

NYC Alcohol and Substance Abuse Prevention Services Questions and Answers

- 1) **QUESTION:** I have been working on the FTE Calculator for the OASAS Prevention RFP and I would like to add additional EBP Curricula for one of our target populations. I would like to add 5 additional EBP in section one. Is it possible for you to add rows to the FTE Calculator under EBP Education?

ANSWER: Yes, you can add additional rows as needed.

- 2) **QUESTION:** Would a company be eligible to submit for the substance abuse prevention RFP through OASAS if they are new (without a form 990) and in the process of filing for the 501 c (3) with the IRS? Completion of the filing will be on or before September 2014. Status letter is pending, however the Department of Education is supportive of the application.

ANSWER: Eligible applicants are “corporations organized or existing pursuant to the not-for-profit corporation law and, non-public schools (private schools) organized or existing as not-for-profit Education Corporations authorized by the New York State Education Department that are **in good standing** (where applicable) and have completed the mandatory not-for-profit prequalification process.” In order to apply you must be recognized by the Education Department as a non-public school. “Support” of your application by the Dept. of Education is not sufficient. A form 990 would not be required of newly organized entities. Good standing **only applies** to current OASAS certified or funded prevention providers.

- 3) **QUESTION:** When will the grant funds be available? The award announcement will be made in early Sept 2014. How soon after the announcement will the contract be issued and then how soon until it is received back to the program fully executed with funds available.

ANSWER: It is expected that contracts and funding under this RFP will begin July 1, 2015 for the period July 1, 2015 through June 30, 2016. Current prevention providers will be funded during 2014/15 through extensions of the existing contracts as indicated in Mr. Sawicki’s letter of April 4, 2014. Budgets for existing prevention programs during the 2014/15 period are determined using the current annual budget process.

- 4) **QUESTION:** In the meantime until such money is available will the program be operating on a contract extension at the current 2013-1014 budget amount? If the RFP starts as of July 1, 2015, is program operating on the one-year contract extension outlined in the 4/4/2014 letter from P. David Sawicki?

ANSWER: Yes, there is a one-year extension and all programs will be operating on a contract extension at the current 2013-1014 budget amount.

- 5) **QUESTION:** The RFP references 55% of direct work needs to EBPs. That is the % number for '15-16 as in the Prevention Guidelines. For '14-15 this coming school year, the EBPs % is 50%. In what fiscal year is the award proposed to be for --'14-15 or '15-16?

ANSWER: The award period is for 2015-2016.

- 6) **QUESTION:** If the program is not seeking expansion funds in a particular borough but wishes to continue operating at the current budget level in that borough --does it need to send in an application for that borough in order to continue providing services there? Does a provider need to submit separate RFPs for all three boroughs they service (Bronx, Manhattan & Richmond) whether or not they intend to request additional funds for expansion of service? If a program decides that they do not wish to expand at all -- do they need to still submit an application in order to continue providing the services it currently does? In other words -- in order to continue operating -- do you need to submit an application?

ANSWER: Currently funded OASAS prevention programs will not be funded after June 30, 2015 unless they have been awarded a new contract under this RFP. To be considered for a new contract under this RFP, current prevention providers must submit an application.

- 7) **QUESTION:** The Budget reference for FTEs is for annual amount of hours worked – 1820 or 1950. The FTEs in the FTE calculator reference FTEs differently -- hours worked providing direct service – 1,000 hours. Are all staff direct services and non-direct service staff FTEs included in the budget and only those providing direct service included in the FTE calculator? Please distinguish between fiscal FTEs and Direct Service FTEs -- Full-Time Employees (FTEs): (Appendix D – FTE Calculator) Page One. Please clarify hours of direct service. Is it 1,000 or 1,950 hours? Our fiscal FTEs have been based on 1,820 hrs per year (35 hrs x52 weeks). Can we still use that number (1,820) as an FTE for the budget

ANSWER: Yes, all staff are included in your Budget, not only the direct service FTEs. The FTE calculator is only for the direct service FTEs. It is 1,000 hours at a minimum, and you can use 1,820 per year.

- 8) **QUESTION:** The RFP requests documentation regarding adherence to Mandated Reporting and CBC compliance. What type of documentation must we submit to confirm compliance? Whose mandated certificates must be submitted? All staff are mandated reporters.

ANSWER: As stated on page 19 of the RFP, you should describe how your agency will comply with these provisions. There is no particular type of documentation required to be submitted however; you can attach documentation in an appendix if relevant.

- 9) **QUESTION:** Is the Narrative limited to 20 Pages (both sides.) Is this total limited to 20 PAGES (as numbered ten pages/both sides) or as 20 pieces of paper (whether utilizing both sides or not?)

