



**CUNY INSTITUTE
FOR STATE & LOCAL
GOVERNANCE**

May 9, 2022

The CUNY Institute for State and Local Governance (ISLG) appreciates your interest in the Request for Proposals (RFP) No. 27 for *Training and Technical Assistance Consulting*.

This addendum includes answers to questions submitted via email to ISLG by April 29, 2022. As a reminder, questions submitted after this date will be responded to on a rolling basis, based on the approximately quarterly review process that ISLG will establish.

Proposals may be submitted on a rolling basis between the release of the RFP (April 14, 2022) and December 31, 2023. The deadline to submit proposals for ISLG's first round of proposal review is Monday, May 23, 2022, at 11:59 PM EST. Proposals should be submitted by email, to cjii@islg.cuny.edu with the subject line, "TTA RFP No. 27 Proposal: [Applicant Name]."

Proposals submitted after this date will be reviewed on a rolling basis, based on the approximately quarterly review process.

For more information, please refer to the Request for Proposals, here: <https://cjii.org/request-for-proposals-cjii-tta/>.

ANSWERS TO APPLICANT QUESTIONS

RFP No. 27 Training and Technical Assistance Consulting

GENERAL QUESTIONS:

QUESTION: Can you provide estimates for the number of projects we may be able to apply for as part of the Consortium and for the size and scope of the projects?

Answer: TTA projects and their accompanying Requests for Work Proposals (RFPs) are identified on a rolling basis in response to CJII grantee needs. Projects vary widely in size and scope. For example, an RFP may solicit a number of group workshops in a given area – e.g., trauma-informed healing practices, strategic planning, or budgeting – or may solicit an individualized project for a specific grantee. While ISLG cannot provide an estimate of the number of projects Consortium members will be eligible to apply to, we can provide an overview of the TTA work delivered by the Consortium to date. Since late 2019, ISLG has released 11 RFPs. Through these, Consortium members have delivered 60+ workshops and 35+ individualized projects. These offerings have reached more than 600 individuals across more than 80 organizations. See *RFP Section III.A. Purpose of the RFP* for background information on the Consortium’s work to date.

QUESTION: Can you provide examples of a TTA project scope and an average budget or budget range for TTA projects?

Answer: TTA project scopes will vary based on CJII grantee needs. Specific scopes and budgets will be outlined in each RFP, as described in *RFP Section I.B. Competition Pools and Contracting Process*. For example, as detailed above, an RFP may solicit a number of group workshops in a given area or an individualized project for a specific grantee. The contracted project scope for the selected member will reflect what is outlined in the RFP. For example, the scope may be to provide a workshop in the proposed area or to deliver the one-on-one support. As above, the project budget will depend on the scope. Any budget limit/range will be specified in the RFP.

QUESTION: Our team is geographically dispersed. Is there a preference that key staff for this work be proximate to New York City?

Answer: ISLG does not have a preference around the location of key staff. At present, nearly all TTA is delivered virtually, given public health precautions and CJII grantee preferences. Some TTA, going forward, may be delivered in-person. In those cases, ISLG is amenable to considering travel costs for contractors based outside of New York City. The Price Proposal should specify OTPS costs, including anticipated travel, listed separately from personnel costs (see *RFP Section V.E. Price Proposal Narrative*).

We received a question about whether it is a conflict for staff members of the applicant organization to have previously served on a review committee coordinated by ISLG.

Answer: Applicants with staff who have previously served on review committees coordinated by ISLG are welcome to apply to this RFP. ISLG will not include staff of applicant organizations on the review committee for this Request for Proposals.

PROPOSAL CONTENT AND FORMAT

QUESTION: If interested in providing TTA under multiple competition pools, should we submit multiple proposals, or incorporate our approach to providing TTA under all competition pools into one proposal?

Answer: Applicants seeking to apply for consideration under multiple pools should submit one (1) proposal. For proposals to join multiple competition pools, applicants should speak to their expertise in every pool to which they are applying across all the proposal parts, as well as submit one “Proposed TTA Approach Narrative” for each competition pool for which they are applying. For more details, please see *RFP Section V. Proposal Content and Format*.

QUESTION: Regarding examples of prior work, are we allowed to submit samples as attachments outside of the designated page limits?

Answer: No, applicants cannot submit work samples as attachments outside of the designated page limits. Instead, please briefly describe examples of recent work relevant to the goals of the TTA initiative within the two page “Prior relevant TTA experience” section, as described in *RFP Section V.C. Prior relevant TTA experience*. If applying to multiple competition pools, applicants should briefly describe examples of work relevant to each pool for which they are applying.

BUDGET-RELATED QUESTIONS

We received multiple questions about whether ISLG has a cap or guidance for the hourly rate of training and technical assistance providers.

Answer: There is not a maximum allowable hourly rate for this solicitation. Applicants should submit their best price for the proposed areas of TTA, keeping in mind that cost is one of the evaluation criteria (see *RFP Section VI.B. Evaluation Criteria*).

RFP & TASK ORDER QUESTIONS:

QUESTION: Can you provide a sample RFP or task order?

Answer: ISLG is not able to provide sample RFPs or Task Orders. We are happy to provide some additional information about each. RFPs are short solicitations that typically include a description of the TTA solicited, an anticipated set of deliverables, instructions for proposal responses, and information on the budget specifications for the project. Task Orders are very short contracts that outline a scope of work and payment

schedule (including deliverables and their associated payments) for the TTA project. For more information, please refer to the sample Umbrella Agreement provided in the RFP (see *Appendix A*, starting on p. 15), as it describes both documents and the contracting process.

QUESTION: For selected agencies, is there the opportunity to propose additional staff members in response to RFWPs, if they fall within the approved rate structure? Or are teams limited to members who are included in this RFP?

Answer: Yes, if selected, Consortium members may include staff who are not listed on their RFP proposal when responding to RFWPs.