



RFP 2025-03 Bidder Questions

Question Number	RFP Page Number	RFP Part, Section & Paragraph Reference	Question	Answer
1			Is there a set budget for the total project and/or each year of delivery?	No. There is no set budget for the total project and/or each year of delivery.
2			One question regarding eligibility: the RFP requests two concrete examples of similar projects delivered in the past. We have one recent project for Maricopa County, where we developed a comprehensive school-community capacity-building program to strengthen relational safety and emotional regulation so students can learn, connect, and make healthy choices. The program established shared language and practical routines across educators, counselors, and caregivers to reduce dysregulation, minimize disruptions to learning, and prevent discipline incidents, with the aim of reducing maladaptive behaviors such as smoking and vaping that can escalate into more severe addiction over time. Would the absence of a second example prevent us from applying?	A minimum of two clients is required to meet the mandatory minimum requirement for this RFP. The absence of a second example would result in your organization not meeting the mandatory minimum requirements for this RFP.

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3	12–15, 16–17	Section 3.3 – Deliverables , introductory paragraph and subsequent deliverables list Section 5.1 – Technical Proposal Questions , § 5.1, bullet points 1–7	Could DCJS please clarify whether there is an existing contractor or partner organization currently providing trauma training services to SNUG programs, or if this RFP is intended to select a new contractor to develop and implement the Deliverables?	DCJS has contracted with an organization in the past to deliver similar services, however currently DCJS does not have an existing contractor or partner organization. It is the intent of this RFP to enact a new contract with a vendor to develop and implement the Deliverables.
4	40	Section 10.2: Submission of Proposals	Page 40 (Section: Submission of Proposals) requires that all proposal volumes include “original wet/ink notarized signatures.” Our CEO resides outside of the United States and cannot obtain a notarized signature domestically. Would DCJS permit our Director of Outreach and Government Contracts , an authorized representative of Scaling Up, LLC, to sign and notarize all required proposal documents on behalf of the company? If so, will a CEO-signed delegation letter be sufficient?	If the Director of Outreach and Government Contracts has the authority to contractually bind your agency/company in contracts, then their notarized signature is acceptable. The Division cannot accept a CEO signed Designation letter in lieu of a notarized signature of a signatory with the authority to sign.
5	39–40	Section 10.1.c: Volume Three - Financial Proposal Format and Attachment E	The <i>Financial Proposal Format</i> section describes Attachment E (Financial Response Form) requirements but does not reference an anticipated or not-to-exceed (NTE) budget. Could DCJS please confirm whether an anticipated funding range or maximum contract value has been established for the three year contract?	An anticipated funding range or maximum contract value has Not been established for the three-year contract.

