

2025-2027 CBYS RFA Questions

Q: I have elected to update my 2021 RFA. I have already submitted the form. I have a copy of my 2021 should I just use that one to update or do I need to officially request the form sent to me from CBYS?

A: It is okay to use the one you have and you will upload all materials using the link on the website <https://oklahoma.gov/oja/community-based-services/youth-services-agency-information/2025-cbys-request-for-applications.html>

Q. I have elected to update the 2021 RFA. It is my understanding that we only need to update the 2021 RFA and do not need to do any of the attachments provided with the recently released RFA.

A. Yes, that is correct.

Q. You mentioned in the Pre-Bid Conference that we could submit the 2021 RFA but use the new condensed tables. If we choose to do this what are we replacing in the 2021 RFA?

A. Tables I and Table II of the 2021 RFA are condensed into Table 5 of the new FY 2025 RFA. It may be easier to simply update Tables I and II but if you prefer to use the condensed Table 5, you can. You will need to upload Table 5 with the 2021 RFA and indicate in the 2021 RFA that the tables have been replaced with Table 5.

Due to confusion on this question, a sample checklist for YSA internal use has been developed at the end of this Q and A document.

Q. I am working on the RFA and have a question on Section IV – Using Data to Inform Needs and Guide Service Delivery.

It says to answer the questions below a through f. There isn't an f on my RFA. Do you think this is a misprint or am I missing something?

A. Disregard responding to “f”. This is a typo. Respond to questions a through e.

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Q. On the 2021-2022 RFA, there are dates that cannot be removed, what do we do with those dates?

A. To change the dates you will need to enter a password. Follow the steps below:

1. Go to Review
2. Restrict Editing
3. Stop Protection
4. Enter Password: lbandm

Q. We have requested completion of our Audit from the CPA, but it is not complete yet. Should we submit our RFA or wait until the audit is complete?

A. Submit the RFA and include documentation and a narrative demonstrating steps taken to obtain the audit. A provisional contract may be issued pending the outcome of the audit.

Q. Do we include the CERC (a.k.a. Shelter) as one of the program areas on Table ?

A. Yes, during the original needs assessment process, all services were included in the strategy formulation, including the CERCs.

Q: All we are really wanting to clarify is what you want us to submit for the update option. We understand the tables are required. Do you also want us to update and send the geography and demographics? Alternatively, we would send only the CATS and Tables?

A: Submit the entire updated plan with the summary explaining the updates. This includes all tables within the needs assessment document.

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Internal YSA Application Check List-**DO NOT SUBMIT with RFA**

Application requirements are determined by option selection. Items to be submitted as part of a complete RFA should include:

Option 1 Requirements:

- Option Page with RFA Option Selected and Summary if applicable
- Narrative with responses for sections I-IV
- Table 1: Plan Timeline
- Table 2: Stakeholder and Community Feedback
- Table 3: Missing Voices
- Table 4: Data Mapping
- Table 5: Strategic Planning for Identified Community Need and Identified Service Delivery (One per Program)
- Agency Board Membership Roster

Option 2 Requirements:

- Cover Page with Option 2 selected
- Updated 2021 RFA (Year I of the Needs Assessment)
- Summary of Plan Changes
- Agency Board Membership Roster

In lieu of Tables 1 and 2 from FY21 RFA, Table may be submitted.

- Table 5: Strategic Planning for Identified Community Need and Identified Service Delivery (One per Program)