

Disability Advocacy Program (DAP) RFP Questions and Answers

Question 1: Part II: Summary of the RFP, Section B: Available Funds/Award Amount on page 8 states that “the highest scoring proposals for each geographic region will be awarded funds prior to awards being made to bidders that intend to provide services in the same geographic region. In general, regions are defined as the ten Regional Economic Development Councils.” The REDC regions differ from DAP services regions in the past. Are agencies limited to applying to provide services within their REDC region, or can we apply to continue serving the counties we have historically served, even if they cross regional boundaries?

Answer: Applicants are not restricted from serving the areas they have traditionally served.

Question 2: On page 15, it says that “priority will be given to organizations with significant experience and positive outcomes for clients. Describe and provide evidence (i.e. letter from funding agency that includes performance information) of the applicant organization’s experience and accomplishments”. May we submit copies of OTDA DAP site visit reports as such evidence?

Answer: Yes, site visit reports may be included as evidence of successful performance. However, we strongly encourage including additional evidence such as outcomes from prior year DAP services or a letter highlighting performance/experience providing legal representation in seeking federal disability benefits to the target population. If the evidence provided is from other contracts/funding agencies, please include contact information to verify evidence.

Question 3: Part IV: Proposal Requirements – Format and Contents, Section C: Evaluation Criteria on page 15 asks for applicants to “[d]escribe and provide evidence (i.e.. letter from funding agency that includes performance information) of the applicant organization’s experience and accomplishments”. Should such a letter describe the organization’s performance specifically relating to DAP related activities or activities and services of the organization in general? Can this “letter” be a site visit letter as a result of a program audit performed by a department within NYS? If an agency is intending to apply with subcontractors, are subcontractors also required to provide such a letter?

Answer: The letter can describe performance related to activities and services of the organization in general, but is preferred if the letter describe services similar to DAP. Any evidence of performance in providing legal assistance to this population should be provided, as mentioned in the response to Question 2. You should also describe and provide evidence of subcontractors’ performance as well, especially if they will be delivering direct legal services for the program.

Question 4: On p. 15, as evidence of the applicant organization’s experience and accomplishments, the RFP mentions a letter from a funding agency that includes performance information. Is OTDA looking for a letter from a funder of services similar to DAP services or may the letters refer to other programs at the agency that have performance metrics and frequent reporting?

Answer: It is preferred that the evidence provided reflect services similar to DAP. However, any evidence that demonstrates your agency is a high-level performer will be accepted, even if the program is unrelated to the services outlined in the RFP, but it may not carry the same weight

for scoring purposes.

Question 5: Are there any word limits for the narrative responses to the questions in Grants Gateway?

Answer: There are no word limits, but your responses to each Program Specific Question cannot exceed 4,000 characters. This should be adequate to respond to each question.

Question 6: Work Plan Overview: Must we provide a number greater than zero in the performance measure fields for all 6 objectives/tasks? Will we be reporting on these numbers quarterly? To what extent will what we propose for all six objectives/tasks in this section factor into the scoring/evaluation of our applications?

Answer: Yes, a number greater than zero must be provided for all six objectives. If selected, you will be expected to report quarterly on the performance measures. The goals that you propose for each objective will not factor into how your application is scored; however, if selected, they will become part of your contract.

Question 7: We seek clarification of the instructions for the Work Plan/Project Summary. On p. 32, applicants are directed to provide a high level overview, covering all of the items listed in the instructions on Grants Gateway in addition to the bullet points on p.32. However, on p. 31, applicants are requested to copy and paste the responses to 2-9, or the entirety of the narrative for direct services. Which instructions should applicants follow? Which will fit? Is there really a 50,000 character limit?

Answer: Yes, there is a 50,000 character limit for this field, which should be sufficient. Many of the items listed in the bullet points for the Project Summary will likely be covered in your responses to questions 2 through 9, but you are strongly encouraged to review to ensure the six points are included. A high-level overview in the project summary does not need to be as detailed as the responses to the program-specific questions.

Question 8: We also seek clarification of the instructions for the Work Plan/Organizational Capacity section. Applicants are instructed on p.32 to include the information described in Grants Gateway, as well as the description of other services/programs. However, Q.5 covers some of the information from Grants Gateways' instructions. If we are pasting the answers 2-9 above, should we skip number 5 and put it here instead?

Answer: No, please include your response to question 5 in the program summary section. The Grants Gateway requires that the Organizational Capacity section be completed. However, it will not become part of your contract if you are selected.

Question 9: On page 18, it says that bidders must complete the DSS Partnership Form and that is must be signed by each district we intend to partner with. Are we required to submit this form if we plan to work collaboratively with the local DSS but will not be entering into a formal partnership with them?

Answer: Yes, the form is required, regardless of the type of partnership.

Question 10: On p. 15, the RFP states that the applicant should provide documentation of the operational readiness to begin the program on the proposed start date. What kind of

documentation are you looking for, and do you want this uploaded in the Grantee Document Folder?

Answer: Evidence of operational readiness can be demonstrated by a statement indicating your readiness to begin if you are selected. As there is no upload field, we will accept attachments related to this question in Attachment 10 of the Pre Submission Uploads section (Grants Gateway Quick Start Guide). Please make reference to this upload in your text answer so our reviewers know to look there.

Question 11: May we submit other documentation in support of our program in the Grantee Document Folder, including charts, support letters, list of intake sites, etc.?

Answer: The Grantee Document Folder is typically used for files such as Workers Compensation documentation. We recommend any documents in support of your program be uploaded either with the associated Program Specific Question or in the Quick Start Guide field of the Upload Properties section as described in the response to Question 10.

Question 12: We seek clarification regarding the forms to be uploaded into the Grants Gateway Pre-Submission Upload folder. The fillable attachments available in that folder differ from those in the RFP. For example, the actual form Attachment B7 in the RFP is the MWBE EEO Workforce Employment Utilization Report, but on p.18, attachment B7 is listed as the Subcontractor and Supplier Identification Form, and it is only available on Grants Gateway. There is a similar issue with Attachment B6.

Answer: The forms in the Upload Properties section of the Gateway are the Intent to Bid, LDSS Partnership Form, Contractor Information Form, Contractor/Subcontractor Background Questionnaire, Equal Employment Opportunity Staffing Plan, MWBE—EEO Policy Statement, Subcontractor and Supplier Identification Form, SDVOB OTDA Form 4200 In-Contract Performance, MWBE Goal Requirements Certification of Good Faith Efforts and the Grantee Quick Start Guide. All but the Intent to Bid and Quick Start Guide are required uploads. The forms are available by clicking the blue View File link. Please complete the forms to the best of your ability. If you are selected for an award, you will be required to update your forms, particularly those related to MWBE.

The Subcontractor and Supplier Identification Form is not a tool to be used for reporting MWBE Quarterly Compliance or Workforce Employment Utilization. However, it is a tool to assess how Offerors plan to expend funds relative to the performance of the contract, especially as it relates to utilizing New York State Businesses, New York State Small Business, and MWBEs. This form is available on OTDA's website and is to be uploaded in the "Upload Properties" section of your application.