

# OCA-DGCP-041 NYS Overdose Intervention Initiative Multi-County Evaluation Services

## *Questions and Responses*

The New York State Unified Court System (UCS) thanks the vendors that submitted the questions below concerning a Request for Proposals (RFP) known as OCA-DGCP-041 NYS Overdose Intervention Initiative Multi-County Evaluation Services that was issued on April 30, 2025.

Below are responses to the questions UCS received in connection with this RFP.

### Vendor # 1

**Question:**

Who is the intended target population in this project?

**UCS Response:**

The target population are individuals at high risk of overdose, entering the court system and interested in accessing treatment and recovery support services. Specific eligibility criteria will be developed by each court team.

**Question:**

It states in the RFP in Section I. Background Information, "Specific courts within each of the participating counties, which may include criminal, family, and civil courts, will be identified through the planning process and with technical assistance guidance." Can you please clarify what you mean by technical assistance guidance?

**UCS Response:**

Specific courts within each of the participating counties may be eligible to implement allowable grant activities. Which specific courts or dockets will host these activities will be determined through stakeholder facilitation and expert advice from the contracted technical assistance provider.

## Vendor # 2

**Question:**

Are incentives for participation in evaluation activities an allowable use of funds?

**UCS Response:**

No, incentives are not an allowable use of funds.

**Question:**

Can we include a figure (e.g., timeline, graphics) in an appendix? If so, will this count towards the page limit?

**UCS Response:**

Please only include information in your proposal that is requested in the RFP. Such information may be provided in the form of a timeline or other graphic, but please abide by the page limits indicated in the RFP.

**Question:**

Was there an evaluation agency involved in the proposal? If so, are they eligible to submit a response?

**UCS Response:**

All eligible applicants who meet the eligibility criteria in the RFP are encouraged to apply.

**Question:**

Did you partner with an external agency in the design of the RFP? If so, can you share who?

**UCS Response:**

No, the UCS did not partner with an external agency in the design of the RFP.

**Question:**

Can you clarify whether there is 1) a single, overarching "Project Team" that includes representatives from UCS, stakeholders across the counties, and technical assistance providers, or 2) six individual "Project Teams", one for each county?

**UCS Response:**

There will be six individual project teams, one for each county.

**Question:**

Is there a database that counties currently use for reporting or will all reporting take place through the developed excel template identified in RFP? If so, can you share what the existing reporting system is?

**UCS Response:**

Reporting will take place through the developed excel template identified in the RFP.

**Question:**

Will the in-person convening be a single convening where representatives from all 6 counties are gathered? If so, will this be organized by UCS / project team leadership and include other activities, or will it be for the sole purpose of evaluation activities?

**UCS Response:**

The in-person convening will be a single convening that brings together representatives from each of the six participating counties. This will be a collaborative effort with the UCS, technical assistance provider and the evaluator. The convening will not be solely for the purpose of evaluation activities.

**Question:**

Can you provide reports from the prior independent evaluations of New York's treatment courts?

**UCS Response:**

UCS declines to supply a sample evaluation report because UCS is soliciting and will be rating sample evaluation reports from applicants (see evaluation criteria # B7 in Exhibit 5). However, a sample evaluation report can be provided to the selected applicant. Please note that applicants should submit a copy of an evaluation report completed by the applicant with the applicant's proposal.

**Question:**

Can you share more about the eligibility criteria for the Overdose Intervention Initiative compared to the criteria for treatment diversion?

**UCS Response:**

The eligibility criteria for the Overdose Intervention Initiative is limited to a high clinical risk overdose and ability and willingness to participate in services.

**Question:**

Can you share UCS' BJA grant proposal narrative?

**UCS Response:**

No, the proposal narrative will not be shared at this time.

**Question:**

Regarding RFP Article V, No. 2, please describe the current database and how it's utilized by the six participating counties. Is the awarded contractor expected to maintain this database throughout the Project Term?

