

Community Health Advocates 2018 RFP

Questions and Answers

Q1: How many grantees are you going to fund? One organization for each area? Or 1-2 organizations to cover all of three areas you stated on the RFP?

A: CHA anticipates awarding contracts to three organizations—but cannot rule out funding less than three. Organizations must serve at least one of the counties sought in this RFP: Westchester, Erie, or Monroe. Preference will be given to organizations that also serve surrounding counties, for example, Westchester and Rockland.

Q2: Does an agency that provides HARP services create a conflict of interest for a CHA grantee award?

A: Not necessarily. As stated in the RFP on page 8: “Conflict of Interest attestation: As noted above, CSS cannot fund organizations that sell insurance or insurance-like products, including discount plans, and/or provide direct health care services. *However, if an organization’s health care services are incidental to its primary activities and would not create a conflict of interest, it may be funded at CSS’s discretion. Any organization that fits this circumstance should complete the enclosed attestation.*”

Q3: The organization is currently providing CHA services with less than a full time FTE and would need to hire staff and/or reorganize current staffing functions in order to increase staffing to provide additional services. It is anticipated that this will result in falling short of the monthly minimum target cases until staff are hired, trained, and introduced to the community. Should the reduced anticipated targets be reflected in the application (expecting lower numbers in June and July 2018).

A: Yes. Applicants should include an explanation that shows their ability to provide services upon receiving the award. CHA understands that an agency may need time to hire and train staff before providing services and this may impact the number of proposed cases at the start of the contract.

Q4: Is proposing less cases in the first one-to-two months of the contract likely to result in a less competitive application?

A: No. See question and answer above. Applications will be reviewed and evaluated as a whole.

Q5: Assuming an award is granted, is quarterly payment withheld if the target numbers are not met?

A: Not necessarily. An agency must fulfill their contractual requirements to receive payment, including meeting the number of cases required. An agency that anticipates falling short must notify CSS staff to address and plan for potential shortfalls to avoid any payment issues. CSS staff will work with the agency to develop a Corrective Action Plan, which is a written statement describing your organization’s deficiencies, your solution or plan to rectify the problem, and the

consequences if your organization is unable to follow through with the plan. If an agency fails follow through with the plan, CHA may withhold payment or terminate the contract.

Q6: We are interested in applying for this opportunity with other partner agencies and have a question regarding Individual Assistance Cases. Does it have to be services in Westchester, Erie, and Monroe Counties? We are located in Manhattan and more than half of our clients are from NYC. Can we count NYC clients as well?

A: See question and answer 1. At this time, CHA is seeking agencies that can serve clients in the listed counties that could benefit from additional CHA services.