

Responses to Questions for RFP#2018-02 Child Fatality Review Teams

Q1	RFP pages 18-21 section 5.2, 5.3,5.4 --I understand that each section of the proposal needs to be bound separately and that pages should be able to be easily added. Is stapling adequate? Or is this ‘binding’ referring to 3 ring binders?
A1	A three-ring binder or binder clips would satisfy this requirement. The method used must allow for pages to be easily added or removed. For example, a spiral wire binding or staples would not satisfy this requirement, as updated pages cannot be easily incorporated into the proposal.
Q2	Page 21 of RFP refers to ‘minutes and attendance logs from last 3 board meetings’. I just want to confirm that this is referring to the board that oversees the agency applying to this RFP.
A2	Section 3.1; Pg. 12; Eligible Offers; OCFS will only contract with organizations whose governing board (board of directors) includes a minimum of three (3) members. The requirement for minutes and attendance logs refers to the board of the applicant organization.
Q3	Page 33 (5.6A) of RFP indicates proposal must be signed by an individual who is legally authorized....’ Where should this signature go on the proposal? Is the transmittal letter (indicated on page 23) adequate for this purpose
A3	Section 5.5 Part III Cost Proposal – first bullet. The signature should go in “A transmittal letter signed by an individual who is authorized to legally bind the offerer in a contract.”
Q4	Page 33 of RFP indicates that in addition to the paper copies of the proposal, a copy should be submitted on a flash drive. Is one flash drive with each of the section identified within adequate?
A4	Per Section 5.6 there would be three flash drives required – one (1) that includes the Administrative Proposal, one (1) that includes the Technical Proposal and one (1) that includes the Cost Proposal. Per the amended RFP released on 7/31/2018, please note that proposers should provide their administrative and technical proposals in both PDF <u>and</u> MS Word document formats. Additionally, the cost proposal should be provided in <u>fillable</u> PDF document format. The amended RFP may be downloaded from the following location: https://ocfs.ny.gov/main/bcm/rfp.asp
Q5	The RFP (page 22) indicates that commitment letters are required from each of the mandatory agencies, which OCFS is one of. In prior RFP’s, a commitment letter was not required from OCFS as OCFS was the grantor. Does this hold true for this RFP?
A5	Commitment letters are not required from OCFS
Q6	Are letters of commitment needed from agencies that plan to be team members but are not considered mandatory by statute (i.e. Mental health, traffic safety, Safe Kids etc.) required?
A6	Commitment letters are only required from required team members. See Section 3.1, page 12 “Required Team Membership” <ul style="list-style-type: none"> • LDSS Child Protective Services • County Department of Health (or local health commissioner or local public health director or their designee if there is no county health department) • Office of the Medical Examiner (ME), (or if the locality does not have an ME, then the Office of the Coroner) • District Attorney’s Office • Office of the County Attorney • Local and State Law Enforcement • Emergency Medical Services (EMS)

Responses to Questions for *RFP#2018-02 Child Fatality Review Teams*

	<ul style="list-style-type: none"> • A pediatrician or comparable medical professional, preferably with expertise in child abuse and maltreatment, or forensic pediatrics
Q7	Is this what I need to complete to get funding for CFRT next year?
A7	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) (Section 1.0). Selections will be based on highest to lowest scores in each of the group categories (see Section 6.0)
Q8	Who from OCFS (or which department within OCFS) should sign the “Agency Letter of Commitment”?
A8	See response to Question 5 above.
Q9	Do ALL Letters of Commitment have to be completed prior to submission of the grant application?
A9	Yes, minimum qualifications to propose include the Letter of Commitment from all required agencies (section 5.4.2)
Q10	Columbia County has had an existing CFRT for the last 10 years which has been funded by OCFS. Is Columbia as a Group #3 small county prohibited from submitting a request for continued CFRT funding under RFP# 2018-02 unless we apply as part of a Regional Team?
A10	Correct. Offerers submitting a proposal for a Group 3 county may only propose a regional team (Section 2.2, page 10).
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 <u>new or expand existing</u> local and regional Child Fatality Review 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	See response to Question 7 above
Q12	Section 6. 4 What is the considered the lowest <u>all-inclusive not-to-exceed maximum price on the Cost Proposal</u>.
A12	Section 5.5 Part III – Cost Proposal states that the local match is None, therefore the Maximum not-to exceed price would be the Project Total for the OCFS Funds Column.
Q13	On the “Attachment A – Cost Proposal”, on the last page, it asks for “Signature of Authorized Official” – who is acceptable as the Authorized Official?
A13	The authorized official is any individual with the authority to legally bind the offerer in a contract (Section 5.5 Part III).
Q14	On page 23, 5.5 Part III – Cost Proposal, 6th paragraph - it asks for “A statement that the proposal remains valid for a minimum of 180 days from the proposal date” – please explain what this is and what it is for.
A14	This statement confirms your organization’s cost proposal remains valid for a minimum of 180 days from the due date and time of the proposal. (section 5.5 Part III).
Q15	On the Budget Template – under what category does cribs for a “Cribs for Kids Chapter” go under? Is it classified as supplies? Or does it belong to another category?
A15	The budget category these fall under is contingent on several criteria. Please see Section 5.5 Part III – Cost Proposal (page 23) of the RFP for detailed budget instructions.
Q16	3.1 Minimum Qualifications, Required Team Membership, paragraph 1 Can we have a regional team and meet separately in each county?