**UCS Response:**

The New York State Unified Court System Universal Case Management System collects demographic information, criminal legal information, case management information, and court disposition information. The evaluator will collaborate with the technical assistance provider and UCS to design an Excel-based form for subgrantees to collect performance measure and evaluation data. This form will allow UCS to aggregate the local data and report performance information to the U.S. Department of Justice, Bureau of Justice Assistance (BJA). The evaluator must plan to support training of administrative staff and service providers to utilize the Excel-based form and to monitor entry of data to ensure accurate collection.

**Question:**

Regarding RFP Article V, No. 6, can you provide the list of GPRA measures and Grant reporting requirements for your cohort?

**UCS Response:**

The BJA requires a quarterly report and annual report. The Government Performance and Results Act (GPRA) measures are submitted regularly using the Performance Measurement Tool provided by BJA and align with the BJA Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP). The performance measures include but are not limited to: Number of individuals screened, referred, and admitted to treatment or recovery services; types of intensity of services provided; justice system outcomes; overdose reversal and prevention activities; training and capacity-building activities; and cross-sector collaboration metrics.

**Question:**

Regarding RFP Article VIII, Sec. C, No. 7, can you describe your reporting expectations for the "final process evaluation" for the courts in each of the six counties?

**UCS Response:**

The final process evaluation report for each of the six counties will be due the final month of the overall project period.

**Question:**

Regarding RFP Article VIII, Sec. D, can you confirm that applicants should submit three separate Required Budget Forms for each of the three Budget Periods described within the RFP?

**UCS Response:**

Yes, applicants are required to submit three distinct budget forms, corresponding to each of the three budget periods outlined in the RFP.

**Question:**

Regarding RFP Article VIII, Sec. D, No. 3, can you provide more information about the location and approximate dates of the mandatory grantee meetings, and confirm there will be a mandatory grantee meeting during Budget Period 1 (July 1, 2025-Sept. 30, 2025)?

**UCS Response:**

At this time there is no grantee meeting scheduled for Budget Period 1. Applicants should use Washington D.C. as a placeholder to budget for travel expenses for three (3) mandatory grantee meetings (one per Budget Period), however, the grantee meeting information has not yet been released to grantees.

**Question:**

Regarding RFP Article XII, "Confidentiality and Data Security," can you provide a list of the data security and confidentiality requirements of other government agencies that the awarded contractor will be required to comply with?

**UCS Response:**

The awarded contractor will need to collaborate with the UCS program staff to understand and determine the appropriate data security and confidentiality requirements of any data that it receives in connection with the services to be provided under the contract.

**Question:**

Regarding RFP Article XII, "Rejected and Unacceptable Bids/Proposals/Awards," do you have guidance or definitions related to bidders whose facilities are "too remote from the UCS locations"?

**UCS Response:**

UCS will need to make an individual assessment when reviewing proposals, but generally, the bidder's facilities will need to accommodate onsite and remote services, and be in reasonable proximity to relevant UCS locations in order to timely render services. If a bidder has concerns that their facilities may be "too remote from the UCS locations," then it should be addressed in their proposal.

**Vendor # 3**

**Question:**

For Exhibit 2 - Proposal Cover Sheet, is an electronic signature acceptable rather than a wet-ink signature?

**UCS Response:**

A wet-ink signature is required for Exhibit 2 – Proposal Cover Sheet.

**Vendor # 4**

**Question:**

The RFP states that specific courts within each of the 6 participating counties will be identified. How many courts total do you anticipate will take part in the process evaluation?

**UCS Response:**

The number of courts that will take part in the process evaluation is dependent on the scope of the intervention initiated by the County implementation teams; however, the number of courts directly involved in the Overdose Intervention Initiative is likely to be limited to one court in each of the six participating counties.

**Question:**

Does BJA have required performance measures for the grant funding this work? If so, what are those performance measures?

**UCS Response:**

The required performance measures align with the BJA COSSUP program. The performance measures include but are not limited to: Number of individuals screened, referred, and admitted to treatment or recovery services, types of intensity of services provided, justice system outcomes, overdose reversal and prevention activities, training and capacity-building activities, and cross-sector collaboration metrics.

