NEW YORK STATE | Office for People With Developmental Disabilities

Addendum 2

Date: June 30, 2025

RFP #: OPD-2025-43

RFP Title: Family Support Services

Subject: Issuance of Responses to Questions

The New York State Office for People With Developmental Disabilities (OPWDD) is issuing this addendum to the RFP cited above. The following revision has been made:

1. OPWDD's Response to Bidder Questions (Q&A) is issued and attached to this addendum.

Bidders must sign and submit this notification as part of their proposal.

Signature: _____

Name: _____

Title: _____

Date: _____

NEW YORK STATE | Office for People With Developmental Disabilities

Addendum 2

QUESTIONS AND ANSWERS

RFP OPD-2025-43

Family Support Services

Issued: June 30, 2025

	QUESTION	ANSWER
1	Please summarize the changes from the original RFP OPD-2025-2 to the new RFP OPD-2025-43.	Section 1.1, paragraph 3 was corrected from "OPWDD has identified $3.5 million in 100% NYS State funded resources available to reallocate to the FSS program." to "OPWDD has identified $17.5 million ($3.5 million annually) in 100% NYS State funded resources available to reallocate to the FSS program." Section 2.2.1 through 2.2.5 clarify that the stated allocations per district are annual amounts.
2	In the "Technical Proposal," Attachment 13, Diversity Practices Questionnaire, Q8, it is stated: "If yes, complete the "MWBE Utilization Plan". In the previous version of this RFP, Addendum 2 clarified that no MWBE Utilization Form was actually necessary for this proposal since there is no MWBE requirement. Is that still true for this new release?	No. The Utilization Plan is not required unless the Bidder utilizes an MWBE subcontractor.
3	What would the contract number be for this grant?	Contract numbers will be assigned once awardees are determined.
4	There is a section in SFS asking for "Your Unit Bid Price." Is it the unit cost or the total amount requested?	The Unit Bid Price is the total amount requested.
5	On Page 15 of the RFA (Section 2.2.5 – Region 5) the budget amount is $463,183 for both Nassau and Suffolk Counties. If a bidder is submitting for only one county and one priority need, what would be the budget for that bidder?	The annual allocation for the Long Island District (including Nassau and Suffolk counties) is $436,183. This amount is not further broken down by county or Bidder. Each Bidder sets their own budget amount in the Budget Proposal. The highest scoring proposal in each district will be awarded, up to the allocated amount for each district.
6	Sec. 2.2.3: Out of the $289,356 allocated to the Hudson Valley Districts annually, what percentage is allocated specifically to the Orange/Sullivan/Rockland region?	The Orange/Sullivan/Rockland region is included in the Hudson Valley Districts annual allocation. There is not a further breakdown of this amount and no allocation percentage available.
7	We offer recreational programming to adults over 22 in Westchester county. Would equipment and vehicles to transport these adults on recreational trips fall within the purview of the grant?	Equipment, to include vehicles or means of transportation, would fall outside of the grant amount as a significant expense not otherwise covered. The recreation/camp program priority is intended to develop

		recreational opportunities and not exclusively for transportation to existing programs.
8	Will awardees have the option to decline the contract if the funding awarded is significantly lower than requested and insufficient to operate the program as proposed?	Yes. Awardees may decline an award for any reason. If an awardee declines an award, they must provide the reason(s) for the declination. See Section 9.6 of the RFP.
9	Could submitting two separate applications that, in total, exceed the regional budget allocation impact our eligibility or competitiveness for securing a contract?	No. Each proposal will be scored individually. If a Bidder chooses to submit more than one proposal, the total of all proposals will not impact the eligibility or competitiveness for securing a contract. Each individual proposal cannot exceed the available funding amount as stated in the RFP per Region or stated for each local district within each Region, if applicable, or as stated for each priority within each local district or Region if applicable. While a Bidder may submit two separate proposals that, when combined, exceed the allocated amount for a specific local district, the award cannot exceed the allocated amount for that local district. See Section 9.5 of the RFP.
10	Since the reason this was cancelled and reissued was not made public, are there any differences or changes in the requirements/forms/templates this second time around? Or can applicants simply re-upload their attachments and resubmit?	The Administrative and Technical forms/templates were not modified from OPD-2025-02 to OPD-2025-43. The Budget Proposal form was slightly modified with no material changes. Bidders must complete and submit the revised Budget Proposal form (Version 2). The revised document is available in SFS, the NYS Contract Reporter, and on OPWDD's website at https://opwdd.ny.gov/procurement-opportunities/rfp-opd-2025-43-budget-proposal-attachment-14-version-2. There was not a change in the requirements.
11	While reviewing the latest version of the FSS application attachments, I noticed that the formula for calculating total wages in the budget template appears to be malfunctioning, impacting at least five cells. Would it be possible for you to provide a corrected version of the budget attachment without the formula errors?	The formulas have been corrected and OPWDD has issued a revised Budget Proposal form. The revised document is available in SFS, the NYS Contract Reporter, and on OPWDD's website at https://opwdd.ny.gov/procurement-opportunities/rfp-opd-2025-43-budget-proposal-attachment-14-version-2.
12	If our agency is just extending our current contract, are we required to complete an RFP?	No. This RFP is an opportunity for agencies/FSS providers to submit proposals for additional FSS funding to provide additional services or to expand existing services they currently provide. If you do not wish to apply for additional funding, you are not required to respond to this RFP.
13	Line 119 (Unit Cost) has an error in the table calculation. The formula is likely =(I91/I102)? The template has the formula as =(I91/I103). I've corrected my template to get the unit cost but is this	The formulas have been corrected and OPWDD has issued a revised Budget Proposal form.

