

WNY 2017 Family Support Services RFP

Questions and Answers

1. Q: The RFP does not state if an agency can apply for multiple proposals, or is limited to one. Please clarify if multiple proposals can be submitted by the same agency.

A: Each agency can submit up to 10 proposals for this RFP.

2. Q: Is there criteria in certain credentials for staff to provide intensive behavior services (Example: BIS I or BIS II)?

A: There are no required credentials set in the RFP, however agencies should ensure that program staff have appropriate credentials for the services they are providing.

3. Q: My question is a general question concerning what percentage of funds are usually associated with cost other than the actual amount being awarded to families such as in a Family Reimbursement Grant. Is there a percentage of funds that is allowable? How does one arrive at the amount?

A: In Region 1 WNY Family Reimbursement programs, the average percentage of money reimbursed to families is 83% of the total program amount. Agencies will need to justify how any proposed program will provide the greatest value to families and individuals, while remaining fiscally sound. The lines of the budget should be clearly explained, to justify the costs of running the program, ex: administrative, personnel, fringe, supplies etc.

4. Q: We're meeting on the RFP and are wondering if the project total of \$171,000 has to be under just one section or if it can include more than one- such as Family Reimbursement and an expansion of an existing FSS program.

A: Each proposal submitted must be for one program and request the full \$171,046. Agencies can submit up to 10 separate proposals, each for one program.

5. Q: Of the money being offered, how does one come up with the percentage that should go to families and what percentage goes to other, Admin. Cost etc.?

A: Agencies will need to justify how any proposed program will provide the greatest value to families and individuals, while remaining fiscally sound. The lines of the budget should be clearly explained, to justify the costs of running the program, ex: administrative, personnel, fringe, supplies etc. In Region 1 WNY Family Reimbursement programs, the average percentage of money reimbursed to families is 83% of the total program amount.

6. Q: Is it accurate to assume that \$171,046 Award is divided out over 5 years?

A: \$171,046 will be provided annually. Proposals should be for ongoing services. The contract will be written every 5 years, and will be renewed annually.

7. Q: Is the dollar amount, \$171,046, per year, or divided over five years?

A: \$171,046 will be provided annually. Proposals should be for ongoing services. The contract will be written every 5 years, and will be renewed annually.

8. Q: Can two eligible agencies partner to expand their programs, as long as both programs meet the priority needs identified in the proposal?

A: Agencies are able to subcontract with other agencies. The contract would be written with the primary agency, and the secondary agency would be a subcontractor with the primary agency. The primary agency would need to meet criteria set in the proposal. Programs proposing expansion must have at least 85% utilization for 2014, 2015, 2016. For programs in operation for less than 3 years, the program must have had at least 85% utilization for time it has been operating. For programs operating less than one year, the agency must demonstrate that the program is in good standing, and on track to meet target utilization for year one.

9. Q: If partnerships are allowed, can an agency apply for itself and also partner on a second application?

A: Each agency is able to submit up to 10 proposals. The subcontracting agency would not be the agency submitting the proposal.

10. Q: Finally, can families caring for a child with a mental illness be served with this funding?

A: Individuals diagnosed with a mental illness could be served if they also have OPWDD eligibility and live at home with family.

11. Q: If we already have a Family Reimbursement Program and the monies are designated for mostly Native Americans with Disabilities, does that mean that this money could only be used for Native Americans with Disabilities or could the monies be for anyone that is eligible? Is it just a matter of how the agency decides to spend it within established guidelines?

A: For expansion of existing programs, the agency should clearly explain how the new program will be merged with the existing program. The scope of the program should not change, however small changes within the program could be permitted with adequate justification.