

New York State Office of Alcoholism and Substance Abuse Services
Recovery Community Center Initiative RFP

Official Questions and Answers
November 26, 2008

1. I have been unable to find a clear indication of the maximum number of pages the narrative can be. I saw mention for a few different sections, but not for all. Can you clarify this, or is there no page limit?

There is no overall page limit, where there are page limits, they are specified in the RFP document.

2. I notice that at a few places you have page requirements, but I don't find any specific requirement for the length of the entire application. Is there a maximum length?

Please see the answer to question 1 above.

3. We currently have two sites, one in Warren County and one in Saratoga Co., it is our hope that these sites will become Recovery Community Centers. We are interested in submitting a tri-county proposal for a Recovery Community Center that would serve individuals and families living in Saratoga, Warren and Washington Counties is this something that would be allowed? If a proposal involving three separate counties is not allowed could a single agency submit two separate proposals for two different counties?

The County/Bureau in which a proposed Recovery Community Center is located will control which category of funding, Upstate Rural, Upstate Urban, or Downstate Urban, is available for that site. There are no limits in the RFP to the "catchment area" that a particular center may serve.

There is no limit in the RFP regarding the number or category of proposals that an eligible provider may submit. However, each category of funding applied for must have a separate application.

4. Can an organization submit a proposal for multiple sites?

Please see the answer to Question 3 above.

5. Are there catchment areas, what are the expectations for the reach of a program?

There is no requirement for a specified catchment area associated with a Recovery Community Center site.

6. Will the Upstate bid require coverage for all the counties listed in the Upstate bid? e.g. - I am in Orange Co. If I was to receive the award would I have to service all the counties (Albany, Dutchess, Erie, Monroe, Niagara, Oneida, Onondaga, Orange and Saratoga) listed in the Upstate bid?

Please refer to the answer to Question 3 above.

7. How large of a physical plant is needed (Example 500 sq. ft. /2000 sq. ft.?)

The RFP does not specify requirements for the size of a Recovery Community Center site. A site should be selected which can adequately support the services and activities proposed by the applicant.

8. What is the allowable percentage range for administrative costs for this project?

The RFP does not specify any limit on administrative costs.

9. Do vendors for this RFP need to be licensed under OASAS to qualify?

The eligibility requirements are specified in Part III – Project Specifications, Section A. Eligible Applicants.

10. Is it necessary to have a site identified and secured in order to submit an application?

Please see the answer to Question 9 above.

11. Can the OASAS recovery community center funding be used to expand and enrich an existing recovery center?

See the answer to question 9 above regarding eligibility requirements. The Recovery Community Center Initiative funding can only be spent to support the costs associated with activities and services described in Part II, Sections A,B, and C.

12. If a Recovery Community Center is currently funded by SAMHSA can Recovery Community Center Initiative funds be used to enhance the existing program?

See the answer to Question 11 above.

13. The proposal requires a cover page. Is there a cover page form you want applicants to use or is this cover page something we create ourselves?

You are free to develop your own cover page. The specifications for the cover page are noted in Part III. Section B. 1.

14. Under section “F. Operational Expectations” it is stated that the applicant “will be required to collect manage, analyze, interpret, and report performance data and outcomes to OASAS.” At this time does OASAS know any of the specific data points it expects the applicant to collect and outcomes it expects the applicant to achieve?

There has been active discussion regarding potential performance indicators and measurements. The final determination of selected measures, collection methods and required data will include participation of the selected applicants. The RFP indicates that applicants should submit outcomes for their proposed services and their program evaluation process.

15. If the applicant gets an award, and then after the exploration activities of the Planning stage, or any of the stages, a project does not seem viable, will all or a % of the funding be recouped by OASAS? How will the amount be determined?

Part IV, Section J describes how the contract can be terminated. The contract does not include termination options for the contractor. Recovery Community Center Initiative monies appropriately spent under the contract for this award are not recoverable. Unspent monies will be returned to OASAS.

16. What is the providers’ obligation? Do we have to reimburse OASAS for the money OASAS has already put forth under a contractual obligation, do we have to finish out that first year under your auspices?

Please see the answer to Question 15 above.

