**North Carolina Department of Health and Human Services**

**Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

**RFA Questions and Answers**

**RFA #:** DMH23-003CK-REPOST- RFA

**RFA Title:**  Statewide Training and Technical Assistance Services for Community-Based Substance Misuse Prevention

**Addendum Number**:

**Bidder Conference Date**: Not Applicable

**Questions Received Until Date**: November 14, 2022

**Questions and Responses**

1. **Question: Please confirm the following for DMH23-003CK-RFA:** **Statewide Assessment and Evaluation Services for Community-Based Substance Misuse Prevention. The RFA refers to scopes of work.  Please confirm, if this RFA allows for one application for all three scopes of work.**

**Answer:** Organizations can submit ONE application for more than one scope of work. If one application includes multiple scopes of work, please adhere to the maximum page number and format requirements:

|  |  |
| --- | --- |
| **Section** |  |
| Proposal Summary | 1 overall summary per application |
| Organizational Background and Qualifications | 1 background per application |
| Project Implementation Plan | Maximum 4 pages per scope of work |
| Project Evaluation Plan | Maximum 2 pages per scope of work |
| Project Staffing | Maximum 2 pages per scope of work |
| Statewide Collaboration and Coordination | Maximum 1 page per scope of work |
| Resolution of Challenges | Maximum 1 page per scope of work |
| Line-Item Budget and Budget Narrative  | 1 budget per scope for each year |

Use the following headings format for multiple scopes of work:

1. Section Heading (e.g., Proposed Implementation Plan)
	1. Scope #1 – Name of scope
		1. Bulleted responses to questions
	2. Scope #2 – Name of Scope
		1. Bulleted responses to questions
2. **Question: The RFA refers to both the 10% indirect rate cap and the federally negotiated indirect cost rate in different places (page 4, 24, 26). Please confirm organizations can use their federally negotiated indirect cost rate.  Please confirm also that 100% of this award is funded by SAMHSA.**

**Answer:** This award is 100% funded by SAMHSA.Federally negotiated agreement rates will be considered (pending) funding availability and approved scope of work.

1. **Question:** **One of the eligibility criteria on p. 5 of the RFA reads: “Lead applicant organization has presence and operations in North Carolina for a minimum of 1 year prior to proposal submission.” Could the Department clarify what “presence and operations” entails? For example, does having ongoing and over twenty years of contracts with the state of North Carolina agencies qualify an organization as eligible even if it does not have offices located in the state?**

**Answer:** It is expected that contractors will have physical offices (presence) in the state of North Carolina for a minimum of one (1) year. Contractors are required to be readily available to provide in-person services (e.g., training, technical assistance, meetings, site visits, etc.) without incurring undue expenses related to traveling into the state.

1. **Question:** **Should separate proposals be submitted for each scope of work (Assessment, SEOW, Evaluation) an applicant submits? Is the 13-page limit for each scope of work or is it the total limit for all scopes of work combined for which an applicant submits? If separate proposals should not be submitted, please provide clarification regarding how the budget details for each scope of work should be presented on the budget form (since each scope of work has a specified maximum funding amount).**

**Answer:** Organizations can submit ONE application for more than one scope of work. If one application includes multiple scopes of work, please adhere to the maximum page number and format requirements identified above in question one. Applicants must submit one budget per year for each scope of work. The budget form can be copied as needed.

1. **Question:**  **Should the budget details for Year 1 and Year 2 be shown together on the same budget form or should each year be presented on a separate budget form?**

**Answer:** Each year should be reflected on separate budget forms. Year One is May 1, 2023 - September 30, 2023. Year Two is October 1, 2023-September 30, 2024

1. **Question: Will the three scopes of work (Assessment, SEOW, Evaluation) be awarded individually as separate contracts? Specifically, altogether, could the scopes of work be awarded to multiple contractors? Is there a priority on selecting one contractor to perform all three scopes of work?**

**Answer:** There is no priority to select one contractor to provide all three scopes of work. DMH will select contractors who demonstrate the ability to best meet statewide assessment and evaluation needs. This may include making awards to multiple contractors.

1. **Question: If there are/will be no lobbying activities, does the applicant need to complete the SF-LLL lobbying disclosure form? Or is the disclosure form only required if/when there is activity to disclose?**

**Answer:** All Certification and Disclosure forms in Appendix A are required in order to execute contracts. However, they are NOT to be submitted with the application.

1. **Question: Please confirm if the applicant has a Federally Negotiated Indirect Cost Rate Agreement, the applicant may apply the indirect cost rates to its budget in accordance with that agreement. Is the following an accurate modification and interpretation of the sentence on page 24 of the RFA, yes or no?**

Where the applicant has a Federal Negotiated Indirect Cost Rate (FNICR), the ~~total modified direct cost~~ **indirect costs rates** identified in the applicant’s FNICR shall be applied.

**Answer:** The FNICR within an applicant’s proposal shall be applied pending funding availability, approval of scope of work and DMH’s determination that the submitted budget (including FNICR) demonstrates the most judicious use of funding for the scope of work proposed.

1. **Question: On page 26 of the RFA, the Application Checklist states that Indirect costs are allowed and shall not exceed 10%. We understand from page 24 of the RFA that if the applicant has a Federally Negotiated Indirect Cost Rate Agreement, the applicant may apply the indirect cost rates to its budget in accordance with that agreement. Please confirm that this is the case and that the 10% indirect cost rate applies only if the applicant does not have a FNICR.**

**Answer:** Correct, the 10% indirect only applies if the organization does not have a FNICR. The checklist includes standard language across different RFAs. However, FNICR within an applicant’s proposal shall be applied pending funding availability, approval of scope of work and DMH’s determination that the submitted budget (including FNICR) demonstrates the most judicious use of funding for the scope of work proposed.

1. **Question:** The eligibility requirement states that the nonprofit needs to have been in business for one year. Does that mean the nonprofit needs to have provided services for one year, or established as a nonprofit organization for one year in NC?

**Answer:** Both. We are looking for contractors who can demonstrate high-quality services in the areas for which they apply. It is expected that contractors will have physical offices (presence) as well as demonstrate the provision of high-quality evaluation and/or training and TA services in the state of North Carolina for a minimum of one (1) year.

1. **Question:** **Does the requirement for financial documents remain the same for nonprofits that have not received funding or disbursed payments because the nonprofit did not have funding for work?**

**Answer:** Awarded applicants are expected to provide all required documents to ensure timely execution of contracts.

1. **Question: The eligibility requirement states that the nonprofit needs to have proven success in providing assessments.  Could experience gained via a for profit company managed by the same people and employs the same staff be considered the experience of the nonprofit?**

**Answer:** Yes. Applicants should demonstrate all experience relevant to services proposed in their application. It is important to note that for-profit entities are not eligible to apply for this RFA.

1. **Question:** **Can the proposal for assessments be specified to a particular area, for example, rural communities and narrow the scope to the capacity and experience of the nonprofit?  Is it expected to encompass the entire state?**

**Answer:** Services are expected to encompass the entire state.

1. **Question**: **Can the partners of the nonprofit for the assessment be for profit agencies?  Can the partners (for profit or nonprofit) conduct the assessments and evaluations as well as staff for the nonprofit?**

**Answer:** Under this particular Request for Applications, all contractors and subcontractors must be nonprofit entities.

**15**. **Question: Which line spacing and font should be used in the application? There is conflicting information in the RFA.**



**Answer:** The preference is single-spaced with11-point font. Either Arial or Times New Roman font is acceptable.