

Questions In Response To The Department of Health's
Request for Applications for the
Nutrition Outreach and Education Program
FAU #0905050443

- 1) Section D, page 6, the 4th bullet says, "Implementation of training sessions for state and local groups on food program availability, benefits..." Is this referring to the contractor conducting trainings for the subcontractors, the contractor conducting trainings for outside organizations, or the subcontractors conducting trainings for outside organizations in their service area?

All are allowable activities that have been implemented in the past and may be provided as part of this project.

- 2) Section IV, p. 7, Administrative Requirements A. Paragraph 2: "DOH will approve annual workplans and budgets for the statewide contractor and the sub-contractors for inclusion in the State Plan submitted annually to USDA." Will the statewide contractor need to obtain approval by DOH of all sub-contractor workplans and budgets prior to providing a composite of this information to OTDA for inclusion in the State Plan that OTDA submits annually to USDA?

DOH will need to approve the process of selection and the composite list of subcontractors selected for funding. DOH may also review individual subcontractor workplans and budgets during required monitoring or if contractor issues merit a review.

- 3) Section E, p.9, Item 2: Award more than one contract resulting from this RFA. Earlier in the RFA, it states that DOH intends to enter into one statewide contract. Does DOH intend to enter into one or multiple contracts resulting from this RFA?

DOH intends to enter into one contract for statewide coverage.

- 4) Section H., page 11, does the current statewide contractor need to file a vendor responsibility questionnaire or only amend the current one on file if there are changes?

All contractors resulting from this RFA must file a VRQ or attest to a current VRQ already on file. If no changes occur during the year, a simple statement of "NO CHANGE" form allows contractors to re-file annually using a short form.

- 5) Section V, Page 16, 5. Evaluation Plan, explains that applicants "should describe their capacity to conduct program evaluation..." It is listed in a way that looks like it should be a separate section of the application, but under B. Application Format on page 17, it does not provide the pages or maximum score for the section. Should it be a stand-alone section of the proposal, or will it be scored as part of the technical proposal, and therefore included within the 10 pages of the technical proposal?

Evaluation plans should be part of the Technical Proposal and include methods used to track the NOEP outreach activities, including the number of households/families enlisted in the Food Stamp Program and other proposed activities. This will be scored as part of the 50 points awarded for the Technical Proposal.

- 6) Under C. Review Process on page 17 it says, "It is the intention of the NYSDOH to fund one contract, for approximately \$3.3 million per year for 5 years for the provision of services throughout New York State." Two sentences later it says, "The highest scoring applicant will be selected and funded for a maximum of \$3.3 million per year for up to three years." Is the "up to three years" a typo?

Yes, that is a typo and should read up to FIVE years.....

- 7) On page 16, under 4. Work plan and Timeline, the activities described for the first time period, July 1 – December 31 "should include (but not be limited to) hiring and training of staff, establishing fiscal systems, selecting sub-contractors (including review and approval by DOH and OTDA), and negotiating contracts, work plans and budgets with subcontractors. Sub-contracts must be in place by January 1, 2011." If the current contractor is awarded a contract through this RFA, will DOH allow the contractor to subcontract with the current subcontractors starting July 1, 2010, and is it acceptable for the application submitted in response to this RFA to reflect a July 1, 2010 start date for subcontracts?

DOH will allow the current statewide contractor to continue current subcontracts provided the terms, duration and process of selecting the subcontractors was approved by DOH and follows the requirements set forth in the standard state contract.

- 8) On page 16, 6. Budget and Justification, it says in capital letters, "THIS FUNDING MAY ONLY BE USED TO EXPAND EXISTING ACTIVITIES OR CREATE NEW ACTIVITIES PURSUANT TO THIS RFA. THESE FUNDS MAY NOT BE USED TO SUPPLANT FUNDS FOR CURRENTLY EXISTING STAFF ACTIVITIES." What is the intent of this, and how does it relate to staff responsibilities of the current contractor?

If staff members of the present or new contractor are presently funded from another source, funds from this grant cannot be used to carry out those staff functions. These funds must be used only for this contract purpose. If a current contractor has staff approved for present NOEP activities with DOH, those staff will be allowed to continue if the scope of work is within this contract intent.

- 9) Can you please clarify if the agency selected to manage the Nutrition Outreach and Education Services is precluded from also functioning as a county NOEP coordinator?

The statewide agency selected to manage the Nutrition Outreach and Education Services is not precluded from also functioning as a "county NOEP coordinator" providing that this service is included in the work plan and budget for the lead agency. As the process of selecting subcontracts for local NOEP services must be competitive and approved by NYSDOH, the lead agency may be precluded from awarding itself a subcontract for those services without due process.

- 10) Does my agency qualify for this RFA?

The "WHO MAY APPLY" section of the RFA (page 4- section II) states that "Applicants must be a New York State based not-for-profit organization" and "must be incorporated". In addition, selected agencies will be required to file a Vendor Responsibility Questionnaire (VRQ) or provide proof (Attestation) of a current VRQ on file with the State Comptroller. Other preferred qualifications are listed in that section and through out the RFA.

11) When referring to Not-for-Profit do you mean specifically a 501.C3 status?

Organizations that are registered charities (501.C3) or government agencies are eligible to apply.

12) Inside the RFA there is a link to a paper VRQ (Vendor Responsibility Questionnaire). Is this form editable?

No, it is not meant to be filled in, but can be printed out. Another link to an online form is available for electronic filing.

13) If an organization has previously filed a VRQ and there are no changes, can they file a "NO Change" document with this new contract?

Yes, provided the previous VRQ has been filed with NYSDOH.

14) The sample budget format on page 35 is not the same as the one on page 43. Which one should we use?

Either is acceptable but the Attachment 2A on page 43 is preferred.

15) In appendix C. voucher claims are listed as monthly or quarterly. Which one will apply to this grant?

It will be up to the discretion of the contractor. Either is acceptable.

16) In the application, should the federal program be referred to as SNAP or the Food Stamp Program?

Either is acceptable for the purposes of this application process.

17) The total number of pages is limited to 15 pages on page 17 under application format but each section added up allows for a total of 16 pages. Also, the instructions state "double spaced". Should that be single spaced? Which is correct?

The section total (16 pages) is correct. A minimum of 1.5 spaces will be acceptable.

18) There is work plan format in the application. Does this count in the maximum of 16 pages or is it considered an attachment?

The work plan form is part of the Timeline section and is included in the 16 page total restriction.

19) On page 6 it states that the statewide contractor will be required to submit a final report acceptable to DOH and OTDA for submission to USDA. Is this the same as the "Annual Report"?

Yes, the Annual Report will satisfy this requirement.

20) Given that the contract is on a cost reimbursed basis, does it preclude the contractor from reimbursing subcontractors on a deliverables based system?

No, the contractor is not precluded from reimbursing subcontractors on a deliverable based system. However, the contractor must establish a maximum budget for each subcontractor reimbursement at the beginning of the contract year. Any changes to that pre-established maximum will require approval from NYSDOH or a contract amendment.