

| # | Question | Answer | | | | | | | | |
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| 1 | <p>“First, we were hoping to get some clarification on the timelines for the quantitative analysis and mapping of Census and ACS data (#1) and on the qualitative research on housing needs of grandfamilies (#3). The email that went out with the RFP states that #1 is "due 30 days after contract execution" and that #3 is due 60 days after. In the text of the RFP it states that the term of the contract will about 5 months. Could you clarify the expected timeline for start and completion of work?”</p> | <p>The “about 5 months” term of the contract does not relate to the schedule for the performance of the scopes of work (Please note the term of the contract was revised and we anticipate the term to commence on or about November 15, 2014 and end on March 31, 2015). The statutory authority for the conduct of the grandparents housing study currently expires on March 31, 2015 so that contracts will be written to terminate on that date unless DHCR receives authorization to extend them with the mutual consent of the parties. To meet the March 31st deadline, the contracts with DHCR must establish tight and concurrent schedules for the performance of the scopes of work.</p> <p>So, for example, the work schedules for Sections 1 and 2 would be 30 days (initial draft) + 7 days (comments) +7 days (draft final) + 7 days (comments) +10 days (final report) = 61 days. Sections 3 and 4 would be 91 days. Section 5 would be 121 days.</p> <p>In addition to the above meetings, the contract will require a contractor who has completed the final report for an “early” section to review and join the discussion of draft reports for “later” sections in order to identify places where the “later” reports may benefit from the “early” findings or vice versa. In the event that differences are identified, DHCR will seek to achieve an accommodation between the early and late reports or, if necessary, to add a footnote(s) to the final compilation identifying the differences.</p> | | | | | | | | |
| 2 | <p>Second, does the contract allow for indirect costs?</p> <p>Is there a cap on indirect costs (overhead/administrative costs) in the budget?</p> | <p>No, since this is a “not-to-exceed” contract which will be paid on a “deliverable” basis, itemization is not necessary, and indirect costs will not be reimbursed separately. (Refer to Section IX, sub-section B, Tab 4: Budget)</p> <p>The payment schedule will be:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Total Section Budget</td> <td style="width: 20%; text-align: right;">\$ _____</td> </tr> <tr> <td>Deliverable 1: Submission of initial draft report (80% of proposed budget)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Deliverable 2: Submission of final report (10% of proposed budget)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Deliverable 3: Compilation of Final Reports for the Study (10% of proposed budget)</td> <td style="text-align: right;">\$ _____</td> </tr> </table> | Total Section Budget | \$ _____ | Deliverable 1: Submission of initial draft report (80% of proposed budget) | \$ _____ | Deliverable 2: Submission of final report (10% of proposed budget) | \$ _____ | Deliverable 3: Compilation of Final Reports for the Study (10% of proposed budget) | \$ _____ |
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| 3 | Is it acceptable to have two Co-PIs from the lead institution who will be partnering with two other institutions? | The proposal should designate one individual who will captain the team, direct the work, coordinate the partners' or subcontractors' activities, and liaise with DHCR. That person should be an employee of the entity which will be a party to the contract with DHCR. Internally, an institution may confer titles like co-principal-investigator as it sees fit, but the designated individual will be responsible for the contractor's work performance and relationship with DHCR. |
| 4 | Do the references have to be specific to the work of the PI, or can they be references from other grantors/contractors with whom the University has worked with? | References should be specific to the individuals and entity that will do the work. |
| 5 | In the case of a proposal made by a collaborative of professors and research entities within the same university, will you treat the proposal as a singular entity or as a partnership or subcontracting arrangement? | If each entity proposes to work on a separate section of the scope of work and there is no other agreement or plan for collaboration among them other than representations in the RFP, the proposal will be treated as if it were five separate proposals, each coming from a separate proposer. If the proposal contains a plan for collaborating and allocating the responsibilities among the participants together with an agreement that designates one entity as the lead and the others as partners or subcontractors (as the participants so determine), DHCR will treat the proposal as if it were coming from a single entity. In either case, the proposal should designate one entity which will contract with DHCR and one individual who will captain the team, direct the work, coordinate the partners' or subcontractors' activities, and liaise with DHCR. That person should be an employee of the entity which will be a party to the contract with DHCR. |
| 6 | Should additional references be sent for each professor or research center within the university, or should we stick to three total references for the application? | If each professor or research center is performing a separate section of the scope of work, references should be submitted for each professor or each research center. |

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| 7 | For applicants applying for multiple sections of the RFP (e.g. sections 1, 2, and 3), should separate narratives be submitted for each section or do all sections need to be covered in a singular narrative? And does the 20-page limitation apply to narratives for each section or for all sections being bid? The same question applies to the budget and the 4-page limitation. | <p>Separate narratives should be submitted for each section of the scope of work. The total page limitation applies collectively to all sections being proposed. Each section proposed should have its own budget breakout.</p> <p>Since contract payments will be based on deliverables, itemization is not necessary and the 4-page budget presentation is not required.</p> |
| 8 | How is WMBE status handled for public or non-profit entities? Do organizations with substantial women or minority leadership, but which by definition do not have "ownership" receive consideration? | MWBE status is handled the same for all entities. Consideration for meeting the Agency's MWBE participation goals will only be given to those entities certified by the NYS Empire State Development as minority and/or women owned business enterprises. |
| 9 | For data related to 'elderly relative caregivers,' is there a specific age cut off that has been designated for this population? | No specific age has been designated. Housing assistance programs differ in their eligibility age for seniors (e.g., 55, 60, 62, & 65). The age cohorts in the Census and ACS may have cutting points at increments of 5 or 10. DHCR will work with successful proposers to reach a consensus on the age definition. |
| 10 | For the paper copies of the proposal that are due in the DHCR mailroom by 3:00 on 9/26, is there a way to hand-deliver these or must all copies arrive via USPS or similar carrier? | <p>The paper-based original copy must be received in two separate envelopes or packages at DHCR's Mailroom by the deadline. The address is: Division of Housing and Community Renewal, 38-40 State Street, Albany, NY 12207, Attention: Ms. Felicia Green</p> <p>These requirements apply to all paper-based copies, including mailed or hand delivered proposals.</p> |
| 11 | Can we publish the findings of this evaluation to peer-reviewed academic journals? | Such publication would require the prior written consent of DHCR. |