ANSWER: The page limits have been revised to allow the Narrative to be up to 30 pages. (Preferably 15 sheets of paper double spaced and double-sided)

10) **QUESTION:** If granted an award -- will the disbursement of funds be as they are now in OASAS -- as quarterly advances?

ANSWER: Yes, the current payment mechanism are expected to continue for the new contract awarded through this RFP--quarterly advances for State Funds and monthly advances for Federal funds; however, OASAS maintains the discretion to change the payments process throughout the contract term.

11) **QUESTION:** Which key staff resumes and job descriptions need to be included – only staff providing direct services or all key staff including administrators, assistants, etc. who are not providing direct services?

ANSWER: We have revised our requirements in this section and are no longer requiring resumes to be included, only job descriptions. These should be provided for all key staff included in your Budget proposal.

12) **QUESTION:** Support letter are required in section B and C – can the same letters be used for both sections?

ANSWER: It is up to applicants to determine if the same letters can be used for both sections. The letters referred in Section B. of the RFP on page 18 refer to evidence of community support/partnership, while the letters in Section C. on page 20 refer to letters of support from schools if this is where you are providing your prevention services.

13) **QUESTION:** What can be included in administrative costs? If splitting and administrator's salary between multiple boroughs, do you allocate 15% of the split amount or 15% of the total salary.

ANSWER: Information regarding administrative costs can be found in the Consolidated Fiscal Reporting (CFR) Manual at http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html. Section 15 and Appendix I specifically address agency administration and should be reviewed for additional information. It is up to the applicant to decide how to allocate budgeted costs, including personal services, as explained in the CFR.

14) **QUESTION:** If an award is given, will a new workplan and budget for that year be required? What year would it be --14-15 already submitted or 15-16?

ANSWER: Yes, a new workplan would be needed. This is for funding in 2015-2016.

15) **QUESTION:** Please expand on section D --Data collection, reporting practices, evaluations. (5/23/14) Nearly all programs used by our organization are approved/recommended EBPs and all reporting is done via the OASAS PARIS system. (Note that the PARIS system does not allow for complete reporting on individual counseling evaluation.) Beyond this, what should programs be doing? There has been no funding for surveys etc since 2008. Pre and post tests are done by the curriculum developer not by the program.

ANSWER: As stated on page 22 of the RFP, each proposal needs to describe the expected outcomes of the selected service approaches, indicate how they will be measured and tracked, and how those results will be used to change or improve performance. If available, pre and post-tests available from the curriculum developer can be used.

- 16) **QUESTION:** Are the funds listed for each borough ADDITIONAL FUNDS or the FULL FUNDS allotted for the grant (of which a maximum of 50% max is available to an individual grantee.) If these are ADDITIONAL FUNDS, when writing the RFP would we account only for the additional funds being requested (with our total not exceeding 50%) or submit a budget incorporating all funds being requested. For example: Program X operates in Staten Island with a current Gross Expense Budget of \$400,000. The total funding available for Richmond is \$1,180,439...of which 50% (\$590,220) would be available to any single grantee. If Program X wished to apply for the additional \$190,000 available to it (since it currently received \$400,000), would the RFP be for the additional \$190,000 only or for the full requested amount of \$590,000?

ANSWER: The funds listed for each borough is the total amount of funding available for that borough. The contracts and all associated funding for current OASAS prevention providers will terminate effective June 30, 2015. Current providers are not to assume they will be awarded any funds. The submitted budget should reflect the total funds necessary to support the proposed prevention program as described in your application.

- 17) **QUESTION:** If we propose to provide both primary prevention and other prevention services, do we need to have 3 direct service FTEs, or 6?

ANSWER: It is a minimum of 3 direct service FTE's regardless of whether you propose to do only primary prevention or both.

- 18) **QUESTION:** What costs are included in the 15% administrative limit? Is that only for agency overhead, or does it also include program-specific supplies, occupancy, supervision, and other non-direct service costs?

ANSWER: For definitions and more explanation of administrative costs, please refer to the CFR manual. See the answer to Question 13 for additional information on the CFR manual.

- 19) **QUESTION:** Is it possible to submit two applications for one borough, for different program types?

ANSWER: No. Applicants may submit only one application per borough.

- 20) **QUESTION:** The EBP "Positive Action" is listed as approved for use in elementary and middle schools. However, in the past our agency has been approved to use this model in high schools. Is that still permissible?

ANSWER: There was an error in Appendix C, this model program is appropriate for youth ages 6-13. If you were approved to do Positive Action for a special population, include details regarding this in an appendix.

21) **QUESTION:** Can you provide a range of what is expected (an average or baseline) for the number of children served by each staff member in a typical program?

ANSWER: There is no range, it depends on the program model and program services you intend to provide.

