

Responses to Questions for RFP # 2018-21
Child Fatality Review Team (CFRT) Reissue

Q1	We previously obtained letters of commitment for the original CFRT RFP that closed in August 2018. We applied to that RFP, but were disqualified. We are planning to apply to this reissued RFP for a second chance at receiving funding for this initiative. Are we required to obtain new letters of commitment from all team members named in RFP Section 3.1, or can we obtain just the missing letters that caused our disqualification and re-use the letters of commitment that we already have?
A1	If your organization previously obtained signed CFRT agency letters of commitment using Attachment B to this RFP from required team members, you may utilize those letters of commitment in your proposal submission and are not required to obtain new ones. You must also include the missing letters that led to your proposal's disqualification. Please see the response to question 2.
Q2	1. Are we required to provide letters of commitment from <u>all</u> required team members from <u>every</u> county in our regional CFRT with our proposal, or; 2. Does this requirement only apply to the lead county?
A2	1. Yes, organization's proposals <u>must</u> contain letters of commitment from <u>each</u> of the required team members specified by RFP Section 3.1 Minimum Qualifications . If proposing a regional team, letters of commitment must be provided from <u>all</u> required team members from <u>every</u> county on the regional team. 2. No, this requirement does not only apply to the lead county.
Q3	Our original proposal submitted in response to the previous RFP#2018-02 was missing a signed letter of commitment from the county attorney, and were missing letters from coroners from two of the three counties in our regional team. We are planning to resubmit our proposal. Can we provide just the missing documentation, or are we required to submit a completely new proposal?
A3	Organizations wishing to apply for funding under this RFP must submit a complete new proposal in response to this RFP. The proposal must be received prior to the deadline specified in RFP Section 1.2 Calendar of Events and comply with all guidelines in RFP Section 3.1 Minimum Qualifications and Section 5.0 Proposal Requirements . The proposal must include all letters of commitment. Please see the response to question 1 and question 2.
Q4	Is there ANY board information (be it called directors, governing or otherwise) that is required for this Reissue? Especially as it would relate to a governmental entity?
A4	No. Section 3.1 Minimum Qualifications and Section 5.0 Proposal Requirements of this RFP do not require the inclusion of information for your board of directors (or other governing body) in your proposal. While this is not required for inclusion in your proposal submission, please note that applicants are still required to operate in accordance with all applicable laws, rules and regulations.
Q5	Can you please highlight any changes between the original RFP and the Reissued one? Perhaps in red font like you did when you amended the original RFP last July?
A5	Most of the updates made to the reissued RFP are located in the following sections: Bidder's Notice on the cover page, Section 1.0 General Information (first

Responses to Questions for RFP # 2018-21
Child Fatality Review Team (CFRT) Reissue

