

Responses to Questions for RFP#2018-14 Youth Development and Runaway
Homeless Youth Learning Exchange/Training

Q1	Why is this is titled a “Non-Grant Procurement”? (front cover of RFP) What do you mean by that?
A1	This RFP is titled as a “Non-Grant Procurement” due to the nature of the services being procured and the resulting contract type. This RFP is procuring services for the NYS Office of Children and Family Services (OCFS) and not the public. The resulting contract will be a service contract where the contractor is performing work for OCFS. In comparison, a “Grant Procurement” would result in grant contracts and directly benefit and provide services to the public.
Q2	There appears to be an inconsistency in the RFP. While Section 7.17 of the RFP, entitled “Federal Funds”, says “Not Applicable”, Section 5.3.2 states that Appendix A-3, Federal Assurances and Certifications must be included in the Administrative Proposal submitted in response to the RFP. Is it State of Federal Funds? It is also important since there are different instructions in the Cost Proposal (pages 28-29) for Federal and State funds.
A2	This RFP utilizes state funds only. An amendment has been issued on 8/29/2018 deleting this requirement. The amended RFP can be downloaded from the NYS Contract Reporter at https://www.nyscr.ny.gov/ or the OCFS website at: https://ocfs.ny.gov/main/bcm/rfp.asp
Q3	If this non-grant is state funds, is Appendix A-3, Federal Assurances and Certifications, required? Why?
A3	See response to Q2.
Q4	The form and format of this non-grant application is unusually complex and stringent compared to other state and federal RFPs. If an applicant forgets an index tab or a page is not numbered, will proposals truly be rejected as “nonconforming” as stated on page 14, 2nd paragraph? Page 15, Section 5.2, 4th paragraph also states, “The requirements for proposal content and format will be enforced. Failure...may cause the proposal to be found non-responsive and the proposal disqualified.”
A4	As this RFP requires hard copy submissions, it is important for the proposals to be easily reviewed and therefore, the submission requirements in Section 5.2 are specific in nature. These are standard requirements. The RFP states: “ <i>The requirements for proposal content and format will be enforced. Failure by an offerer to respond to a requirement stated in this RFP <u>may</u> cause the proposal to be found non-responsive and the proposal disqualified.</i> ” The expectation is that all proposers will make a good-faith effort to comply with the requirements in Section 5.2.
Q5	Page 16, Section 5.3.1, General Proposal Appearance, A. Binding of Proposals. Please confirm that each copy of the Administrative Proposal needs to be separately bound, each in its own envelope? 4 binders, 4 envelopes (1 original & 3 copies) and 1 flash drive for the Administrative Proposal alone.
A5	The copies of each proposal must be bound separately, however all four (4) may be sealed in the same envelope, including the flash drive. The individually bound administrative, technical and cost proposals must be sealed in separate envelopes of each other. It is preferred to ship these sealed envelopes together inside a box.
Q6	Page 16, Section 5.3.1, General Proposal Appearance, C. Index Tabs. What do you mean by index tabs? Dividers with tabs sticking out?
A6	Dividers with labeled tabs will meet this requirement.

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Q7	Page 16, Section 5.3.1, General Proposal Appearance, C. Index Tabs. In the Administrative Proposal, as I see it, there is one major section. Do you want index tabs between each form/certification?
A7	There does not need to be tabs between individual forms.
Q8	If proposals are sent via overnight mail, can an offerer be assured that the application package will get to Room 202S, the RFP Unit, by 4 p.m.?
A8	Please see section 5.6, part D of the RFP. Bidders assume all risks for timely, properly submitted delivery of proposals. Bidders are strongly encouraged to arrange for delivery of proposals to OCFS prior to the proposal due date referenced in Section 1.2 Calendar of Events . LATE PROPOSALS will not be accepted. Email bid submissions are not acceptable and will not be considered.
Q9	Section 4.0, page 13, bullet 4 The RFP states that the applicant will provide a minimum of one training for municipal youth bureaus per OCFS region. If the applicant can include an additional training in Albany that would be open to all regions' municipal youth bureau staff and the youth served by their contract organizations could that be included in the budget and deliverables as one of the regional trainings?
A9	No. A training must be conducted in each of the separate regions annually.
Q10	As stated, the provider must be a nonprofit organization to be able to qualify for this funding opportunity; can a for-profit provider apply through a non-profit fiscal sponsor?
A10	All applicants must be non-profit organizations that have a governing board of directors with a minimum of three (3) members, see section 3.0 of the RFP for additional requirements. A nonprofit organization must be the applicant and prime contractor; however, they may request to subcontract with other organizations. Subcontractors must be identified in the applicant's proposed budget. Any subcontractors under that proposed contract must also complete a <i>Vendor Responsibility Questionnaire</i> when the value of the subcontract is projected to be \$100,000 or more for the contract term. Please see Section 5.5 Part III – Cost Proposal and Section 7.10 Contractor Responsibility for additional instructions regarding sub-contacts.
Q11	How many awards will be granted for this funding opportunity?
A11	This procurement will result in one award.
Q12	Is the total allocated funding at \$200,000.00 per program? Or will this figure be the total allotted amount for the entire project as a stand-alone?
A12	The total allocated funding for the contract resulting from this RFP is \$200,000 per year for five years subject to continued availability of funding.