

RFP 21-005 NYS Center for School Health

Questions and Answers

Program Questions

- 1. Page 23 of RFP #21-005: It indicates under #4 that the Technical Proposal should include a Program Description. The Submission Documents checklist identifies “Technical Proposal” as number 1 in the Requirements list. Is the Technical Proposal in the submission document the same as the Program description?**
 - **If this is correct, is there a specific form or template that should be used for the program description?**
 - **Should we include the program description as a PDF document prior to # 2 in the checklist “Mandatory Requirement Certification”?**
 - **If this is not accurate or if the program description should be placed in a different location in the submission package - please indicate how this should be provided.**
 - **Are there any requirements for the technical / program description such as page limitations, double space, font type/size, etc.?**

ANSWER: The Program Description is one part of the overall Technical Proposal. There is no form to use for the Program Description. It is a narrative detailing how the bidder will meet the deliverables of the RFP, job descriptions, and the bidder's experience. In addition to page 23, please see pages 20 and 21 as well as the Deliverables section in Part 1 of the RFP for guidance.

No. 1 in the Technical Proposal checklist in **5.) Submission Documents** should have said “Program Description” instead of “Technical Proposal.” The Technical Proposal submission should include the Program Description, signed Mandatory Requirements form, signed TAC form, Request for Exemption from Disclosure form (if applicable) and the Work Plan and Evaluation Template. Use the Work Plan and Evaluation Template found in **5.) Submission Documents**.

There is no page limit, restrictions on font type or size, or requirements on spacing of lines. We ask that the Program Description and Work Plan documents be submitted in Microsoft Office, but PDF files that are editable and Optical Character Recognition (OCR) searchable are acceptable. The Technical Proposal elements can be submitted as separate files or in any order if combined into one file.

- 2. Page 15 of RFP #21-005 Staff Changes: It indicates that replacement staff with comparable skills must be provided at the same or lower hourly rate. If contractual requirements require a higher salary due to more years of experience, or higher educational attainment of the potential new staff member, is there a waiver for this requirement to be able to comply with such contractual obligations?**

ANSWER: If it becomes necessary to replace staff positions, NYSED approval is required and staffing costs should not increase.

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Fiscal Questions

1. What is the total award of the application?

ANSWER: There is no predetermined value for the contract resulting from this RFP. All proposed costs will be reviewed for reasonableness. Please keep in mind that this RFP employs a “best value” method of procurement, with 30 percent of the overall points awarded based on cost. (See “Criteria for Evaluating Bids” section of the RFP for additional information). Bidders are encouraged to submit budgets that are cost-effective.

2. Are you allowed indirect costs?

ANSWER: Indirect costs represent the expenses of operations that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. Direct costs can be identified specifically with particular cost objectives such as a grant, contract, project, function or activity. An example of direct costs are salaries of employees working specifically on objectives of a grant or contract.

Bidders should use their approved Federal or State indirect cost rate, or up to 8% if they do not have a Federal or State rate.

All proposed costs will be reviewed for reasonableness. The indirect cost rate can be applied to all direct costs except for the following: Purchased Services with BOCES, Equipment, any tuition assistance or instructional support, and the portion of any subcontract that exceeds \$25,000. For example, a consultant is being paid \$40,000 as part of 2. Purchased Services; the \$15,000 above the \$25,000 threshold should be subtracted from the Total Direct Costs (modified if applicable) in Box B100.

3. Just to confirm, if a subcontract is used, is the 30% of the budget all that can be used on this expense?

ANSWER: Yes, subcontracting will be limited to thirty percent (30%) of the total contract budget. Subcontracting is defined as non-employee direct personal services and related incidental expenses, including travel.

4. Mandatory requirements of the staff: are these salary amounts to come from the grant or the institution?

ANSWER: Bidders should list salaries on the Cost Proposal that are needed to meet the deliverables. Those salaries for the winning bidder will be funded through the contract by NYSED.

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M/WBE Question

1. The M/WBE Subcontractor and Supplies Notice of Intent to Participate form asks for the estimated dollar amount of the agreement. Should this dollar amount reflect only year one of the proposed amount, or the sum of years 1-5 (total estimated amount) for the contract?

Please enter the Year 1 total, which will match the "Annual Dollar Value" from the M/WBE Utilization Plan form.