22) **QUESTION:** Narrative - pg 20-21 Section C 3rd bullet letters a-g. Please clarify what is meant by one page per target population. If we are planning to use all 7 service approaches from Appendix E for a particular target population -- does each service approach chosen get one page to answer all the questions asked for each approach for the target population. --- or do all the seven service approaches and the questions asked for each one need to fit on one page for that target population. If that is the case there is no way that all that information will fit on a page. This especially true if you are choosing multiple Education EBPs and need to answer questions about each program chosen. Letters a--g require a good deal of information to be answered.

ANSWER: We have revised the page limits to up to 30 pages for the narrative, and up to two pages for each Target Population, if needed.

23) **QUESTION:** If our program operates in schools in more than one borough (and we will be submitting a separate application and budget for each borough), and the majority of the schools we serve are in one borough with just a few schools in other boroughs, can the requirement for a minimum of 3 FTEs apply to our *whole multi-borough program* or must we have a minimum of 3 FTEs for our program in *each* borough, even though our program serves only a handful of schools in some boroughs where it would not be feasible to have 3 FTEs in these boroughs?

ANSWER: As stated in the RFP, there is a minimum of 3 direct service FTE for each borough in which you are proposing prevention services.

24) **QUESTION:** If we currently receive OASAS funding for a gambling prevention initiative, do we include gambling prevention as part of our proposed program and budget in response to the RFP? Also, will we continue to receive gambling prevention funding?

ANSWER: No, do not include gambling prevention services. Your second question is outside the scope of this RFP.

25) **QUESTION:** The EBPS prevention curriculum appears to be focused within school-based settings. During the Bidders Conference, it appeared that we may use EBPS in a community-focused setting (as also implied under Appendix B). Please confirm that EBP Education outside of a school setting is acceptable.

ANSWER: Yes.

27) **QUESTION:** On Page 14, Section C: Program Approach and Services, paragraph four (4), under Prevention Education of the RFP, it seems to suggest that we have a **choice** to deliver a non-Evidence Based Education model versus a EBP Education model. Is this accurate or does this grant **require** the use of at least one EBP Education.

ANSWER: Applicants can propose either approach, including a non-evidence based model, as long as your proposal meets the “minimum of 55% of their FTEs to the delivery of EBPS. This requirement increases incrementally over time; as stated on page 16. The RFP does not require the use of at least one EBP Education.

28) **QUESTION:** On page 13, Section C: Program Approach and Services, second paragraph, you indicate awardees are expected to absorb costs (facilities, equipment, etc.); however, in the budget, Part II – Operational Funding Request, question 2, reflects a line for Equipment and Property/Space. Based on the guidance in the RFP and at the bidder’s conference, am I to interpret that these lines should be left blank? If otherwise, what would fall with your parameters, given the constraints described?

ANSWER: Applicants are not expected to absorb these operational costs. The budget in the application should reflect all operational costs necessary to support the proposed program using the Program Budget Form. OASAS will award funding to the successful applicant to cover net operational costs; however, OASAS will not provide facilities or equipment, etc. The successful applicant must secure an operating location and all necessary operating supplies including equipment, using the provided funding. Instructions for completing the Program Budget Form are on pages 23-25 of the RFP. Additional details regarding the expense and revenue categories can be found in the Consolidated Fiscal Reporting (CFR) Manual at http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html.

29) **QUESTION:** Is there a standard Proposal Cover Letter that we need to use?

ANSWER: No. Follow directions on page 9.

30) **QUESTION:** Can a target population be defined by age group? Example: TP 1 – 3rd and 4th graders; TP 2- Middle school youth?

ANSWER: Yes. Applicants are to determine their own definition of the target populations. Examples can be found on page 19.

31) **QUESTION:** Can qualified unpaid interns be considered in the FTE?

ANSWER: No, interns are considered support to staff.

32) **QUESTION:** Is there a glitch with the FTE calculator? It does not allow us to print the entire page.

ANSWER: If you print the FTE calculator from the OASAS website Procurements Page you will be able to print it in its entirety.

33) **QUESTION:** If our agency is pre-qualified in NYS Grants Gateway, is it necessary to enroll in Vend Rep System?

ANSWER: Yes, as stated on page 10, successful applicants are required to file the Vendor Responsibility Questionnaire on line.

34) **QUESTION:** Can you be more explicit with what exactly falls under the 15% administrative costs cap, and, related, which staff can be counted in the 55% of staff who must be allocated to evidence-based services (i.e., can supervisors and other program staff who do not work with clients but are part of the EBP service operation be included, as previously)?

ANSWER: Guidance on what constitutes administrative costs can be found in the CFR Manual on the OASAS website, Appendix I. The 55% requirement only refers to the direct service FTEs.