**Question:**

What data are required to be submitted in the quarterly and annual evaluation reports? Can a copy of the quarterly and annual reporting templates be provided?

**UCS Response:**

The BJA requires a quarterly report and annual report. The GPRA measures are submitted regularly using the Performance Measurement Tool provided by BJA and align with the BJA COSSUP program. The performance measures include but are not limited to: Number of individuals screened, referred, and admitted to treatment or recovery services, types of intensity of services provided, justice system outcomes, overdose reversal and prevention activities, training and capacity-building activities, and cross-sector collaboration metrics. A copy of the quarterly and annual reporting templates will not be provided at this time.

**Question:**

What staff make up the Project Team overseeing this grant (e.g., regional supervisors of problem-solving courts, judges, project directors)?

**UCS Response:**

The NYS Overdose Intervention Initiative will be coordinated and implemented jointly by the technical assistance contractor, the evaluation contractor, dedicated UCS staff, representatives from the County local governmental units, and support from the New York State Office of Addiction Services and Supports.

**Question:**

The RFP mentions the development of a logic model. Are you specifically aiming for a single logic model of the NYS Overdose Intervention Initiative that depicts the logic of the intervention itself and leaves room for site-specific variations in activities? Or would an approach that relies on court-specific programmatic logic models that are more directly aligned to court- and county-specific implementation, and united by a common Theory of Change, be preferred?

**UCS Response:**

The NYS Overdose Intervention Initiative intends to support the development of court-specific programmatic logic models that are more directly aligned to court- and county-specific implementation that will provide useful information to the UCS about how multi-disciplinary partners can develop local court-led strategies outside of a traditional problem-solving court format to reduce overdoses and to

increase access to treatment and recovery support services to contribute to the state and national body of knowledge.

## Vendor # 5

### **Question:**

Is it acceptable to place the Sample Program Evaluation Report after the narrative for Section a. Organizational Capacity and before Section b. Project Resumes?

### **UCS Response:**

Yes, this would be acceptable.

### **Question:**

Is it acceptable to place the Organizational Chart after the narrative for Section a. Organizational Capacity and before Section b. Project Resumes?

### **UCS Response:**

Yes, this would be acceptable.

### **Question:**

The RFP on page 6 states that pages should be numbered. Is it acceptable if we number the pages by section (for example, A1 Narrative Description - Organizational Capacity; B1 Project Resumes, etc.)?

### **UCS Response:**

Bidders may number pages by section or in any other manner that is organized and easy to understand.

### **Question:**

Is it allowable to use a size 10 font for tables, captions, footnotes, and text boxes?

**UCS Response:**

No, 12-point font is required.

**Question:**

Are hyperlinks allowed in the narrative sections a and c?

**UCS Response:**

No, hyperlinks are not permitted.

**Question:**

Is the technical assistance already being provided to the counties regarding data collection and evaluation?

**UCS Response:**

At this time, technical assistance related to data collection and evaluation is not being provided to the counties. This responsibility will fall under the scope of work for the awarded contractor under this RFP.

**Question:**

Can you share who the technical assistance providers are that are referred to in Section V Project Services, item 1?

**UCS Response:**

The technical assistance provider has not been identified at this time.

**Question:**

Is an outcome evaluation being planned or conducted?

**UCS Response:**

This responsibility will fall under the scope of work for the awarded contractor under this RFP.

**Question:**

Aside from the in-person convening with the 6 county teams, what are UCS's expectations for budgeting additional in-person meetings?

**UCS Response:**

Applicants should account for additional in-person meetings as part of their proposed budget.

**Question:**

Can you provide an estimated number of individuals receiving services from the Overdose Intervention Initiative?

**UCS Response:**

There is not an estimated number of individuals receiving services, as the number will be based upon the type and scope of interventions developed by the implementation teams.

**Question:**

Is there an incumbent or other contractor performing similar work currently? If so, can you share who that is?

**UCS Response:**

No contractor has been identified at this time to provide the work as outlined in the RFP.

**Question:**

What data do the courts in these six counties already collect and share with UCS?

**UCS Response:**

The New York State Unified Court System Universal Case Management System collects demographic information, criminal legal information, case management information, and court disposition information.

