

NYC Alcohol and Substance Abuse Prevention Services Bidders Conference Questions and Answers - June 3, 2014

1. **QUESTION:** How much OASAS prevention funding is currently available in New York City?

ANSWER: Under this RFP, the available OASAS prevention funding for NYC is up to \$15.7 million. That is also the amount that is currently available, excluding the OASAS funding for NYC Department of Education.

2. **QUESTION:** Current OASAS Prevention providers that will not be awarded funds through this RFP will be funded until what date?

ANSWER: June 30, 2015 will be the end of the contract extension for currently funded OASAS providers.

3. **QUESTION:** Are the only eligible applicants under this RFP current OASAS funded prevention providers “in good standing?”

ANSWER: Eligible applicants are corporations organized or existing pursuant to the not-for-profit corporation law and non-public NYC schools organized or existing as not-for-profit Education Corporations authorized by the NYS Education Department are eligible to apply (see Section H, page 8). This includes, but is not limited to, all current OASAS funded prevention providers in good standing, as defined in Section H (page 9).

4. **QUESTION:** Can you clarify the format for the Narrative? Is it to be single or double spaced? Is the Budget Narrative part of the 20 page limit? What about attachments?

ANSWER: The application should be double spaced. The Budget Narrative is not included in the 20 page limit, nor are the attachments (page 9). The 20 page limit has been modified to 30 pages. The Narrative format should follow the outline in the RFP (page 17).

5. **QUESTION:** Can a few organizations partner /collaborate in the provision of services and one organization is the applicant?

ANSWER: Yes.

6. **QUESTION:** What kind of documentation is OASAS looking for regarding Mandated Reporters and criminal background checks? Is it a certificate?

ANSWER: A certificate is not required. OASAS is requesting a description of how an applicant will ensure that mandated reporting and compliance with criminal background checks for required staff will be completed. Applicants can provide a brief **ANSWER** in their Narrative in response to Section B, 4th bullet (top of page 19), and reference the attachment/appendix for more details.

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7. **QUESTION:** What is the difference between Vendor Responsibility (page 10) and Pre-Qualification Process (page 6)?

ANSWER: The Prequalification Process is required for all not-for-profits that are funded or seeking to be funded by NYS. It must be done in order to be eligible to submit proposals. Vendor Responsibility is required by the State Comptroller for any organizations that do business with NYS and is agency-specific. A vendor responsibility review will be required of any successful applicant under this RFP before a contract will be approved.

8. **QUESTION:** On page 13, the RFP refers to providing services to youth at risk “for chemical abuse or dependency.” Within that, can we include services for alcohol and tobacco abuse?

ANSWER: Alcohol can be addressed within the proposal, but not tobacco.

9. **QUESTION:** Is it acceptable to use the Archival Data that we currently use in our OASAS Workplan, such as the 2011 YRBS?

ANSWER: Yes, that is allowable. However, if there is more recent data available, it would be preferable to see that included in the application.

10. **QUESTION:** Is it correct to say that the Scope of Work details outlined in the RFP on pages 13, 14 and 15 are directions for the Narrative requested on page 17?

ANSWER: The Scope of Work section, pages 13-15, is a general overview of the OASAS framework for prevention services and what is expected of any OASAS funded prevention provider. The Narrative/Project Description section, pages 17-25, details the specific information for each category (A-E) that should be addressed in the proposals, and is what will be used to evaluate/score them.

11. **QUESTION:** Does OASAS require a certain amount of participants to be served, and a cost per participant?

ANSWER: No, it depends on the services and types of programs the applicant proposes to offer.

12. **QUESTION:** Is OASAS expecting a certain number of participants to serve and what is that number?

ANSWER: No. All target populations and prevention programs are different. The applicant will identify and describe them. As stated on page 19, Section C “each proposal should aim to achieve the broadest geographic coverage feasible and deliver services to the greatest number of individuals.”

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13. **QUESTION:** Do we have to use all four Needs Assessment methods outlined in the RFP on page 13 to determine need?

ANSWER: No, not all four categories are required. Applicants should use the Needs Assessment methods that are most appropriate for them to identify and support their selection of target populations (page 19).

14. **QUESTION:** There is a reference on page 14 referring to EBP information in Appendix B and also EBPs in Appendix C – are they the same? What’s the difference?