35) **QUESTION:** Previously under this contract, we have been able to receive funding for a full time supervisor and a full time secretary. We have also considered that supervisory time was part of evidence-based service provision, since it is required for clinical effectiveness and fidelity. Those positions have not previously been included in the 15% administration/overhead budget, since they are direct employees of the program. The 15% administration/overhead budget has been for agency overhead/executive administration, etc. Can you give an exact description of how program supervision and clerical support should be budgeted, and what expenses fall under the 15% administrative cap?

ANSWER: Guidance on what constitutes administrative costs can be found in the CFR Manual on the OASAS website, Appendix I.

36) **QUESTION:** Are there any limits/restrictions on using grant funds for OTPS (i.e. program supplies)?

ANSWER: No.

37) **QUESTION:** We have a history of providing cross community trainings and interventions. Can we have groups from other Boroughs come for intervention workshops at our Manhattan site and consider it a Manhattan application?

ANSWER: As stated on page 4, a separate application is required if you propose prevention services in more than one borough.

38) **QUESTION:** If we provide Train the Trainer programs and other Boroughs participate, will we be allowed to provide technical assistance at their sites without having to submit a separate application for that Borough?

ANSWER: As stated on page 4, a separate application is required if you propose prevention services in more than one borough.

39) **QUESTION:** On page 9 of the RFP it states we are required to “provide information regarding compliance with criminal background checks provisions of the Justice Center...” What is considered adequate information?

ANSWER: This is a description of how your organization ensures that criminal background checks will be conducted as required by the Justice Center regulations. Additional details can be included as an attachment/appendix.

40) **QUESTION:** Is the entire proposal supposed to be double sided or only the narrative?

ANSWER: To the extent possible the whole proposal should be double sided.

41) **QUESTION:** Is the narrative 20 pages, a total of 40 sides or 20 sides, and a total of 10 pages?

ANSWER: We have extended the page limit and will now accept proposal Narratives up to 30 pages (or a total of 15 double-sided pages).

42) **QUESTION:** The requirement for 3.0 direct services FTE, is that 3 bodies, or can we have 5 people, 1 full time and 4 half time to equal 3.0 FTE? The primary question is related to staffing. While we attended the bidder's conference, and fully understand that full time staff would need to designate .55 of their working hours to direct service/ evidence based strategies and curriculum, we are wondering about staff that whose salaries are only .5 allocated or .75 allocated to this budget. For example, if I have a full time staff member (40 hours) who is running homework help, a mentoring initiative, gym activities, a video production club, and a 35 week session EBP, in addition to supportive counseling, can they be counted towards this grant even though they are involved in no-evidence based programming? Also, what about administrative staff, such as program assistants and the program director... can they be allocated (not in whole but partially) to this budget?

ANSWER: Yes, FTE is an acronym for Full Time Equivalent, meaning the configuration of staff that equal a full time staff in your organization. You can have more than 3 employees actually account for the 3 FTEs. Administrative staff is defined in the CFR Manual on the OASAS website.

43) **QUESTION:** On page 20 of the RFP-"if any target population selected are located in schools, include a letter of support from the school principal indicating access to youth." If the proposers going to be providing services to an after school population hosted in a school building, is it sufficient to get a letter from the CBO running the after school program, or are we required to get a letter of support from the school principal, even if access to the youth is arranged by not for profit CBO?

ANSWER: Either Letter of Support is sufficient.

44) **QUESTION:** We are exploring the possibility of submitting a single application that reflects a comprehensive, coordinated, borough-wide strategic plan with multiple partners rather than having each partner submit independent applications. If we went in this direction, it would result in the request being larger than 50% of the borough allocation, would this be permissible?

ANSWER: No, an applicant can only apply for up to 50% of the allocation for each borough.

45) **QUESTION:** Is the required Organizational Chart submitted as an attachment or is it part of the 20 page limit to the narrative?

ANSWER: It can be submitted as an attachment.

46) **QUESTION:** Are letters of support from partners and community stakeholders, as well as school principals be submitted as attachments or part of the 20 page limit?

ANSWER: They can be submitted as attachments. Please note the page limit has now been extended to 30 pages.

47) **QUESTION:** In Section VI- Application proposal, Part C, letter d, you indicate that Letters of Support should be included from school principals “indicating access to youth”. What is meant by “indicating access to youth?”

ANSWER: It means you are allowed into the school building to provide prevention services for youth.

48) **QUESTION:** If we serve schools in different boroughs (mostly Brooklyn however), but our main office is in Brooklyn where we conduct staff supervision, staff meetings...can we obviate the need for separate proposals for each borough?

ANSWER: No. If the plan is to provide prevention services in multiple boroughs, then separate applications need to be submitted for each borough, as stated on page 4.

49) **QUESTION:** Our current program included two schools in Nassau County. The current RFP is for NYC prevention services, what will be the status of those schools that we serve outside of NYC?

ANSWER: This question is outside the scope of this RFP.

50) **QUESTION:** Is there any limit to the attachments/appendices that we would like to include?

ANSWER: No.