

DPH RFP # 2023-0903: Preventive Health Strategies at Work in CT Communities

Questions & Responses

May 10, 2023

Programmatic Questions:

- Question:** I wanted to clarify that we can write a compelling block grant application using multiple areas of the components. For example, my health department would like to focus on chronic conditions as well as mental health/community resilience. Is this allowed or should we focus on only one area of component A?

DPH Response: LHDs may choose Component A, Component B or Component A and B. If Component A is chosen, applicants can propose to address one or more topics under that component: Chronic Disease Prevention and Management, Injury Prevention, and Community Strength and Resilience.

- Question:** According to the RFP, LHDs may choose Component A, Component B or Component A and B. If Component A is chosen, do all categories under Component A (Chronic Disease Prevention and Managements, Injury and Violence Prevention and Community Strength and Resilience) need to be included? If one category is selected, do all HP2030 objectives need to be addressed or can specific objectives be selected? For example, could Injury Prevention be selected and with MHMD01 and MHMD01 as the focus?

DPH Response: LHDs may choose Component A, Component B or Component A and B. If Component A is chosen, applicants can propose to address one or more topics under that component: Chronic Disease Prevention and Management, Injury Prevention, and Community Strength and Resilience. Applicants are not required to address all HP2030 objectives listed for the category or topic selected. Applicants can select specific objectives such as MHMD01 and/or MHMD01 for Injury and Violence. The application does not allow for the use of *all* Healthy People 2030 objectives only those that are listed under each health topic in the RFP. For the menu of Healthy People Objectives (HP2030) to choose from, see pages 33-36.

- Question:** If choosing Component A: Injury and Violence Prevention, would every sub-topic (sexual violence, motor vehicle injuries, injuries from falls, and suicide and self-directed violence) need to be addressed? Or would we be able to focus on one specific topic area, such as suicide and self-directed violence?

DPH Response: If choosing Component A: Injury and Violence Prevention, every sub-topic (sexual violence, motor vehicle injuries, injuries from falls, and suicide and self-directed violence) need NOT be addressed. The applicant can focus on one specific topic, such as suicide and self-directed violence. Applicants can select specific objectives such as MHMD01 and/or MHMD01 for Injury Prevention. The same would apply for Chronic Disease Prevention and Management and Community Strength and Resilience.

- Question:** Are community tobacco cessation programs included in the CDC HP 2030 guidelines – they are in the CDC best practices guidelines?

DPH Response: Community tobacco use cessation programs are in the CDC Best Practice Guidelines-Cessation Interventions, as well as in the HP 2030 Guidelines since they encourage

quitting and successful quit attempts. These fall under a few of the HP 2030 Objectives, including TU1: Reduce current tobacco use in adults, TU04: Reduce current tobacco use in adolescents, TU 11: Increase the number of quit attempts, and TU14: Increase successful quit attempts among adults.

5. **Question:** Can a virtual Tobacco Cessation Program be offered?

DPH Response: Virtual tobacco cessation programs have effectively been utilized, especially during COVID, to extend cessation offerings. Virtual programs may be offered as an option to those who would prefer that method. In general, contractors are expected to offer programs in both a manner and at a time that works for the population being served.

6. **Question:** If a community cessation program has been previously offered through Block Grant funding, would it preclude us from offering tobacco cessation as a part of the new application, if it was utilized as a comprehensive chronic disease prevention program, where referrals are made by local providers? Is it different enough to allow for inclusion.

DPH Response: Proposals that will continue the current or previous work funded by the PHHS Block Grant are allowable and does not preclude that applicant from receiving funding under this RFP.

7. **Question:** We are considering applying for the Preventive Health Block Grant to provide smoking cessation in our jurisdiction. Would you be able to provide me with data on smoking in our jurisdiction as well as any resources you think would be valuable?

DPH Response: The DPH has provided a sample of Evidence-Based Guidelines and Best Practices on pages 37-39 of the RFP to assist with developing your proposals and interventions. The DPH can provide LHDs with data on chosen health topics on a case-by-case basis if the request is made to Donette Wright, donette.wright@ct.gov, on or before Friday, May 19, 2023;

8. **Question:** Cover Sheet (pg. 24) outlines information required as part of cover sheet but also references the Applicant Information Form in Appendix which has different information. Can you clarify—Cover Sheet should include the outlined items on page 24 and Applicant Information Form will be included as an attachment to the full proposal? OR is Applicant Information Form the Cover Sheet?

