November 20, 2018

The CUNY Institute for State and Local Governance (ISLG) appreciates your interest in the Request for Proposals (RFP) for Training and Technical Assistance Consulting.

This addendum includes answers to questions submitted via CJII Application Portal to ISLG by November 13, 2018.
ANSWERS TO APPLICANT QUESTIONS

Training and Technical Assistance Consulting Initiative

We answer specific applicant questions below, but we also want to provide a summary of what we are looking for through this solicitation:

This solicitation is phase 1 of a 2-phase process. In phase 1, we are looking for experts to indicate that they want to be considered to provide TTA to CJII grantees. By applying, you are indicating that you want to be considered and be included in the competition pool(s).

In phase 2, the competition pools will receive numerous/various Task Order solicitations to specifically respond to. These Task Order solicitations will be issued on an ongoing basis over the next one to three years. These Task Orders will vary in scope. These Task Orders could be to provide ongoing engagement with one or multiple grantees or for a single instance of TTA. Some may be to provide ongoing consulting to one specific grantee. Some may be to provide training to a group of grantees on a specific topic.

At this point, in phase 1, we are looking for a summary of the expertise you could provide, your relevant experience, organizational capacity and best price proposal, given that there will be more specific information in phase 2. We will use this information to select multiple applicants for participation in the appropriate competition pools for phase 2. DANY is interested having multiple, diverse applicants in each of those competition pools.

ELIGIBILITY

QUESTION: Can you give information on the eligibility for this RFP?

Answer: TTA experts, including but not limited to nonprofit and/or for-profit organizations, individual consultants, and institutions of higher education, are eligible to apply for this RFP. Applicants may be for-profits, nonprofits, or governmental entities. Asset forfeiture funds (i.e., the source of CJII funding) cannot be used to fund government staff salaries. Non-profits without 501(c)(3) status may apply but are required to have a fiscal sponsor in place upon proposal submission.

QUESTION: Would you consider a behavioral science consulting nonprofit as a good fit for delivering TTA expertise?

Answer: Entities with expertise related to one or more of the areas listed in any of the competition pools are encouraged to apply. TTA experts, including but not limited to nonprofit and/or for-profit organizations, individual consultants, and institutions of higher education, are eligible to apply for this RFP. Experts should make a judgement about whether their expertise aligns with the range of TTA needs presented in the RFP (see Section III.B. for more information about the areas across strategic support, operations management, and programmatic support).
**SUBCONTRACTORS**

**QUESTION:** Are the vendors bound to use just sub that we present in our response to this RFP? Or, can we engage other subs for each task order as needed?

**Answer:** If applicable, applicants should present subcontractors that they would anticipate engaging in the delivery of relevant TTA services and/or describe subcontractors they have worked with in a similar capacity. Given that DANY will issue Task Orders of various scopes on an ongoing basis, we anticipate that vendors may need to engage subcontractors that were not included in the response to this RFP for a specific Task Order.

**QUESTION:** Is there a maximum percentage limit of the total contract for subcontractors in each competition pool? Or what is the maximum number of subcontractors allowable per contract?

**Answer:** No. There is no maximum percentage limit for subcontractors or a maximum number of subcontractors allowable per contract.

**QUESTION:** If a vendor is applying to be a prime in one competition pool, can that vendor be a subcontractor in another competition pool?

**Answer:** Yes.

**TASK ORDERS**

**QUESTION:** What dictates the design parameters of the given task orders?

**Answer:** DANY will issue scopes of work resulting in Task Orders to contractors in the relevant competition pool(s) as TTA needs arise among its grantee community and throughout the lifetime of CJII. Each Task Order will set forth the scope of work (SOW) and available budget. DANY anticipates variation in Task Order amounts across awards depending on factors including, but not limited to, the estimated number of grantees requiring TTA support, the method of TTA delivery, and the intensity and duration of the proposed TTA support. The contract term will not exceed 3 years, beginning in early 2019. See Section III.C. for more information on anticipated contract specifications and Task Orders.