ANSWER: Appendix B lists the categories and definitions of prevention services (both EBPS and non EBPS) to be delivered under this RFP. It also describes the various acceptable activities that fall under each category. Appendix C lists specific EBPS that have been approved by OASAS for delivery to specific target populations. **NOTE:** The information on “Positive Action” Appendix C is incorrect - this EBP is appropriate for elementary and middle school youth up to 13-14 years.

15. **QUESTION:** Does OASAS want us to use the pre/post tests developed for the EBPs? Currently this is not required and is more than we currently do, so please clarify.

ANSWER: The RFP asks the applicant to describe how they will ensure that the services they propose to deliver are having the intended effect (page 22, Section D). The pre/post tests developed for the EBPs may be used to accomplish this, but it is up to the applicant to describe what data collection methods they will be use for that purpose.

16. **QUESTION:** Do you want us to develop a Milestone Chart to measure effectiveness?

ANSWER: Applicants are expected to explain their proposed “methods of measuring changes and tracking performance over time” (page 15, Section D).

17. **QUESTION:** How would OASAS define delivery of EBPs? Would training in EBPs to teachers be a deliverable in this proposal?

ANSWER: This RFP is to fund prevention services to youth ages 5 – 20. Training teachers to deliver EBPS can be considered “impactor training” but the training itself is a not an EPB.

18. **QUESTION:** How long would this funding contract be if we were to win the award?

ANSWER: Contracts awarded under this RFP are for up to a five-year period, subject to funding availability and appropriations (page 13, 2nd paragraph).

19. **QUESTION:** Is OASAS asking for a five year budget in the Application?

ANSWER: No. The requested operating budget amount may include one-time costs related to start-up (part year costs) and must include a 12 month full annual budget (page 24).

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20. **QUESTION:** Has the funding available for NYC changed? If so, why has the funding distribution changed in each of the boroughs?

ANSWER: The total available funding for NYC has not changed. OASAS developed a new funding formula composed of need and population of youth in each NYC borough.

21. **QUESTION:** Is there a list of currently funded prevention programs per borough?

ANSWER: Yes, the OASAS Prevention Provider Directory can be found on the OASAS web site and is searchable by county (borough).

22. **QUESTION:** Do we set up a new way to measure effectiveness or use the pre/post tests for all or some participants of EBPS?

ANSWER: If available, applicants can use existing evaluation tools provided by the EBPS Developer. It's up to applicants to tell us how their agency will measure program effectiveness (page 15, Section D).

23. **QUESTION:** On Page 18, under Experience, where OASAS asks for experience delivering EBPS, is this specifically Prevention EBPs or any EBP?

ANSWER: This section is about experience delivering prevention services in general, and any specific experience in delivering Prevention EBPs. An agency's experience with delivering any EBPs can also be described.

24. **QUESTION:** What does OASAS want to see regarding staffing information?

ANSWER: The RFP asks for job descriptions (page 18, section B, 3rd bullet). Resumes are NOT needed. Job descriptions and an organizational chart can be mentioned in the Narrative, and placed in an appendix for all staff associated with the prevention program.

25. **QUESTION:** Will job descriptions be required for only direct service staff?

ANSWER: Job descriptions should be included for all staff that are included in the Budget Proposal, not just the direct service FTEs.

26. **QUESTION:** Regarding the staff requirements, is there a percentage of CPPs required, and what is meant by a CPP equivalent (page 18)?

ANSWER: Information on the Prevention Staffing Requirements, including CPPs and acceptable equivalents, can be found in the current OASAS Prevention Guidelines: <http://www.oasas.ny.gov/prevention/index.cfm> under Section VI: Administrative & Operational Requirements for OASAS Funded Provider.

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27. **QUESTION:** Is there a minimum or maximum requirement for the Letters of Support from community partners (page 18)?

ANSWER: There is no required maximum or minimum number. It is left up to the applicant to demonstrate community support and collaboration.

28. **QUESTION:** If a coalition should be awarded, would one Letter of Support from the entire Board be sufficient, or are individual letters from each Board member required?

ANSWER: One Board letter would be sufficient. It is up to the applicant to demonstrate support and collaboration (page 18).