17. Are Appendices A, B, C, D, G and H expected to be included with the submission?

Appendices A, B, G, and H do not have to be returned in the application. Appendix C will be completed by the selected vendor(s) only and does not

have to be returned in the application at submission. Appendices D, E, and F must be executed and included in the application submission.

18. Does OASAS have a target number of individuals to be served by rural centers that cover large areas with few people per square mile and minimal transportation systems?

Part III, Section B. 3.b. of the RFP includes a specification for “an estimate for the number of individuals to be served through each of the core recovery support services for each year of the contract.” OASAS does not have a target number for individuals to be served at any of the three center categories (Upstate Rural, Upstate Urban, or Downstate Urban).

19. Can OASAS estimate the number of recovering individuals by County?

No, not at this time.

20. This is really a working question; on Page 13 of the application at Part III: Project Specifications, you have 3 bullets. At the end of the second bullet is the work “or.” Is that what you intended, or should the word be “and?”

Please see [Modification #1](#)

21. It is our understanding that the start-up budget is separate from the operating budget. What percentage of a year’s operating expenses is allowable for start-up?

Applicants should estimate reasonable start-up costs specific to their proposal(s). There is no percentage of annual operating expenses limiting the estimate for start-up costs. The actual start-up costs approved for the contractor will be specified under the special terms and conditions noted in Part IV, Section F.

22. Please define Start-Up Costs.

Start-Up costs are one time expenses that precede the actual start date for the center. Start-up costs include, but are not limited to the following: equipment; office supplies; furniture; rental deposits/securities; and staff recruitment. Please see the response to Question 21 above for additional clarification.

23. The RFP always mentions excluding start-up costs/expenses clarify.

Proposed start-up costs are separate from annual operating expenses and are to be displayed in the designated columns of the Initiative Funding Request

Form – Exhibit 1. Please see the response to Question 21 above for additional clarification.

24. Can Recovery Community Center Initiative Funds be used for start-up?

Please see the response to Question 21 above.

25. What would be appropriate start-up costs?

Please see the response to question 21 above.

26. We have a rental agreement for 3 years. Could start-up funds be used for repairs for a rented facility that is already operating?

Please see the response to question 21 above.

27. What is the role of the LGU? It appears that in some areas the LGU has taken on the key role regarding center establishment, putting a group together well before the RFP was released. That appears to put non-profits not in the LGU's circle at a distinct disadvantage. LGU's are extensions of government and control the process because applicants must get their signoff in order to be considered. This takes away the competitive aspect of the proposal.

The LGU Letter of Support provides for a choice of either a full support with comment or a declination of support with reasons provided. LGUs may support more than one application.

28. Is the LGU limited to making a single endorsement?

No, please see the answer to Question 27 above.

29. Will OASAS be the administrator or monitor of this initiative, or will there be another group that oversees this operation?

The OASAS Recovery Community Center Initiative will be under OASAS administration.

30. Confirm appropriation - \$143,000 in FY '08 – '09. Will it be divided equally by 4 sites or prorated based upon location, assuming you award 4 grants?

The amount of funds available for annual operating expenses for each category of Recovery Community Center are specified in Part I, Section C.1. of the RFP.

31. Stages of implementation: will a grant be awarded for an applicant well into the planning stage? What is your timeline for stages of implementation – 5 years?

The awards will be made based on the scoring values identified in the RFP. Part III, Section B.3.d. requests a description of the applicants proposed or completed implementation plans.

32. Related to required budget documentation: if a center plans to purchase computers, for example, at some point during implementation, but not immediately – what type of documentation do you expect? Quotes, bids, other?

There is a section titled Budget Narrative in Exhibit 1 of the RFP which requires a detailed description of key and significant budget expenses.

33. Is a 5 year contract reasonable if it appears that there may not be funding beyond this round?

The Contract Period for the RFP is described in Part I, Section C. 2.

34. Can the submission be mailed using USPS certified mail or Federal Express?

The actual manner of delivery of the submission is not a requirement. The envelope used for the submission must be labeled as indicated in Part III, Section C. Also, please note that the requirement is for the receipt of the completed application package at OASAS' office and by the time indicated.