**Question:**

Is this the first instance of funding for the Overdose Intervention Initiative?

**UCS Response:**

Yes, this is the first instance of funding for the Overdose Intervention Initiative.

**Question:**

If the Overdose Intervention Initiative received prior funding, was the previous iteration of the program evaluated? What process and outcome measures were courts in the funded counties collecting? What technical assistance did they receive?

**UCS Response:**

The Overdose Intervention Initiative did not receive prior funding.

**Vendor # 6**

**Question:**

Are for-profit companies eligible to submit proposals for this solicitation?

**UCS Response:**

Yes, for-profit companies are eligible as long as they meet the eligibility requirements as outlined in Section IV: Minimum Qualifications.

**Question:**

Our company utilizes fully burdened hourly rates to estimate the total labor requirement. These rates include fringe benefits and other indirect costs based on our disclosed practices. Are we able to provide pricing at total labor rate level (hours x rate) rather than the cost breakdown outlined in the Required Budget Form?

**UCS Response:**

Yes, UCS will accept fully loaded rates in an applicant's proposal, however, the budget narrative must include a breakdown of the "fully loaded" rates.

**Vendor # 7**

**Question:**

Do each of the sites have a MIS system? And if so, is the MIS the same across each of the 6 sites or unique to that county?

**UCS Response:**

The six jurisdictions utilize the NYS UCS Universal Case Management System for criminal cases.

**Vendor # 8**

**Question:**

Will you please clarify the GPRA client outcome data that is required to be collected?

**UCS Response:**

The BJA requires a quarterly report and annual report. The GPRA measures are submitted regularly using the Performance Measurement Tool provided by BJA and align with the BJA COSSUP program. The performance measures include but are not limited to: Number of individuals screened, referred, and admitted to treatment or recovery services; types of intensity of services provided; justice system outcomes; overdose reversal and prevention activities; training and capacity-building activities; and cross-sector collaboration metrics.

**Question:**

What is the role and responsibility of the contractor regarding GPRA data?

**UCS Response:**

The evaluator will collaborate with the technical assistance provider and UCS to design an Excel-based form for subgrantees to collect performance measure and evaluation data. This form will allow UCS to aggregate the local data and report performance information to BJA. The evaluator must plan to support training of administrative staff and service providers to utilize the Excel-based form and to monitor entry of data to ensure accurate collection.

**Vendor # 9**

**Question:**

Do each of the sites have a MIS system? And if so, is the MIS the same across each of the 6 sites or unique to that county?

**UCS Response:**

The six jurisdictions utilize the NYS UCS Universal Case Management System for criminal cases.

**Question:**

Who will be responsible for identifying members of the Project Teams? Approximately how many people are expected to be on a project team? Will there be one project team per county? Or a single project team for the overall project?

**UCS Response:**

The project team will include the technical assistance contractor, the evaluation contractor, dedicated UCS staff, representatives from the County local governmental units, and support from the New York State Office of Addiction Services and Supports. Court administration for each judicial district will determine who will be on the project team. There will be one project team per county. Currently, there are no expectations on the number of people that will be on each project team.

**Question:**

Re: Section V. Project Services, #5: “Participate in an in-person convening” Can you provide more details on this? Is this expected to be a convening with all 6 counties in one place/time? Or separate convening for each county? Who will be responsible for organizing/facilitating the convening?

**UCS Response:**

Project teams from six counties will participate in one joint in-person convening. Preparation and organization of the in-person convening will be the joint responsibility of the contracted technical assistance provider, the contracted evaluator, and the New York State Unified Court System staff. Facilitation of the in-person convening will be the responsibility of the contracted technical assistance provider.

**Question:**

Re: Section V, Project Services, #6: “Ensure all....data is collected...as required by GPRA” Can you confirm that GPRA is currently active?

**UCS Response:**

GPRA data collection is a requirement of the BJA and will begin once the project begins.