DPH Response: On page 24, A. Cover Sheet is the same as item #1 Applicant Information Form on page 48 of the RFP. The Cover Sheet and Applicant Information Form can be found on page 1-2 of the application forms packet.

9. **Question:** In reading through the RFP there appears to be a discrepancy regarding page limit. On page 21, #6 it says page limit is 15 pages. On page 25 D it says maximum total page length is one hundred (100) pages. Can this be clarified?

DPH Response: On page 21 of the RFP, Section A., #6 Style Requirements, submitted proposals must conform to the specifications listed which includes a page limit of 15 pages and, which includes Proposal Outline Items A through D but does not include Attachments or Forms. In Section IV: Main Proposal Component, the maximum total page length says one hundred (100) pages, which includes Proposal Outline Items A through F AND all attachments and forms. The Review Committee

will not read Proposals longer than one hundred (100) pages. See Question # 63 in the question addendum below which expands on the page limit.

10. **Question:** Do you have anything that spells out how the tiered system will work? For instance, where does my health department fall and who would be our peers in that tier? Is each tier population-based?

DPH Response: The Preliminary Review Criteria is available on pages 43-44 of the RFP. DPH anticipates awarding 10-20 contracts, subject to 1) the availability of funds, 2) the quantity and quality of applications received, and 3) agency priorities. The objective review panel may provide input on additional methods employed to score the proposals.

Financial/Fiscal Questions

11. **Question:** Under “COST PROPOSAL” a. Financial Requirements (pg. 18)—are applicants expected to submit anything under that subheading? If so, what?

DPH Response: Under “COST PROPOSAL” a. Financial Requirements (pg. 18)—applicants are not expected to submit anything under that subheading. Refer to subheading b. Budget Requirements – Budget and Budget Narrative for submission requirements.

12. **Question:** Do we need to complete a Budget Justification for each funding period for the RFP?

DPH Response: Yes, the proposal must contain an itemized budget with justification for each line item on the budget forms included in the Application Forms in Section VI. A detailed budget justification is required for each of the five budget periods and can be provided on the Budget Justification Schedule B form provided with the application forms.

13. **Question:** Do we need to complete a Budget Summary for each funding period or one for all 5 funding periods for the RFP?

DPH Response: The proposal must contain an itemized budget with justification for each line item on the budget forms included in the Application Forms in Section VI. A detailed budget summary is required for each of the five budget periods and can be provided on the Budget Summary Sheet form provided with the application forms.

14. **Question:** Is there a maximum percent that can be billed for Administrative and General Expenses?

DPH Response: No, there is not a maximum percent that can be billed for Administrative and General Expenses, but proposals must be fiscally sound and competitive. Also, please note, the Cost Proposal is 6% of the review criteria.

15. **Question:** If the proposals that are submitted do not meet the full award amount in totality, will there be any flexibility in funding programs less than the proposed \$150,000 funding period?

DPH Response: On page 6, Section 4, individual award floor is \$150,000 (\$30,000 annually) for the 5-year funding period. Grant awards will not be made for less than the award floor listed above.

16. **Question:** When will organizations receive notice that they were awarded funds for their proposed program(s)?

DPH Response: Once the technical review of proposals is completed and recommendations for funding are approved by the agency, letters will be sent to all applicants on or before August 1, 2023.

Staffing Questions

17. **Question:** Are job descriptions and resumes required for all staff listed in the grant, both paid and un-paid? Or, job descriptions and resumes included for those persons who will be hired for the grant or for those who are subcontracted?

DPH Response: Resumes must be provided for all management and professional staff assigned to this project, paid or unpaid. If current staff will be assigned to the Project, include a current resume in the attachments. If staff will be hired, include an outline of the job description in the attachments, and outline a recruitment and hiring schedule. At the DPH's discretion, job descriptions of subcontractors may be required post award but is not required for submission with your proposal.

June 8, 2023 Addendum

Programmatic Questions:

18. **Question:** Under Component A, Chronic Disease Prevention and Management, the description provides the option to “address healthy lifestyles choices and policy, systems, and environmental changes to promote healthy eating and active living and reduce rates of heart disease, stroke, and diabetes. Our health district has been working in this area and was previously given the option to focus on only active living (physical activity.) Must the new 5-year grant in this category include strategies for BOTH healthy eating and active living, or may we choose one over the other (and focus only on active living as we have done in the past)?

DPH Response: You may choose one or both. See response to Question 2 above.