35. If we want to include a logic model in our proposal, in which section can we insert it?

You may include a logic model in any section of your proposal where you believe it to be useful or necessary subject to the page limitations assigned to some proposal elements.

36. Approximately, how much staff is needed to run this operation (FTE/Volunteers combined)

The RFP does not specify minimum or maximum staff/volunteer levels.

37. Please clarify the role(s) between paid and volunteer staff.

Volunteers do not receive a wage or salary for their activities at the Recovery Community Center. The RFP does not specify qualifications or limitations in assigning roles, applicants are free to propose their own strategies.

38. Are stipends permitted?

The RFP document neither requires nor excludes the used of stipends.

39. Are there going to be salaried employees to do education? Or are the Key peer educators not necessarily salaried employees?

Please see the response to Question 37 above.

40. Explain not affiliated with a provider.

It is essential that the services developed in each OASAS funded center grow out of the identified needs and interests of each of the local recovering communities being served. Similarly, it is recognized that there are a variety of ways that people have succeeded in establishing and sustaining recovery. The OASAS initiative anticipates that Recovery Community Centers will serve the broader recovering community rather than be linked or apparently affiliated with a single approach to recovery or type of service provider. An applicant seeking Initiative funding to operate a Recovery Community Center must consider how a prudent person would consider information, including, but not limited to, the name of the facility, the location of the facility and its common usage(s), the diversity of people participating in services at the proposed center, the representation of various pathways to recovery, and his/her potential interaction with the governing authority of the organization. Apparent non-affiliation implies that a prudent person would not perceive that any of these considerations would result in a potentially exclusionary experience.

While none of the considerations noted above will result in the elimination of an otherwise eligible applicant, the scoring of the RFP will favor applications that are judged to have the least potential to convey an exclusionary message in regard to a perceived affiliation which can be associated by name, location and usage of the space, diversity of participants, pathways to recovery, and "ownership." This list is not exhaustive.

41. If a not-for-profit leases from a church or provider, is that OK? Can a provider submit a RFP?

Please see the answer to Question 40 above.

42. Will OASAS award to an independent non-profit corp. operating a center renting/leasing space from either a religious institution or prevention/treatment provider?

Please see the answer to Question 40 above.

43. We understand that the Recovery Center cannot be part of a Treatment Facility. However, if a Recovery Center model calls for evening and weekend programming, can we use a Treatment program

setting which does not operate during those hours as the physical location for the Recovery Center?

Please see the answer to Question 40 above.

44. We are hospital based, would that be considered a viable option for this space?

Please see the answer to Question 40 above.

45. If a hospital organization has a board of directors does the RFP speak to a separate board of directors with appropriate representation of the recovering community?

Please see the answer to Question 40 above.

46. My not-for-profit has one source of recovery as part of our name, which would seem to eliminate us. But, if we were to operate a recovery center where our center was just a conduit for the funds and we opened a recovery center open to all pathways for recovery, would the fact that our financial conduit mentions medication eliminate us with the appearance of affiliation?

Please see the answer to Question 40 above.

47. What are the boundaries of affiliation?

Please see the answer to Question 40 above.

48. The RFP mentions in numerous places the importance of being tied in with local providers and recovery support services, including churches and current providers, can a current provider be an applicant for these funds?

Yes, please see the answers to Questions 9 (eligibility) and 40 above.

49. Many fellowships of recovery persons may not be an established not for profit. Can someone submit in their behalf?

The RFP permits the submission of a proposal by an organization that has applied for not-for-profit status. An award under the initiative will only be made to an organization that meets the eligibility requirements specified in the RFP.

50. Is there a particular model for Recovery Community Centers that was used in the design of this RFP.

The RFP relies heavily on the description of recovery support services found in the Federal Recovery Community Supports Program (RCSP). Additional information and ideas were acquired through New York State's Request for Information (RFI) earlier this year. The RFP does not suggest a single model for peer recovery services.

51. Is there a target length for the stages of implementation?

No

52. Is there any provision for capital expenses?

There are no capital funds available through the Recovery Community Center Initiative at this time.

53. What portion of the Recovery Community Center Initiative funds are state funds?

Contracts awarded under this initiative will be 100% state funds.