

**Supplemental Nutrition Assistance Program  
Nutrition Education and Obesity Prevention  
SNAP-Ed (SNAP-Ed III) Technical Assistance (TA)  
Request for Proposals (RFP)  
Questions and Answers  
April 24, 2024**

**Application Format and Criteria**

**Q1- Where can an applicant find instructions for completing the application in SFS?**

**A1-** The SNAP-Ed III Technical Assistance RFP is an expenditure-based bid. Information on applying for expenditure-based bids begins on page 60 of the SFS Grantee User Manual online at: [https://upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee\\_User\\_Manual.pdf](https://upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee_User_Manual.pdf). Applicants will respond to application questions, enter a budget, budget narrative, work plan, complete required uploads, and enter the total award amount requested.

**Q2- Where can an applicant find the application questions?**

**A2-** There is one question in SFS for the SNAP-Ed III bid event, "Applicant Questionnaire 1". This question can be found in the SFS "Event Comments and Attachments" section of the bid event. The question includes an application questionnaire, "SNAP-Ed III TA Questionnaire". Applicants should download the questionnaire and provide responses to all questions. Once complete, the questionnaire must be saved as a Microsoft PDF and uploaded to the SFS bid event application. Please ensure to label files clearly and minimize the length of file names. File names that are too long will result in a rejection message in SFS.

**Q3- Are there character limits in SFS text box fields?**

**A3-** SFS limits most text box fields that require a description to 2,000 characters which does not allow enough space for applicants to fully describe services. To mitigate spacing concerns, OTDA created the SNAP-Ed III TA Questionnaire, as described in Answer 2. Attachments in SFS are limited to 20 megabytes, however, applicant agencies can submit multiple files in response to the RFP so long as each file is 20 megabytes or less.

**Q4- Are there requirements for font type, size, spacing, and length for application uploads?**

**A4-** SFS limits file size to 20 megabytes, however, applicants may submit multiple files if the file size being uploaded exceeds the limit. There are no limits or requirements on characters, font and length. Please ensure to convert the files to PDF and label clearly before uploading to SFS.

**Q5- Is there a limit on the number of attachments submitted within the proposal?**

**A5-** OTDA has not set a limit on the number of attachments that can be submitted. Please label files clearly and convert to PDF before uploading.

**Q6- Does the RFP include a checklist?**

**A6-** The RFP does not include a checklist. Applicants are expected to complete the required attachments that are described on pages 23-24 of the RFP, the project budget, budget narrative, questionnaire, work plan, and enter the total award amount requested.

**Q7- Can we use existing document templates for the Project Description, Work Plan, and budget items?**

**A7-** Please use the Project Description form which has been included as an attachment. To access attachments and uploads, click on the “Events Comments and Attachments” link on the bid event page. The Work Plan section of SFS is intended to capture outcome measures. Applicants must complete the performance measures for each identified objective and task in the Work Plan section. Existing templates for SNAP-Ed II can be utilized if needed to support responses to application questions. Excel budget templates are not needed in addition to budget details and budget narratives that are entered directly into SFS. Please label files clearly and convert to PDF before uploading.

**Q6- Are digital signatures allowable for all documents that will be uploaded with RFP?**

**A6-** Yes, digital signatures are allowable.

**Eligibility**

**Q10- Who is eligible to apply?**

**A10-** Organizations eligible to apply for funding under this initiative are limited to non-profit organizations with experience delivering health and human service programs. For-profit entities are excluded from applying for funding under this initiative. Nonprofit applicants must be registered and in good standing with the Charities Bureau of the Attorney General’s Office, and have a Vendor Responsibility Profile available and current on OSC’s VendRep System at: <http://www.osc.state.ny.us/vendrep/index.htm>. All nonprofits are subject to the Prequalification Requirement in the Statewide Financial System.

**Technical Assistance Services**

**Q11-Will the selected TA project be responsible for agency funded SNAP-Ed programs with PEARS/N-PEARS?**

**A11-** Applicants are required to describe their ability to provide training and support PEARS and N-PEARS functionality. Proposals will be scored based on scope and reach of these services.

**Q12-Will OTDA develop templates for quarterly and annual reporting?**

**A12-** The development of reporting templates is targeted to be complete prior to the start of SNAP-Ed III. Reporting templates will be available for use at the start of the program.

**Q13- Are there expectations for trainings around PEARS and N-PEARS? How many? How often? Objectives?**

**A13-** The expectation for PEARS and N-PEARS is to facilitate training and technical assistance when necessary. This is not limited to regularly scheduled trainings. Availability to intermittent troubleshooting and assistance in the systems would be expected. Expectations will be fluid as federal and State requirements change. Outcomes and targets objectives for PEARS and N-PEARS are defined by the applicant agency and can be captured on the Project Description upload.

**Q14- Currently, the SNAP-Ed II technical assistance provider communicates and coordinates several statewide workgroups, meetings, video review, social media etc. Are these activities required for SNAP-Ed III?**

**A14-** OTDA requests applications provide statewide technical assistance related to training, reporting, research and design, and program evaluation. Applicants who wish to include the activities above in their proposals may do so by describing these services in the Project Description and/or in response to application questions three or five.

**Q15- A statewide SNAP-Ed website and social media platforms are maintained by the current technical assistance provider. Will this be required for SNAP-Ed III?**

**A15-** Yes, maintenance and updates to the SNAP-Ed NY website will be needed as part of the technical assistance contract and is considered part of social marketing.

**Q16- The social marketing set aside indicates a maximum of 15% of an applicant's total budget, yet the breakdown on page 12 of the RFP indicates 60%. Please confirm which is correct.**

**A16-** Technical Assistance applicants may set aside up to 60% of their total budget for social marketing.

**Q17- Can statewide evaluation and reporting go beyond PEARS and include formative and process evaluation (research) on web/media platforms, audience needs, large PSE efforts, etc.?**

**A17-** Research and evaluation is encouraged and can be described in the Project Outcomes section of the Project Description upload located in the "Event Comments and Attachments" section of SFS. Additional uploads and attachments are allowable as needed. Please convert all files to PDF and label clearly.

**Q18- There are existing pilot projects under SNAP-Ed II that would benefit from a statewide approach (translation, texting, etc.). Can these be statewide and coordinated by the selected Technical Assistance provider?**

**A18-** Technical assistance applicants can include this approach in their application.

**Q19- Is technical assistance monitored the same way as direct service contractors? How will the selected technical assistance provider communicate progress on tasks?**

**A19-** The selected technical assistance provider would be subject to the same monitoring and reporting processes as the Direct Service contractors.

**Q20- Can a list of potential subcontractors be provided with a brief description if unable to get a full budget narrative in time?**

**A20-** Yes, OTDA anticipates some final documents will be obtained during the contract negotiation process which will occur after providers have been selected for an award.

**Q21- Would Statewide staff onboarding for SNAP-Ed be an allowable service for the SNAP-Ed III technical assistance provider?**

**A21-** Statewide staff onboarding/training would fall under the professional development services identified on page 14 of the RFP. Applicants may propose to conduct professional development training in-house, outsource to a subcontractor, or combine both approaches. Any planned professional development training for a Statewide audience should be described in detail in the Project Description.