**Question:**

Re: Section V, Project Services, #6: “Ensure all ...data is collected...as required by GPRA” see the following questions:

- a. Who is expected to collect and submit the GPRA data—the courts, treatment partners, or the evaluator?
- b. Should the evaluator plan to train or support court staff in GPRA data collection? If so, what level of involvement is expected?
- c. Are there any templates or standardized tools already developed for GPRA reporting across the 6 counties, or will the research team be responsible for creating them?

**UCS Response:**

The evaluator will collaborate with the technical assistance provider and UCS to design an Excel-based form for subgrantees to collect performance measure and evaluation data. This form will allow UCS to aggregate the local data and report performance information to BJA. The evaluator must plan to support training of court staff and community service providers to utilize the Excel-based form and monitor entry of data to ensure accurate collection.

**Vendor # 8**

**Question:**

The RFP requests that proposers describe their plans “to deliver a final process evaluation for the courts in each of the six (6) counties, and any interim reports and a final program evaluation report within the Project Term.” Could you please clarify whether UCS expects individual process evaluation reports for each of the six counties, in addition to an overall evaluation report?

**UCS Response:**

UCS expects individual process evaluation reports for each of the six counties and a final program evaluation report summarizing overall findings and insights.

**Question:**

Could you clarify the funding mechanism for this award? The RFP references a “procurement contractor” rather than a “subcontractor.” Would invoicing be cost-reimbursable under this mechanism?

**UCS Response:**

The awarded applicant will be designated a contractor. Payments will be made in arrears.

**Question:**

Regarding the contract terms noted on page 13: “The successful bidder shall be required to comply with the provisions set forth in this RFP, as well as such other provisions contained in an agreement, in form and content satisfactory to UCS in

its sole discretion” would UCS consider exceptions to certain contract provisions, or are all terms considered non-negotiable?

**UCS Response:**

Yes, UCS is open to negotiating contract terms as part of the award process; however, the applicants should expect that the Appendix A included in Attachment I will be non-negotiable.

**Question:**

Is it possible to obtain an unprotected version of the budget template? We may need to adjust or manipulate the format slightly to align with our standard blended indirect rate structure.

**UCS Response:**

No, applicants must use the required budget form.

**Question:**

Could UCS provide budget instructions to accompany the template? Specifically, what should be included in Column C (“Current Period”)?

**UCS Response:**

Column C should include current budget information for the applicable Budget Period categorized by type of expense (e.g., personnel, fringe, travel, supplies, etc.)

**Question:**

Regarding the project start date: the RFP references a first period of 2.5 months, but the dates July 1 through September 30 reflect a full 3-month period. Could you please confirm the intended start date and whether the total project period is 26.5 or 27 months?

**UCS Response:**

The intended start date is on or about July 1, and the total project period is 27 months, subject to further extensions.

**Question:**

On page 15, the RFP states that “pricing will remain unchanged during the Contract Term.” Could you please confirm whether this refers to the total contract amount, line-item budgets, or both? To clarify does this mean the total cannot change?

**UCS Response:**

This refers to the total contract amount. The total value of the contract is fixed and cannot be modified.

**Question:**

Is UCS open to negotiating standard contract terms as part of the award process?

**UCS Response:**

UCS is open to negotiating contract terms as part of the award process; however, the applicants should expect that the Appendix A included in Attachment I will be non-negotiable.

**Vendor # 9**

**Question:**

The RFP requires a detailed budget break-out, and our organization considers certain elements of our budget proprietary and confidential. Would the State allow the submission of an alternative budget format, such as a fully loaded T&M budget, to protect sensitive cost information?

**UCS Response:**

No, applicants must use the required budget form. UCS will accept fully loaded rates in an applicant’s proposal, however, the budget narrative must include a breakdown of the “fully loaded” rates.

**Question:**

Given the proprietary nature of some of the information in our proposal, are we permitted to submit a redacted version of the proposal? If so, may we submit a third, redacted copy along with the two unredacted versions?

**UCS Response:**

Please see Section XII “Confidential/Proprietary Information” for instructions on how to submit a proposal that an applicant deems to contain confidential or proprietary information.