	ok to do since I know you don't like for the templates to be adjusted on our end. Please advise.	The revised document is available in SFS, the NYS Contract Reporter, and on OPWDD's website at https://opwdd.ny.gov/procurement-opportunities/rfp-opd-2025-43-budget-proposal-attachment-14-version-2.
14	The budget template for this proposal has the same formula errors that the original budget template did in the previous release. Will a revised budget template be issued in an addendum? I tried to use this one (attached) from the previous RFP but was unable to edit the name of the RFP in row 4 to match the current name.	The formulas have been corrected and OPWDD has issued a revised Budget Proposal form. The revised document is available in SFS, the NYS Contract Reporter, and on OPWDD's website at https://opwdd.ny.gov/procurement-opportunities/rfp-opd-2025-43-budget-proposal-attachment-14-version-2.
15	The new link does not seem to include all the requested amendments to be signed. Can you confirm whether they are needed? Thanks in advance. https://opwdd.ny.gov/procurement-opportunities/rfp-opd-2025-43-family-support-services-0	Only amendments/addenda for changes to a current RFP need to be acknowledged/signed and submitted. The amendments/addenda for the previous RFP were specific to that RFP version and are no longer relevant/required.
16	Attachments 1-10 • Attachment 2 requires a signature - Where should I sign? • Attachment 5 requires a signature - Where should I sign? Both of these pages do not have a signature line.	If there is no signature line in an attachment, a signature is not required. Attachments 2 and 5 do not require a signature. The completed attachments must still be uploaded into SFS with your proposal.
17	I have an Solar power energy company wanting to help train disabled or mentally ill to do installations. Please guide if there are state or city grants for this?	This RFP applies to Family Support Services. You may consult the OPWDD Procurement Website for available opportunities.
18	I am asking whether the addendum in RFP V1 listed in the screenshot below are still required as I do not see them listed in RFP V2. Please confirm.	Only amendments/addenda for changes to a current RFP need to be acknowledged/signed and submitted. The amendments/addenda for the previous RFP were specific to that RFP version and are no longer relevant/required.
19	Should we wait until the amendments have been posted so we can submit everything all at once?	Yes. Bidders should wait to submit until all addendum/amendments have been posted. SFS does not allow additional uploads or edits once a proposal has been submitted. OPWDD is able to accept administrative documents via email, which would include signed addenda. However, if an issued addenda amends a Technical or Budget form, and a Bidder has already submitted a proposal, the Bidder will have to resubmit the entire proposal and must notify OPWDD to reject the previously submitted proposal and include identifying information including date the proposal(s) were submitted and reason(s) for canceling each submitted proposal.
20	Looking at the new file templates, I didn't notice any difference in the forms. Is there any part of the template I should pay special attention to or differentiate from the original templates?	The Administrative and Technical templates were not modified from OPD-2025-02 to OPD-2025-43. The Budget Proposal form was slightly modified with no material changes. Bidders must complete and submit the