Responses to Questions for RFP#2018-02 Child Fatality Review Teams

	<p>If we have one centralized meeting, who do we need from each county at each meeting? What is the difference between “mandated agencies” and “required disciplines”?</p>
A16	<p>No, you cannot meet separately. A CFRT must conduct a CFRT meeting a minimum of once every three months (quarterly) and to ensure that all mandatory members are present in person or via phone (RFP Section 5.4.2, Proposal Section 3, Page 22).</p> <p>Each county on a team, must have one designated representative from each of the mandatory disciplines listed below (Individual teams have one representative. Regional Teams will have one representative from each discipline per county.) All designated representatives from each county are expected to attend every CFRT meeting, either in person or by phone. At a minimum, one designated representative from each mandatory discipline must be present during each meeting. For Regional Team meetings, each county must be represented by at least two designated representatives and between all the counties on the regional team, all mandatory disciplines must be present at each meeting.</p> <p>(Section 3.1) Each offerer must submit documentation demonstrating that their team consists of a designated representative from each of the following statutorily mandated agencies (Regional teams will have two or more designated representatives on their regional team; one from each of the required disciplines from each of the counties on the regional team):</p> <ul style="list-style-type: none"> • OCFS • LDSS Child Protective Services • County Department of Health (or local health commissioner or local public health director or their designee if there is no county health department) • Office of the Medical Examiner (ME), (or if the locality does not have an ME, then the Office of the Coroner) • District Attorney’s Office • Office of the County Attorney • Local and State Law Enforcement Agencies • Emergency Medical Services (EMS) • A pediatrician or comparable medical professional, preferably with expertise in child abuse and maltreatment, or forensic pediatrics (RFP Section 3.1 Minimum Qualifications).
Q17	<p>5.4.2 Proposal Content, Proposal Section 3 – Experience, Workplan, paragraph 1, 4th bullet By other “community partners” are you referring to non-mandated agencies who will be represented on our team? If not, what does that mean?</p>
A17	<p>Yes. (Section 3.1) Per SSL §422-b(3) child fatality review teams may also include representatives from:</p> <ul style="list-style-type: none"> • LDSS • Mental health agencies • Domestic violence agencies • Substance abuse programs • Hospitals • Local schools, and • Family court (3.1 Minimum Qualifications).
Q18	<p>6.0 Evaluation and Selection Methodology, Workplan (40 points), paragraph 1, 4th bullet</p>