**Question:**

The RFP includes some terms and conditions that may require negotiation. Are offerors permitted to submit redlines or proposed revisions to the RFP terms as part of their proposal submission?

**UCS Response:**

No, UCS will not allow proposed revisions to the RFP terms; however, UCS is open to negotiating contract terms as part of the award process. Note though that in connection with negotiating contract terms, the applicants should expect that the Appendix A included in Attachment I will be non-negotiable.

**Question:**

To facilitate a full understanding of the contractual obligations, would the State be willing to provide a sample contract template or draft agreement that includes the standard terms and conditions expected to govern this engagement?

**UCS Response:**

Please see the General Specifications contained in Section XII and the Appendix A included in Attachment I for a sampling of the type of contract terms that will be included in an awarded contract.

**Question:**

Would the State be amenable to monthly invoicing?

**UCS Response:**

It is contemplated that invoicing will be submitted quarterly in arrears; however, you may propose an alternative invoicing frequency in your proposal. Any payment terms will be negotiated upon award notification.

**Question:**

Is there a resume length limit?

**UCS Response:**

No, there is no page limit for staff resumes.

**Question:**

Are opioid courts established in each of the selected cities, and which program models will be included in the scope of this study?

**UCS Response:**

Opioid courts are not established in each of the selected counties. Additionally, this evaluation is not focused on a specific problem-solving court model.

**Question:**

Should the study be conceptualized around a criminal court-based framework, or is such an approach not presupposed, given the likelihood that individual sites may engage with judicial systems and community structures in diverse and context-specific ways?

**UCS Response:**

The study does not need to be conceptualized around a criminal-court based framework given the diverse ways in which programs will be developed and individuals will engage in services.

## Vendor # 10

### **Question:**

If an applicant applies to both RFP #OCA-DGCP-046 and RFP #OCA-DGCP-041, is it possible that they could be awarded both? Or is an applicant limited to receiving one award?

### **UCS Response:**

Yes, it is possible for an applicant to be awarded both.

### **Question:**

What limitations may exist on the evaluation and/or funding given the federal funding involved?

### **UCS Response:**

This project is federally funded by the BJA. Please thoroughly review the RFP for funding restrictions and other limitations.

### **Question:**

Will the mandatory grantee meeting be held in Albany? To confirm, we should budget for travel to three (3) mandatory grantee meetings?

### **UCS Response:**

Applicants should use Washington D.C. as a placeholder to budget travel expenses for three (3) mandatory grantee meetings (one per Budget Period), however, the grantee meeting locations are not yet scheduled or determined.

### **Question:**

Should the hard copy original and additional copy of the application be shipped separately, or can they be sent in one envelope?

**UCS Response:**

The application can be sent in one envelope.

**Vendor # 11**

**Question:**

Section I Page 2 -What is the overarching timeline for the initiative activities, and will all county initiatives be on the same general timeline? For example, will all initiatives be active by the projected start of the evaluation (July 2025), how long are the initiatives funded?

**UCS Response:**

The timeline for New York State Overdose Intervention Initiative is October 1, 2024 to September 30, 2027. All initiatives will be active by the projected start of the evaluation.

**Question:**

Grant Chart Page 3- Page 3 refers to increasing the number of courts and related agencies that assess [people for overdose risk]. Does NY State use a standard assessment for risk of overdose?

**UCS Response:**

UCS has not developed a standard assessment for risk of overdose.

**Question:**

Section V.3 - Page 4 of the RFP states that offerors will "Assist the courts and the Project Team in each of the participating counties in collecting and compiling

data to analyze data on implementation efforts and in-program outcomes." How does UCS define "in-program outcomes"?

**UCS Response:**

In-program outcomes are defined by the [BJA COSSUP Combined Performance Measures](#) (please click on link for more information), however, these performance measures are subject to change.

**Question:**

Section VIII., C.5 - Page 4 references participating "in an in-person convening of all six (6) counties to work with the Project Team, interview stakeholders and collect relevant data." When does UCS plan to hold the in-person convening?