	paragraph), Section 1.1 Procurement Integrity, Section 1.2 Calendar of Events, Section 2.2 Background, Section 2.3 Term of Contract, Section 3.1 Minimum Qualifications, Section 5.3.2 Proposal Content, and Section 5.4.2 Proposal Content, Section 5.6 Submission of Proposals, and Section 6.0 Evaluation and Selection Methodology. Please note that this is not an all-inclusive list of changes and proposers are solely responsible for reading and understanding the requirements of this Request for Proposals.
Q6	Is it necessary to re-submit our entire original application when the only thing missing from it (minutes and attendance records from board meetings) is no longer required?
A6	Yes, please see the response to question 3.
Q7	Page 11 in Section 2.2 Background re Funding Allocations There are significantly less dollars available in this Reissued RFP as it appears that over 70% of the original funding has already been awarded. It also appears that the limit on the number of awards per group has been eliminated. 1. Does that mean that, depending on the scoring, funds could be awarded to counties in one group only and exclude the other group entirely? 2. Are the awards entirely dependent on the scoring or will funds be reserved for both groups?
A7	1. Yes. Depending on scoring, the awards could potentially be made to a single group. Proposals will be scored and awarded as stated in RFP Section 6.0. Evaluation and Selection Methodology and in accordance with New York State Finance Law, Article 11, Section 163[1][j]. 2. Yes, proposals will be ranked from highest to lowest by their Final Composite Score and awards will be made in scored order.
Q8	If we were not approved because of a missing item, can we submit that missing item only, or do we have to resubmit the entire packet again?
A8	Please see the response to question 3.
Q9	My organization was not funded by CFRT RFP#2018-02, which was due in August. Is this what I need to complete to get funding for CFRT next year?
A9	Yes. Through this RFP, New York State Office of Children and Family Services (OCFS) is soliciting applicants to coordinate new or expand existing local and regional Child Fatality Review Teams (CFRTs) in select counties. Please see RFP Section 1.0 General Information and RFP Section 2.0 Executive Overview for additional background information. Selections will be based on highest to lowest scores per RFP Section 6.0 Evaluation and Selection Methodology.
Q10	We have an existing CFRT which has been funded by OCFS in the past. Is a Group #3 small county prohibited from submitting a request for continued CFRT funding under this RFP unless we apply as part of a Regional Team?
A10	Yes, offerers submitting a proposal for a Group 3 county may only propose to lead or join a regional team. See RFP Section 2.2 Background for additional information.
Q11	As an existing CFRT, do we have to go through the RFP process? When I open the Request for Proposals, it says the OCFS is soliciting applicants to coordinate new or expand existing local and regional Child Fatality Review

Responses to Questions for RFP # 2018-21
Child Fatality Review Team (CFRT) Reissue

	Teams. I'm not sure if this applies to us as an existing CFRT, and/or if this is part of the application process for the upcoming 5-year grant.
A11	Yes, all new and existing CFRT contractors proposing to be the lead applicant for the counties listed in Section 2.2 of this RFP must apply to this RFP for the new program term specified in RFP Section 2.3 Term of Contract . Existing CFRTs from Group 1 and Group 2 may apply without adding new counties. Existing Group 3 CFRTs can only apply as a lead in a regional team or can join another team as a member. Please see the response to question 9.
Q12	Under 'Contractual/Consultant Services' (2nd bullet on page 27), please specify if three written bids are required for a subcontractor or consultant expense exceeding \$15,000 per year, or exceeding \$15,000 for the entire five-year contract term.
A12	Yes, the subcontractor or consultant expense exceeding \$15,000 over the five year contract term would require three written bids. however, if you are unable to obtain three written bids, a justification as to price reasonableness is required. This documentation is not required at the time of proposal submission.
Q13	Are counties and municipalities exempt from the 'Vendor Responsibility Questionnaire' referenced on page 13 and as a requirement of the 'Administrative Proposal' (3rd bullet on Page 20)?
A13	Per RFP Section 5.3.2 Proposal Content, these items are required with bid submission. If they are not applicable to your organization, please clearly identify this in your proposal by marking them as "N/A" and include a brief explanation as to why they are not applicable.
Q14	Should cost projections on Attachment A 'Cost Proposal – Line Item Budget' be based on annual projections or encompass the entire five (5) year contract period?
A14	The budget included with your proposal should be a 1-year budget for the first annual period of your contract. Please refer to Section 5.5 Part III Cost Proposal for specific guidelines on preparing the budget.
Q15	Why is this is titled a "Non-Grant Procurement"? (front cover of RFP) What do you mean by that? Isn't this grant funding?
A15	OCFS has titled this procurement as a "Non-Grant Procurement" due to the nature of the services being procured and the resulting contract type. This RFP is procuring services for the NYS Office of Children and Family Services (OCFS). In comparison, OCFS defines a "Grant Procurement" as one whose resulting contracts would directly benefit and provide services to the public.
Q16	Page 8, #31. "... will be posted in the NYS Contract Reporter, and on the OCFS website." Is there anything on the NYS Contract Reporter that is not on the OCFS website? If yes, how do we access the NYS Contract Reporter?
A16	No. For the purposes of this procurement, the same documents are posted to the NYS Contract Reporter and the OCFS website. User accounts to the NYS Contract Reporter are available to the public for free. Please visit their website https://www.nyscr.ny.gov for additional information.

