

**Community Health Advocates (CHA)  
RFP Questions and Answers  
April 2017**

- 1. Is the proposal to award a single contract to one entity serving Westchester County?**  
Yes. This RFP is for one award to an agency serving Westchester County. Given the need for post-enrollment assistance in Rockland County, we encourage agencies that can serve both counties to apply.
- 2. Is there a specific amount of the award that will be dedicated to serving each county (Westchester, Rockland)?**  
No. The award amount will be the same. Serving Westchester County is required.
- 3. Is there a typical scope of work (deliverables, baseline) for each county?**  
No. However, a successful proposal will include substantial services in Westchester County.
- 4. Can you clarify the grant amount?**  
The grant amount is based on a \$58,000-\$64,000 annualized budget. We anticipate a June 1st start date for the contract. The prorated amount for a 10 month contract will be \$48,333-\$53,333, with the possibility of annual renewal subject to State funding.
- 5. Can an agency serve both individuals and small businesses?**  
Yes. Organizations may propose to serve individual consumers or a combination of small employers and individuals.
- 6. Can you provide a typical award amount and scope of work for an organization that proposes to provide services to both individual and small employers?**  
An agency with this grant award typically proposes to serve a combination of 40-50 individuals and 5-10 businesses per month.
- 7. Will weighted scoring be used to evaluate proposals? If yes, please provide scale for each evaluation category.**  
We will evaluate applications based on the Evaluation Criteria described on page 8 of the RFP.
- 8. Is there a cap on administrative costs?**  
No.
- 9. Can funds be used to support outreach efforts such as local radio or TV ads to reach small business owners or promote the availability of consumer assistance services?**  
Yes. It may require consultation with CHA.
- 10. Can 1.0 FTE be split between two staff?**  
Yes.