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6	12–15; 34–35	Section 3.3 – Deliverables , intro + deliverables list (pp. 12– 15) Section 9.18 – Indemnification & Limitation of Liability , sub paragraphs (B) and (D) (pp. 34– 35)	Based on the provisions in Section 3.3 (Deliverables) and Section 9.18 (Indemnification & Limitation of Liability), our understanding is that: • DCJS and the State of New York would receive a perpetual, royalty-free license to use, reproduce, and adapt the curriculum and materials developed under this contract for SNUG program purposes; and, • The Contractor (Scaling Up, LLC) would retain ownership of its intellectual property, including both pre-existing and newly developed materials, and may utilize, adapt, or license those materials to other organizations outside of the SNUG program. Could DCJS please confirm that this interpretation is correct — specifically, that DCJS would have indefinite, royalty-free usage rights for SNUG-related purposes, while Scaling Up, LLC retains intellectual property ownership and the ability to repurpose or license the materials for other use?	The intent of the Division’s RFP was to find a vendor that will develop new training curricula and materials for the Division. As such, the curricula and materials would be the property of the Division/State. The Division is not looking to obtain a license to use pre-existing materials.
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7	4-5; 6	RFP Attachments, Attachment B – Qualifying Attestation and Client Reference Form; Section 4.2 – Mandatory Requirement: Bidder Experience Attachment B – Qualifying Attestation and Client Reference Form.	To satisfy the mandatory requirement that “<i>the Bidder has developed trauma training curricula and provided related training to a minimum of two (2) clients within the last five (5) years,</i>” would curricula designed to train staff and professionals in trauma treatment methodologies and trauma-informed care approaches qualify as “trauma training curricula”? Specifically, if a bidder has created and delivered comprehensive training that teaches practitioners evidence-based trauma treatment protocols, trauma theory, and implementation of trauma-informed practices, would this meet the requirement? We have developed a proprietary curriculum for our company, which we have subsequently delivered to multiple organizations. We did not create the curriculum specifically for those organizations. Would this experience still meet the requirement, and may we list those organizations as client references?	Yes, this would meet the requirement as long as the curriculum was delivered to 2 or more clients.
8			Training Participants: Can DCJS clarify the target audience for the 35-hour training curriculum? Will these be the same individuals who attend the Kick-off Trainings? Specifically, will participants include SNUG outreach workers, social workers, site coordinators, or other staff? Should proposers assume any particular level of prior training, experience, or facilitation skills when designing the curriculum?	The “kick-off training” is the same thing as the 35-hour training and will include a range of staff with different backgrounds, education, and experience. It will need to be inclusive of those with little to no experience with formal trauma training.

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9			Kick-off Training Logistics: The RFP indicates two in-person Kick-off Trainings (Albany and New York City). Can DCJS confirm the expected duration of these sessions (e.g., whether they must total 35 hours over five days) and whether venue space will be provided by DCJS or should be included in the bidder's proposal?	The total 35-hours of instruction time will be over 5 days. DCJS will provide the space.
10			Technical Assistance: The RFP requires up to 100 hours of virtual technical assistance following the trainings. Can DCJS clarify what activities are considered "technical assistance"? For example, may this include coaching, consultation, fidelity checks, or resource development? May asynchronous or group-based TA (e.g., toolkits, recorded modules) count toward the 100 hours?	The 100 hours includes coaching and consultation phone calls. Toolkits and recorded modules would not count towards these hours. Resource development is also not included in this time.
11			Certification Requirements: Will participants be expected to receive certificates of completion or continuing education documentation?	This is not a requirement.

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12			Funding Clarification: Can DCJS confirm whether there is a maximum award amount or target budget range that proposers should consider when developing their financial response?	There is NO maximum award amount or target budget range that proposers should consider when developing their financial response.
13	10	Attachment E: Financial Response Form	Can a budget justification and additional budget data included beyond what is requested on Attachment E: Financial Response?	Attachment E: Financial Response Form is utilized by the Bidder to provide their pricing for the services being requested. There is no budget data included on Attachment E. The pricing provided by the Bidder on Attachment E will be used with predetermined estimated volumes for the services being utilized to determine the budget for this project after all proposals have been evaluated.

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14	10	Attachment E: Financial Response Form	Are there any costs that are not allowable?	The Bidder must provide all pricing information requested on the Attachment E and must not modify or change the Attachment. Any pricing information or add-on costs that do not conform to the presentation allowed on the Attachment E cannot be evaluated, will be disregarded as extraneous, and cannot be charged to the Division after award of a Contract. The proposed cost must be inclusive of labor costs, overhead, materials, profit, and all other expenses related to the Agreement.
15	10	Attachment E: Financial Response Form	Is there an indirect cost limitation?	The budget for this project is based upon the Contractor's financial response, in consideration with the Division's predetermined volumes after all proposals have been evaluated. Payment to the Contractor will be based on volumes actually utilized by the Division.

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16	10	Attachment E: Financial Response Form	Are there any budgetary limitations?	The budget for this project is based upon the Contractor's financial response, in consideration with the Division's predetermined volumes after all proposals have been evaluated.
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