		revised Budget Proposal form (Version 2). The revised document is available in SFS, the NYS Contract Reporter, and on OPWDD's website at https://opwdd.ny.gov/procurement-opportunities/rfp-opd-2025-43-budget-proposal-attachment-14-version-2.
21	The budget template for this proposal has the same formula errors that the original budget template did in the previous release. Will a revised budget template be issued in an addendum? I tried to use this one (attached) from the previous RFP but was unable to edit the name of the RFP in row 4 to match the current name.	The formulas have been corrected and OPWDD has issued a revised Budget Proposal form. The revised document is available in SFS, the NYS Contract Reporter, and on OPWDD's website at https://opwdd.ny.gov/procurement-opportunities/rfp-opd-2025-43-budget-proposal-attachment-14-version-2.
22	While reviewing the latest version of the FSS application attachments, I noticed that the formula for calculating total wages in the budget template appears to be malfunctioning, impacting at least five cells. Would it be possible for you to provide a corrected version of the budget attachment without the formula errors?	The formulas have been corrected and OPWDD has issued a revised Budget Proposal form. The revised document is available in SFS, the NYS Contract Reporter, and on OPWDD's website at https://opwdd.ny.gov/procurement-opportunities/rfp-opd-2025-43-budget-proposal-attachment-14-version-2.
23	[Our agency] currently holds 2 FSS Contracts and is interested in expanding reimbursement funds under our Respite and Special Needs Respite programs, which are both part of our larger contract. We are in Region 3 (Capital District) and have a few questions in relation to the RFP: 1. Is respite reimbursement included under the Respite Priority Need for Region 3 (Capital)? If respite reimbursement is included under the Respite Priority Need for Region 3 (Capital), can 1 unit = 1 hour?	The Priority Needs which have been identified in the RFP for Region 3 (Capital) are: In Home Behavioral Services, Recreation, Respite, and Service Access. Site based respite is a disallowable service under this RFP. Other types and distinctions of respite are not excluded as long as they address the listed Priority Need. For respite, one (1) unit of service is equal to one (1) hour.
24	We are submitting an enhancement proposal to add funds to an existing FSS Contract. The budget template asks us to include all costs for a full year. Nowhere does the template ask us separate out the funds we have already in our existing contract and the additional funds we are requesting through this RFP proposal. The total cost for the program at the bottom of the template is not the total funding we are asking for as part of the proposal. What do we include in the budget template, just the added funding we are requesting for the enhancement or the combined cost of the enhancement and the existing contract?	Only the additional funding requested to enhance supports and services should be included in the Budget Proposal, since the funds will not be used to support existing and approved contract expenses.
25	For the priority need "Weekend Recreation and/or Socialization Programs" for Metro-Manhattan [Sec. 2.2.4], must each individual served attend for at least 4 hours per week, or may we create two cohorts and	Given that the Priority Need area listed offers these services as stand-alone or a combination of the two, it would be allowable to create two cohorts as long as the programs are available for a minimum of 4 hours per week to the enrolled individuals.

	serve the individuals in each cohort for 2 hours per week?	
26	If a bidder completed the Administrative, Technical, and Budget Attachments for RFP-2025-02, can these be submitted for the current RFP? Or must the information be retyped into the new attachments? Can you provide an overview of the important differences between RFP-2025-02 and RFP-2025-43 (other than the calendar of events and allocated funds)? What changes were made to section 2.2.5. Region 5, other than annual allocation amount?	The Administrative and Technical forms were not modified and may be submitted for the reissued RFP. Bidders must use and submit the new Budget Proposal (Version 2) form released for RFP OPD-2025-43. The revised document is available in SFS, the NYS Contract Reporter, and on OPWDD's website at https://opwdd.ny.gov/procurement-opportunities/rfp-opd-2025-43-budget-proposal-attachment-14-version-2. Section 1.1, paragraph 3 was corrected from "OPWDD has identified $3.5 million in 100% NYS State funded resources available to reallocate to the FSS program." to "OPWDD has identified $17.5 million ($3.5 million annually) in 100% NYS State funded resources available to reallocate to the FSS program." No other changes were made to Section 2.2.5.
27	We had previously submitted our application for the Family Support Services RFP. We would like to re-submit now that it has been re-opened. The required documents appear to be identical - have there been any changes to them? I don't want to miss a detail.	The Administrative and Technical templates were not modified from OPD-2025-02 to OPD-2025-43. The Budget Proposal form was slightly modified with no material changes. Bidders must complete and submit the revised Budget Proposal form (Version 2). The revised document is available in SFS, the NYS Contract Reporter, and on OPWDD's website at https://opwdd.ny.gov/procurement-opportunities/rfp-opd-2025-43-budget-proposal-attachment-14-version-2.
28	I am writing with regards to the DDRFO Region 3: Capital Region priority area of Respite. It states that site-based respite is not within the scope of this funding. Can you tell me if Free-Standing Respite would be an eligible program to apply for? We are looking for providing needed transportation to get our individuals to and from their home, which is an unmet need.	Respite that occurs at Free-Standing Respite facilities under the auspices of OPWDD are not permissible through this FSS RFP. Site based respite occurring within an OPWDD certified/licensed free-standing respite facility should be appropriately documented and billed through the HCBS Waiver.
29	Please clarify: Can the bidder choose to bid on only one or two of the areas below or all three? 1- service access 2-reimbursement 3-horseback riding.	Per Section 2.2 of the RFP, a Bidder can pursue more than one Priority Need in any given region but must submit a separate proposal (including Administrative Proposal consisting of all identified attachments, Technical Proposal Response, Work Plan Summary, and Budget Proposal) for each proposed program and/or Region.
30	Is payment broken up by Nassau and Suffolk Counties? As $218,091 per county? Or is it broken down per service per county?	The annual allocation for the Long Island District (including Nassau and Suffolk counties) is $436,183. This amount is not further broken down by county or Bidder. Each Bidder sets their own budget amount in the Budget