Responses to Questions for *RFP#2018-02 Child Fatality Review Teams*

	By “community members” are you referring to non-mandated agencies who will be represented on our team? If not, what does that mean?
A18	See response to question 17.
Q19	<p>a) If Clinton CFRT wants to do a regional one with Essex and Franklin, do we have to have the team member identifies and agency letter of commitments signed from the corresponding new counties as part of the proposal due next month?</p> <p>b) Would the regional CFRT then merge with the Clinton CFRT and then there is one CFRT/Regional that meets at least quarterly?</p>
A19	<p>a) Yes. Each participating county on the Team must provide a Letter of Commitment from all mandated members (RFP Section 5.4.2, Proposal Section 2)</p> <p>b) Yes: Group 1 (Large) and Group 2 (Medium) counties may submit a proposal for either a local team or a regional team. Offers submitting a proposal for Group 3 (small) counties may only propose a Regional Team. (RFP Section 2.2)</p> <p>Regional Team: a team where mandatory and permissive members are from two or more neighboring New York State counties (RFP Section 2.2)</p> <p>Teams must conduct a CFRT meeting a minimum of once every three months (quarterly). Depending on the number of child fatalities which occur in the county/region, the CFRT may need to meet more often to conduct a child fatality case review. In addition to conducting child fatality reviews, meetings are used to develop and implement prevention strategies aimed at reducing child fatalities (RFP Section 4.0)</p>
Q20	In 3.1 Minimum Qualifications, the RFP lists state law enforcement among the required team members. In 5.4.2 Proposal Content, the RFP indicates letters of commitment must be signed by the highest-ranking individual in each agency. If an applicant proposes to form a three-county coalition, which state law enforcement official is the highest-ranking individual in each county (ex. Troop commander, Zone commander, Captains of individual barracks in each county, etc.)?
A20	The individual law enforcement agency will be able to identify the highest-ranking individual in that agency.
Q21	In 3.1 Minimum Qualifications, the RFP states that regional teams will have “two or more designated representatives”, one from each of the required disciplines from each of the counties on the regional team. If a proposed regional team consists of three counties, is it expected to have letters of commitment from each required discipline in each of the three counties?
A21	Yes. See response to question 19.
Q22	In 5.3.1. and 5.4.1 General Proposal Appearance, the RFP indicates each part must be separately bound and sealed and include page numbers. Should page numbers be specific only to their respective parts? (ex. Part 1, Administrative Proposal pages 1-15; Part 2, Technical Proposal pages 1-27; Part 3 Cost Proposal, pages 1-18.) Also, what is the preferred font size, type, margin for each page in the document. Should headers and footers be included to indicate the appropriate RFP number and applicant identifying information?
A22	Yes, page numbers should be specific to their respective parts. OCFS recommends standard one-inch margins 12-point Arial font. Regarding headers and footers, applicants are encouraged to use good judgement to ensure the proposal is easily identifiable.
Q23	In 5.4.2 Proposal Content, it states that all mandatory member agencies must sign an Agency Letter of Commitment. Are electronic document signatures (e-signatures) permissible?

Responses to Questions for RFP#2018-02 Child Fatality Review Teams

A23	Yes, electronic signatures are permissible.
Q24	In 5.4.2 Proposal Content, the RFP doesn't indicate if there should be a word, page or character count for the executive summary, experience/capacity, workplan, and data sections. Are there word, page or character counts required in those longer-form narrative responses?
A24	No. Proposers are not required to provide word, page, or character counts.
Q25	In 5.5 Part III – Cost Proposal, the RFP indicates this part must include a transmittal letter. What is the preferred content that must be included in the transmittal letter?
A25	The specific content of the transmittal letter is at the discretion of the proposer. At a minimum, the transmittal letter must contain the information required by Section 5.5 Part III – Cost Proposal, fourth bullet, which is the 180-day statement.
Q26	In 5.5 Part III – Cost Proposal, the RFP explains Contractual/Consultant Services. Do audit expenses fall under this category, or should they be included in another category?
A26	If the auditor provides services as a consultant or through a subcontract, then the audit expenses would belong under the Contractual/Consultant Services budget category.
Q27	In 5.5 Part III – Cost Proposal, 5. Other Expenses, a. Space/Property, the RFP states that occupancy costs must be true costs made to a third party. In the case of a mortgage payment, could the applicant include principle, interest, or both? Also, b. what is the percentage limit of the overall grant funding that can be applied toward a mortgage payment?
A27	a. Mortgage payment is the total payment made to a lender, inclusive of principal and interest, excluding property/school taxes. b. The mortgage payment for the space allotted for the program would be covered under the grant funding, i.e. If a mortgage payment was based on a 2500 sq. ft. building and only 1000 sq. ft. was allocated to the program then the funding would only cover the prorated amount of the mortgage proportional to the 1000 sq. ft. of use. Please see RFP Section 5.5 Part III "Ensure the following" guidelines on pg 24.
Q28	In 5.6 Submission of Proposals, the RFP indicates mailed or delivered applications should include PDF copies on flashdrives. Should the PDF copy on the flashdrives contain the entire application as a whole or just the applicable part that accompanies it? (ex. Separate flashdrives for Parts I, II and III.)
A28	See response to question 4.
Q29	In 5.6 Submission of Proposals, the RFP indicates update pages to the hard copies must be "easily incorporated into the original proposal." What is the preferred hard-copy delivery system for each part of the application? (ex. Each section comes in its own, separate three-ring binder?)
A29	A three-ring binder or binder clips would satisfy this requirement. The method used must allow for pages to be easily added or removed. For example, a spiral wire binding or staples would not satisfy this requirement, as updated pages cannot be easily incorporated into the proposal.
Q30	The RFP requires that each section be bound - are three ring binders acceptable? And are there other binding formats that are acceptable?
A30	See response to question 29.
Q31	The RFP requires that there are tabs for each major section - Does that mean, for example, a tab for A, B etc. as listed on page 20?
A31	No. Each major section as listed in the Table of Contents (See RFP Section 5.3.1, Part C)

