

Responses to Questions for RFP # 1113
Community Credible Messengers Initiative (CCMI)

Q1	During the Applicant Webinar, a diagram of the various entities involved in CCMI showed where the CMs and PPs are (through grassroots organizations) but the Work Based Learning Coordinator position was not shown. Does the Work-Based Learning Coordinator outlined on page 18 of the RFP have to be subcontracted to a grassroots organization? Or can the position be hired by the primary contracting agency?
A1	It is the intent of this RFP that the Work-Based Learning Coordinator position be provided by the grassroots agencies. However, in the event of a change in service providers or unintentional gaps in service, it may be permissible for awarded applicants to provide this service within the prime's CCMI team, contingent on prior OCFS approval.
Q2	Is there a minimum of two sites for applicants?
A2	It is unclear if this question is in reference to how many regions an applicant may bid upon, or if question is in reference to how many physical sites an applicant must have. If referring to regions, there is no requirement that an applicant must submit a proposal for multiple regions. There are four regions and applicants may submit one proposal per region, up to four proposals, for as many regions as they are interested in serving. If referring to physical sites, there is no requirement that an applicant must have multiple locations. Some applicants may have several physical sites, while others might have only one. All interested and eligible applicants are encouraged to apply, regardless of their size.
Q3	Does the project staffing plan form have to reflect staff hired by primary agency and subcontracting agency or just primary contracting agency?
A3	The project staffing plan form should reflect staff hired by the primary agency only.
Q4	If an organization is located outside of one of the regions listed in the RFP, but is in close proximity to the region, will they be considered eligible to apply?
A4	Yes, as long as they are able to provide all of the required services for that region for which they are applying.
Q5	As referenced in Section 2.3 and other areas: \$200,000 of award must be subcontracted to grassroots agencies. Is this \$200,000 to include staff positions (CM, PP, Work-Based Learning Coordinator) and OTPS (Other Than Personal Service) categories or is the primary contractor responsible for all program OTPS expenses?
A5	Per the RFP, a minimum of \$200,000 annually must be contracted to community grassroots organizations to provide CCMI services in each region. The subcontracting agreement must be between grassroots organizations and the primary organization and will include all cost and expenses (including OTPS) required to deliver credible messenger services.
Q6	As referenced in Section 4.1 page 18, 24 youth may be referred at one time to the CCMI program. Is there a time frame for how long a youth will engage with a CCMI program?
A6	Youth may be involved in the CCMI program from the time they are referred in facility placement, throughout their time in Aftercare, with possible extension of 90 days (with prior OCFS approval) beyond their OCFS placement expiration date. The average length of time for youth to engage with a CCMI program is approximately 6 months.
Q7	As referenced in Section 4.1 page 18, are the staff positions subcontracted (CM, PP, Work-Based Learning Coordinator) expected to be FTE or are PT staff acceptable?
A7	Sub-contracted staff can be full time or part time.

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Q8	As referenced in Section 4.1 page 18, 24 youth may be referred at one time to the CCMI program. Can you provide an estimate of the frequency of these referrals and how often CCMI teams operate at full caseloads, particularly in the Mid-Hudson Region?
A8	The vision is to keep programs operating at full caseloads; however, much depends on placing trends, how many youth are interested in being referred to the program, and how the programs engage youth once they are released from facilities. DJJOY caseloads have ranged from 8 to 15 over the past year.
Q9	On Attachment 3 - Experience Template, there is a space at the bottom for a signature and related information. Who do you want to sign this form?
A9	The primary agency's authorized signatory should sign Attachment 3 – Experience Template. This may be an Executive Director, Project Manager, or other approved designee.
Q10	Section 4.0 Program Requirements states “Applicants must indicate probable office locations that are located within reasonable travel distance of the regional OCFS CMSOs.” What is considered a “reasonable” travel distance?
A10	For the purposes of this RFP, a reasonable travel distance is a distance under 35 miles.
Q11	Do the following support services meet the experience qualification for programmatic services? <ul style="list-style-type: none"> • We work closely with high-risk juveniles on job readiness, work placement, and referrals to therapeutic and legal aid advocacy services. • Additionally, we provide mentorship by coordinating meditation between opposing sides, attending course appearances, among a few other things.
A11	The experience listed above seems to meet the scope of required services in the RFP. However, please know the duration requirements listed in the RFP must be met as well.
Q12	The RFP states that Local Match is not applicable. What qualifies as local matching?
A12	There is no local match required in this RFP. If the applicant chooses to provide some of their own funding to expand or enhance the program beyond the funding provided by this RFP, then the applicant is proposing to provide local match.
Q13	The need for the primary contractor to facilitate, require, and ensure credible messengers and parent partner attendance at mandated trainings appears to be important. Is there an estimated cost for trainee travel that should be reflected in the budget?
A13	Based on the anticipated training required for this project, the estimated training travel costs should not exceed more than \$10,000 in your proposed budget.