

## Center of Excellence in Tobacco Policy

RFP #20035

### QUESTIONS AND ANSWERS

May 24, 2021

*All questions are stated as received in the Bureau of Tobacco Control by the deadline.*

*The responses to questions included herein are the official responses by the Department to questions posted by potential applicants and are hereby incorporated into the RFP#20035 issued on April 1, 2021. In the event of any conflict between the RFP and these responses, the requirements or information contained in these responses will prevail.*

#### 4.0 Scope of Work

**Q1.** Is it necessary for all (or any) attorneys to be licensed in NY State?

**A1:** No, licensing in New York State is not required.

**Q2.** On page 20, it indicates that materials and articles developed under the grant can be published in scholarly journals. Are there also options for publication in places other than scholarly journals?

**A2:** Per. Section 5.21, all work product is the property of NY State. Resources developed for BTC may be distributed and/or published in a variety of settings, pending DOH approval.

#### 6.0 Proposal Content

**Q1.** Should the proposal be submitted as single or double-spaced?

**Q2.** Is there a preferred or required font size and style?

**A1-2:** There is no required line spacing or font format. The proposal can be submitted as single or double spaced. A 12-point font is recommended.

**Q3:** The link to the Attachment B - Cost Proposal in the RFP on page 35 under 6.3 links to the wrong attachment (Attachment C). Where can I find the Attachment B – Cost Proposal?

New York State Department of Health  
Division of Chronic Disease Prevention  
Bureau of Tobacco Control

**A3:** Attachment B – Cost Proposal can be downloaded from this web page <https://www.health.ny.gov/funding/rfp/20035/>.

**Q4:** Are there any caps or minimums on the amount that will be funded? If not, is there any guidance on the level of effort (hours, FTE) that are expected for deliverables? We ask this because we provide this type of assistance in other states and the numbers can vary significantly.

**A4:** The funding limit for this RFP is not being released. The most recent 5-year award for this service was \$2,582,000. The total FTE worked for the final year of the last award was roughly 2.24 FTE.

Per section 4.2, staffing must consist of a full-time Project Director and sufficient staff as determined by the bidder as necessary to meet project deliverables. Please refer to the 1<sup>st</sup> paragraph of Section 4.2 for more details.