

**OTDA Supplemental Nutrition Assistance Program Nutrition Education RFP
Applicant Notice
June 20, 2014**

All Applicants,

Please review the following information carefully.

In accordance with Section I, II. A of the Supplemental Nutrition Assistance Program, Nutrition Education and Obesity Prevention, 'Eat Smart New York' RFP, the Office of Temporary and Disability Assistance is extending the Proposal Due Date until Tuesday July 1, 2014 at 3PM Eastern Standard Time. This extension is intended to allow consideration of a change to the Questions and Answers, which is included below. Due to the proximity of this notice to the previously stated proposal due date, the OTDA will hold all applications for which no replacement pages are received, intact and unopened, until the proposal due date. In addition, the OTDA will allow Applicants the option to submit replacement pages and instructions for page replacement up until Tuesday July 1, 2014 at 3PM Eastern Standard Time to be held in escrow for the OTDA to insert into the Applicant's original proposal upon proposal opening. Any replacement pages submitted must include the date of revision and be labeled as a replacement page and conform in all other respects with the Section 4 Proposal Requirements as well as all RFP requirements. Applicants must submit 3 printed copies, and one CD labeled "Replacement Pages" containing the replacement page files. Submission of replacement pages shall be mailed or delivered to the address listed in Section I, II.B of the RFP.

Thank you for your continued participation in this procurement.

Q 65) We assume that the Project Manager can be split across administrative and programmatic responsibilities. Please confirm.

A. Yes. A project manager may conduct a limited amount of program activities. The RFP asks that applicants identify one full-time project manager with the ability to oversee regional nutrition education activities and to resolve any problems that arise during the contract period. This project manager is responsible for ensuring the staffing plan is sufficient for program operations. This project manager will interact with OTDA management regarding all fiscal, personnel, training, reporting, program evaluation and other decisions regarding contract issues. The project manager will be the primary person with whom OTDA conducts all business. In general, an employee who is directly involved with direct provision of program activities to the client is considered a program cost. An employee doing primarily supportive or administrative functions would be considered administrative. Costs associated with a project manager will be primarily administrative and will include, but not be limited to, preparation and monitoring of the regional program plan, budget and coordination of regional program activities, fiscal monitoring of the regional program and all project budgets, regional procurement activities, and coordination and management of program reporting and evaluation. Costs associated with a project manager that would be considered program related would include the portion of salary and benefit costs associated with supervision of nutrition educators providing direct educational activities, cost of training and travel related to program activities, costs associated with directly performing or supervising policy, system, and environmental activities, and costs associated with program evaluation. For more information, please refer to the Eat Smart New York Cost Policy Guidance on the OTDA contracts page.