# City of Boston Area Agency on Aging
## FFY2023 Title IIIB, Title IIID, and Ombudsman RFP Q&A

**Q. The RFP document states that projects should highlight up to three specific NAPIS/OAAPS services, is that services within a single category (i.e. if a category is Behavioral Health) or across all categories (i.e. if a project aims to address Social Isolation and Digital Equity)?**

A. This is referring to each program, but it is okay to exceed this number, within reason. A single program might touch on multiple focus areas. Additionally, an organization might submit a proposal for multiple programs that address multiple focus areas.

**Q. Is a program that was started post-pandemic (as a response to the pandemic) considered a "new program"?**

A. Yes, it would be something we are interested in.

**Q. (Fiscal) Could you repeat those figures or type them here?**

A. $2,988,906 total, $2,609,987 from Title III B (ARPA and Standard), $221,396 from Title III D (ARPA and Standard), $157,522 Ombudsman (ARPA only)

**Q. Are there funding ranges for awards?**

A. There are no funding ranges for these awards. Please request the amount needed to support the delivery of your proposed program(s).

**Q. Are submissions only by month now, no longer by quarter?**

A. Programmatic reporting can occur monthly or quarterly and will be determined on an individual basis with each program. Fiscal billing can occur monthly or quarterly and will be determined on an individual basis with each program and our fiscal team.

**Q. If we are applying for more than one program, but all under the Title III-B funding category, do we need to submit one budget or two?**

A. You must submit separate budgets for separate programs.

**Q. Where is the grant application for Title III Ombudsman? Application is not listed currently.**

A. This document is now uploaded to the event on the supplier portal.

**Q. What is the name of the Title III Support Services application?**

A. "Grant Application IIIB & IIID"

**Q. For Title IIIB, are both the Technical and Pricing Proposals submitted on the Portal or do we submit the Pricing Proposal on the Portal and email the Technical Proposal to Alison?**

    A. Everything should be uploaded to the portal, there are separate areas to upload each document. If more assistance is needed with the supplier portal, please contact the supplier portal team for assistance (617-635-4564).

**Q. Can you confirm this funding is pertinent to adults 55 and older?**

    A. The Older Americans Act defines older adults as being 60 years and older.

**Q. When are proposals due?**

    A. Tuesday, July 12th by 5:00pm - proposals submitted after this time cannot be accepted.

**Q. When you submit the application, is each section submitted as a separate document, or is the whole application submitted as a single document?**

    A. The technical proposal should be submitted as a single document. And the pricing proposal should be submitted separately as a single document. Please see the lists at the end of the grant application for the sections that apply to the technical proposal and the pricing proposal. Please submit Appendix C 1.2.3 (fiscal forms) in excel format.

**Q. Does the proposal include what ARPA funds are being used for? How much is allocated for the Ombudsman?**

    A. **Programmatic** - Proposal can include only ARPA, unless it makes sense for your proposal to include Standard Title III work. **Fiscal** - Include the standard Title III and ARPA funds in the budget - Standard Title III can be listed in the "Other Federal Funds" column. $157,522 (ARPA) allocated to Ombudsman.

**Q. Do all of the funds require match funds? What is the minimum?**

    A. Yes, all of the funds require match funds. The minimum match is 15%, but this can be higher if you choose.

**Q. NAPIS - Title IIIB and IIID focusing up to three categories - the scope of work with title IIID, three categories is limiting, put three biggest? Include only evidence-based categories? How to go about that if it addresses more than three categories?**

    A. Services included for IIID would be evidence based - we ask for three services, but agencies can go over that if needed.

**Q. Does "EDU" symbolize something is an evidence-based program?**

    A. Yes, "EDU " indicates an evidence-based service - in Appendix A - FFY2023 OAAPS/NAPIS Codes for Title III, column F indicates into which Title III funding category each service falls.

**Q. What is the difference between NAPIS code 30 Protective Payee, 72 Bill Rep Payee (Protective), and 50 Financial Management Assistance?**

    A. OAAPS/NAPIS Services with "(Protective)" in the name are specifically for PS consumers. Some of these are duplicate service codes and you should select whichever seems most accurate to the service being delivered by your program, as there are no formal definitions for most of the services listed.

**Q. What is the difference between 41 Counseling and 86 Mental Health Counseling?**

    A. Counseling is a generic category intended to capture consumer data across any number of counseling services; except as otherwise stated - caregiver, mental health, nutrition, etc. Mental Health Counseling is to be used specifically to capture data aligned with mental health programs and services where consumers are receiving such counseling.

**Q. If there is a service being offered but not listed (Title III D), is the directive to leave off the application, or can it be added to the list?**

    A. If you want to include a program that is not listed on the OAAPS/NAPIS service code list, you can contact Alison Freeman, who will find out if the program can be added. New services/programs need to be confirmed and added by the Executive Office of Elder Affairs.

