

Responses to Questions for *RFP#2018-01 TANF Targeted Post Adoption Services*

Q1	<b>In reviewing the documentation requirements, we have a contract with ACS and do not have a letter of commitment. Can we submit the contract versus the letter of commitment?</b>
A1	No, a contract cannot be submitted in place of the required letter of commitment. See <b>Section 3.1 (Minimum Qualifications)</b> “Applicants must obtain a letter of commitment, from the NYC ACS, detailing partnership and collaborative activities between the applicant and the NYC ACS. The letter should include the plan for providing referrals to families for post adoption services, proposed trainings for program staff and caseworkers, and examples of successful past partnerships. Letters must be signed by the NYC ACS commissioner or director of services.”
Q2	<b>Based on the Performance Target #1: how would you want the service target to be calculated? Including target # of children to be served?</b>
A2	The targeted population to be served are TANF eligible post adoption families within the five boroughs. How the agency determines their targets for Attachment A - Performance Targets and calculates the number to be served can be based on a host of factors including their experience serving families within their community. .”
Q3	<b>Based on the Performance Target #2: how would you want the service target for adoptive families to be calculated? Also, can we factor in KinGap cases in this projection?</b>
A3	Please see response to Question #2. KinGAP should not be calculated in this projection as the RFP is for TANF Post Adoption only.
Q4	<b>On page 28 of the RFP, F. Organization, it says: Provide evidence of the organization’s ability to hire and maintain staff.</b>  <b>Please provide an example(s) of the requested evidence. Also, how would we upload this evidence?</b>
A4	Examples could include a detailed narrative and/or personnel records that indicate payroll information on the length that staff have been employed at the organization. A general application for employment and onboarding information for new staff could be provided as well. Please see Question #16 in RFP <b>Section 5.4 (Proposal Content)</b> . The information can be provided in response to Question #16 in the NYS Grants Gateway <b>Program Specific Questions</b> section of your online application, or uploaded to the optional upload slot available under question 18.
Q5	<b>On page 38 of the RFP, 5.4 Proposal Content, item No. 4 in the chart says: Have you uploaded documentation demonstrating that your organization has committed to recruit or currently have on staff a program coordinator who possesses a master of social work degree with a minimum of two years’ experience working with at- risk families or a bachelor of social work degree with at least four years of experience working with at-risk families?</b>  <b>Please provide an example(s) of what documentation would demonstrate our organization’s commitment. Also, where should this documentation be uploaded?</b>
A5	The organization’s application for employment and description of positions should include the criteria for the social work degree requirements. Please see response to Question #4.