**QUESTION:** Can you please advise how the work will be structured, once a grantee is selected to provide training and technical assistance? Will the grantee be on retainer for a certain number of hours of support to whomever requests technical assistance or will the grantee be assigned to certain organizations to work with them for the duration of the grant?
**Answer:** DANY anticipates awarding multiple contracts for TTA under the three competition pools—strategic support, operations management, and programmatic support. Applicants selected for one or multiple competition pools under this RFP will be eligible to compete for Task Orders in those designated competition pool(s). The Task Orders will be structured in different ways, depending on the nature of the TTA need. The scope of work may involve support for a single grantee or a group of grantees; it may span a number of hours (e.g., for a workshop) or a number of months. Contractors will be invited to submit proposals for all Task Orders in their designated competition pool(s).

We received several questions regarding the typical size or expected funding range for Task Orders. This explanation serves to address those questions.

**Answer:** The available budget for each Task Order will vary depending on the TTA need.

**QUESTION:** What does DANY foresee being the primary method of TTA delivery? Would it be one-on-one consulting, group session, etc.?

**Answer:** Over the next one to three years, vendors may deliver TTA to CJII grantees through some, all, or just one of the methods presented in the RFP. In some cases, DANY may request a particular method or approach. In other cases, DANY will look to contractors to recommend the most appropriate approach or approaches in the Task Order phase.

**QUESTION:** Do you anticipate that task orders will be more focused on content creation for training/coursework or ongoing consulting?

**Answer:** As mentioned above, Task Orders, and thereby TTA engagements, will vary based on the needs of CJII grantees. DANY anticipates that many opportunities involving content creation will also require direct individual support for one or more grantees to ensure successful engagement.

**RATES, PRICING, PRICE PROPOSAL**

**QUESTION:** What range of hourly rates has DANY / CJII paid in the past for similar consulting work?

**Answer:** DANY has not established a range of hourly rates for this initiative. Applicants should present their best price proposal. Please refer to the other questions and answers in this section for additional information.

**QUESTION:** Please clarify what the price proposal should refer to. Since we are applying for inclusion in a competition pool rather than a specific project with a scope of work, what are we pricing? Are we providing a day rate and how we arrive at it?
Answer: Yes, DANY requests that applicants detail how they charge for their services. Applicants may provide hourly rates, a day rate, annual salaries, etc. with the necessary justification.

QUESTION: If indirect expenses are higher than 17% in a proposal, would the applicant be removed from consideration, or would this just be one consideration in the evaluation of the proposal?

Answer: The indirect expenses rate will be one consideration in the evaluation of the proposal.

QUESTION: On page 12, the RFP indicates that price proposals should list fringe separately from personnel costs. Will labor category hourly billing rates that include fringe/administrative/indirect expenses (i.e., everything except travel and direct expenses) be accepted?

Answer: Applicants may propose hourly billing rates that include fringe/administrative/indirect expenses or team bundle rates, so long as they present their methodology for arriving at the hourly/bundle billing amounts.

QUESTION: The RFP states that “Applicants’ proposed price and rates will be considered as part of the selection process.” Is there a desired or expected range for hourly rates and other expenses?

Answer: Hourly rates and other expenses will be negotiated as part of the selection process for this RFP.

PROPOSAL STRUCTURE AND FORMATTING

QUESTION: The Proposal Formatting and Length Requirements states that “All submissions should be single-spaced” but then the next bullet says “Charts, figures, footnotes, endnotes, and references do not need to be double-spaced.” Please confirm that proposals should be single-spaced and not double-spaced.

Answer: Confirmed. Proposals should be single-spaced.

QUESTION: The Proposal Formatting and Length Requirements provides length requirements for the Cover Letter, the Proposed TTA Approach Narrative, the Experience section, the Organization Capacity section, and the Price Proposal Narrative section and then says, “Other sections of the submission are not restricted by length.” Apart from the Fiscal Sponsorship Documentation (if applicable), are there any other sections that should (or can) be included in proposals?
**Answer:** The “Level of organizational capacity” section may include attachments of 1) latest audit report or certified financial statement, 2) letters of support/commitment, and 3) resumes of key staff. These attachments are not restricted by length.

