

# OCA-DGCP-046 NYS Overdose Intervention Initiative

## Multi-County Technical Assistance 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-046 NYS Overdose Intervention Initiative Multi-County Technical Assistance Services that was issued on April 30, 2025.

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

#### **Vendor # 1**

##### **Question:**

We are a privately held, for profit professional consulting firm. As such, our billing rates are not based on salary plus fringe. Our rates are fully loaded and inclusive of all costs (other than project-related expenses). Would it be acceptable to present our fully loaded rates in this proposal?

##### **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:**

May headings be larger than 12-point font and captions, graphics, tables be smaller than 12-point font?

##### **UCS Response:**

No, 12-point font is required.

##### **Question:**

Is GPRA individual level collection required by the awardee? I.e., GPRA interviews of individuals who receive services through this grant.

##### **UCS Response:**

The awarded technical assistance provider will collaborate with the evaluator 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 Bureau of Justice Assistance (BJA). BJA Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP) Combined Performance Measures do not require interviews of individuals who receive services through this grant.

**Question:**

Do the counties have staff member(s) who are trained on the GPRA and can conduct the measure with clients?

**UCS Response:**

The awarded technical assistance provider will collaborate with the contracted evaluator 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.

**Question:**

Is GPRA data consolidation from programs expected of the awardee? I.e., consolidating individual level data that is collected by another party.

**UCS Response:**

Yes, GPRA data consolidation from programs is expected of the awardee in collaboration with the contracted evaluator.

**Question:**

Is GPRA reporting directly to federal agencies on behalf of the funder required by the awardee?

**UCS Response:**

No, reporting directly to federal agencies is not required by the awardee. All required reports are completed and submitted to UCS, who then submits them to the BJA.

**Question:**

Please describe the total expectation for the awardee re the GPRA?

**UCS Response:**

The contracted technical assistance provider/awardee will collaborate with the contracted evaluator and UCS to design an Excel-based form for subgrantees to collect performance measure and evaluation data. Additionally, GPRA data consolidation from programs is expected of the contracted technical assistance provider/awardee in collaboration with the contracted evaluator. The Excel-based form will allow UCS to aggregate the local data and report performance information to BJA.

**Question:**

What is the expectation for the minimum number of coaching sessions per month/per county?

**UCS Response:**

The requirement for coaching sessions is monthly virtual sessions and yearly on-site engagement with each site during the project period.

**Question:**

Re Project Services V3 – How many virtual stakeholder sessions will be held?  
How many in-person stakeholder sessions will be held?

**UCS Response:**

The requirement for stakeholder sessions is monthly virtual sessions and yearly on-site engagement with each site during the project period.

**Question:**

Re Project Services V6 – Is it expected that there will be 6 in-person convenings, one for each of the county stakeholder teams? Or is it expected that there will be one in-person convening including all of the county stakeholder teams?

**UCS Response:**

Implementation teams from six sites will participate in one joint in-person convening.

**Question:**

Are there specific quantitative measures to be collected throughout the duration of the project?

**UCS Response:**

Yes, specific quantitative measures to be collected throughout the duration of the project are defined by the [BJA COSSUP Combined Performance Measures](#) (please click on the link for more information).

**Question:**

How many courts will be selected for TA?

**UCS Response:**

Project teams from six counties will participate in technical assistance. Specific courts within each of the participating counties, which may include criminal, family and civil courts, will be identified through the planning processes and with technical assistance guidance.

**Question:**

Will the awardee recruit courts for participation, or will courts be directed to participate through the UCS?

**UCS Response:**

The UCS administration will determine the locations, courts, staff and stakeholders that will participate in the project.

**Question:**

Does the total amount of the contract include the cost of food, lodging and event space for the in-person learning collaborative?

**UCS Response:**

No, the total amount of the contract does not include the costs of food, lodging and event space for the in-person learning collaborative. However, onsite travel costs should be included in the applicant's proposed budget.

**Question:**

If one large in-person convening is expected for all of the counties and stakeholder teams, who is responsible for the cost of the venue, food and event?

**UCS Response:**

The costs of the venue, food and event will be funded by UCS.

**Question:**

Can you please confirm that you only require pages 1-4 of Attachment I (Standard Request for Bid Clauses & Forms) as part of our response? And that you do not require pages 5-10 signed and included as part of our response?

**UCS Response:**

Yes, only pages 1-4 of Attachment I are required to be included in the applicant's proposal; however, terms such as those contained in Appendix A of Attachment I (pages 8-10) will be applicable to any awarded contract.

**Question:**

Is there a specific resource mapping model required for this project?

**UCS Response:**

There is not a specific resource mapping model required for this project.

**Vendor # 2**

**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.