19. **Question:** The Tobacco block grant ends September 30, 2023 (this fall). Can we use the new funds for a different topic. Vaping is a huge problem here in our health department and we wanted to know if that was available as a topic. If not, what else can we do with the money? What topics are there?

DPH Response: Yes, you may use the funding to address vaping. Please refer to pages 33-37 of the RFP for detailed objective and strategy examples to help with identifying other topics that are supported by this RFP.

20. **Question:** In reference to 10 Essential Services—can these be referenced parenthetically in the workplan or is narrative regarding how activities support the 10 Essential Public Health Services required?

DPH Response: On page 1 of the RFP, it says “each request for funding must also outline activities that support one or more of the ten essential public health services.” However, this is not included in the review criteria, and you will not be penalized if not included in your proposal. A reference to the 10

Essential Public Health Services is not required in the narrative but if the applicant chooses to include this reference, it could be parenthetically or narrative.

21. **Question:** Pg 11 Current Range of Services—annual number of individuals reached—Is this in reference to any and all health department initiatives or just the ones of focus to this RFP?

DPH Response: On page 11 of the RFP, Main Proposal Components, #1, c- Current Range of Services/Clients says describe the current range of services provided by the applicant organization and populations served, including the annual number of individuals reached. This can be for all health department initiatives or just the one of focus for this RFP.

22. **Question:** Pg 14 Service Area—Is this the population serviced by the local health department, the towns we serve or something else?

DPH Response: Page 14 of the RFP has a description/definition of Service area. A clearly defined catchment area must be identified for the delivery of services. (Note: Referencing statewide service capacity does not fulfill the target catchment area.) The contractor must clearly define their service area by naming the towns and cities supported by the proposed activities.

23. **Question:** Pg 15 “Formal” partnerships—is a letter of support sufficient to document “formal” partnership? If not what?

DPH Response: Yes, letters of support are sufficient. A contract, Memorandum of Agreements (MOA) and/or Memorandum of Understanding (MOU) are other examples.

24. **Question:** Will the Area Agencies on Aging still be the liaisons for Chronic Disease Self Management and Diabetes Self Management Programs?

DPH Response: The Area Agencies on Aging (AAAs) do work in this area and could be a proposed partner. There is no current formal relationship between DPH and the AAAs.

25. **Question:** Data and Technology—if we use IT company do we need to provide their contact information?

DPH Response: No, you do not need to provide their contact information.

Performance Measures

26. **Question:** Performance Measures are mentioned on page 19 with a recommended table for use, but it’s placement does not appear in the required outline on page 24 or the Minimum Review Criteria Checklist on page 41. Page 19 says that “the Department will assist Contractors in developing PMS and will provide examples of data reporting templates” post award, but then goes on to require a description of PMs and potential data sources in the proposal. *Do performance measures have to be included in this application?*

DPH Response: Yes. Performance measures are not listed in the outline because they are not “stand alone”, but included in the main proposal. Performance measures are used to evaluate the effectiveness of a program and/or used to gauge progress towards program goals.

27. **Question:** On page 19 of the RFP, Performance Measures are listed as proposal requirements; however, they are not listed in the Proposal Checklist. Performance Measures are also mentioned in

the 3rd paragraph on p.17 under 5. Data and Technology. Performance Measures are listed with 5. Data, Technology and Performance Measures on the Preliminary Review Team Technical Review Criteria Worksheet on p.44. Where should they be placed in the Proposal?

DPH Response: Performance Measures can be included as appropriate in your main proposal. For example, on page 24, if you are describing Data and Technology and evaluation, discuss your specific performance measure for that topic. Generally, performance measures are included with an applicant's discussion of program evaluation. Performance Measures may also be included in your scope of services and/or workplan.

28. **Question:** Are there any examples you can share about what the six month SMART objectives look like? Are bullet points okay, or would you prefer using the table given as an example for 1-2 year goals?

DPH Response: A suggested work plan template is provided on page 46 of the RFP and page 15 of the application forms packet. Objectives can be incorporated as bullet points within the table. The work plan table was provided to assist with outlining clear program objectives as well as supporting activities, process measures, baseline data, and team members who are responsible for each area. Examples of SMART objectives can be found here: [Developing Program Goals and Measurable Objectives \(cdc.gov\)](https://www.cdc.gov/developing-program-goals-and-measurable-objectives/).

