

PROCUREMENT NOTICE

State of Connecticut – Department of Public Health
Public Health Initiatives Branch
Health Education, Management, and Surveillance Section

Tobacco Use Prevention and Control Program

REQUEST FOR PROPOSAL

2010-0911

for

Tobacco Use Prevention Programs for School-Aged Youth in Connecticut

ADDENDUM # 1: Questions and Answers

Questions received as of November 17, 2010 on RFP 2010-0911 are provided verbatim as submitted.

As an addendum to the RFP, the questions and their answers are posted as is the RFP, and in addition all questions and responses are sent to 1) anyone submitting questions and 2) anyone submitting a letter of intent as of November 17, 2010.

The questions and their responses are:

- 1) Under this RFP (#2010-0911) would a hospital be considered eligible for funding?
Would it be better if we partnered with another community agency?

Answer:

For Component A, only the nine school districts identified may apply. **For Component B**, the only applicants that are not eligible to apply are individuals.

- 2) \$640,000 -- Will that be evenly divided between Components A and B?

Answer:

That is unlikely. The amount of each award will depend on the number of participants to be served as well as the complexity of the proposed project.

- 3) \$640,000 -- Is that for the two years combined or is it \$640,000 for each year?

Answer:

\$640,000 is the entire amount available for this initiative.

- 4) How is the word "community" being defined? Can it be just a school or two or one neighborhood or is it envisioned as a larger group?

Answer:

Community can be defined by the applicant and can include the school and surrounding neighborhoods. The applicant should explain why they chose this community to target.

- 5) In terms of collaborations -- is there a number that DPH would like to see -- meaning, school plus health care provider? school plus several providers?

Answer:

We have not pre-defined how much collaboration should be included in each proposal.

- 6) Under the requirements (see page 16), is the contractor expected to provide all of these items or can they be cherry-picked?

Answer:

Contractors are asked to provide the listed components. If the contractor is not providing one of these items, they should explain why it is not being included in their program.

- 7) Data collection: Virtually all data cited pertains to tobacco cessation -- what data is to be collected if a contractor is primarily doing prevention (with cessation as a referral)?

Answer:

Data such as the number and type of outreach venues, the number of people receiving referrals, the number of participants served, dates of service and others that may be required. Data collection will depend on the type of project being funded.

- 8) For Component B -- DPH seems to want programs done after-school (or weekends) -- can some of the services be done during the school day -- for example, a school assembly?

Answer:

The school assembly would need to be done in conjunction with the out of school hours program, such as for promoting attendance at that program.

- 9) For people served (again this is mainly for the prevention aspect) -- do we measure only students trained in a curriculum by us? If we do presentations, all the school-aged youth, who saw the program? If we're doing major marketing campaign, number of hits on a website or number of flyers distributed?

Answer:

All of these numbers would be provided as part of the data collection. We need to know how people are reached for this program, through all venues.

- 10) I am writing to ask if there is a minimum and/or maximum award amount set for these grants/contracts. Or, Can you estimate the size of the awards to be made in connection with the above-referenced rfp?

Answer:

No. See answer to Question #2

- 11) Are college students (ages 18-22) considered school-aged youth for Component B?
[Verbal response = no]

Answer:

School aged youth is defined for this RFP as children in grades Kindergarten through Grade 12.

- 12) There is no mention of the Great American Smoke Out in the RFP. Is it OK to include programming around GASO in the proposal? [Verbal response = yes]

Answer:

Yes, programming may be done around the Great American Smokeout. Since the Smokeout is a cessation event, it was not included in the list in the RFP.

- 13) Is education/outreach to *parents* (such as parent/child workshops) considered an allowable expense?

Answer:

Yes.

14) Are *parents* eligible for cessation programs at no cost?

Answer:

Yes.

15) For the *electronic copy*, you ask for the proposal to be compatible with Microsoft Office Word 2003 and the required forms and appendices as PDF or similar format. Do you want the electronic copy submitted as two separate attachments?

- a. 1 = proposal in Word
- b. 2 = forms and appendices in PDF

Answer:

Yes.

16) Can a RESC (Regional Educational Service Center) be the lead agency and apply on behalf of a district?

Answer:

For Component A, no, the School District must apply

For Component B- any agency may apply and work with a District if they so choose.

17) If a RESC cannot apply as the lead agency, can a RESC serve as fiduciary for a district?

Answer:

The contracted agency will have to be the fiduciary.

18) Is there a maximum percentage of the total budget or actual amount that each subcontractor is allowed? For example, if a district (project lead) subcontracts with a RESC to provide a program coordinator, outreach educator, curriculum specialist and evaluator, is there a maximum total amount that the RESC is allowed to receive as one subcontractor?

Answer:

This would be determined by the contractor - There is no preset maximum that a subcontractor can receive.

19) For Component B, at what stage of program development does the prevention program have to be? For example, would a program at its initial development stage using a qualitative study design to determine the structure and content of the program qualify? Or does it have to be something already developed and is ready to be implemented and disseminated?

Answer:

A program can be developed and then implemented under this funding opportunity.

20) It appears from the RFP that budget costs for **instructional supplies** for classroom use for students AND also cost for **training** teachers are specifically excluded from allowable costs - reference page 19 from the RFP. Are instructional supplies and training permissible?

Answer:

Yes, these items are allowable.

21) We can not find a **LINE ITEM BUDGET FORM (CSDE calls it ED114)** in the application form, although it remains in the instructions for the narrative (G. 2. b.) of the RFP. Please advise.

Answer:

For this RFP, the Budget Justification Form (Page 28 of the RFP) is being utilized.

✦ *All bidders are reminded that letters of intent are due on November 30, 2010; and proposals are due on December 8, 2010, following the instructions provided in the RFP. Letters of intent may be emailed to dph tobacco@ct.gov.*

Thank you for your interest in this funding opportunity.