

RFA # 1306060830
New York State Department of Health
Falls Prevention Demonstration

Questions and Answers and Modifications

The following has been updated/modified in the RFA. Strike through indicates deleted text; underlined text is new.

Page 10, Section V; A; is modified as follows:

A. Application Content

Applicants must submit ~~one~~ two (2) original, signed application and four (4) copies.

Technical Questions

Question 1: Our organization provides a variety of services, including Social Adult Day services for people with Alzheimer's and outreach to caregivers, but we also provide senior centers, case management, home health care, and community guardianship. Are we eligible to apply?

Answer: Please refer to the RFA Section II. Who May Apply, which states "Eligible applicants are: Not for profit entities who have as their primary purpose the education and support of individuals with dementia and their caregivers."

Question 2: Since our organization is an otherwise eligible non-profit, already prequalified in the NYS Grants Gateway system, is there anything else we need to do to be eligible to apply to the DOH Falls Prevention Demonstration RFA?

Answer: Yes, you must meet the eligible applicant criteria. Please refer to the RFA Section II. Who May Apply.

Question 3: Would a single application from two collaborating institutions, one downstate and one upstate, be considered an eligible project? To clarify, one of the two institutions would serve as the lead applicant for two demonstration projects; one in the upstate region and one downstate.

Answer: No, you would need to submit two applications; one for upstate and one for downstate. Please refer to the RFA, Section I. Introduction. You may propose in both applications to collaborate but still submit two applications.

Question 4: Is there a specific date by which prequalification paperwork must be submitted in order to submit a proposal for this Demonstration?

Answer: Yes, the prequalification process must be complete before a grant application can be submitted. Applications are due on November 12, 2013; therefore the prequalification process must be completed by this date. Please refer to Section IV Administrative Requirements; L. Vendor Prequalification for Not For Profits, which states “Beginning July 31, 2013, all not-for-profit vendors subject to prequalification will be required to prequalify prior to grant application and execution of contracts.”

Substantive Questions

Question 5: Could you share some more details about the approved curriculum? For example: how many sessions is it taught for, and what is the intended length of each session; should it be taught by a PT, OT, or someone with a different skill set; what is its content?

Answer: The applicant will submit the curriculum for department approval as part of this procurement therefore the applicant must determine the details of the curriculum. Please refer to Section III. Project Narrative/Workplan Outcomes in the RFA which states: “Successful applicants will utilize a curriculum submitted to and approved by the New York State Department of Health (DOH) as part of this procurement...”

Question 6: Could you please clarify "applicants will utilize a curriculum submitted to and approved by the NYS DOH as part of this procurement." Does this mean DOH will contract with a third party that will create the curriculum applicants will use *or* the applicant will create the curriculum and submit it to the State for approval?

Answer: The applicant will create and submit a curriculum for department approval as part of this procurement. Please refer to Section III. Project Narrative/Workplan Outcomes in the RFA which states: “Successful applicants will utilize a curriculum submitted to and approved by the New York State Department of Health (DOH) as part of this procurement...”

Question 7: Will the DOH inform applicants of the Falls Prevention Curriculum it has approved for use in this project?

Answer: The applicant will create and submit a curriculum for department approval as part of this procurement. Please refer to Section III. Project Narrative/Workplan Outcomes in the RFA which states: “Successful applicants will utilize a curriculum submitted to and approved by the New York State Department of Health (DOH) as part of this procurement...”

Question 8: What is the intended size and scope of the demonstration project? How many caregivers would you ideally intend for a provider to reach?

Answer: The size and scope of the project is for the applicant to determine based on their proposed Falls Prevention demonstration project.

Question 9: The RFP asks for descriptions of the applicant “agency.” If we simply describe the applicant agency then we would not capture the strengths that the partnering organizations have to contribute to the project. Is it possible to describe a “consortium” instead?

Answer: The application must describe the applicant agency. In some cases this will be the lead agency in a partnership. In these cases, the partnership should also be described.

Question 10: The RFP mentions that successful applicants will be required to participate in in-person meetings. Will costs for these trips need to be included in the direct costs section of the budget? If so, how many such trips are anticipated and will they be held in Albany?

Answer: Yes, there will be at least one in-person meeting in Albany and the costs may be included in the direct costs or in-kind section of the budget.

Question 11: Is DOH planning to share the proposed tracking form so that applicants can design their projects with knowledge of the outcome data that applicants will need to collect?

Answer: Not at this time, the tracking form will be developed at a later date with awardee input.