Number	Question	Answer
1	In regards to the data plan, I currently have a smart phone that I pay for monthly. Can these funds be used to pay for my monthly cell phone service (which includes data)?	No, the data plan which is allowable is only if it is part of the purchase agreement for a new mobile device. It cannot be used for existing ongoing plan charges.
2	With the iPad, are we able to order a keyboard?	Yes, as long as it is purchased as part of the iPad package.
3	I am wondering if a docking port, external monitor and/or external keyboard are allowable costs along with the HP ProBook 640 GI Notebook PC (similar to how a monitor is an allowable cost with the HP Desktop option)?	Yes, additional accessories are allowable.
4	We have 6.4 FTEs. Can I round up and purchase equipment for 7 FTEs?	Yes, FTEs will be rounded up.
5	When determining the number of computers you can purchase who does the 'per person' include only FTE or actual employees under the grant? For example, if our FTE is 3 people, but we have 5 people working under the contract – can we order: 1 shared printer 5 desktop scanners 5 computers (desktop or laptop) 3 mobile devices Server Router	OVS will provide the total number of FTEs for each contract. You will be able to purchase items based on that number. For any portion of an FTE identified by OVS, round up to the next whole number of FTEs. For example: 3.4 FTEs would represent 4 FTEs when determining the equipment which can be purchased with these funds.
6	There seem to be multiple models for some of the eligible products. Does it matter which model is purchased?	There are multiple models listed. It is up to you which item to purchase.
7	Do the exact specs have to be met?	Exact specs must be met or the OVS funds cannot be used to purchase the equipment.
8	Assuming we have three FTEs and one part-time employee- with respect to Attachment 2, when it says 1 Desktop scanner per person and 1 laptop or desktop computer per person, can we apply for four scanners and four computers, or only for three because we have three FTEs? In other words, does "per person" mean "per FTE." Thank you for your guidance.	OVS has calculated the allowable number of FTEs for your program to help you determine the amount of equipment which is allowable for your contract under this RFA. Please see the FTE Attachment to the Q&As.
9	I thought only the mobile devices were for FTEs and the scanners and laptops per employees/person? The therapist does not need a laptop, scanner or mobile device. If this is correct, we will need three scanners, three laptops and 2 mobile devices.	All equipment purchases are based on the number of FTEs funded by OVS. You can purchase multiple items ,such as a desktop and mobile device. Please refer to the RFA Attachments for more specific details.
10	I see that software is listed in potentially eligible items that could be purchased with the RFA funding. Is the purchase of a data tracking system, such as Apricot or ETO, allowable?	Virus protection software is the only allowable software purchase through this RFA.

11	For desktop computers the photo shows a monitor and I see a monitor listed on the sample budget. But I don't see any specs for what monitors are allowable. Is there info about what monitor(s) are allowed?	There are no specifications for the computer monitor. You may purchase the monitor which works best for you.
12	When determining FTEs can admin staff budgeted to OVS be included in the percentage?	FTEs will be calculated for all positions supported with OVS funds. OVS has calculated the FTE for you; please see the FTE Attachment to the Q&As.
13	When staff are split between two contracts, is the percentage used to calculate the FTE only the amount for that contract?	That is correct. Please see the FTE Attachment to the Q&As for the number of FTEs for your contracts.
14	If we have 9 staff attributable to an OVS grant, but their percentages only equal to 5.5 FTEs the 5.5 is what we would use to determine the number of equipment items we can apply for correct?	Correct, your purchases would be based on 6 total FTEs (FTEs will be rounded up, see question #4)
15	We currently have only 1 staff person who is fully charged to the OVS grant. We have 3 other staff members who are on the grant but "allocated" to other grants. Does that mean we only have 1 staff person to claim for the equipment including laptop/desktop and mobile device?	That is correct, you may only purchase equipment for the 1 FTE charged to your OVS grant.
16	In the attachment 8, it is stated "Servers and Routers – Programs may select any servers and/or routers that meets the specifications outlined in the attachments. You must choose from the attachment that corresponds to your number of FTEs." Can you specify? Is there a server size limit (in GB) per FTE? Please specify.	Servers and routers are listed on Attachments 2, 3, 4 and the size is based on the number of FTEs.
17	The instructions indicate that the amount of equipment we can purchase depends on the FTEs on our current grant/s. However, on the eligible list of equipment attachment for 1-5 FTEs it says 1 desktop scanner per PERSON and 1 laptop or desktop computer per PERSON. Is that a mistake or can we actually apply for those units based on the number of PERSONS on the grant/s? Is there any way I can get an answer to this before December 2nd so that I can actually start preparing the application? On our three OVS grants there is quite a difference between FTEs and actual number of people on them.	The amount of equipment is based on the total number of FTEs on your grant. If for example you have 4 FTEs, you would be able to purchase up to 4 computers and 4 scanners, or 1 per each FTE. OVS has calculated the FTEs for all current contracts ; please see the FTE Attachment to the Q&As.
18	RFA page 6 section XV : will we have to place inventory tags on ALL equipment purchased on this grant or only the equipment valued at $1000 or more?	Any individual piece of equipment valued at $1,000 or more purchased with funds provided by this Agreement shall be assigned a unique inventory number. OVS will provide the Recipient with inventory tags, which the Recipient must place on all equipment purchased with these funds valued at more than $1,000.

