

**RFA 2017-15 -- Official Responses to Questions -- Trauma Curriculum Development and Program Implementation**

Question Number	Questions Received in Writing	DOCCS' Responses to Questions
1	We have a question concerning the amount of potential funding for this project. I understand it is a bidding process but was wondering if there was an upper level that would basically disqualify an applicant. Is there a way you could provide us with what the expected funding levels might be?	This is a competitive procurement, vendors should propose the cost.
2	We know that the project period begins July 1, 2018—is there a set project period end date as well?	Depending upon the availability of grant funding, the projected end date is 6/30/19.
3	How many awards will you make?	One contractor will be awarded the contract and may propose to partner or subcontract with other entities to meet the terms of this RFA.
4	Will you select one applicant to develop and implement curriculum for all facilities, or would it be possible to apply for a certain region or population?	One contractor will develop and implement curriculum for all facilities.
5	Are you anticipating the development of one or multiple curricula (e.g., separate curricula for men, women, and youth)?	<p>Refer to Attachment A, Section F, Proposed Deliverables:                  2) Development of Trauma Treatment Curriculum draft --                  Curriculum to include:</p> <ul style="list-style-type: none"> <li>• Evidentiary support</li> <li>• Assessment, intake, pre-/post-surveys, interim participant evaluation, and discharge records</li> <li>• Frequency, duration, capacity, open v. closed</li> <li>• Residential and modular format</li> <li>• Appropriate modules for target groups, i.e., male, female, adolescent, LGBTQ</li> </ul>
6	What is the maximum award?	This is a competitive procurement, vendors should propose the cost.

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7	What is the anticipated amount of the grant award?	This is a competitive procurement, vendors should propose the cost
8	What is the period of performance of the grant?	The period of performance will commence upon the final award of the contract and will cease June 30, 2019, the projected end date, pending on the availability of grant funding.
9	Can existing curricula be used or does this curricula need to be newly developed for NYS DOCCS?	Curricula is to be tailored to NYS DOCCS needs (as described). If the vendor has existing materials, they may use it to supplement what they create specifically for NYS DOCCS.
10	How in depth should the pre-post assessments be? Is this a trauma symptom assessment for evaluation purposes? Are you requesting a scientifically validated tool?	Scientifically-validated tools are preferred, however pre-post assessments are to aid staff in determining appropriateness for participation and guide individualized goals and desired outcomes.
11	What is the anticipated length of this project?	Depending upon the availability of grant funding, the projected end date is 6/30/19.
12	Can your print shop be used to duplicate materials or should these costs be figured into the bid?	Start-up materials to implement and support programming, to minimally include 3 Central Office sets, 2 facilitator sets per site (12), and initial recommended capacity participant workbooks (if part of proposed package) costs should be figured into bid.  The delivered curriculum and any other attendant materials, will be required to be provided electronically so that NYS DOCCS may reproduce as needed.
13	How many staff would be facilitating these programs at each facility (i.e., how many staff need trained in this curricula?)	One designated Social Worker will assume primary responsibility; Central Office staff, site supervisors, and all site Social Workers are to be trained (approx. 30- 40)
14	Should program curricula costs (assuming existing copyrighted materials are utilized) be calculated into the bid or are these costs considered separate? If they are to be included, approximately how many justice-involved individuals will go through the program each year at each facility?	All cost to be included; copyrights should indicate NYS DOCCS as well. The delivered curriculum and any other attendant materials, will be required to be provided electronically so that NYS DOCCS may reproduce as needed.  Numbers per year will depend on vendor's recommended capacities and program duration at each site; may be dependent on population served (adolescent, women, men).

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15	<p>On page 16 of the RFA it states that "subcontractors are subject to the same standards as Bidders under this solicitation. Subcontractors will be required to submit all applicable forms/documents as required by this RFA." Please confirm whether this includes the following forms/documentation mentioned in the RFA: Procurement Lobbying Certification (subcontractor is for-profit); Encouraging Use of NYS Business in Contract Performance; and Bylaws, list of Board of Directors, and Certificate of Incorporation (subcontractor is for-profit); and Vendor Responsibility Questionnaire.</p>	<p>Subcontractors must complete a vendor responsibility questionnaire if their compensation is over \$100,000. Refer to the link for this website where you may view a vendor responsibility questionnaire:  <a href="http://www.osc.state.ny.us/vendrep/index.htm">http://www.osc.state.ny.us/vendrep/index.htm</a></p> <p>If a vendor responsibility questionnaire is required for the subcontractor, Worker's Compensation and Disability Insurance or exemption will also be required.  <a href="http://osc.state.ny.us/vendrep/info_vrsystem.htm">http://osc.state.ny.us/vendrep/info_vrsystem.htm</a></p>
16	<p>Does the program monitoring and outcome plan outlined in Section V. refer to a component of the "trauma recognition and skill-building program" curriculum that staff will use to measure the impact of the training on individuals who participate in the program? Or is it intended to measure the effectiveness of the staff training program and curriculum after it is completed?</p>	<p>Program monitoring and outcome plan is to define specific and measurable criteria, which when met by the program participants, is indicative of their success and completion; also defines overall program goals and means to measure/evaluate its success and/or need for corrective action.</p>
17	<p>How many grants will be awarded? ie: one grant, one recipient?</p>	<p>One contractor will be awarded the contract and may propose to partner or subcontract with other entities to meet the terms of this RFA.</p>
18	<p>Will people working under this grant be mandated to report instances of sexual assault? If so, can we separate work done on OVS funds and work done on this grant in order to maintain confidentiality for those doing direct services work under OVS as well as work on this grant?</p>	<p>Contractor will not be in a position to have a private conversation with an inmate that would be covered under the client / counselor privilege. All inmate contacts will be in unison with NYS DOCCS staff.</p>
19	<p>Same question as above regarding turning over all records to DOCCS as mentioned in Attachment A</p>	<p>The recipient of the award will not be doing direct services work/record keeping. Rather, they will develop the curriculum and train DOCCS staff to provide services.</p>

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20	The Expenditure Budget section in the Forms Menu on the Grants Gateway does not have a budget form for travel but the expenditure summary shows a separate line item for travel.	Refer to Section V. Financial Requirements and Section X. Evaluation Process. THE CONTRACT PRICE SHALL BE INCLUSIVE OF ALL TRAVEL COSTS.
21	Since Forms Menu does not include a form for indirect costs, it is correct to assume that the Expenditure Summary is only for Direct Costs and Attachment E-1 is the only schedule where the Indirect Costs are included?	Indirect Costs from Attachment E-1 should be transferred to Section 2.F) Other Expenses of Attachment B-1, Expenditure Based Budget. Please ensure you complete the Justification Narrative as well as noted in Section IX., Item B.
22	The instructions call for uploading Attachment E-1 as part of the pre-submission uploads. The template is for a complete budget with narrative for each cost category. Are we required to show the budget narratives for the cost categories in Attachment E-1 "Notes To Be Completed By Applicant" section even though these will already be including in the budget in the Forms Menu? Or, do we only need to complete the budget form and the Indirect cost rate explanation below the form?	Attachment E-1 should contain Direct Cost figures in Column 2, Indirect Cost figures in Column 3, with the total of the two figures in Column 4. Only Indirect Costs will be listed in the section entitled "Notes to be Completed by Applicant."