

NYS Department of State

Office for New Americans

Department of Justice Training

Request for Applications # 18-ONA-33

Questions & Answers November 2, 2018

The responses to questions included herein are the official responses by the State to questions submitted by potential applicants and are hereby incorporated into RFA # 18-ONA-33 issued on September 12, 2018. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

9. The original Questions & Answers published on October 8 amended the language of Section IX, Completing the Application, Organizational Experience and Capacity, #10 found on page 11 of the RFA to be "Applicant should include letters of intent from at least three DOJ certified organizations describing their willingness to be included in an on-line list of organizations available to answer questions on the DOJ process or share best practices with immigrant service providers in New York State."

However, Amendment #1 stated that, other than the dates, "No other provision of the solicitation is otherwise changed or modified."

Should applicants operate off the original language in the original RFA for question #10 on page 11, or the language as amended in the Questions and Answers document?

Applicants should operate off the language as amended in the Question and Answers document. The RFA has been revised to include the updated language as well; this revised RFA has been posted to the website.

10. If indeed the RFA is amended to include the new language for #10 in Section IX, Completing the Application, Organizational Experience, would the final paragraph in the column "Service Description" in the Required Activities on page 6 be likewise amended to mirror the new language?

No, the language in the Required Activities section describes the contractual expectations; the language in Section IX describes the requirements for application submittal.

11. Can administrative staff time spent working directly on the contract (for example by preparing vouchers and reporting documents with time sheets documenting the use of time) be considered a direct cost under the contract?

No, this would be considered an administrative expense under this contract.

12. Can the portion of fees paid to a CPA that are directly related to performing the contract (managing the contract budget and financial reporting) be counted as a direct cost under the contract?

No, this would be considered an administrative expense under this contract.

13. Because seamless logistics are essential for a successful contract, we would rely on operations staff to handle logistics, AV, and technological needs for trainings. Can this operations staff time be considered a direct cost if there are time sheets documenting the use of time?

Staff time spent preparing logistics and technological services required to carry out required activities under the grant would be considered a direct expense.