Responses to Questions for *RFP#2018-02 Child Fatality Review Teams*

Q32	Page 29 has different budgeting requirements for an owned vs leased property - we are proposing beginning our CFRT in a leased property with an uncertain date to move into an owned property. How should we handle this?
A32	The budget should reflect the leased amount with an explanation in the budget narrative that the intent is to move into an owned property.
Q33	What needs to be done with the NYS Consultant Services - form B AC-3272 if we are not contracting with anyone?
A33	Per RFP Section 7.19, this form is not required with your proposal, rather it is a form that would be required during the contract period to report hours and salary for employees that perform consulting services in a NYS contract.
Q34	Section 4.0 Scope of Work, purpose of CDR notes section. Page 15 a. Can a regional team have 2 separate protocols, one for each team? b. Do both county team members have to be present at all meetings or can each county review their own cases and meet regionally bi-annually for tracking trends and prevention?
A34	a. No, because a regional team is one team. Regional team: a team where all mandatory and permissive members are from two or more neighboring New York State counties. (See RFP Section 2.2 – Background). b. See response to Question 16.
Q35	Section 6.0 Evaluation and Selection Methodology page 35 Bonus Points a. Do we get credit if we have asked all neighboring counties and they have declined? b. If there are no other counties to partner with, will we be denied funding?
A35	a. No. b. If your county is in Group 3 (Small), then the answer is yes. “Offerers submitting a proposal for “Group 3” (small) counties may only propose a regional team.” If your county is in Group 1 (Large) or Group 2 (Medium) then a regional team is not required. (Please see RFP Section 2.2, Background)
Q36	Section 6.0 Evaluation and Selection Methodology page 35 work plan: Is it looked upon favorably if teams write fatality reports or is it discouraged?
A36	Writing fatality reports is not part of the evaluation criteria.
Q37	Section 6.4 Cost Evaluation page 36-37 “the maximum cost score will be allocated to the proposal with the lowest all-inclusive not to exceed maximum price” Does this mean that favor will be given to CFRTs that function within another organization and don’t have to hire a Coordinator?
A37	The cost proposals will be scored based on the lowest all-inclusive not-to-exceed maximum price after being opened and reviewed for responsiveness to cost requirements. (Section 6.4) Please note the RFP has been amended on 7/31/2018 to provide additional information regarding how cost proposals will be scored. The amended RFP may be downloaded from the following location: https://ocfs.ny.gov/main/bcm/rfp.asp
Q38	In Section 3.1 Minimum Qualifications, the RFP indicates the mandatory team members of a regional team. But can mandatory members sign a letter of commitment to only one regional application? (For example, could the District Attorney in one county's application also be committed to a competing application for a regional team lead in a neighboring county?)
A38	Regional teams will have two or more designated representatives on their regional team; one from each of the required disciplines from each of the counties on the regional team (See

