



**Office of  
Victim Services**

## **REQUEST FOR PROPOSALS for 2021 Train-the-Trainer Course Provider**

### **Question & Answer**

**Q1:** Is this a new grant or the old one re-issued?

**A1:** This is a new solicitation and is not related to any other previous solicitations issued by OVS or DOCCS.

**Q2:** Can two organizations submit one proposal and share the work of implementing the training course?

**A2:** For the purposes of this solicitation, OVS requires one “primary” contract holder. However, subcontracting is permissible and additional details related to this can be found in section XXXVII. SUBCONTRACTING of [Appendix D: General Conditions](#).

**Q3:** Are the prices listed in the sample budget of Appendix B--Itemized Budget strictly examples/illustrations of fees and rates, or are they set prices that the bidders need to use when calculating corresponding budget line items?

**A3:** The budget provided in [Attachment 2 – Itemized Budget Sample](#) are for sample purposes only and is not intended for duplication.

**Q4:** Are bidders asked to propose to develop a course of whatever/any length they believe will be needed to meet the educational objectives of the RFP?

**A4:** The successful bidder will be required to develop a course that fits within scheduling notes and logistics noted in section 2.1 in the RFP.

**Q5:** Who will own the copyright of the material developed for this training with federal funds--NY OVS, NYDOCCS, or the author?

**A5:** Ownership of all deliverables will belong to the successful bidder. However, the State of New York will have unlimited access to use and reuse all materials. See section VII. DELIVERABLES of [Appendix D: General Conditions](#) for more information.

**Q6:** If the copyright of the material developed for this training with federal funds will be owned by NY OVS and/or NYDOCCS, will the author be allowed to use it in any other setting at no cost?

**A6:** Please see the answer to Question 5 above.

**Q7:** Does the request for evaluation in the Work Plan section refer to evaluating the effectiveness of the TTT *instructor* training which we'd be conducting if we were awarded the

contract, or does it refer to an evaluation of the training that the instructors will be rolling out later on among their peers?

**A7:** For the purposes of this solicitation, OVS will require evaluation of trainings offered by the successful bidder during this contract period only.

**Q8:** Is this training mandatory or optional?

**A8:** Trainings offered through this project will be attended by pre-identified (volunteers and assigned) correction officers, civilian staff, and administrators.

**Q9:** Contract Procurement Number [Form Adm-325-lobbying-law-all-one]: No number has been provided. Should we leave it blank?

**A9:** Yes. A contract number will be provided after a successful bidder has been announced.

**Q10:** Does [[AC3271-S Form A](#)] refer to employees who are NY State residents or to a bidder's employees who reside in other states? What if a bidder does not have employees who are NY State residents? On the same form, we are not sure what to enter for the following:

State Agency Name:  
State Agency Department ID  
Agency business unit  
Contract Number

**A10:** Consultant disclosure reporting must include information for all employees providing service under the project contract, regardless of residency location. Please see section XXX. *OSC EMPLOYMENT DATA REPORTING* of [Appendix D: General Conditions](#) and the [OSC Consultant Disclosure Webpage](#) for more information. All identifying agency information, including name, department ID, business unit and contract number will be provided after a successful bidder has been announced.

**Q11:** Does the bidder submit the signed M/WBE AND EEO POLICY STATEMENT [[Appendix F](#)] with the proposal, or should this policy statement be submitted within 72 hours after the notice of the contract being awarded to the bidder?

**A11:** A signed *MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES – EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT* must be included with the proposal.

**Q12:** If I read the RFP correctly – Sole Proprietors cannot put in for this opportunity. Can you clarify?

**A12:** Sole Proprietors are not precluded from applying for this bidding opportunity. However, all "bidders" must meet the eligibility guidelines defined in the RFP to be considered for this project. See Section 1.4 and 2.3 in the RFP for more information.