**UCS Response:**

The in -person convening of all six county implementation teams will occur in Budget Period 3 (October 1, 2026 – September 30, 2027) of the New York State Overdose Intervention Initiative.

**Question:**

Section VIII - Page 6 indicates that all submissions must be in size 12 font. Does the 12-point font apply to exhibits, tables, and graphics?

**UCS Response:**

All submissions must be in size 12 font, including exhibits, tables, and graphics.

**Question:**

Section VIII., C.1 - Page 7 Does UCS have a minimum expectation of in-person, on-site engagement?

**UCS Response:**

The minimum expectation of in-person, on-site engagement is yearly during the project period.

**Question:**

Section VIII.C.3 - Page 8 of the RFP states that offerors will "Describe the proposer's plan to support the courts and the Project Team in the participating counties in collecting and compiling data for analyzing implementation and **in-person outcomes**." How does UCS define "in-person outcomes"? Or is this meant to say "in-program outcomes"?

**UCS Response:**

Offerors will describe the proposer's plan to support the courts and the Project Team in the participating counties in collecting and compiling data for analyzing implementation and in- program outcomes. In-program outcomes are defined by the [BJA COSSUP Combined Performance Measures](#) (please click on link for more information), however, these performance measures are subject to change.

**Question:**

Section VIII.D - Page 8-9 Could the state confirm that bidders can use fully loaded rates containing bidders federally negotiated indirect cost agreement in the budget template?

**UCS Response:**

Yes, UCS will accept fully loaded rates in an applicant's proposal, however, the budget narrative must include a breakdown of the "fully loaded" rates.

**Question:**

Section XII - Page 12 of the RFP states, “Applicants are advised that any material deemed confidential by applicant may still be subject to disclosure in connection with any governmental or judicial proceeding or inquiry or as may be required by applicable law, including but not limited to Article 6 of the New York Public Officers Law (Freedom of Information Law).” Given the issue around confidentiality, could the state confirm that bidders could use a loaded fringe rate for the budget template?

**UCS Response:**

Yes, UCS will accept fully loaded rates in an applicant’s proposal, however, the budget narrative must include a breakdown of the “fully loaded” rates.

**Vendor # 12**

**Question:**

What are the categories of inquiry needed for the excel spreadsheets per site — what data points need to be documented?

**UCS Response:**

The evaluator will collaborate with the technical assistance provider and UCS to design an Excel-based form for subgrantees to collect performance measure and evaluation data. This form will allow UCS to aggregate the local data and report performance information to BJA. BJA COSSUP Combined Performance Measures to be collected will include, but not be limited to, types of entities that identify/refer individuals to the program, mechanisms for referral to services, number of individuals referred for services, number of friends/family members referred for services, number of individuals screened for services, number of individuals assessed for services, number of individuals identified as victims of crime, length of time to access clinical and recovery services, number of individuals who received clinical and recovery services, number of clinical and recovery services providers engaged, types of clinical and recovery support services provided, length of engagement in clinical and recovery support services, number of court and supervision services provided, types of court and supervision services provided, length of engagement in court and supervision services, number of interagency partners engaged, types of interagency partners engaged, level of collaboration of clinical and recovery services providers, court and supervision service providers and interagency partners, number of trainings completed, number of BJA funded technical assistance services provided, types of BJA funded technical assistance services provided, types of grantee

organization training or curriculum developed, method of delivery of grantee organization training or curriculum, types of individuals who received training, total people who attended training, number of individuals who experienced non-fatal overdose in target area, number of overdose events for program participants, and number of subsequent overdose events for program participants.

**Question:**

Have all new dimensions for each evaluation been developed or do you expect to evolve in real time? What is the percentage of in-person to virtual expected?

**UCS Response:**

The evaluator will collaborate with the technical assistance provider and UCS to design the evaluation approach. The minimum expectation is monthly virtual meetings and yearly on-site engagement with each site during the project period.

**Question:**

Where is the initial launch location? (for travel considerations)

**UCS Response:**

Initial outreach and engagement with the project sites will be conducted remotely.

**Question:**

To what degree are evaluators expected to manage or supervise potentially assigned staffing or project teams?

