January 22, 2021

The CUNY Institute for State and Local Governance (ISLG) appreciates your interest in the Request for Proposals (RFP) for an Evaluation of the Center for Trauma Innovation (CTI).

This addendum includes answers to questions submitted to cjii@islg.cuny.edu by January 13, 2021.
ANSWERS TO APPLICANT QUESTIONS
Evaluation of the
Center for Trauma Innovation

CTI DESIGN AND APPROACHES

QUESTION: What nonclinical approaches are intended for implementation? Are these non-trauma focused and/or adjunctive to clinical approaches? Examples would be greatly appreciated.

ANSWER: As described in Section IV.A, nonclinical approaches may include individual and group programs, healing-centered recreation/arts/mindfulness activities, peer-support programs, crisis management services, case management, psychoeducation, collaborative referrals, healing events, web-based healing platforms, and more. It is expected that nonclinical approaches offered by the CTI will incorporate trauma principles and be designed to aid in healing from trauma.

QUESTION: The CTI RFP states that “the CTI should also create tailored outreach and service strategies for one or more of the following sub-populations: emerging adults aged 18-27, LGBTQIA+, immigrants/non-citizens, and justice-involved or formerly incarcerated people.” Which of these populations should the evaluation activities focus on?

ANSWER: Based on its ongoing planning activities, the CTI expects its approach to include each of these populations. Accordingly, the evaluator should be open to, or even expect to, incorporate these populations into its various research activities, dependent on the final CTI design. Applicants should describe their experience working with specific focus populations as well as factors they will consider in their evaluation approach.

STAFFING

QUESTION: Will utilizing a consultant from one of the colleges in the CUNY system (such as a student/junior staff) for supporting evaluation activities be considered a conflict of interest?

ANSWER: Applicants should identify any actual and apparent conflicts of interest and describe how they plan to mitigate them.

QUESTION: Is the expectation that evaluation staff be physically present at CTI or would DANY consider routine virtual interactions? If physical presence is required, is there a minimum or maximum number of evaluation staff that DANY expects to be at physically present at CTI?

ANSWER: As described in Section IV.B.2, applicants should propose an evaluation approach that includes significant staff presence at the CTI, on a regular basis. Given that the CTI will constantly evolve to meet the needs of its focus populations and community,
this regular on-the-ground presence (excepting any COVID-19 constraints) will allow the evaluator to be flexible in its approach and work closely with CTI leadership and staff, including in regular and ongoing communication. The evaluator will provide regular information and iterative feedback on challenges and successes to CTI staff and other stakeholders. There is no minimum or maximum number of evaluation staff on the project in general, or for specific aspects of it. As noted above, applicants should detail the use and organization of evaluation staff in their proposal to achieve the goals of the evaluation.

**QUESTION:** Section B on page 9 of solicitation states the evaluator, “will be embedded in the CTI’s day-to-day operations,” and any proposed evaluation approach should include, “significant staff presence at CTI, on an ongoing basis.” What is the definition of “embedded” as referenced above?

**ANSWER:** As noted above, applicants should anticipate regular presence at the CTI as well as regular coordination with the CTI staff. It is expected that the evaluation team (or specific evaluation staff) will interface with the staff of the CTI, for the purpose of understanding changes to the CTI, working alongside CTI staff to adjust measurement/evaluation approaches as necessary, provide regular feedback to CTI staff on aspects of the CTI that could be approved, and so on. Thus, although all evaluation staff will be employed by the evaluator (and any approved subcontractors), the evaluator is expected to maintain close working relationships with the CTI.

**FUNDING AND FINANCES**

**QUESTION:** Are stipends for community engagement and stipends for client participation in evaluation activities allowed?

**ANSWER:** The use of stipends for community engagement and client participation may be included in the proposed budget and budget narrative, with justification for their use. Proposal budgets will be reviewed and approved by DANY.

**PROPOSAL FORMAT**

**QUESTION:** Please confirm that a proposal cover and a table of contents are allowed and that they will not be counted toward the overall page limit. Also, are appendices allowed (for example, a project timeline)?

**ANSWER:** As described in Section VI.A, applicants should include a cover letter in their proposal. The cover letter is not restricted by length. A cover page and table of contents are permitted and will not count toward any page limit. As described in Section VI.B.1.b., a research timeline should be included in the Process Evaluation Design subsection of the Evaluation Proposal section. The timeline should cover the two years of the process evaluation with specific actives for each quarter. Any appendices count toward any included page limit unless otherwise specified, e.g., staff resumes do not count toward the Experience page limit, as specified in Section VI.H.
QUESTION: There is conflicting information regarding page limits for some sections of the proposal. Please clarify the maximum length of section D (Experience) and section F (Budget Narrative)?

ANSWER: Please refer to the section lengths listed in Section VI.H Proposal Formatting and Length Requirements and listed here. Sections 1 through 6 of the Experience Section (VI.D) should not exceed three pages (double-spaced). Only the first three pages will be read and scored by the proposal evaluation team. Resumes of key staff are not restricted by length. The Evaluation Budget Narrative Section (VI.F) should not exceed two pages (double-spaced). Only the first two pages will be read and scored by the proposal evaluation team.

QUESTION: Please confirm that sub-section C3 (Organization and Staff Capacity) is counted in the 3-page maximum for the section.

ANSWER: The description of the applicant’s plan to embed staff at the CTI, including frequency and duration of engagement at the CTI throughout the evaluation period, should be included in Organizational and Staff Capacity and is included in the three page (double-spaced) maximum length.