

Community Partnerships

RFA #0802281157

Questions and Answers

All questions are stated as received in the TCP Mail Log by the deadline. The TCP is not responsible for any errors or misinterpretation of any questions received.

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 0802281157 issued on July 23, 2008. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

RFA Modification

**Page 18, Section C, Staffing, of the RFA has been revised.
Please refer to Question 18.**

Budget

1. Do we prorate the amount for year 2 @ 11 months --for example, if the base funding for 1 year is \$180,000 should we budget year to base funding @ \$165,000?

Answer: No, although year 1 is an 11 month year, funding should be requested as an annual amount.

2. In our 23 month budget submission, will the change in the fiscal year end date occur in year one resulting in an 11 month first year and a 12 month second year?

Answer: Yes, the first year of the contract will be an 11-month cycle with year two commencing on July 1, 2010.

3. When preparing the budget; should there be one budget for the main proposal and separate budgets for the optional components?

Answer: No, applicants should include one budget for each year that includes both core funding and optional funding.

4. Can dollars allocated for an Optional Program Component, p. 31 of RFA, be used for personnel and non-personnel costs?

Answer: Yes.

5. Perhaps this is a technical question but related to the uses of dollars allocated for Optional Program Components, is a separate 23-month budget to be prepared or integrated into the overall 23-month budget?

Answer: As stated in the response to question 3, optional funding should be included in the overall budget for each year.

6. Attachment 7 has an option exempting governmental entities & public colleges and universities. We are exempt from registration with the Attorney General's Charities Bureau pursuant to the Estate's Powers & Trusts Law and Article 7-A of the Executive Law because we are a government instrumentality. Are we required to complete the Vendor Responsibility Questionnaire? If yes, do we use the not-for profit form?

Answer: All applicants should complete the Vendor Responsibility Questionnaire. Not-for-profit organizations should use the not-for-profit form.

7. Pg. 30, Section VII - We are to do a budget for 23 months - does that mean we double the base funding amount and whatever optional amount we might be applying for? For example, looking at the chart on pg 11& 12, if our base funding is \$240,000 and we are applying for \$30,000 in optional activities, would we do the budget pages based on double that amount, or \$540,000?

Answer: Applicants should develop a separate budget for Year 1 and Year 2. In the example above, the Year 1 budget request would be for \$270,000 and the Year 2 budget request would be for \$270,000.

Evaluation

8. Do we need to submit an evaluation matrix for optional program components?

Answer: Submit only one evaluation matrix for the one or more activities you plan to evaluate whether they are optional or core program components.

9. Are two evaluation projects required since we are working on a 23 month calendar or only one for that time frame?

Answer: An evaluation project for each of the first two years of the initial term of the grant must be submitted with the application.

10. Since our evaluation project needs to be developed in consultation with and approved by the NY TCP Surveillance, Evaluation, and Research team, how can our evaluation project be discussed in the application or should it just be stated that we will be working with the NY TCP Surveillance, Evaluation, and Research team to develop our evaluation project?
- a. Section III Project Narrative, Project Deliverables, Community Partnership core activities 5) Evaluation Project, pg 16

Answer: All applicants must submit an evaluation plan using the evaluation planning matrix to the NY TCP with their applications. Funded contractors will work further with NY TCP Surveillance, Evaluation, and Research team to finalize, develop and implement the project.

Program Specifications

11. P. 10 Section II - Who May Apply-
- Can applicants have a satellite office located in the catchment area and still qualify them to apply? The organization's main location is located in a neighboring catchment area.

Answer: Applicants are required to demonstrate they can provide the required programming in the catchment areas for which they apply, however, it is not required that applicants have a main office in the catchment area.

12. Are all strategies of each program goal required?

Answer: Pages 13-16 of the RFA lists five core activities required of all applicants. Listed under each of the core activities is a description (or list) of strategies that can be implemented. Applicants are not required to propose a program design that includes all of the strategies listed. However, applicants should propose a comprehensive, strong and aggressive program plan to achieve the five core activities. The examples included in the RFA are the strategies identified as priorities by the TCP and should be strongly taken into consideration when preparing an application.

13. What is meant by a “secondary activity”? See strategic plan under goal 4: Eliminate exposure to SHS – Objective 4D; last statement before Program Activities.

Answer: A secondary activity is an activity that may be pursued with approval from the TCP, but is not a primary or required activity of the community partnership. In this instance a community partnership may need to increase community awareness on this topic; however, it is not the primary activity of the community partnership. The Strategic Plan is included for informational purposes. Applicants should follow the specifications included in the body of the RFA when preparing an application.

14. If we choose to submit optional program goal “Multi Unit Dwelling” do we still have to put it into our 23 month work plan but at a lower scale of work?

