

**New York State Department of Health
Center for Community Health
Division of Chronic Disease Prevention and Adult Health
Statewide Coalition and Center for Obesity Prevention, Healthy Eating and Active Living**

RFP # 0908120345

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 #0908120345. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

Question	Answer
1. Is federal funding being used for this initiative?	The sources of funding for this initiative include federal Preventive Health and Human Services Block Grant and State funds, but the funding sources may change.
2. Does DOH prefer the formation of a new coalition for this project or would an applicant with an existing statewide obesity prevention coalition be considered more favorable?	The organization that best demonstrates the ability to do the work will be funded, which could include an existing or new coalition.
3. Does DOH prioritize the statewide coalition and its work (with the research and training/TA as supports) or prioritize the formation of a Center and envision the statewide coalition as a component of the Center's statewide activities?	The Coalition and Center are of equal priority. If an organization does not have strength in both areas, it may subcontract with another organization to carry out the area of lesser strength.
4. As long as the applicant is a NYS agency, can subcontractors be out-of-state agencies?	The bidder and subcontractors need to be able to legally do business in New York State. New York cannot discriminate between in-state and out-of-state vendors. All organizations (not just out-of-state) need to demonstrate an understanding of New York State's planning and development environment.

<p>5. Will the applicant be required to complete the BIDDERS PROPOSED M/WBE UTILIZATION PLAN, even if it is a nonprofit, 501(c)(3)?</p>	<p>All bidders must submit the M/WBE plan and indicate if it does not apply to them.</p>
<p>6. Are the proposed hourly rates to be all-inclusive of overhead and other activities not listed under training costs, such as needs assessment? How will the comprehensiveness of hourly rates be compared? Is there a limit on the overhead?</p>	<p>Hourly rates must be inclusive of all costs including salaries, fringe benefits, administrative costs, overhead, travel, presentation costs and profit. No information was requested on items included in the hourly rate, therefore rates will be compared solely on cost. Since overhead is included in the all-inclusive hourly rate, there is no specific limit.</p>
<p>7. For determining training costs, what is the size of the groups to be trained?</p>	<p>Please refer to page 13 of the RFP: Attendance is anticipated at about 50 people per site (for four sites).</p>
<p>8. Development of training curricula is not included in the list for determining training costs, should this be included in the hourly rate, assuming the applicant will be developing training? If training curricula already exists, the applicant will still have to revise and tailor the contents. Also, if curricula already exist, can these be made available for review?</p>	<p>The development or revision of a curriculum should be included in the hourly rate. The Department of Health is not aware of existing curricula in this area.</p>
<p>9. How will the hourly rates and training costs be converted into a score?</p>	<p>Please see the language on the cost proposal form (page 44 of the RFP). A total cost for comparison across bidders is derived from adding the estimated personnel costs to the training costs.</p>
<p>10. Can an applicant add additional line items beyond the limited number of options listed (e.g., training costs, food) on the Cost Proposal Form? I understand that travel and fringe is included in the hourly cost for each proposed position but I anticipate that there will be several other budget lines needed to perform the expected activities.</p>	<p>Do not add additional lines. If the applicant anticipates additional training costs, they should be included in the determination of the hourly rate.</p>
<p>11. Can you specifically identify what activities and deliverables the DCDIP will need to approve under this contract?</p>	<p>All activities and deliverables need to be approved by the DOH and staff will work with the successful bidder to finalize the workplan.</p>

<p>12. Can you specifically identify what activities and deliverables the DCDIP will need to have input into under this contract?</p>	<p>All activities and deliverables need to be approved by the DOH and staff will work with the successful bidder to finalize the workplan.</p>
<p>13. If an activity or deliverable requires DCDIP approval or input, how much time should be built into the work plan to accommodate the DCDIP requirements?</p>	<p>The amount of time required for approval will depend on the type of activity or material being conducted or developed. All training materials must be submitted to the Bureau four weeks prior to production and dissemination.</p>
<p>14. In order to help us determine a ball park for the overall budget, is there a past initiative of current statewide initiative that is similar in vision/purpose that could be used as a model?</p>	<p>A coalition and center have not been funded together before. Similar Coalitions have been funded at between \$100,000 and \$150,000. Similar Statewide Centers have been funded at between \$250,000 and \$500,000.</p>
<p>15. As I understand it, we only need to fill out this paperwork if we have subcontracting agreements. Is that right? If we aren't subcontracting, then do we need to submit something stating is?</p>	<p>Read each form and address ones that apply to you.</p>
<p>16. The 10% that would have to be planned for M/WBE is 10% of the amount spent on subcontracting, correct? Is that on an annual basis or total over the 5 years?</p>	<p>The Department of Health's goal is to have 10% of contract expenditures go to minority or women owned businesses. Any individual agency contracting with the DOH may have more or less than that.</p>
<p>17. Do consulting agreements with individuals who will provide subject expertise count as subcontracts?</p>	<p>Yes, those individuals would be subcontractors.</p>