19

If we purchase equipment on this grant it will be covered by the agency's anti virus software along with all the other equipment we already have. Will OVS pay the portion of this expense related to the units purchased on this grant or do we have to get a separate billing?

Any/all computers or laptops purchased with these funds must be protected by antivirus software. These funds can be used to purchase such software. If the antivirus software is provided by the agency's overall plan, a pro-rated share of the costs for the specific items purchased under this RFA may be charged to the RFA. However, supporting documentation to justify the total pro-rated share charged to the RFA must be provided to OVS.

20

Just to clarify: in regards to the mobile devices section, are we able to order a cell phone AND a tablet per FTE, or is it only a cell phone OR a tablet per FTE?

We are allowing only one mobile device per FTE, either a smartphone or a tablet.

21

The two printers on Attachment 5 are discontinued models on the HP website. Isn't that going to pose a problem in ordering these specific printers?

The printers are available at various vendors via the internet. However, we have amended the RFA to include two new options. Please see the Equipment Option Addendum.

22

Are we allowed to use our own vendor to purchase software? The vendor is Techsoup.

The only software allowable under this application is anti-virus software. You can purchase all the items under this application from your own vendors.

23

Are we allowed to purchase virus software of our choosing?

Yes, you are.

24

For the server, can we use the funds to update the memory of the hard drive we currently have or does it have to be a new purchase?

Yes, as long as the updates are to bring an existing server up to the server specifications provided related to the number of FTEs on your grant.

25

In regards to obtaining three quotes… if we are getting the quote on state contract, do we need to get 2 more?

It is always a good practice to get 3 quotes in order to find the best value.

26

Is there a standard price list or preferred vendors for equipment? Or should we base our estimate on market price?

You should base your estimate on the quotes you secure from the vendors of your choice.

27

Attachment 8 states that we can purchase any Smartphone's or tablets that allow them to access the Victim Service Portal but there are no specifications or limitations listed. The tablets our agency typically purchases are Microsoft's Surface Pro. Will we be allowed to purchase these with these grant funds?

Tablets must allow access to the internet using Google Chrome, Internet Explorer 10 or Mozilla Firefox to access the Victim Service Portal and/or NY.gov. You may purchase any tablet that provides this access under this RFA.

28

Our IT consultant would like to know if you can send us the equipment SKU's for the printer, Fujitsu scanner, HP Desktop, etc? He said that some of the items that are listed are not configurations that seem to exist and he wants to be sure he is looking at the correct equipment.

We do not have equipment SKUs, however, the equipment is available through various vendors on the internet. Please see the Equipment Option Addendum that lists the specifications for the equipment which you should be able to find through an internet search.

29

The RFA stated that you can only pay for one year of monthly service charges for items such as cell phones and laptops out of the money in this "one time only" funding source. Would we would be able to pay for monthly service charges for subsequent years going forward for phones and laptop out of regular OVS grant funds, providing we have the funds available?

The ongoing costs would be considered an allowable cost in the regular VOCA grant program.

30	Should we include price of first monitor, keyboard, and mouse in estimate for desktop computer?	Yes, you can purchase all the necessary accessories to operate the CPU.
31	We attempted to get quotes for the two printers listed in the RFA and it appears as though both models have been discontinued. Can we get quotes for comparable models?	These items are still available for purchase, however, OVS has amended the RFA to include two additional options. Please see the Equipment Option Addendum.
32	Our Information Technology Department advices that none of the eligible equipment is standardized with our existing equipment, meaning they will take a great deal of IT staff time and effort to maintain. While we see that you have specified no substitutions or additional items other than those listed, we would like to respectfully request that you reconsider letting OVS-funded Victim Assistance Programs who are in this situation (as part of a larger organization with an existing IT infrastructure) make substitutions of equivalent items or else request items not currently listed, such as photocopiers, which would be less likely to have standardization issues.	Substitutions are not allowed.
33	On Attachment 2, under the 3rd bullet, it states, "1 laptop or desktop computer per person." Should this state "per FTE" as noted under Attachment 10, Item 2C?	Purchases are based on the number of FTEs (see question #17)
34	Under Attachment 8, Mobile Devices, it states "Programs may select any smartphones or tablets that allow them to access the Victim Service Portal." Is the *Microsoft Surface Pro 4* considered a *tablet* for purposes of this RFA?	Yes, it is considered a tablet (see tablet specifications in question #27) .
35	Please advise me if you have particular vendors we need to chose from for the approved equipment.	No, however, you should shop around and find the best value.