



Strategic Plan RFP Q&A

Question 1 – RFP Section 1.2

Does OVS have an internal employee resource group or committee?

Answer: No, however please see question 9 for additional information on how OVS will participate in the development of the strategic plan.

Question 2 – RFP Section 1.3

Does OVS have definitions for the organizational values to be incorporated into the Vision and Values statement project deliverable, defined in ways unique to OVS operations and individuals served?

Answer: No, identifying these values should be part of the process. The Agency's mission statement and services can be found on the Agency website at [About OVS | Office of Victim Services](#)

Question 3 – RFP Section 1.5.1.2

The section describes that we submit our intent to bid/not bid form according to the RFP Calendar Events on the Cover page but the Cover page does not specify a date for the intent form. Is the intent form due date the same as the proposal due date?

Answer: An intent to bid form is not required, however if you choose to submit an intent to bid, it should be submitted to procurement@ovs.ny.gov no later than Friday, February 14, 2025.

Question 4 – RFP Section 3.1.1.2

Can you confirm that applicants should use the provided PDF to submit technical responses and that responses must fit within the allotted fields?

Answer: Yes, all proposals must be submitted using the Attachment 1 – Technical Proposal. Yes, all responses must fit within the allotted fields.

Question 5 – RFP Section 3.1.1.2

Are we limited to the text constraints based on the provided text boxes?

Answer: Same as Question 4

Question 6 – RFP Section 5.0

What strategic plans, if any, have been created for OVS in the recent past (even if they did not include Vision and Values)? If yes, what was the time period covered? Is the plan (or related documents) accessible online?

Answer: Although OVS has not had a strategic plan or formalized vision or values, the Agency's mission statement and services can be found on the Agency website at [About OVS | Office of Victim Services](#)



Question 7 – RFP Section 5.0

Is OVS interested in receiving proposals that include actions or initiatives beyond the scope of work as it is written in the RFP?

Answer: All proposals must conform to the RFP.

Any proposal that does not align with the questions in the technical narrative/proposal may not be evaluated or used in determining the awarded bidder.

Question 8 – RFP Section 5.0

Does the OVS have an existing body or process for including the voices of victims in planning or other agency activities? If so, can this be tapped for development of this plan?

Answer: OVS has an Advisory Council that includes at least one member who is a survivor or a family member of a victim/survivor. The Advisory Council will be a key stakeholder.

Question 9 – RFP Section 5.1.1.1

Would the OVS or other identified body or groups help inform the development of the plan if yes who?

Answer: Yes, OVS staff, including the Executive team will be involved in the development of the strategic plan and OVS will assign an internal Project Lead to work with the awarded bidder.

Information regarding the responsibilities of the OVS Project Lead may be found in Section 5.2 of the RFP.

Question 10 – RFP Section 5.1.1

Is there a preference for in-state bidders over those from out of state?

Answer: No, there is no preference for any specific type of bidder. The evaluation criteria will only consider the organizational experience and not the type or location of the bidder.

Question 11 – RFP Section 5.2

We understand that you are looking for an experienced strategic planning content expert to guide the project by:

- Working with the internal OVS project team to plan the process steps
- Seeing that the process stays on schedule and yields desired deliverables along the way
- Generating the written plan in consultation with the OVS project team.

Please confirm if this is an accurate description of the role of the Project Manager. We would appreciate correction and/or clarification of your intent for this role.

Answer: This is an accurate description.

Question 12 – RFP Section 5.2

Will the person assigned as key OVS Project Lead(s) have the authority and decision rights to advance the strategic planning process should the OVS project team be unavailable or unable to provide decisive feedback to the Project Manager per the project schedule?

Answer: Yes this is correct.



Question 13 – RFP Section 5.2

We understand that you expect the Project Manager to offer, and work with, other consultant resources to accomplish the strategic planning process. We would appreciate correction and/or clarification of your intent with respect to the leveraging of additional consultant resources to accomplish the strategic planning process.

Answer: The awarded bidder should utilize additional staff from your organization or subcontractors to accomplish the scope of work. The number of personnel assigned to this project is at the discretion of the bidder. OVS does not intend to utilize any additional consultant organization beyond the awarded bidder. The awarded bidder may utilize subcontractors as outlined in Section 6.0 Contract Staffing Requirements and Appendix D, Section XXXVII. Subcontracting.

Question 14 – RFP Section 5.2

Does the internal OVS project team already exist? If yes, who is represented on the team? If no, will the internal OVS project team be in place before the Project Manager is engaged, or will selection of the internal OVS project team occur after the Project Manager is engaged?

Answer: No, the project team does not yet exist. This process may begin prior to or during the engagement with the Project Manager.

Question 15 – RFP Section 5.2

What administrative support, if any, will be provided by OVS to facilitate the strategic planning process to be guided by the PM?

Answer: OVS can assist with scheduling meetings and utilizing the virtual meeting platforms available to us. Any support beyond these basic administrative functions will be the responsibility of the awarded bidder.

Question 16 – RFP Section 6.1.2

Attachment 1- Technical proposal indicates that no additional documentation other than that requested (resumes) will be accepted. However, page 21 of the PDF requests a timeline in the form of a Gantt chart. How should we include the requested chart? Similarly, on page 15, question 9 requests samples of similar strategic plans. How should those be provided?

Answer: Resumes, a Gantt chart, and the requested samples will be accepted.

Question 17 – RFP Section 6.1.2

Can you please confirm that resumes as well as other potential supporting documents are to be included as part of the Technical Proposal submission?

Answer: Same as 16



Question 18 – RFP Section 6.1.2

What can you tell us about the range of external stakeholders you are looking to engage in the assessment phase of the project? (How many organizations/individuals/entities? Please share representative examples.)

Answer: External stakeholders may include, but are not limited to, the OVS Advisory Council, a sample of the Victim Assistance Programs funded by OVS, victim services coalitions, and/or other similar organizations.

Question 19 – RFP Section 7.10

Is there a preference for a NYS registered business? If so, to what extent will that be factored into the evaluation criteria?

Answer: Same as Question 10

Question 20 – RFP Section 7.11

The diversity practice questionnaire assumes that the applicant is NOT a woman or minority-owned business. Is there a place to note if the applicant is a woman and/or minority-owned business?

Answer: You may include this information in the technical narrative questions that request the bidder describe the organization's background and experience. There is no preference for any specific type of bidder. The evaluation criteria will only consider the organizational experience and not the type or location of the bidder.

Question 21

Is the funding stream for this project affected by the Executive order "Ending Radical And Wasteful Government DEI Programs And Preferencing"?

Answer: We do not anticipate any impact on this project because of federal executive orders. The funding source for this project will come from New York State funds and it will not be supported with any federal funds.