**QUESTION:** Are there templates for the attachments: 1) Cover Letter; 2) TTA Approach Narrative; 3) TTA Experience; 4) Organizational Capacity; and 5) Price Proposal Narrative?

**Answer:** There are no templates that applicants are required to use.

**MISCELLANEOUS**

**QUESTION:** Is there a publicly available list of the current CJII grantees? If so, where can this be accessed?

**ANSWER:** A list of all the funded programs under CJII is available at [https://cjii.org/funding/funded-programs/](https://cjii.org/funding/funded-programs/). From here, there are links to specific program pages with the list of grantees.

**QUESTION:** What is the difference between the Peer-to-Peer Training and Technical Assistance and the Training & Technical Assistance Consulting? The terms seem to be used interchangeably, and there is only one RFP, yet the questions have two distinct links for each one.

**Answer:** CJII grantees and non-grantees are eligible to apply to provide TTA. There is a separate application for CJII grantees.

**QUESTION:** On page 7 of RFP it says facilitate peer-to-peer group learning exchanges. By peer-to-peer do you mean between grantees or between grantee program participants?

**Answer:** Peer-to-peer learning exchanges will be facilitated among grantees, not grantee program participants.

**QUESTION:** How many vendors are you planning to select for each competition pool?

**Answer:** We anticipate that multiple vendors will be selected for each competition pool. DANY is interested in having a diverse group of entities in each competition pool.

**QUESTION:** To clarify, if the vendor is applying for multiple competition pools, should the vendor submit a separate Cover Letter, Proposed TTA Approach Narrative, Prior relevant TTA experience, Level of organizational capacity, and Price Proposal Narrative for each competition pool?

**Answer:** A separate and complete proposal must be submitted for each Competition Pool the applicant is applying for. This means a separate cover letter, proposed TTA approach
narrative, prior relevant TTA experience, level of organizational capacity, and price proposal narrative for each competition pool must be submitted. Applicants may repurpose content as they see appropriate.

**QUESTION: How is DANY evaluating the TA that will be provided?**

**Answer:** DANY is committed to measuring performance for all CJII initiatives and disseminating that information so that others may learn from and build on those outcomes. Select initiatives and grantees under CJII are also subject to external evaluation. As such, funded applicants may be required to provide deliverables, performance measurement data, and other materials to ISLG and/or an evaluator throughout the duration of the contract. Details on performance measurement and participation in any evaluation will be determined at the Task Order stage.

**QUESTION: Is there an M/WBE requirement to this RFP? If so, what is the M/WBE rate? In the same vein, will there be M/WBE requirements at the Task Order level?**

**Answer:** There is no M/WBE requirement for this RFP.

**QUESTION: Regarding fiscal sponsorship: Can one fiscal sponsor submit more than one application for more than one organization—in some instances it might be in the same competition pool—given the RFP stipulates that the fiscal sponsor should serve as the primary applicant? Or will you accept multiple applications for several organizations that all share one common fiscal sponsor?**

**Answer:** Yes. One fiscal sponsor may submit multiple applications on behalf of different organizations for which it provides sponsorship.

**QUESTION: On page A:20 section 3:05, regarding service agreements: Please provide more clarification and an example of ancillary services. For example, is a graphic designer or a copy editor for curriculum content and layout considered an ancillary service provider or ancillary service is defined only as “less than 40% of the contract”?**

**Answer:** As stated in provision 3.05 on page A-20, service agreements are permissible for contracts with third parties for services that are ancillary to, or not substantially similar to those set forth in the Scope of Services in the contract between DANY and the Contractor. However, if ancillary services constitute more than forty (40) percent of the work to be done under the contract, the agreement would be considered a subcontract, not a service agreement. Whether a graphic designer, copy editor or other service provider may be considered an ancillary service provider depends on both the type of work that is being provided by both the Contractor and the service provider, and the percentage of the overall Scope of Services that the service provider is responsible for doing.
QUESTION: On page A:21 section 4.01 Confidentiality, regarding intellectual property rights: How will DANY and CJII address intellectual property rights if a selected vendor develops curriculum content and related materials for targeted customers?

Answer: The intellectual property provisions will apply to the selected vendor. See provision 9.01 on page A: 26.