Responses to Questions for RFP # 2018-21
Child Fatality Review Team (CFRT) Reissue

Q17	Page 18, Section 5.3.1, General Proposal Appearance, A. Binding of Proposals. Please confirm that each copy of the Administrative Proposal needs to be separately bound, each in its own envelope? 4 binders, 4 envelopes (1 original & 3 copies) and 1 flash drive for the Administrative Proposal alone.
A17	The copies of each proposal must be bound separately, however all four (4) may be sealed in the same envelope/container, including the flash drive. The individually bound administrative, technical and cost proposals must be sealed in separate envelopes. It is preferred to ship these sealed envelopes together.
Q18	Page 19, Section 5.3.1, General Proposal Appearance, C. Index Tabs. In the Administrative Proposal, as I see it, there is one major section. Do you want index tabs between each form/certification?
A18	There does not need to be tabs between individual forms.
Q19	Page 19, Section 5.3.2, Required for bid submission. a) Non-Collusive Bidding Certification – is this applicable to a local government? If yes, who should be listed as “Principals”? b) Procurement Lobbying Act – is this applicable/required for local governments? c) State Consultant Services form – Page 20 refers to Section 7.15 for more information. Can you provide additional direction in relation to employment categories and how to complete this form? d) Vendor Responsibility Questionnaire – is this required for local governments? It states, “Not-for-Profit Business Entity” on the form.
A19	a) Yes, this form is required. It should be signed by the commissioner or someone of similar status. b) Yes, this form is required. c) This form should include the projected employees and number of hours they will work. Instructions for filling out this form can be found at https://its.ny.gov/sites/default/files/documents/attachment_20_-_consultant_disclosure_form_a-b.pdf . Employment categories can be found at www.online.onetcenter.org . d) See Answer 13.
Q20	Page 21, Technical Proposal, Section 1, Executive Summary. Do you want a narrative Executive Summary outlining the project, goals, objectives? Or are you simply looking for the bullets to be answered?
A20	The bullets are a guideline as to what should be included. It can be in paragraph form or bulleted.
Q21	Page 23, Cost Proposal, Transmittal letter. Do you have a preferred format for the transmittal letter?
A21	No required format for transmittal letter, however, it must comply with the requirements noted in RFP Section 5.5 Part III – Cost Proposal.
Q22	Page 23, Note in bold section in middle of page. “Any attachments can be found on the NYS Contract reporter and the OCFS Website. Please download them from that location, complete them, and attach them back to that section so that

Responses to Questions for RFP # 2018-21
Child Fatality Review Team (CFRT) Reissue

	they will be submitted with your application.” Does anything have to be attached to the NYS Contract Reporter?
A22	No, the applicant cannot attach anything to the advertisement posted in the NYS Contract Reporter. Required attachments must be attached to your proposal and included with your submission per RFP Section 5.6 Submission of Proposals.
Q23	Page 27, under Contractual/Consultant Services. It states, “If a subcontractor or consultant expense is more than \$15,000, three written bids are required.” Is the \$15K figure an annual figure or is it an aggregate over the 5-year grant period?
A23	Please see the answer to question 12.
Q24	Page 29, Miscellaneous Expenses. Food and refreshments are not allowable expenses for staff. Are food and refreshments allowable for regular CFRT meetings which are attended by required team members?
A24	No, expenses for food and refreshments are not allowed.
Q25	Page 34, Evaluation, Workplan. Do you have a preferred format or a template for the Workplan?
A25	No, the format can be however you choose. Please ensure the contents of your workplan complies with all guidelines and requirements specified in RFP Section 5.0 Proposal Requirements.