

Peer Services Project- RFP #24-016

Questions & Answers

Note: Please indicate for which region you are applying by labeling the document title, indicating within the technical proposal, and/or by stating it in the bid submission email.

Program Questions

- Q: If a center has a contract, can they apply for another district office?
 - o A: Yes, if a center has a current Peer Integration Project contract, they may apply for a Peer Services Project contract for another District Office.
- Q: Can satellite offices, whether ACCES-VR satellite or applicant satellites, be used to support individuals in addition to the primary location being with the district office? Are there any restrictions or preferences regarding the geographical location of the district office or satellite offices where services will be provided?
 - o A: The majority of services rendered under this contract will be performed at the D.O. Satellite offices may be used to support individuals in addition to the primary location being the D.O. If services are provided other than the D.O. location, it must be in the best interest of the ACCES-VR customer and approved by the District Office Manager.
- Q: Are there any preferences or priorities regarding the geographic distribution of services or the allocation of resources across different regions or locations?
 - o A: All deliverables must be available throughout the region that the vendor serves.
- Q: As long as the student is of the age defined in the eligible student definition, does it matter the schooling the student is enrolled in?
 - o A: Students with disabilities are defined as individuals with disabilities in secondary, postsecondary, or other recognized education programs who are age 16-21.
- Q: If we are putting in two proposals for different regions, how do we label them properly? White Plains..., and Mid-Hudson...?

- A: Each bidder can only submit one proposal per District Office. If applying for different regions, please indicate in the bid submission email, document name, and/or within the technical proposal to which region you are applying.
- Q: Should we include the bios/CV's of existing staff in the Technical Proposal, or is ensuring the qualifications of staff sufficient?
 - A: Please include bios/CV's in the Technical Proposal.
- Q: Pg 26 of the submission docs- We believe that this section is N/A for us, as we don't subcontract and don't have students. Do we skip this?
 - A: No, please fill out the Appendix R as instructed. If you do not have subcontractors or students, indicate that in response to the questions. This form will require the approval of NYSED's Privacy Office if awarded a contract.
- Q: Pg 8 of the submission docs- corporation board members. As a 501c3, do we enter our board members here?
 - A: Please fill out the form to the best of your ability. You may write "N/A" if items are not applicable.
- Q: Pg 9, Submission Docs, #2: We do not do business in/with N. Ireland. We checked "no", but – do we still fill out our company name, etc? We aren't sure what to put for "commodity." Would it be social services or something similar? We would put the name of this proposal, correct?
 - A: Please fill out the form in its entirety. For commodity, you can write "N/A", leave blank, or fill in. You can put the name of this proposal.
- Q: The RFP Specifies that 2 peer specialists must be employed fulltime (up to 4 if parttime). Are there managerial specifications for this grant?
 - A: No
- Q: How often are peer specialists required to be at the district office under this grant or is this open to agency discretion?
 - A: The Peer Specialist will co-locate between the District Office and Independent Living Center. The amount of time the Peer Specialist is required to be at the D.O. is at the discretion of the ACCES-VR District Office Manager.
- Q: Is there room to add/alter the required services delivered based on the specific needs and demographics of the participants served in the Bronx?
 - A: A vendor may add services at no additional cost, but cannot alter the required services.
- Q: Will staff be supervised by a representative from the district office under the PSP Grant?

- A: Yes, the staff will be supervised by a representative from the District Office.

Fiscal Questions

- Q: When would an agency need to fill out Sales and Compensating Use Tax Documentation For?
 - A: This requirement is only for for-profit applicants, if applicable.
 - Tax Law § 5-a requires contractors awarded State contracts for commodities or services valued at more than \$100,000 over the full term of the contract to certify to the New York State Department of Taxation and Finance (“DTF”) that they are registered to collect New York State and local sales and compensating use taxes, if they made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000, measured over a specific period of time. The registration requirement applies if the contractor made a cumulative total of more than \$300,000 in sales during the four completed sales tax quarters which immediately precede the sales tax quarter in with the certification is made. Sales tax quarters are June – August, September – November, December – February, and March – May. In addition, contractors must certify to DTF that each affiliate and subcontractor of such contractor exceeding such sales threshold during a specified period is registered to collect New York State and local sales and compensating use taxes. Contractors must also certify to the procuring State entity that they filed the certification with the DTF and that it is correct and complete.
- Q: Which Sales and Compensating Use Tax Doc should we fill out? Is it ST-220Ca or ST-220TD? This is not required to submit unless we are selected, but strongly recommended to submit it with the proposal, so we would like to.
 - A: Instructions are provided on each form. This requirement is only for for-profit applicants, if applicable.
 - The selected bidder must file a properly completed Form ST-220-CA (with NYSED as the Contracting Agency) and Form ST-220-TD (with the DTF). These requirements must be met before a contract may take effect. Further information can be found at the [New York State Department of Taxation and Finance's website](#). Forms are available through these links:
 - [ST-220 CA](#)
 - [ST-220 TD](#)
- Q: Is the project maximum of \$1,000,000 over 5 years to be split between the 5 organizations or does each organization receive this amount?
 - A: Each organization may apply for up to this amount. Please keep in mind this is a competitive best value procurement, with 30 points awarded to the lowest cost.
- Q: We have a question about the Budget/Cost Proposal. The RFP said that the budget was \$150,000 per year for 5 years (\$750,000 total). Is it OK if Years 1 and 2 are slightly under \$150,000 and Years 3, 4, and 5 are slightly over \$150,000 (for a total of \$750,000)?

- A: The budget is a maximum amount per year. You cannot go over the amount in any year, but you can always go lower for a better value. Please keep in mind this is a competitive best value procurement, with 30 points awarded to the lowest cost.