

**New York State Department of Health
AIDS Institute
REQUEST FOR APPLICATIONS FOR DIVISION OF
EPIDEMIOLOGY EVALUATION AND RESEARCH
BUREAU OF SEXUALLY TRANSMITTED DISEASE
PREVENTION AND EPIDEMIOLOGY
RFA #11-0003/FAU #1108121229**

Questions and Answers

*All questions are stated as received by the deadline announced in the RFA.
The NYSDOH 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 #11-0003-FAU #1108121229. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

1. Question:

How should applications be delivered? Must they be hand-delivered or can they be mailed? Should Federal Express be used? Is fax or email definitely unacceptable?

Answer:

Applications can be mailed or hand-delivered. If mailing, applicants are encouraged, but not required, to use an express service. Applications will not be accepted via fax or email. Please see page 7 of the RFA.

2. Question:

If an application is received after 5PM on 12/07/11, will it be considered?

Answer:

It is the applicant's responsibility to see that applications are delivered to the address stated in the RFA prior to the date and time specified. Late applications due to a documentable delay by the carrier may be considered at the Department of Health's discretion but there are no guarantees. Applicants should make every effort to ensure that all applications are received before the deadline.

3. Question:

What is the address that applications should be mailed to?

Answer:

Applications should be mailed or hand-delivered to:

Valerie J. White
Deputy Director, Administration and Data Systems
New York State Department of Health AIDS Institute
ESP, Corning Tower Room 478
Albany, New York 12237

4. Question:

In looking over the budget forms, I am not finding a place to delineate our rent, utilities, phone, supplies, travel, postage, printing, etc. costs. I saw in the instructions to enter the total of such costs to the Summary Budget page on lines C, D, E, and F. I wonder, though, where to enter the breakdown of the total costs for each line?

Answer:

The budget forms provided for the RFA process do not include the "Other than Personal Services" (OTPS) detail pages. Please list dollar values for all OTPS items on the summary budget and provide a description of those items using the justification page(s).

5. Question:

Are the budget pages provided on the website in an Excel format?

Answer:

Yes, the budget pages are included on the website in an Excel format.

6. Question:

If we are already an AIDS Institute funded program, should we use the forms we already have? They include the information requested in Attachment 10.

Answer:

No. Applicants should complete the information requested on the forms provided as Attachment 10, regardless of whether or not they are currently funded by the AIDS Institute.

7. Question:

I cannot do a direct entry on the summary page as it is locked.

Answer:

The summary budget forms should be accessed through your internet browser at: <http://www.health.ny.gov/funding/rfa/1108121229/index.htm> and then saved to the hard drive of your computer. Once saved to your hard drive, open the document without updating the links. Some of the pages are protected so if you are having problems entering information you should unprotect the sheet by clicking on the tools button on your toolbar, click on "protection" and click on "unprotect sheet".

8. Question:

The contract states progress reports are due 30 days after the reporting period. Can you please clarify this as we have been submitting our reports 45 days after the reporting period?

Answer:

The progress reports for the contracts that are awarded through this RFA will be submitted no later than 45 days from the end of a reporting period.

9. Question:

The first funding year of the new contract will start at 5/1/12 through 12/31/12. Do we submit an eight (8) month budget for the first funding period or do we include a 12 month budget starting in 01/01/12 through 12/31/12 when we submit our RFA?

Answer:

Applicants should not submit an eight month budget for the first funding period. As stated on page 14 of the RFA, applicants should complete the budget forms for a 12 month period for five consecutive years beginning with 01/01/12.

10. Question:

In the RFA, a contract was included. Do we include a completed contract in addition to the RFA or is the contract submitted after we are notified that we are an award recipient?

Answer:

A completed contract is not required with your RFA submission. A contract will be generated for funded applicants.

11. Question:

Is the amount awarded annual or for the full 5 years?

Answer:

The \$650,000 in funding is the total amount that will be awarded annually to support four awards as follows:

--Awards will be made to the two highest scoring applicants from the Metropolitan Region (eligible counties include Nassau, Suffolk, and Westchester) not to exceed \$190,000 annually per award; and,

-- Awards will be made to the two highest scoring applicants from the Upstate Region (eligible counties include Albany, Erie, Monroe, and Onondaga) not to exceed \$135,000 annually per award.