding?

Response: The grant is not intended to cover costs for the provision of direct services, such as bone density testing and evaluation. Applicants that meet minimum requirements with demonstrated capacity to accomplish the deliverables stated in the RFA are eligible to apply (see question #1). The focus of the RFA is to provide prevention, outreach and education, and support services to groups, individuals and providers.

3. **Question:** Is the New York State Department of Health (NYSDOH) looking for one entity to develop all five centers or looking for five entities to develop a center in their regions?

Response: An applicant can apply to serve more than one region of the State. However, as stated on page 7 of the RFA, a separate and complete application must be submitted for each region the applicant proposes to serve. Awards will be made to the highest scoring applicant from each region regardless of whether the applications were submitted by one or more entities. It is anticipated that approximately five (5) awards will be made as a result of this RFA.

4. **Question:** Is the bidder's call mandatory

Response: No, participation in the call is not mandatory to apply for funding.

5. **Question:** Page 17 of the RFA requires the submission of an agency-wide budget, or in the case of hospitals, a department-wide budget, which provides information related to all contracts received by the agency (or department, as appropriate). The RFA requires department-wide budget to specify personnel and non-personal service costs being budgeted to other contracts in comparison to the osteoporosis prevention and education contract, and wherever possible, include agency staff names to enable the reviewers to compare cost allocations. If the applicant is a hospital and the staff from the department is not supported by outside contracts, can we skip this part? If multiple departments in a hospital are collaborating on the osteoporosis project department-wide budgets be submitted for all of them?

Response: All applicants must submit an agency-wide budget. For hospitals and health centers, this may be limited to the organizational unit where the project will reside. If staff from other departments are collaborating on the project, those individuals should also be represented and funding streams for their positions clearly indicated in the department-wide budget for the project. The agency wide budget allows the DOH to determine that shared costs are properly allocated across multiple contracts where applicable. The budget should demonstrate all efforts contributing to the implementation of the project including in kind contributions of time and effort of staff from other departments or units not in the department within which the grant is located.

6. **Question:** Regarding deliverable #4 "Collaborate with other community providers that focus on prevention and adoption of healthy lifestyle behaviors," as listed in Attachment 5, the workplan template, does this refer to physicians, organizations with core missions related to prevention/health promotion, and providers that may occasionally run healthy lifestyle programs? Could you give some other examples of community providers in addition to those mentioned on pages 9-10 of the RFA?

Response: The goal of NYSOPEP is to conduct outreach and education to as many individuals, groups and providers as possible in each region to educate about bone health and prevention of osteoporosis. This would include physicians and organizations, which periodically incorporate healthy lifestyle programs in their offerings, such as community centers, senior citizen centers, YMCA's/YMHA's, YWCA's/YWHA's, Boy and Girl Scouts, and after school programs. As part of your resource assessment, you may also identify other organizations or groups that would provide access to community members and providers that would benefit from bone health and osteoporosis prevention, education and treatment messages such as public libraries, or groups that serve members from the target population, (e.g. senior citizens, women's groups, and faith – based groups.)

7. **Question:** Who is on the Osteoporosis Advisory Council and what are their areas of expertise and affiliations?

Response: Members of the council are appointed by the Governor and state legislature as referenced in section 2707 of the NYS Public Health Law:

"The council shall include representatives of the department, the state education department, the state office for the aging, persons with osteoporosis, experts in diet and exercise, experts in osteoporosis research, prevention and treatment, and health care providers, including representatives from the following professions: nursing, social work, prosthetics and orthotics, physical and occupational therapy, chiropractics, and pain management and rehabilitation.

Council members are as follows:

Governor and Legislative appointees:

Christopher Calapai, MD
Dorothy Humm, MBA, RD, CDE, CDN
G. Thomas Haney
Karen Kemmis, DPT
Alan T. Kaell, MD, FACP, FACR, FAAP
Robert Lindsay, MD, PhD
John Malfetano, MD
Ellen Miller, MD
Arnold M. Moses, MD
Christine Saltzberg, PhD, MS, APRN, BC
Bonnie Taub-Dix, MA, RD, CDN

State Agency Representatives:

Michael J. Burgess, Director – State Office for the Aging
Marcus Harazin – State Office for the Aging
Richard F. Daines, MD, Commissioner – State Health Department
Marilyn Kacica, MD, MPH – State Health Department
Richard P. Mills, Commissioner – State Education Department
Sandra Sheedy - State Education Department

8. **Question:** Could you describe more specifically how regional Resource Centers work with the Coordinating Center in regard to program evaluation?

Response: The Resource Centers work with the Coordinating Center to develop tools that can be used generically to evaluate the jointly developed programs and activities that are implemented in the five regions. These tools are used to collect information that is incorporated into periodic reports to the Coordinating Center and NYSDOH. Pages 17 and 18 of the RFA application provide details on program evaluation for the NYSOPEP regional centers.

9. **Question:** Will the Coordinating Center provide printed educational materials for public distribution or should funding be allocated in the budget for the creation of all such materials? If the Coordinating Center is providing some materials, how much will be provided and what is the basic content?

