

Frequently Asked Questions

- 1. The Experience and Funding Summary Chart – Attachment A – instructs the organization to list contracts (over \$50K) held by the applicant for the past 10 years. Can the organization provide less than 10 years worth of contract information?**

Yes; DFTA prefers at least seven years of documentation, and requires a minimum submission of five years of such documents. DFTA strongly recommends that the applying organization provide as much contract information as possible since it will be used to determine eligibility for both Innovative Senior Centers and Neighborhood Centers. Please keep in mind that providing less than five years worth of contract and funding information may affect DFTA's ability to conduct a proper review of the organization's PQL application.

- 2. What is the deadline for the prequalification application?**

The prequalification application process will remain continuously open and interested organizations may apply at any time. However, DFTA plans to solicit vendors from the list as early as January 2011. Only those organizations interested in becoming eligible to participate in DFTA's first round solicitation for Innovative Senior Centers must submit a complete application by November 29, 2010.

- 3. Once prequalified, does the organization have to qualify again each year?**

No. Once a properly completed application is received, the organization will be notified within 90 calendar days as to the status of prequalification. If prequalified, an organization's status will remain valid for a period of 3 years. However, prequalified vendors will be required to maintain and update their status on a continual basis (at least once a year) and will be subject to periodic review by the Agency for compliance. DFTA anticipates notifying prequalified vendors annually to affirm that there has been no change in the information included in the PQL application, or to supply such changed information, if any.

- 4. Who will be sent the solicitation? Will the solicitation be publicly available once released?**

Only eligible prequalified organizations will be invited to apply for solicitation.

- 5. If a potential provider does not currently operate a Senior Center, but operates another type of program for older adults (e.g., NORC) can they prequalify?**

Yes. The eligibility requirements are on Pages 4 and 5 of the Application. An organization does not need to operate a Senior Center to be eligible.

- 6. Can existing Senior Centers prequalify to become both a Neighborhood and an Innovative Senior Center?**

Yes. Each organization will submit one application to prequalify for congregate services. DFTA will review each completed PQL application to determine if the organization meets the eligibility requirements and qualifies as a Neighborhood Center, Innovative Center, or both.

7. When should organizations that are only interested in applying for Neighborhood Center solicitations submit their PQL applications to DFTA?

Organizations interested in becoming prequalified and eligible to operate a Neighborhood Center should submit their PQL applications beginning June 2011, as Neighborhood Center contracts are expected to start no earlier than July 2012.

8. Can an organization that operates a current DFTA senior center outside of the 29 identified community districts still participate in the First Round ISC Solicitation?

Yes. DFTA anticipates qualifying organizations by borough experience. Once prequalified, the organization would be eligible to receive the solicitation for the borough(s) in which it is qualified and would have the opportunity to submit a proposal for any ISC location(s) within the qualified borough(s), so long as the proposed ISC site location(s) are in the prescribed 29 community districts. Demonstrated site control at the time of the solicitation will be required as part of the proposal submission.

For the special population ISC, site location does not have to fall within the 29 community districts as these contracts will serve clients citywide.

9. How many ISC awards will DFTA make during the first round solicitation?

Depending on the availability of funding, in its first round solicitation, DFTA anticipates awarding 10 contracts: up to eight within individual community districts, as well as one or more citywide contracts covering the following special population categories: Lesbian, Gay, Bisexual and Transgender (LGBT), those who are visually impaired, and those who are hearing impaired. Proposals will be sought for any of the 29 community districts that currently have the lowest levels of DFTA senior center resources when compared with the level of need within the districts.

10. Can you please clarify how DFTA identified the 29 First Round Community Districts with the lowest levels of DFTA Senior Center resources when compared with the level of need within the districts?

DFTA has posted this information at:

http://www.nyc.gov/html/dfta/downloads/pdf/pin_posting2_5.pdf

11. Can DFTA define what they mean by “direct social services to seniors” and what types of services are included?

They are defined as on-site social services and activities to seniors at a single program location. Social services will be defined broadly (including but not limited to I & R, meals, socialization activities, counseling, education and recreation) but will not include services to homebound seniors.

12. One of the eligibility requirements for ISC prequalification is demonstrating ability to provide direct social services to 150 unduplicated seniors daily (average) at a single program site for a period of at least three years. Can you please clarify how DFTA will measure this?

The 150 unduplicated senior daily average must be met for each year of the measured three years. In addition, all direct social services to senior programs operating out of a single program site (i.e. the same program address) will count towards meeting the 150 unduplicated count. For example, if organization XYZ operates a Senior Center (serving 80 unique clients daily) and a NORC program (serving 70 unique clients daily), both operating from the same program address, DFTA will consider the consolidated count as meeting the 150 unduplicated count threshold.

Providers will be asked to describe all of the services provided to seniors on Attachment A. DFTA reserves the right to ask providers for backup documentation regarding any of the numbers provided (i.e. attendance sheets and/or client lists). Eligible services are not limited to those funded by DFTA.

13. Why is the IRS 990 revenue requirement over \$1 million for Innovative Centers?

Based on its experience with senior centers and providers, DFTA believes that an organization with more than \$1 million in revenue has had the type of experience with the complexity of budgets and funding necessary to properly manage an ISC. The amount will be calculated on the average revenue figures of the prior 5 years.

14. How does the applying organization provide information on professional disciplines held by the Board Members? [Only applies to Innovative Senior Center (ISC) eligibility.]

Interested organizations should complete the Board of Directors Listing, Attachment B, to demonstrate the ability of the Board to carry out its fiduciary duties in overseeing and governing its non-profit organization. Applicants should provide as much detail as possible in describing individual member qualifications (including professional licenses, prior job and volunteer experience, and their respective responsibilities).

15. Who should the organization contact if it has undergone the Mayor's Office of Contract Services Capacity Building and Oversight (CBO) review process and would like to find out if there are documents that have been previously submitted to the City (e.g., audits, 990s) that the applicant would not have to resubmit as part of the PQL application?

All applicants should contact DFTA and we will coordinate with the CBO unit at MOCS to determine what documents the organization will have to (or not have to) submit. The contact

person is Betty Lee, Agency Chief Contracting Officer, at (212) 442-1112 or PQLhelp@aging.nyc.gov.

16. If a vendor wants to use a sub-contractor, must that sub-contractor have gone through the prequalification process?

No, the sub-contractor relationship is between the vendor and the sub-contractor and not between DFTA and the sub-contractor. The sub-contractor need not prequalify. However, there may be other City requirements the subcontractor must meet such as filing a VENDEX questionnaire.

Also, an organization competing for an ISC grant can enter into other types of formal or informal partnerships with other organizations as part of its proposal. It is the organization competing for the ISC grant that must pre-qualify and then submit a proposal for an award; it's not the other partners who must do so.

17. Some of the forms on DFTA's website do not allow the user to save a completed form. Can this be fixed?

DFTA has corrected the problem. The latest forms have been posted on the DFTA website.

If you have any additional questions, please email them to PQLhelp@aging.nyc.gov.