

**New York State Department of Health**  
**Office of Aging and Long-Term Care**  
**Center for Aging and Long-Term Care Finances and Supports**  
**Bureau of Community Integration and Alzheimer's Disease**  
**Alzheimer's Disease Community Assistance Program**  
**RFA #20323/DOH01-ALZCA2-2023**  
**Questions and Answers**  
**August 8, 2023**

Questions below were received by the deadline announced in the RFA. NYSDOH is not responsible for any errors or misinterpretation of any questions received.

The responses to questions included herein are the official responses by the State to questions posted by potential bidders and are hereby incorporated into the RFA #20323. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

Question	Subject	Bidder's Question	Answer
1	Eligibility	Do you accept consortium submissions? We are a for profit education organization but (if accepted) we are happy to bring the home and community-based service provider entities (non-for-profit) together in a consortium for this application.	<p>According to Section II, <b>Who May Apply, eligible applicants must:</b></p> <ul style="list-style-type: none"> <li>• Be a Not-for-profit organization who are eligible to do business in New York State; <b>and</b></li> <li>• Have a minimum of three years of experience in providing or arranging for the provision of the core services outlined in this RFA Section III.A. for individuals living with Alzheimer's Disease and related dementia, their caregivers, and the community at large in all 62 counties of NYS; <b>and</b></li> <li>• Complete and submit Attachment 1- Application Cover Sheet and Attestation of Minimum Requirements to attest that the applicant meets the requirements. If Attachment 1 is not completed and submitted with the Application, the Application will not be reviewed. Attachment 1 must be uploaded into the Pre-Submission Uploads section of</li> </ul>

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			<p>the Grants Gateway Application; <b>and</b></p> <ul style="list-style-type: none"> <li>• Be prequalified in the New York State Grants Gateway, if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the "Key Dates" set forth on the Cover Page of this RFA.</li> </ul>
2	MWBE	<p><b>In Section IV. Administrative Requirements, Letter I - Minority &amp; Woman-Owned Business Enterprise Requirements</b></p> <p><i>"Page 15 NFP Applicants: Eligible Expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded..."</i></p> <p>Does the MWBE calculation apply to the Prime's portion of the contract or the entire contract? For example, if awarded, we would plan to subcontract 90% of the grant and keep \$500,000 as the Prime Contractor. Do we</p>	<p>The MWBE calculation is on the entire contract, not just the prime's portion, minus any exemptions including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Wages, benefits, and other employee expenditures</li> <li>2. Debt service</li> <li>3. Travel reimbursement</li> <li>4. Utilities</li> <li>5. Sole source contracts (subject to there being no MWBE available to participate as sub-contractor when subcontracting is appropriate)</li> <li>6. Postage</li> <li>7. Telephones</li> <li>8. Operating transfers</li> </ol>

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		base our calculations on the eligible expenses associated with the \$500,000?	9. Certain rentals and repairs 10. Special departmental charges (i.e., unemployment insurance and tuition reimbursement) 11. Insurance Premiums (excluding broker fees)
3	MWBE	<p>If MWBE only applies to the Prime, do we include subcontracted personnel in the calculation -- e.g., grants manager was once an employee of the Prime but is now subcontracted to the Prime to provide the same duties.</p> <p>Is this position exempt from the calculation or should the salary/fringe, along with equipment and materials, make up the total for calculation purposes?</p>	MWBE goals apply to the entire contract. Contractual lines (which includes subcontractors) are considered eligible expenses and will be assessed for goals. If MWBE firms are available to provide the requested services, they must be considered for participation on the contract.

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4	MWBE	<p>If MWBE calculations are based on the eligible portions of the total award (\$5M) would professional staff of subcontractors be considered subcontracted labor?</p> <p>The vast majority of subcontracted funds would support professional subcontractor personnel that would deliver programs in the community.</p> <p>Are those staff considered "subcontracted labor" for MWBE purposes and should be included in the calculation, as well as eligible operating expenses?</p>	<p>Contractual lines (which includes subcontracts) are considered eligible expenses. The services required and availability of MWBE firms should be considered in the formulation and submission of a Utilization plan and Waiver (if applicable).</p>
5	Subcontracting	<p><b>Section III. Project Narrative/Work Plan Outcomes, Letter B Other Project Expectations</b></p> <p><i>"Page 8 ...the specific components to be performed through subcontracts (up to 90% allowed)"</i></p> <p>Will DOH consider subcontracts that exceed 90% -- for example, 92% with justification?</p>	<p>Subcontracting under this grant may not exceed 90% of the annual award.</p>