Response: The Coordinating Center does have materials available for public distribution that regional centers can obtain, and materials are made available to the Regional Centers upon request. The materials are generic and can be used in any of the regions across the state. Materials may also be obtained from the state website at www.NYSOPEP.com. The Coordinating Center can be contacted or the website reviewed to learn more about the format and content of what is available. In the event they choose to create new materials, applicants should include in the budget costs for printing and development of materials.

10. **Question:** Since the grant is renewable for 5 years, do we need to include a five-year activity timeline or should discussions be confined to the one year initial grant period?

Response: A five-year activity timeline is not a requirement of the application. The work plan narrative and application work plan, Attachment 5, should address the objectives and activities for the first year of the grant.

11. **Question:** The RFA requires certain documents in chart form in Appendices B and D. Will these forms be available in MS Word or Excel formats?

Response: The forms requested in the RFA package are available in MS WORD format on the public website at <http://www.nyhealth.gov/funding>

12: **Question:** We are located in the Mid-Hudson region and would like to start a program for this area. Why was the RFA closed to not-for-profit organizations in Dutchess, Orange, Putnam, Westchester, Rockland, Sullivan, Ulster and other Mid-Hudson counties?

Response: Helen Hayes Hospital (HHH) is designated through legislation as the coordinating center for the Osteoporosis program. Staff at the Bone and Metabolism Center at HHH is recognized as experts in the area of bone diseases and bone health. By virtue of the location, HHH provides services to counties located in the Mid-Hudson region and funding a Resource Center for the region would duplicate services currently provided.

13: **Question:** Is this a one-time, one-year grant or is it up to \$59,100 for three years?

Response: No, this is a multi-year grant for a five-year term with annual renewals. As stated on page 7 of the RFA, it is expected that the first contract will be for January 1, 2010 to December 31, 2010. This contract may be renewed each year for a total of up to five years, based on provider performance and the availability of funds.

14: **Question:** Is it allowable for two not-for-profit agencies to apply jointly to cover one region to ensure maximum coverage?

Response: Two not-for-profit agencies can apply jointly to provide services for the same region. As stated on page 13 of the RFA, in the executive summary indicate if you are submitting an application as the lead institution for group agencies and include evidence of intent to collaborate by submitting with your application cover sheet a formal agreement with other institution(s) to provide services to cover the entire region. On page 14 of the RFA in

3. Organizational Experience and Capability, it requests each organization(s) of a partnership should describe the capacity of their agency to implement the program and clearly outline the placement of the program in each organization. The application should also describe the administrative, communication and fiscal/reporting mechanisms in place between the lead agency and the partner agency (ies). There should be letters of support and other evidence to demonstrate community support and cooperation and a description of past and current collaborative efforts for both agencies. There will be only one contract with the organization identified as the lead agency for the regional center. However, the budget would delineate how costs are allocated across all members of the partnership.

15: **Question:** Is there is a greater emphasis on building community-based collaborations in this RFA?

Response: Yes. There is an emphasis on building community-based collaborations to ensure maximum outreach to the entire region and to enhance the diversity of communities and groups served.

16: **Question:** It seems that reach data is still a focus. Are they looking for impact data also and if so, any specific areas?

Response: Data on the reach of regional programs and the impact of these initiatives is an important aspect of evaluating the effectiveness of the NYSOPEP. In addition to identifying areas and groups that would benefit from osteoporosis education and prevention services, program assessment and evaluation efforts should include measures to determine changes in knowledge, attitudes and behaviors of community members and health care professionals. For example, are there more people requesting information about bone health, are health care providers referring clients at increased risk for screening, are programs that serve at risk populations (senior citizen centers) requesting presentations and /or inviting the regional center to participate in health programs or fairs.

17: **Question:** What are the different components of this RFA compared to the last one?

Answer: The differences are the number of awards to be granted through this procurement, requests for details of the proposed programs and services to be provided, inclusion of an option for partnerships as an eligible entity, an emphasis on ensuring diversity in the development and implementation of programs, and the assessment of impact of initiatives and efforts.

18: **Question:** The RFA requests that resumes for staff identified in the budget be included. Can a job description be submitted if staff has not been identified for a position at the time the application?

Answer: Yes, a job description with the qualifications for the position clearly outlined can be submitted in place of a resume if there is no incumbent.

19: **Question:** In formatting the application, should appendices follow applicable section, i. e. 3. Organizational Experience, 4. Statement of Need or all follow at the end of the application body?

Answer: Attachments for a specific section of the RFA can be referenced in the narrative description and included as an appendix to the application.

20: **Question:** In terms of the Vendor Responsibility Questionnaire, if my agency is a Not-for-Profit agency, can we skip the section of the VRQ that refers to For-Profit organizations?

Answer: All applicants must submit a Vendor Responsibility Questionnaire (VRQ), with the application. The VRQ for Not-For-Profit organizations can be found on the Office of the State Comptroller's website; http://www.osc.state.ny.us/vendrep/forms_vendor.htm or a WORD version of the document can be found on the Osteoporosis Regional Resource Center RFA page at <http://www.nyhealth.gov/funding/rfa/0710250331/index.htm>.