**Q. Do new program components have to be submitted as a separate program? Or could they be incorporated into the existing previously funded program, with a larger financial ask to support the new services/components?**

    A. Yes, you can incorporate new components to an existing program. You can also include a new program in your proposal.

**Q. Is there a NAPIS a category for digital literacy**

    A. Yes, 75 - computer training

**Q. BINGOSIZE and WALKWITHEASE are two evidence-based programs previously funded through Title IIID, but they are not on the OAAPS/NAPIS Service Code list. Do they qualify for Title IIID funding in FFY2023?**

    A. The following services (all evidence-based) were added by EOEA in 2021, but have not yet made it onto the OAAPS/NAPIS service code list: Education - Active Living Every Day:

NAPIS Code #132, Education - Bingocize:  NAPIS Code #133, Education - Walk with Ease: NAPIS Code #134

**Q. In creating one application for both standard and ARPA funds, do we pick "up to three NAPIS Codes/OAAPS" that encompass both our standard work and our ARPA funded work?  Or up to three codes for each funding stream?**

    A.  In your proposal and budgets, you are not differentiating between standard and ARPA funds, you are only differentiating between different programs (programs might include a mix of standard services offered previously and new focus areas outlined in the RFP). The "up to three" guidance is per program, but this is guidance and not a strict requirement.

**Q. Please provide clarification between "program" and "funding category." Should an agency that is applying for IIIB and IIID submit a single proposal?**

    A.  Separate applications are needed for IIIB and IIID (on the supplier portal, you will see that these are two different events requiring separate submissions). If you were to apply for funds for multiple programs at your organization in a single Title III funding category (IIIB for example), we would want a single proposal and budget forms for each program.

**Q. Can you share the RFP? And, was the bidders' conference recorded?**

    A.  The RFP and supporting documents can be found on the City of Boston's supplier portal. You will see three different events on the portal for this RFP - for III Ombudsman, III B, and III D.
https://procurement.cityofboston.gov/psp/prdsp/SUPPLIER/ERP/h/?tab=DEFAULT

    A.  The bidders' conference was recorded and I expect it to be accessible on the Age Strong webpage by the end of Tuesday, June 14th.

_____**Updated 6/13/2022**

**Q. Does the Commission have any video or steps in how to submit the proposal in the portal?**

    A.  https://www.boston.gov/departments/procurement - scroll down to "Learn About Bidding" and click on the articles they list for instruction. If additional technical assistance is needed, contact the procurement office.

**Q. Are up to 3 NAPIS/OAAPS services allowed for Title IIIB or can more services be included?**

    A.  You can include more than 3 services for each program.

**Q. Can Wellness be included in Title IIID or do Title IIID services all need to be evidence-based?**

    A.  Wellness is a IIIB service, so it cannot be included in a IIID budget. Title IIID funds are for evidence-based services. Please refer to column "F" in Appendix A - FFY2023 NAPIS/OAAPS Service Codes for Title III to determine which services fall under which Title III funding category.

**Q. By separate program, does that mean as defined by the NAPIS/OAAPS categories, or as defined by the program? Should an agency submit a different budget for each NAPIS/OAAPS service code?**

    A.  Different NAPIS/OAAPS service codes do not imply separate programs. A single program will likely (and should) deliver multiple NAPIS/OAAPS services. When we refer to "program," we are talking about the programs (with their own budgets) within your organization.

        Let's say I'm a nonprofit and I have two programs: "Program A" and "Program B." Both programs deliver services that fall into the IIIB category (as indicated in column "F" in Appendix A - FFY2023 NAPIS/OAAPS Service Codes for Title III). Within my agency, each program has its own budget. For this proposal, we want to see each program's budget, so we are asking for separate fiscal forms for each program you are applying for. For the proposal, I should submit a single technical proposal and a single pricing proposal in response to the IIIB bid event: EV00010770. It should be clear in your proposal which part of each response is for which of your programs.

        *Example:*
        <u>Program A (has its own budget within my org.)</u>
        Fitness (IIIB NAPIS/OAAPS Code: 22)
        Recreation (IIIB NAPIS/OAAPS Code: 32)
        Computer Training (IIIB NAPIS/OAAPS Code 75)

        <u>Program B (has its own budget within my org.)</u>
        Friendly Visiting (IIIB NAPIS/OAAPS Code: 33)
        Telephone Reassurance (IIIB NAPIS/OAAPS Code: 35)
        Support Groups (IIIB NAPIS/OAAPS Code: 52)

        I will submit a single technical proposal and a single pricing proposal to the IIIB bid event: EV00010770 and two different program budgets/set of fiscal forms (Appendix C 1.2.3).

_____**Updated 6/14/2022**

**Q. Is there a recording of the bidders conference that happened last Monday June 6, as well as a copy of any powerpoint slides that were used?**

A. There is a recording of the bidders' conference and it is available on the Age Strong webpage. We did not have a powerpoint presentation for the bidders' conference, so you will not see one posted.

**Q. Which document has the narrative questions? And where do I find that document, along with the supplemental documents required with this proposal?**
A. The questions for the technical and pricing proposal are in the Grant Application document, which is included in the **event package** - it is the 5th document from the top of the event package list (the entire list includes 17 attachments).

When you click on the following event on the supplier portal, a page will open and there is a link titled View Event Package - this is where you will find all of the documents/attachments for the RFP.

| EV00010770 | III B -- Supportive Services RFP | |
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You can find additional help here:
https://www.boston.gov/departments/procurement/how-use-supplier-portal

If you need supplier portal technical assistance, please contact the procurement office.

**Q. Is there an average grant size/grant range?**
A. There is not a figure or range that I can offer, because award amounts will depend on the program proposals and budgets submitted through this RFP.

_____**Updated 6/16/2022**