29. **Question:** Workplan Template-does not align with requirements outlined in the narrative.
- Can you define what you mean by baseline data and target for each of the activities as outlined in the workplan?
 - Is it reasonable that we may not have baseline data or obvious target for every activity?
 - Where in the workplan do you want outcome or measure of success for each activity?
 - Where in the workplan do you want SMART objectives as outlined on page 16?

DPH Response: **a.** Baseline data are the initial data collected prior to the start of an intervention. These data serve as a point of reference as subsequent data are collected and compared against the baseline data to measure progress towards intervention goals. Target or outcome is what is the *aim* of the program as measured from baseline. Both data points (baseline and target) are compared to measure whether the program is achieving the expected effects/changes in the short, intermediate, and long term which are your outcomes. **b.** If the applicant does not have current baseline data to submit with the proposal, the applicant must describe how these data points will be generated by the start of the activity to measure progress towards program goal/target/outcomes. **c.** Please review sample work plan template in application forms provided by the DPH for placement of outcome or measure of success. You may also use another template of your choice to convey this information. **d.** You may place the SMART objectives with your strategy or supporting activities or wherever else you choose that makes sense.

30. **Question:** Is there a sample document available to review?

DPH Response: No, this is the first time this RFP is being issued for LHDs to apply for PHHS Block Grant funds. Since this is the first time, no previous applications exist.

Budget-Related Questions and Budget Forms

31. **Question:** Are there any unallowable expenses? Regarding cash payments – can we propose using these funds to pay for incentives for program participation, such as gift cards, or to support transportation needs (i.e. bus tickets) or childcare?

DPH Response: Unallowable expenses are described on page 19 of the RFP. You may propose purchasing incentives as part of your proposal; however, this budget item would require CDC prior approval. DPH would assist with pursuing needed approvals on a case-by-case basis.

32. **Question:** Can you please clarify if it is important for my LHD RFP to request a minimum of \$30,000 for Preventative Health Strategies proposal to be submitted for consideration?

DPH Response: On page 6, Section 4, individual award floor is \$150,000 (\$30,000 annually) for the 5-year funding period. Grant awards will not be made for less than the award floor listed above or more than the award ceiling: \$500,000 (\$100,000 annually).

33. **Question:** Does the yearly allotment have to be the same every year? Does it roll over? For example, is it possible to get \$80k one year and \$20k the next?

DPH Response: The yearly allotment (budget) must be the same every year. The grant does not allow carryforward of funds from one year to the next.

34. **Question:** Will budget revisions be permitted?

DPH Response: Yes, working with DPH, successful applicants will be able to revise their budgets post award.

35. **Question:** Section 7.a. page 18 states that “Monthly or triannual expenditure reports will be required, dependent on the type and cost of the program provided.” What program type and what program cost would require a monthly versus a triannual reporting? The significant deference in reporting frequency has implications for the level of staffing needed for financial reporting, and therefore could materially influence budget estimates for such staffing.

DPH Response: Successful applicants should anticipate triannual or quarterly expenditure reporting.

Budget Forms

36. **Question:** Cost Proposal Checklist (page 41 of RFP) indicates Budget Summary Sheet, Budget Summary 1 Form, Budget Justification Schedule B and Subcontractor Schedule. Forms on page 52 and 53 include Budget Summary Sheet and Budget Justification Schedule, and Subcontractor Schedule -There is no Budget Summary 1 Form. Is the intent to have a Budget Summary Sheet for the total 5 years and a separate Summary Sheet for each year?? Can DPH please confirm? / **Similar Question:** Under “6. Cost Proposal” (pg. 41), do “a. Budget narrative” and “d. Budget Justification Schedule B” require the same information? Do both need to be submitted? / **Similar Question:** On the Proposal Checklist [page 41 of the RFP], a Budget Summary Sheet and a Budget Summary 1 Form are listed under the Cost Proposal. Where can the Budget Summary 1 Form be found? / **Similar Question:** Budget Summary 1 Form appears on page 41 in the Minimum Review Criteria Checklist under section 6. Cost Proposal, 2. Budget c. Budget Summary 1 Form, but does not appear anywhere in the RFP or packet of Application Forms. Where can we find this form?

DPH Response: The Budget Summary 1 Form was listed in error. The required budget attachments can be found on pages 5, 6, and 8 of the application forms packet: Budget Summary sheet, Budget Justification Schedule B, and Subcontractor Schedule A-Detail (if applicable). A subcontractor schedule A is only required if you will have subcontractors. The RFP requires a Budget Summary Sheet, Budget Justification Schedule B, and Subcontractor Schedule A-Detail (if applicable) for each of the five funding periods.