**UCS Response:**

Evaluators are not expected to manage or supervise assigned staffing or project teams.

**Question:**

What is the expectation for staff evaluators -- is it expected that there be 1 evaluator per site?

**UCS Response:**

There is no minimum number of evaluators or data entry team members required. Staffing levels should be determined by the applicant based on the scope of work and the needs necessary to effectively carry out the proposed services.

**Question:**

Since this is a BJA grant passing through the state, what is the total FTE requirement for evaluators and data entry support?

**UCS Response:**

There is no FTE requirement for evaluators or data entry support.

**Question:**

Does the evaluator need to create all the instruments to measure per location? — is there a GIPRA-like (universal) survey provided by the Bureau of Justice?

**UCS Response:**

The applicant must describe its plan to support the courts and the Project Team in the participating counties in collecting and compiling data for analyzing implementation and in- program outcomes. In-program outcomes are defined by the [BJA COSSUP Combined Performance Measures](#) (please click on link for more information). The evaluator will need to work with teams within the participating counties to develop instruments for data collection. There is no universal survey provided by BJA.

**Question:**

Given that we're assessing risk of overdose — are there any existing instruments for measuring risk to simplify the multi-site level of effort?

**UCS Response:**

UCS has not developed a standard assessment for risk of overdose.

**Question:**

What is the expected indirect cap given this is a pass-through grant?

**UCS Response:**

There is no maximum indirect cost rate if the applicant has a federally approved indirect cost rate agreement. However, if the applicant does not have a federally approved rate, the indirect cost rate may not exceed 15 percent of the modified total direct costs.

**Question:**

To what percentage will travel fees for process and quantitative evaluation at 6 locations be supported in the bid or is the cost fully borne by the evaluators?

**UCS Response:**

Travel costs for process and quantitative evaluation at 6 locations are reimbursable up to the approved amount authorized in the awarded contractor's budget.

**Question:**

What is the frequency of travel for the qualitative assessment per location?

**UCS Response:**

The minimum expectation of in-person, on-site engagement is yearly during the project period.

**Question:**

Are virtual meetings included as in-person sessions?

**UCS Response:**

Virtual meetings are not considered to be in-person sessions.

**Question:**

What is the launch location?

**UCS Response:**

Initial outreach and engagement with the project sites will be conducted remotely.

**Question:**

What is the conference location?

**UCS Response:**

The location for the in-person convening of the participating sites has not yet been determined.

There will also be 3 mandatory grantee meetings that the awarded contractor will need to attend. Applicants should use Washington D.C. as a placeholder to budget travel expenses for the 3 mandatory grantee meetings (one per Budget Period), however, the grantee meeting locations are not yet scheduled or determined.

**Question:**

Given the 3 fiscal sessions, across 6 sites, does this mean you're requiring 18 in-person visits a year? Can you specify?

**UCS Response:**

The minimum expectation of in-person, on-site engagement is to visit each of the six counties yearly during the project period.

**Question:**

What are the requirements for data and technology security in the state of NY per this RFP?

**UCS Response:**

The awarded contractor will need to collaborate with the UCS program staff to understand and determine the appropriate data security and confidentiality requirements of any data that it receives in connection with the services to be provided under the contract.

**Question:**

Is a laptop defined as a mobile device?

**UCS Response:**

For purposes of this RFP in connection with maintaining confidential files and records, a laptop is considered a type of mobile device.

**Question:**

What is included under "other expenses" on page 8? - P.8 Proposals should include budgeted costs for on-site training, consultation, materials, and other expenses.

**UCS Response:**

Other expenses should include all expenses associated with conducting evaluation services as outlined in the RFP. This may include, but is not limited to, travel related to evaluation activities, training materials, and any additional

resources necessary to support the evaluation effort; however, please note the non-allowable costs/expenses on page 9.

**Question:**

What is the minimum number of evaluators and data entry support team members recommended for this process?

**UCS Response:**

There is no minimum number of evaluators or data entry team members required. Staffing levels should be determined by the applicant based on the scope of work and the needs necessary to effectively carry out the proposed services.