29. **QUESTION:** If there are several collaborators to be awarded, what is required: letters, MOU?

ANSWER: Only one entity per proposal can be the applicant. No MOU is required for the RFP. If awarded, there is guidance for sub-contracting in the [OASAS Administrative and Fiscal Guidelines for OASAS Funded Providers](#).

30. **QUESTION:** For providers that provide services in schools, would a Letter of Support from the Superintendent of Schools be sufficient, or must it be from the school principal (page 20)?

ANSWER: Yes. A letter of support from a Superintendent of Schools would be acceptable.

31. **QUESTION:** For prevention providers who will be proposing a multi-component program (page 20, b), would it be acceptable to include the requested information in a chart/table form to explain our services?

ANSWER: A chart or table can be used as long as the narrative explains the reason and connection to need.

32. **QUESTION:** With all of the information you are requesting in the narrative, we don't see how we can answer everything requested with the 20 page limit given. Can this be expanded?

ANSWER: The RFP has been modified to permit the narrative to be no more than 30 pages. An addendum has been posted to the website and emailed to all agencies that timely submitted a Letter of Intent to bid.

33. **QUESTION:** On page 20, Section C: Program Approach and Services, do you want one page per Target Population no matter how many services are being delivered?

ANSWER: Yes. The RFP has been modified to permit this section describing the Target Population to be no more than 2 pages, if needed. An addendum has been posted to the website and emailed to all agencies that timely submitted a Letter of Intent to bid.

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34. **QUESTION:** Can the inclusion of a Technical Chart be submitted in a single spaced format?

ANSWER: Yes.

35. **QUESTION:** We provide services to youth in several schools and locations. Can you explain what you mean by Target Population?

ANSWER: The applicant must define the target population. It could be an age group, a zip code, a setting, etc. (See page 13 of the RFP for further explanation).

36. **QUESTION:** Can parents, teachers, community be considered a target population or is it restricted to youth age 5-20?

ANSWER: The proposal can include parents, teachers, other community stakeholders, etc. if they are impactors on youth (page 13, Section C). Also remember that environmental strategies can be included in the proposal.

37. **QUESTION:** Do participants have to be TANF eligible?

ANSWER: No. There are no income eligibility requirements.

38. **QUESTION:** In determining fidelity, is OASAS requiring us to use specific surveys or to create our own?

ANSWER: Specific surveys are not required. It is up to applicants to explain how they will do this (page 15, Section D, and page 22, Section D).

39. **QUESTION:** In Appendix D., page 4 concerning “Positive Alternatives,” what is the definition of a delivery in the FTE Calculator?

ANSWER: A delivery is the implementation of a cycle of services. For example, if a curriculum contains 15 sessions, the number of deliveries of that service is the number of times that complete curriculum (i.e. all 15 sessions) will be presented.

40. **QUESTION:** Are “Evidenced Based” Programs the same as “Performance Based” Programs?

ANSWER: No, they are not the same. A brief definition of Evidence-based programs and strategies (EBPS) can be found at the bottom of page 14 of the RFP. A more extensive description of EBPS can be found in the OASAS Prevention Guidelines. A list of OASAS approved EBPS can be found in Appendix E. along with the number of their minimum required sessions.

41. **QUESTION:** Can we propose delivering an EBP with a lesser number of sessions?

ANSWER: Yes, but it would not be considered an EBP. It would have to be listed as a non-EBP program.

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42. **QUESTION:** If an EBP is delivered through the course of a school year and is actually providing more than the number of sessions recommended, is that permissible?

ANSWER: Yes.

43. **QUESTION:** Does the FTE calculator reflect actual hours of delivery and include prep time? Doesn't this conflict with the Prevention Guidelines?

ANSWER: The FTE calculator is focused on direct service delivery hours and does not include prep time. This is not in conflict with the Prevention Guidelines.

44. **QUESTION:** The FTE Calculator references 1000 hours of FTE hours, does that equal 55% EBP?

ANSWER: It reflects the direct service hours of staff delivering services.

45. **QUESTION:** Does the required Program Budget Form reflect the direct staff only?

ANSWER: No, the expenses should include all staff to be funded under the RFP. However; the number of direct service FTE staff should be identified at #7.