37. **Question:** In the Minimum Review Criteria Checklist on page 41, under 6. Cost Proposal, item #1, Financial Profile is listed. A response in the May 10th Q & A's (Question #11) states that applicants are not expected to submit anything under that subheading, but it is listed as a requirement in the submission outline on Page 24, Section D – Main Proposal Components, Line #6 Cost Proposal – Financial Profile & Budget. Please clarify if the Financial Proposal is being removed from the submission outline requirement.

DPH Response: Yes, under “COST PROPOSAL” a. Financial Requirements (pg. 18)—applicants are not expected to submit anything under that subheading. The same applies to the Minimum Review Criteria Checklist on page 41, under 6. Cost Proposal, item #1, Financial Profile. The required budget forms can be found on pages 5, 6, and 8 of the application forms packet: Budget Summary sheet, Budget Justification Schedule B, and Subcontractor Schedule A-Detail (if applicable).

38. **Question:** Based on the responses to Questions 12 & 13 in the original Q & A's, it appears that five separate budget forms and justifications must be completed and submitted to cover the five funding periods. Does this also apply to the Position Schedule #2 Staffing Form (which is included with the budget forms but is to be included in the Staffing Plan under D. Main Proposal in the checklist on page 41?)

DPH Response: The RFP requires a Budget Summary Sheet, Budget Justification Schedule B, and Subcontractor Schedule A-Detail (if applicable) for each of the five funding periods. This does not apply to the Position Schedule #2 Staffing Form – one copy of this form is acceptable.

39. **Question:** With regard to required Budget Forms: if we are not proposing any subcontractors, can we omit the Subcontractor Detail Forms from our submission to help ensure we do not exceed the 100 page limit?

DPH Response: Yes, applicants may omit the Subcontractor Detail form from their submission if no paid subcontractors will be used. Please note on page 23 of the RFP, subcontractors/staffing plan is 10% or 20 points of the review criteria. Whatever staffing plan you use, the applicant must convey to the DPH that it is sufficient to manage/conduct your program to achieve the desired outcome.

40. **Question:** Is it required to make 5 different budget forms for each grant year? Or can we create an excel sheet with all years in different tabs?

DPH Response: Yes, the RFP requires budget forms for each of the five-funding periods. On page 21 of the RFP, #E- Attachments, it says “the required attachments must not be altered or used to extend, enhance, or replace any component required by this RFP however, the DPH will allow applicants to input this information into Excel provided they include only information required on the DPH budget forms.

41. **Question:** Please clarify how the Budget requested five (5) yrs of budget information should be organized in the RFP? Should the forms organization in the RFP be such that the Budget forms are separated by Budget Year (1 budget packet per yr) Or, is the organization requested for 5 yrs of Budget Summary together, 5 yrs of Budget Justification Schedule B, 5 yrs of Subcontractor schedule A

DPH Response: Budget information must be separated by Funding Period (Budget Year). The Funding Periods are outlined under the Budget Summary Instructions on page 3 of the application forms packet.

42. **Question:** It appears that the Budget Summary is for each funding period since the funding period is included on the top of the sheet. Why are there 2 columns and how should they be completed?

DPH Response: Yes, a Budget Summary form must be completed for each of the five funding periods. Instructions on how to complete the Budget Summary are included in the application forms packet on pages 3-4.

43. **Question:** What does SID mean on the budget page, and why are there two columns for it on the budget sheet?

DPH Response: SID is for internal DPH purposes and need not be completed by the applicant.

44. **Question:** Would DPH be able to provide budget forms that are fillable?

DPH Response: Fillable budget forms are not available; however, Word files were provided in the application packet available on the DPH website. On page 21 of the RFP, #E- Attachments, it says “the required attachments must not be altered or used to extend, enhance, or replace any component required by this RFP however, the DPH will allow applicants to input this information into Excel provided they include **only** information required on the budget forms.

45. **Question:** The DPH Forms included at the end of the RFP and the RFP Forms included as a separate link on the DPH website have different headers. Which set of forms should be used? If the forms included on the forms link are to be used, what should be listed for contractor name, contract number and contract period?

DPH Response: The forms appear in a different order in the RFP and application packet. Use the forms in the application forms packet at the link to the Word file provided on the DPH website. The contractor name is the legal name of the applicant, the contract number is not required, and the contract period should match the funding periods outlined under the Budget Summary Instructions on page 3 of the application forms packet.