Responses to Questions for RFP#2018-02 Child Fatality Review Teams

	RFP Section 3.1 Required Team Membership) Only one application will be accepted for a local or regional CFRT (See RFP Section 2.2 Background). Since the commitment is to one county and only one application will be accepted as either a local or a regional CFRT, they would not be able to commit to more than one team.
Q39	Section 5.5 part 3 cost proposal The section states that there is a transmittal letter required. Is there a form letter/template for the transmittal letter? Is there certain information and content that needs to be included in a transmittal letter?
A39	There is no template form for the transmittal letter. See response to question 25.
Q40	Just confirming the contract period is 2/1/19-1/31/24?
A40	Yes. (Please see RFP Section 2.3 – Term of Contract)
Q41	What data should be entered in the TOTAL WORK FORCE under title category?
A41	For the purpose of completing the OCFS-4629 Project Staffing Plan, the total work force is any workforce utilized in the performance of the contract. General questions regarding the completion of this form (your application can not be discussed) may be submitted to the OCFS Contract Compliance Unit at mwbeinfo@ocfs.ny.gov .
Q42	How is the % value associated with the form, % of work done and if so what if the work is 'in kind'
A42	For the purpose of completing the OCFS-4629 Project Staffing Plan, the % value associated with the form is not based on % of staff effort or work performed, but rather the % composition of your workforce.
Q43	Under Part 1 section E for Admin submission In general, I am unsure if these forms are required for submission, we are a government agency that is not contacting with anyone to do the CFRT review. Does it still need to be completed, I can answer No to questions 1 & 4 and have them review and sign it?
A43	Per RFP Section 5.3.2, Section E – Additional Submission Requirements, 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.
Q44	What is the procurement #?
A44	Per the RFP cover page, the procurement number is RFP # 2018-02.
Q45	RFP Section 1.2 – Calendar of Events (p. 5) In light of the time involved in negotiating with other counties to regionalize and the limited time we will have to work with answers to our questions, can the submission deadline be extended?
A45	OCFS has no plans to extend the deadline for this procurement.
Q46	RFP Section 2.2 (p. 10) a. Will regional teams be considered one mega-program or a program in each county that is part of the region? b. For regional CFRT programs, will they be able to phase in new counties one at a time, or is the expectation that new counties will start their programs immediately? c. What do you meant when you state: “Regional teams will have two or more designated representatives on the team; one from each required discipline of the participating counties.” Does that mean that each county in a region is expected to field a full slate of mandatory team members? I am confused by the reference to “two” representatives

Responses to Questions for RFP#2018-02 Child Fatality Review Teams

	and “one from each discipline” – as there are 9 mandatory disciplines that must be on the team.
A46	<p>a. Regional Team: <u>A</u> team where mandatory and permissive members are from two or more neighboring New York State counties. (RFP Section 2.2)</p> <p>b. Start immediately as one team. “Only one application will be accepted for a local or regional CFRT.” (RFP Section 2.2)</p> <p>c. See response to question 16.</p>
Q47	RFP Section 3.1 –Eligible offerors (p. 12) Can regional teams be comprised of counties that are not all within the same OCFS region (refer to map accompanying RFP)?
A47	Yes. This RFP defines regional teams as: a team where mandatory and permissive members are from two or more <u>neighboring</u> New York State counties. (RFP Section 2.2)
Q48	RFP Section 3.1 – Required Membership (p. 12) [The same language that is cited in the 2nd bullet of question 2 above appears in this section and is again confusing.] Could you please explain how the membership of a regional team is supposed to work? Does each county provide its own slate of mandatory/permissive members or is there a regional slate?
A48	<p>“Regional Team: <u>A</u> team where all mandatory and permissive members are from two or more neighboring New York State counties.” (RFP Section 2.2 – Background)</p> <p>Each participating county on the Team must provide a Letter of Commitment from all mandated members (RFP Section 5.4.2, Proposal Section 2)</p> <p><u>Each county</u> on a regional team must obtain letters of commitment from <u>each of the required disciplines</u>:</p> <ul style="list-style-type: none"> • OCFS • LDSS Child Protective Services • County Department of Health (or local health commissioner or local public health director or their designee if there is no county health department) • Office of the Medical Examiner (ME), (or if the locality does not have an ME, then the Office of the Coroner) • District Attorney’s Office • Office of the County Attorney • Local and State Law Enforcement • Emergency Medical Services (EMS) • A pediatrician or comparable medical professional, preferably with expertise in child abuse and maltreatment, or forensic pediatrics (RFP Section 3.1) <p>“Each CFRT lead must: Conduct a CFRT meeting at minimum of once every three months (quarterly).” “For regional teams, at least two representatives from each participating county must be in attendance and all the required disciplines must be represented at each meeting.” (RFP Section 4.0 - Scope of work).</p>
Q49	RFP Section 4.0 – Scope of Work (p. 15) a. Will a regional CFRT have flexibility in how it is structured and operates? b. Is it anticipated that there will be one Regional CFRT Coordinator or that each county will have its own? c. Does the lead CFRT have responsibility for all of the duties listed on p. 15 or can each county be held responsible? Who is responsible for: o Quarterly reports? o Budget creation and oversight? Who decides how grant dollars are spent?

