

The CAMP Coalition RFP: Activating Community Coalitions to Prevent Alcohol and Other Drug Use among LGBTQ+ and Other Youth in New York City

Bidder's Conference Questions and Answers

September 13, 2019

Q1. Is there any chance of multi-year funding?

A1. The initiative will be moving from FPHNY to a DOHMH line, so details of future years are still to be determined.

Q2. Can staff salary be included in the in the budget?

A2. Yes.

Q3. Do we need receipts for expenses?

A3. There will be specific documentation for each deliverable. So, you will be asked to provide documentation to verify completion of each deliverable. For example, we'll likely ask for things like sign-in sheets, not receipts.

Q4. Can RFP awardees subcontract with other organizations?

A4. Per the terms and conditions of any resulting award from this RFP, an awardee who seeks to subcontract any part of their contracted services must request written approval do so in advance. Applicants who intend to use subcontractors must clearly state their intent to do so in their RFP submission and provide a clear explanation/justification for the use of any subcontractors.

Q5. Are there specific activities we need to include in our assessment?

A5. Choose the activities that make sense for your community.

Q6. Can we provide stipends for participation in meetings?

A6. Yes, reimbursement for expenses incurred to participate is acceptable. As stated in the RFP, "Allowable expenses include administrative support and meeting and communication expenses as well as expenses incurred in creating structural change (e.g. postage or travel)."

Q7. Can we incentivize participation in events/activities?

A7. Yes.

Q8. Are there restrictions on incentives?

A8. We do not monitor exactly how you spend the money as long as you accomplish the activities that are included in the schedule of deliverables. For your own organization's audit purposes, you'll want to be able to show that you used the funds for the purpose intended. While we don't need your receipts, you'll want to keep them for audit purposes.

Q9. Are there specific formatting requirements for RFP submissions font, font size, margins, etc?

A9. Per the instructions on page 5 of the RFP, the only formatting requirement is that the RFP submission should come in the form of a PDF file. However, please make every effort to ensure that the submission is as easily readable as possible.

Q10. How many training sessions will DOHMH host?

A10. DOHMH plans to host at least four trainings.

Q11. Can overhead/admin costs be included in the budget?

A11. Yes.

Q12. How does it work if one of the coalition members is a regular community member, not representing an organization?

A12. They can write a letter of commitment explaining their role; their role can be included in the action plan.

Q13. What about an individual at an organization? Can a program director at a youth serving organization write a letter of commitment even without higher-ups signing off?

A13. The commitment would be stronger coming from the organization.

Q14. Should an awardee include the training(s) in their budget?

A14. Yes.

Q15. Can administrative rates be included in the budget submitted in one's proposal?

A15. Yes.

Q16. On the list of protective factors, who or what is being recognized with regard to the protective factor: "Recognition for engagement within family, school, and community?"

A16. Youth. The protective factor refers to recognizing youth who are engaging in family, school and/or community work.