		Proposal. The highest scoring proposal in each district will be awarded.
31	Is the organization paid per individual served, a percentage, or an annual budget?	Payments will be based on, and will not exceed, the budget of the approved contract. For each year of the contract, payments are made quarterly on an advance basis. Each quarterly advance is subsequently cost-reconciled through the submission of a quarterly expenditure report (QER) to OPWDD. Providers typically receive two quarterly advance payments from OPWDD, with additional advances being dependent upon the submission of QERs for the prior periods. Based upon actual spending results, the availability of funds and achieving applicable performance benchmarks, providers can be reimbursed up to 100% of the approved contract amount. Per Section 1.6 of the RFP, continued annual funding awarded throughout the duration of the contract period is contingent upon satisfactory service performance and continued availability of state funds.
32	Can the Family Support Services program bill Medicaid?	No, FSS programs **cannot** bill Medicaid and must remain separate and distinct funding streams/billable services.
33	Can the program be subsidiary to an existing grant recipient program of a different area such as suicide prevention?	Per Section 1.6 of the RFP, awards may result in an amendment to an existing FSS contract or result in a new 5-year contract. Only proposals that address an identified Priority Need will be considered. Per Section 2.2 of the RFP, funding will only be provided to proposals that address those specific priorities (Priority Needs), which have been previously determined through a collaborative process between the DDRFO and District Local FSS Councils.
34	In regards to Service Access, assisting families that do not have Medicaid with establishing OPWDD eligibility: How are eligible people identified?	Respective Bidders are responsible for collecting referrals and creating waitlists as needed. See Section 2.6 of the RFP for information on work plan deliverables.
35	In regards to #1 Service Access: to assist families that do not have Medicaid with establishing OPWDD eligibility, can you elaborate on this and provide an explanation of what the program would look like?	Service Access is a short-term eligibility and referral support program. Service Access programs can include assessment of service needs, information and outreach about OPWDD services, regular planning and coordination, follow up, monitoring and advocacy. Assistance to families in applying for eligibility determination and provides linkage and referral to a variety of services for developmentally disabled individuals in the OPWDD system. As a required component of the eligibility determination process, some providers may offer an evaluative component for individuals without Medicaid (e.g., psychological, psychosocial, and/or Autism evaluations).

36	In regards to #2 Reimbursement: Goods and Services (to include respite), can you elaborate on this and provide an explanation of what the program would look like?	Please refer to the Family Support Services (FSS) Reimbursement Guidelines available at https://opwdd.ny.gov/system/files/documents/2022/06/fss-final-adm-revised-6.27.22-rev.pdf
37	Do the created positions need to be full time?	Employment status would be determined by the Bidder and with respect to meeting the Priority Needs. Per Section 5 of the RFP, the Technical Proposal must demonstrate that the Bidder and their staff will be able to provide the services described in this RFP.
38	To successfully provide evidence on how Bidder Minimum Qualifications are met (Section 1.8), does it suffice for applicants to just include a narrative that describes how each listed minimum qualification is met with the Administrative Attachment 1?	Yes. There is a text box on page 4 of the Administrative Attachments to describe/outline the Bidder's specific experience that meets the qualifications.
39	Under the Western NY – North Priority Need for Respite (Section 2.2.1), the RFP states that "Transportation to and from this program be looked at as a possible additional service offered but would not be mandatory as part of this proposal." I just want to confirm that applicants are allowed to explicitly incorporate transportation activities/expenses into a proposal for the Respite Priority Need. Is that correct?	As indicated within the RFP Priority Need for Western NY, transportation service "would *not be mandatory* as part of this proposal." However, transportation expenses to/from FSS funded services may possibly be incorporated into service costs if appropriate.
40	For Administrative Attachment 5, if applicants have submitted their Vendor Responsibility Questionnaire online, does it suffice to include a copy of the confirmation that the Questionnaire was submitted?	The only requirement for Attachment 5 is to check the applicable box. Bidders are not required to submit as part of their proposal a confirmation or any Vendor Responsibility documentation.