Answer: It is unclear what is meant by “lower scale of work.” If an applicant is applying to work on the optional program goal “Multi Unit Dwellings,” it must be included in the work plan.

15. There are 12 strategies under (1) Policy Advocacy – are all required or only those that fit our situation?

Answer: Pages 13-16 of the RFA lists five core activities required of all applicants. Listed under each of the core activities is a description (or list) of strategies that can be implemented. Applicants are not required to propose a program design that includes all of the strategies listed. However, applicants should propose a comprehensive, strong and aggressive program plan to achieve the five core activities. The examples included in the RFA are the strategies identified as priorities by the TCP and should be strongly taken into consideration when preparing an application.

16. On page 14 under policy advocacy- how best can we counter the tobacco industry? How much \$\$\$ do you propose? If we give \$\$ to one retailer we will have to do the same for all and we have over 136 licensed tobacco retailers. Am I misunderstanding?

Answer: Applicants must propose to the DOH how to implement the program strategies outlined in the RFA. If this question is referring to the second bullet in the Policy Advocacy section: “Countering the tobacco industry’s use of monetary payments to influence retailer advertising of tobacco, tobacco promotional practices and tobacco and advertising placement,” the applicant should describe how that will be accomplished. This bullet does not mean that the successful applicant will counter the tobacco industry with money. The bullet is referring to the tobacco industry’s use of money to influence retailers.

17. Under III. Project Narrative, C. Additional Requirements 3) Staffing

“The funded agency should identify and hire staff

“The staffing pattern... is at a level within the agency to affect decision ...

Due to the current fiscal climate of the local government, it would be difficult to hire staff within our local health department to perform the work. Would it be appropriate to subcontract the Project Coordinator and Project Assistant if we submitted our application clearly stating that portion of the work would be subcontracted, with the proposed subcontracted agency and personnel qualifications attached?

Answer: Subcontracting out key program positions is not desirable. Staffing patterns and qualifications are 20 percent of an applicant’s score; applications should submit a strong staffing patterns and rationale. Applications with the strongest staffing pattern will receive a higher score. As noted in Section II, page 10 of the RFA, applicants may subcontract specific components of the work, but must retain a majority of the work

within the application organization. In all cases, the organization holding the contract would be responsible for all activities and deliverables in the contract. For any positions proposed to be subcontracted, the applicant should address staffing patterns and accountability.

18. P. 20 Staffing - 2nd bullet point-

If the coordinator does not have a bachelors degree but has more than 5 + years experience in tobacco related advocacy and education, can they be hired for the position?

Answer: This section of the RFA is revised to read: "A bachelor's degree or equivalent is strongly recommended but not required." Each application will be scored in the category of staffing patterns and qualifications.

19. Are all strategies that are listed under the core activities required?

- a. Section III Project Narrative, Project Deliverables, Community Partnership core activities 1) Policy Advocacy, pg 13-15

Answer: Pages 13-16 of the RFA lists five core activities required of all applicants. Listed under each of the core activities is a description (or list) of strategies that can be implemented. Applicants are not required to propose a program design that includes all of the strategies listed. However, applicants should propose a comprehensive, strong and aggressive program plan to achieve the five core activities. The examples included in the RFA are the strategies identified as priorities by the TCP and should be strongly taken into consideration when preparing an application.

20. Are you allowed to use paid media to accomplish some of the strategies listed under Policy Advocacy?

- a. Section III Project Narrative, Project Deliverables, Community Partnership core activities 1) Policy Advocacy, pg 13-15

Answer: Yes, paid media may be used to support other core activities as long as it is within the guidelines stated in the RFA.

21. Is paid media only allowed to be used to extend NY TCP statewide media campaigns?

- a. Section III Project Narrative, Project Deliverables, Community Partnership core activities 2) Public Communication Campaigns, pg 15

Answer: No, paid media can be used to support other core activities as long as it is within the guidelines stated in the RFA.

22. Can you please explain what you mean by public communication campaigns?
- a. Section III Project Narrative, Project Deliverables, Community Partnership core activities 2) Public Communication Campaigns, pg 15

Answer: Examples of a public communication campaign are provided on page 15 of the RFA. Public Communication campaign activities include paid media and earned media.

23. In regards to the tobacco control advocacy website, are we responsible for developing our own?
- a. Section III Project Narrative, Project Deliverables, Community Partnership core activities 3) Sustainability, pg 16, Second paragraph #2

Answer: No, a number of existing tobacco control websites may be utilized for this activity.

