

Community Partnerships for Specific Catchment Areas Only

RFA #0903260347

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 RFA 0903260347 issued on August 12, 2009. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

1. Are the Application Cover Page (pg 1 of the application), the Statement of No Tobacco Status (pg 2), and the Table of Contents (pg 3) included in the page count (the 26 page limit for the application)? Please see page 24 of the RFA.

A: No, the Cover Page, Statement of No Tobacco Status and Table of Contents are not included in the page count for the application. Sections I through VII in the Application Content section of the RFA are the pages that are included in the page count.

2. Is the job description for the Community Partnership coordinator/director, which is to be included in an appendix, included in the page count (the 26 page limit for the application)? Please see page 25, Section V, number 2, of the RFA.

A: No, the job description for the coordinator is not included in the page count but should be included as an appendix to the application.

3. Section III- Project Narrative-In reference to # 4 and # 5 (page 15) as they relate to Section V.A III Agency Capacity /Experience (pages 25 & 26). How do we know what the TCP Team is looking for if we do not have the guidelines to follow in regards to these types of projects?

A: The Project Deliverables listed on pages 12 through 17 are the expectations of the organizations that will be funded as a result of this procurement. Guidelines will be provided to the grant award recipients. Applicants should respond to the Application Content sections on pages 24 through 26. These specifications require applicants to describe **their** agency's capacity and experience in providing services in response to the RFA (e.g., conducting policy advocacy, community organizing and public communication activities as they relate to public health goals). The Tobacco Control Program's description and Tobacco Control Program background can be found on page 3.

4. Will we be able to make modifications to the TCP Work plan during the contract year if changes/viewpoints/goals arise based on input from the Tobacco Free Partnership Coalition after the award has been granted?

A: Applicants should respond to the criteria detailed in the RFA. Any modifications to individual contractor work plans during the contract year will be at the direction and approval of the New York State Tobacco Control Program.

5. It is my understanding that attachments and appendices (including the Evaluation Planning Matrix) do not count towards the 26-page limit. Is this correct?

A: Correct. Attachments and appendices are not included in the 26-page limit. However, Section VI. Evaluation (page 26 of the RFA) includes specific criteria to be addressed in the body of the application. This section has a two-page page limit and is included in the 26-page limit of the application. The Evaluation Planning Matrix is not included in the page count.

6. Will the reviewers take into account the Evaluation Planning Matrix when scoring the Evaluation Section of applications?

A: The criteria in the Evaluation section of the RFA is listed on page 26. This is the criteria that will be scored. The information submitted on the Evaluation Planning Matrix will be used in developing an evaluation project in consultation with and approved by the NY TCP Tobacco Surveillance, Evaluation and Research Team (see page 15 of the RFA) after a grant award is made. The Evaluation Planning Matrix is not included in the page count and will not be scored.

7. Should the work plan be submitted as an appendix or is it included in the program plan section of the narrative? Does it count toward the page total?

A: In all instances, the applicant must include a narrative description of how the applicant will meet each of the deliverables in the RFA in the Program Plan section of the application (Section IV., page 25). This section has a page limit of 10 single-spaced pages. There is no set format for this section; Appendix D in Attachment 1 may be used, but is not required. Whatever format is used must comply with the 10 single-spaced page limit. Points will be deducted from applications which deviate from the prescribed page limits (see page 27 of the RFA). Applicants may submit an *additional* description as an appendix in a format of their choosing. An appendix is not included in the page count.