

**Making A Connection Program RFP  
Bidders' Conference  
Questions and Answers**

**January 27, 2014**

**Eligible Applicants**

- Q.** Must a contractor be prequalified in the NY State Grants Gateway prior to submission of a RFP?
- A.** Yes per page 1 of the RFP an applicant must be prequalified at time of submission of a RFP. It is our understanding that State Agencies are to determine the prequalification status of an applicant based on the date that an application is due.
- Q.** Can an agency apply to provide services in more than one eligible county?
- A.** Yes, however it is BRIA's intent that in situations where more than one county is involved one contract would be let.
- Q.** Is Nassau County an eligible county under this RFP?
- A.** No. Eligible Counties are listed on page 1 of the RFP.
- Q.** Can a contractor serve someone who lives in another eligible county when the contractor is located in a different eligible county?
- A.** Yes.

**Forms Submission**

- Q.** Does the Vendor Responsibility Questionnaire have to be submitted with the application?
- A.** If an applicant has already registered with the Office of State Comptroller (OSC) and has previously submitting the Vendor Responsibility Questionnaire (VRQ), it need only send in proof of registration with the OSC through the VendRep System within the last 12 months. However, if your agency has not registered in the last 12 months, then a new VRQ must be submitted with the proposal.
- Q.** Do I have to resubmit any forms that are already in our document vault?
- A.** No, with the exception noted in the previous answer, if an applicant provided one or more of the same forms included in the RFP to its Grants Gateway Document Vault during prequalification, it need not submit it again with a response to this RFP.
- Q.** Are charts included in the 20 page limit for narrative?
- A.** No. Charts do not count toward the 20 page limit of the program narrative.

**Q.** Are the skills assessments and native language assessments predetermined by OTDA or does the applicant develop the assessments?

**A.** No. Applicants must develop their own.

**Q.** Do you have a Word version of the RFP available? In Part B of the RFP, there are fields requiring data entry that are not working in the current PDF document?

**A.** To obtain a word version of the RFP with Excel embedded payment schedules in Part B please contact: Matthew Morris of OTDA/BRIA by email, [matthew.morris@otda.ny.gov](mailto:matthew.morris@otda.ny.gov) or by phone, (518) 402-3405.

### **Service Strategy**

**Q.** The RFP indicates the program is seeking to serve 500 participants. Is this per contract or Statewide?

**A.** This is a Statewide projection.

**Q.** Are we allowed to refer a MAC participant to an International ESL High School or another educational venue that targets this population and which would make a suitable fit for their educational and employment needs? If so, could hours spent as a student at this school be credited toward the completion of the 200 hours?

**A.** No. The intent of MAC is to serve those refugee youth and young adults that do not find traditional school settings to be a good fit. This is not a program for youth who can thrive in a traditional high school.

**Q.** Does the MAC coach provide the four hours of daily instruction?

**A.** That is the intent of the program, although each applicant may propose to use staff as they find appropriate.

**Q.** Can there be an administrative support professional instead of the project manager position?

**A.** An applicant may propose staffing as it deems necessary. However, proposed staffing must fully support the applicant's ability to carry out all requirements of the program.

### **Payment Points**

**Q.** On Page 16 of the RFP, the payment point definition for MAC Academy Initial and Final Phase indicates one claim per contract term, per participant, but table on Page 14 indicates no limit?

**A.** There was an inconsistency in the RFP, which was clarified. There are no limits to the number that can be claimed for either payment point per participant or per contract term. The RFP was amended as such and reposted to the NYS Grants Gateway and OTDA webpage.

### **Funding**

**Q.** Does OTDA anticipate additional funding beyond this contract?

**A.** BRIA anticipates applying for additional funds should they become available.

### **Curriculum**

**Q.** Would OTDA share the MAC Curriculum with those not awarded a contract?

**A.** OTDA intends to post the MAC Curriculum to its website in the near future.

### **Current Program**

**Q.** We would like information about the MAC program that is currently funded. Is there a summary report of that program? e.g. What activities have been most effective and what activities have been the most challenging?

**A.** You may contact the current contractor at

<http://otda.ny.gov/programs/bria/providers/?program-MAC#result>