46. **QUESTION:** The RFP states that 55% of EBPS delivery is required. Will it be looked upon more positively if we did allow for more?

ANSWER: No. The RFP requires a minimum of 55% EBPS for the 2015-2016 Workplan year, as per the Prevention Guidelines. It is one of the Threshold Review Criteria.

47. **QUESTION:** The RFP states that 3 FTE =3000 direct service hours, what would 55% EBP hours be?

ANSWER: It would mean 1650 hours of 3 FTEs would be devoted to delivering EBPS.

48. **QUESTION:** For providers serving schools only on a 10 month schedule, do they have to meet the 1000 hours requirement?

ANSWER: Yes. The RFP expects that prevention services will be provided over a 12 month period. See page 19, Section C, 3rd paragraph, last sentence; page 24, Part II, "Requested Operating Budget for Proposal"; Appendix D, page 1, 4th paragraph.

49. **QUESTION:** Where do the costs for the administrative staff fall in that 55%?

ANSWER: The 55% EBP calculation applies to direct service staff only.

50. **QUESTION:** Do we also reflect the non direct FTE hours of staff in the budget?

ANSWER: Yes, the budget reflects the annual salary of all staff.

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51. **QUESTION:** The number of paid staff in the budget will not be the same as that in the FTE calculator?

ANSWER: Correct. The FTE calculator identifies the direct service FTE staff. The budget reflects all staff.

52. **QUESTION:** Is sub-contracting for services allowed? What documentation do we need to submit?

ANSWER: Sub-contracting is allowable. Specific fiscal documentation requirements and guidance will be explained upon contract award.

53. **QUESTION:** How do in-kind contributions fit in the Program Budget? You are asking about the agency's organizational structure and support for prevention services. How else would that be reflected in the proposal?

ANSWER: The RFP does not ask for in-kind contribution information on the Budget Form, but it can be included in the Budget Narrative section. If the proposal includes leveraging other funding sources, that would also be described in the Budget Narrative.

54. **QUESTION:** Is there a required format for the Budget Narrative?

ANSWER: No.

55. **QUESTION:** Is Appendix A available in an EXCEL spreadsheet?

ANSWER: No, it is only available as a fillable form.

56. **QUESTION:** Will an applicant who is currently funded by OASAS have an advantage over other applicants who may require start-up funds?

ANSWER: No

57. **QUESTION:** Are indirect costs permissible?

ANSWER: No. There is no indirect cost rate established.

58. **QUESTION:** Is administrative staff to be included in the Administrative Overhead 15% cap?

ANSWER: OASAS allowance for administrative costs and the related policies can be found in Appendix I of the [NYS Consolidated Fiscal Reporting Manual](#).

59. **QUESTION:** Can FTE staff be shared between Primary Prevention and Prevention Counseling?

ANSWER: Yes. The RFP requires the applicant to demonstrate a minimum of 3 direct service FTEs for their proposed services.

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60. **QUESTION:** With respect to currently funded providers, does OASAS expect them to request the same budget level they are currently funded at, or to request more funding? Can you ask for more money if you are leveraging other funding?

ANSWER: It is up to each applicant to propose a budget to support their programmatic proposal. Applicants can apply for up to half of the amount of funding available in each borough (page 4). There is no criteria specific to currently funded providers, except the “good standing” requirement.

61. **QUESTION:** Can staff be split in the provision of EBPS (55%) if you are proposing to do both a “Primary Prevention” and an “Other Prevention” proposal?

ANSWER: If a proposal is for both “Primary Prevention” services and “Other Prevention” Services, the 55% requirement is calculated for the overall program (total of “Primary” and “Other”).

62. **QUESTION:** For proposals with sub-contracts, what will be required?

ANSWER: Include an explanation in your Narrative. Specific fiscal documentation requirements and guidance will be explained upon contract award.

63. **QUESTION:** Can the 3 direct service FTEs can be shared across “Primary Prevention” and Other Prevention” categories?

ANSWER: The 3 direct service FTEs can be shared across the two categories (see answer in Question #61).

64. **QUESTION:** Are two budgets are required for Primary and Other, do we combine them or do you?

ANSWER: “Primary Prevention” services and “Other Prevention” services require separate budgets (see page 22). Submit the Program Budget Form for each category proposed and they will be combined by OASAS.