

Responses to Questions for
RFP # 1043 Child and Adult Care Food Program (CACFP) Outreach

Q1	Would the purpose of the website be to process applications or to merely host information and the application form? (Section 4.1d)
A1	As this funding is for outreach, we expect the website to be geared toward providing information and resources to the target population. The purpose of the website is not to process applications as CACFP is administered by the New York State Department of Health.
Q2	What is expectation for availability of technical assistance with individual applications; for example, during business hours or evenings/weekends as well? What is the expected turnaround time for technical assistance? (Section 4.1f)
A2	Our expectation is that technical assistance would be readily available during normal business hours with some evening/weekend hours being made available upon OCFS request. OCFS may require up to 4 weekday evening hours per week and up to 3 weekend hours no more than twice per month. The expected turnaround time for a vendor to respond to a request for technical assistance is within one to two business days.
Q3	How does promotion of the program need to take current branding into consideration (logos, taglines, etc.)? Does the contractor have the ability to revise or enhance current branding to increase promotion/recognition for outreach? (Section 4.1)
A3	It is expected that the selected vendor will utilize relevant promotional materials in order to meet the expectations of the project. That could include developing new outreach materials or revising/enhancing current materials, as needed.
Q4	What are the prioritized languages to be addressed in these promotional materials? (Guidelines for Each Section - B. Target Population)
A4	The RFP states that it is the responsibility of the applicant to describe how they will conduct outreach to the target population, including how outreach will be delivered in the primary language(s) of the community. Therefore, the applicant should identify the primary language(s) proposed to be used in the promotional materials for communities where outreach is being provided.
Q5	Are there identified credible messengers or networks to reach this target population? (Guidelines for Each Section - B. Target Population)
A5	The selected vendor must identify their own methods to reach the target population and supply this information in their response to the RFP. Please refer to Section 5.1B proposal requirements.
Q6	How do the requirements in Section 3.3 apply to organizations that are exempt from vendor responsibility documentation requirements?
A6	Government entities and some specific organizations are exempt from filing a vendor responsibility profile. If an organization believes they are exempt from vendor responsibility requirements, they should make that statement in their proposal and explain why they are exempt. A list of exempt organizations is located here: https://www.osc.state.ny.us/state-vendors/vendrep/vendor-responsibility-documentation .