	<ul style="list-style-type: none"> o Claiming? o Meeting MWBE requirements? o Providing training? o Implementing safety initiatives? o Purchases each county is making with CFRT funds? o Case review (notices, meeting, sign-in, minutes)? o Protocol? One for the whole region or each county has its own in terms of what cases to review, who permissive members are, etc.? o Keeping of death statistics? o Data entry into the NCFRP system? d. How does a regional team of counties address systems issue that only pertain to one county in the region? e. In a regional CFRT, can sub-contracts be entered into between the lead county and the partner counties where funds are provided and each county operates its own CFRT, independent of the others? f. How will quarterly reports be done for regional CFRTs? One for all three counties or one for each county in the region? How will each county's death statistics be separately identified in a quarterly report?
A49	<ul style="list-style-type: none"> a. A regional CFRT is one team made up of two or more neighboring New York State counties and will operate just like a local team. (See response to question 47) b. A Regional CFRT should have one Regional Coordinator provided by the CFRT Lead (RFP Section 4.0) c. The Regional CFRT Coordinator (RFP Section 4.0) d. That is at the discretion of the regional team. e. No. A regional team is one team and so the individual counties on the team cannot operate their own CFRT, independent of the other teams included on their regional team. (RFP Section 2.2) f. The Regional CFRT Coordinator will submit one Quarterly Report each quarter. Included in the Quarterly report will be the total number of Child Fatalities (Section 20 and Non-Section 20) reviewed by the team. The fatalities will not be identified by which county they occurred. (RFP Section 4.0)
Q50	<p>RFP Section 4.0 – Case Review (p. 16)</p> <ul style="list-style-type: none"> a. Does each county in a regional CFRT hold 4 quarterly meetings? So, for example, if there are 3 counties in a region, would there be 12 meetings/year? Or are there 4 meetings/year attended by all three counties? b. Is it really necessary to have two representatives from each county attend every CFRT meeting held in the region?
A50	<ul style="list-style-type: none"> a. There must be 4 meetings/year attended by all three counties. (RFP Section 4.0 –, and Section 5.4.2-Section 3) b. Yes. (RFP Section 4.0)
Q51	<p>RFP Section 5.4.2 – Proposal Content (p. 21-22)</p> <ul style="list-style-type: none"> a. Proposal Section 2 – Minimum Qualifications to Propose (p. 22). If applying as a regional CFRT, are commitment letters required from each mandatory member agency in each county on the regional team, or just from the lead county's mandatory member agencies? b. Proposal Section 3 - Data (p. 23). Is the applying county for a regional team expected to provide child fatality data of the type requested for this RFP from partnering counties, not currently having a CFRT or tracking this data?

Responses to Questions for *RFP#2018-02 Child Fatality Review Teams*

A51	<p>a. Commitment letters are required from each county of the regional team (RFP Section 3.1 Minimum Qualifications).</p> <p>b. The CFRT lead for a regional team is expected to provide the child fatality data for all counties participating on their regional team. (RFP Section 4.0)</p>
Q52	<p>RFP Section 5.5 Part III – Cost Proposal (p. 24) To what does the bulleted item “all shared costs are prorated and the basis of proration explained” refer?</p>
A52	<p>If a specific budget line item does not exclusively support the CFRT being proposed, only the portion of the expense that supports this specific project may be charged to the contract resulting from this RFP. This must be broken out and justified in your cost proposal.</p>
Q53	<p>RFP Section 5.6 – Submission of Proposals (p. 33)</p> <p>a. If applying as a region, is it only the applicant county that signs the proposal or do all counties in the regional application have to sign?</p> <p>b. Is there an electronic alternative to the hard mail or hand delivery submission? This would maximize the time applicants have to submit and save paper. The submission time is very short after the answers are posted, especially for those counties trying to regionalize and negotiate with neighboring counties.</p> <p>c. In the alternative, can this RFP deadline be extended?</p>
A53	<p>a. The proposal must be signed by the applicant submitting the proposal. This does not replace the provision of required commitment letters. (See response to question 19)</p> <p>b. There is no electronic alternative for proposal submission. The guidelines in RFP Section 5.6 – Submission of Proposals must be followed.</p> <p>c. OCFS has no plans to extend the deadline for this procurement.</p>