24. Under sustainability the following is listed: engagement of community members who have suffered as a result of the tobacco epidemic to speak on behalf of tobacco control. To what extent are you requiring us to use these community members? Are you looking for them to speak at specific community events, be a part of paid media campaigns or be involved in one-on-one discussions with key leaders?
- a. Section III Project Narrative, Project Deliverables, Community Partnership core activities 3) Sustainability, pg 16, Second paragraph #6

Answer: The purpose of sustainability activities is to strengthen support for tobacco control. The role of community members who have suffered as a result of the tobacco epidemic should be incorporated in the applicant's sustainability plan to meet this goal. Applicants should propose how best to work with community members.

25. Appendix D III section asks we include a listing, in an abbreviated format; I am thinking much like an outline, for project goals. Should this document contain any Optional components as well?

Answer: The format included as an appendix is a sample and is not a required format, but an example of an acceptable format. Applicants should include all work plan deliverables for which they are applying.

26. P. 29 – Section V Staffing Pattern and Qualifications. # 2
Do you need a resume of the potential coordinator/director as an appendix? And if a resume of the experienced coordinators/directors is attached, does that strengthen the proposal?

Answer: As noted on page 29 (Section V. 4.) of the RFA, resumes of supervisory staff must be included if these staff are known at the time the application is developed. Staffing Patterns and Qualifications will be scored as part of the review process.

27. This is a 2 part question: In the past we have received a specific format for the work plan, as well as goals and objectives to choose from - is there a specific format to be used in this RFA and are there objectives we are to concentrate on e.g. those in Attachment 8?

Answer: Applicants should describe how the agency will meet the deliverables as described in the RFA. The work plan format (Appendix D of Attachment 1) may be used when developing your work plan. The work plan should be developed in accordance with the Project Deliverables described in the RFA. Pages 13-16 of the RFA lists five core activities required of all applicants. Listed under each of the core activities is a description (or list) of strategies that can be implemented. Applicants are not required to propose a program design that includes all of the strategies listed. However, applicants should propose a comprehensive, strong and aggressive program plan to achieve the five core activities. The examples included in the RFA are the strategies identified as priorities by the TCP and should be strongly taken into consideration when preparing an application.

Miscellaneous

28. Where is attachment 5?

Answer: Attachment 5 is the Instructions for Completing the Budget.

29. How best to work with timelines when working with 23 month calendar?

Answer: Applicants should propose a time line to meet deliverables with specific details describing activities in the first 23-month period of the 5-year term of the contract.

30. Where is the work plan template; I only see the evaluation one?

Answer: A work plan template is not provided. Applicants should describe how the agency will meet each of the deliverables as described in the RFA. The work plan format (Appendix D of Attachment 1) may be used when developing your work plan.

31. What date do you need to receive the letter of interest in order to receive updates/amendments?

Answer: Letters of interest are not mandatory and there is no due date. Applicants that submit a letter of interest will be added to a mailing list and receive written notification when updates and/or the Questions and Answers document are posted. The Questions and Answers document will be posted to the DOH website for all prospective applicants to view.

32. Should letters of support be sent in with the application?

Answer: Letters of support may be sent in with the application as an attachment.

33. Will submission of Letters of Support from community agencies and partners strengthen the proposal? If yes, can they be included as attachments? And how many Letters of Support would be appropriate?

Answer: Letters of Support may be included as an attachment, but will not be considered in the scoring process. There is no limit to the number of letters of support that should be included in the application.

34. P. 33 – Review, Award Process – 2nd paragraph
When is it anticipated the RFA award announcements will go out?

Answer: It is anticipated that the award announcements will be made early in 2009.

35. How specific does the policy against taking money from tobacco companies have to be? Our lead agency, which will re-apply for the CP grant, has a broader policy on the “acceptance of grants, awards, contributions, gifts & bequests” stating that the agency “may accept donations from credible sources whose mission is consistent with the mission and purpose of this agency as described in the by-laws.” Is that sufficient or is there a preference or requirement for a particular reference to tobacco?

Answer: All applicants must submit a "no tobacco status" statement; applicants who do not submit a statement are not eligible for funding under this RFA. Attachment 10 is provided for guidance purposes. The DOH recognizes that some entities applying for funding are large organizations (for example: hospitals, universities) and the programs responsible for implementing the grant deliverables resides within the larger organization. The DOH recognizes that frequently the program responsible for implementing the grant deliverables has little or no influence over the "no tobacco status" policies of the larger organization. If there are discrepancies between the "no tobacco status" of the program that will implement the grant deliverables vs. the larger organization please note the differences in the application. Applicants will not be penalized.

36. I understand that a letter of intent is not required, but if one is sent, is there a cutoff date for receiving those - I didn't see a date in the RFA.

Answer: There is no cut off date for letters of intent.