

Responses to Questions for RFP 1161  
Management of NYS OCFS Youth Advisory Board

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Q1	<b>Section 4.1.B Program Requirements (pg. 16) references that the program must have a minimum of two staff directly responsible for the day-to-day implementation of the YAB. Given the funding allocation for program operation, it is understood that overseeing the YAB would likely be part of other job responsibilities, but the RFP does not mention if the positions should be full-time or part-time. Can OCFS give applicants an estimate of how much time should be dedicated to this project by two staff to meet the YAB outcomes successfully?</b>
A1	The two required staff positions dedicated to the day-to-day program implementation to deliver all specified services outlined in <b>RFP Section 4.0 Program Requirements</b> should be part-time. The two staff positions currently have the following Full Time Equivalent (FTE) levels as a guide: the Project Director (or similar role) is approximately 25% FTE, and the Program Coordinator (or similar role) is approximately 62.5% FTE.
Q2	<b>How do I submit my application for funding? RFP Section 5.5 Proposal Submittal Process states “Forms will become available on the ‘Proposal submission period opens’ date specified in RFP Section 1.2 Calendar of Events.”</b>
A2	The administrative application form is now live. Links are available on the OCFS funding opportunities page <a href="https://ocfs.ny.gov/main/contracts/funding/">https://ocfs.ny.gov/main/contracts/funding/</a> and NYS Contract Reporter at <a href="https://www.nyscr.ny.gov/">https://www.nyscr.ny.gov/</a> .  <b>You may also apply directly at this link: <a href="https://forms.office.com/g/FiXn5PWseP">https://forms.office.com/g/FiXn5PWseP</a></b>  <u>Please ensure that you follow <b>all</b> submission instructions</u> in RFP Section 5.5 carefully and complete both Step 1 <b>and</b> Step 2 of the process to properly submit your application.