46. **Question:** Page 50 of the RFP, under A. Budget Summary Instructions, item numbers 3, 4, and 5 refer to line numbers that do not align with the Budget Summary Sheet on page 52 or the one in the separate Application Forms packet. Specifically:

- a. Item 3 on page 50 says that Line #8 on the Budget Summary is Contractual (Subcontracts). It is in fact, listed on line #3, and not line #8
- b. If line #3 on the summary is supposed to be something else, it impacts the information in item 4 on page 50. There is also no #10 on the Budget Summary Sheet
- c. In item 5 on page 50, there is no Line #11 on the budget summary form
- d. *Please provide clarification on this form.*

DPH Response: Revised Budget Summary instructions (RFP page 50) are below:

Line #3 Contractual (Subcontracts): Provide the total of all subcontracts and complete Subcontractor Schedule.

Lines #4 - #8: Complete categories as appropriate

Line #9: Other Expenses are any other types of expense that do not fit into the previous categories listed.

State Contracting Portal and RFP Formatting and Forms Questions

47. **Question:** We are able to access our State Contracting Portal account but not sure where to navigate to address the following bulleted documents under item # 2 on page 6 of the RFP:

- Secretary of State recognition – Click on appropriate response

- Non-profit status, if applicable
- Notification to Bidders, Parts I-V
- Campaign Contribution Certification (OPM Ethics Form 1)

DPH Response: The correct link for Registering with the State Contracting Portal is:

<https://portal.ct.gov/DAS/CTSource/CTSource>.

The CT Source Supplier Guide is available at the following link: [CTsource-Supplier-Registration-Portal-User-Guide-Final.pdf](#). For currently registered users/vendors, pages 18-27 provide information as to how to upload info/documents. The four bulleted documents are required upon contract award for the State of Connecticut. If you have current contracts with the state, it is likely you have already addressed this requirement. If not, it's something that can be addressed at the time of contract negotiations.

48. **Question:** It is a requirement that respondents register with the State Contracting Portal in order to be eligible to submit a proposal (p.6 of RFP). Once the registration is submitted, how is the submitter notified that the registration is complete?

DPH Response: See response to portal question above. As stated earlier, if you have current contracts with the state, it is likely you have already addressed this requirement. If not, it's something that can be addressed at the time of contract negotiations.

49. **Question:** Our Director of Health is out on an extended leave and not expected back before the RFP deadline. We are working to assure that this does not impact our ability to apply for the grant or restrict access to the State Contracting Portal so we can assure that we are already registered and have the proper forms in our supplier profile. Do you anticipate any issues if the legal documents and forms are signed by an Acting or Interim Director and/or the Chairperson of our Board of Health?

DPH Response: The Forms and other legal documents related to this RFP should be signed by whomever is designated as the signatory by your organization or whomever is the delegated designee when the health director is not available.

50. **Question:** Pg 3 #4 Commodity Codes—are we supposed to do anything with these in our proposal or the budget?

DPH Response: On page 3 & 4 of the RFP, there is a definition of commodity codes of what services the DPH wishes to procure. The RFP does not request applicants to supply information for commodity codes.

OTHER FORMS

Cover Sheet

51. **Question:** On the Cover sheet – Type of Agency. As a Public Health district, we normally identify ourselves as Other: Governmental. Will this be sufficient.

DPH Response: Yes.

52. **Question:** For town codes on the cover sheet – do we use the town the district is in as the code or do we use the town codes for all towns within our district?

DPH Response: This is at the discretion of your organization.

Statement of Assurances

53. **Question:** Please go over the “Statement of Assurances” section. There seem to be two different templates in the RFP.

DPH Response: The Statement of Assurances can be found on page 47 of the RFP. This statement must be signed and submitted as an attachment with your application.

Consulting Agreement Affidavit

54. **Questions:** We have not completed the Consulting Agreement Affidavit form in the past. Do we complete this form only if the LHD applicant requests funding of \$50K or more? Are applicants considered “consultants” of the DPH? Is the DPH block grant considered a “sole source award” which, according to the instructions on the form, indicates that it is to be submitted at the time of contract execution?

DPH Response: All applicants should complete the Consulting Agreement Affidavit on page 57 of the RFP. The contract awards resulting from this RFP are not considered sole source, so the completed form must be submitted to DPH with your proposal.

Acknowledgement of Contract Compliance

55. **Question:** Is the “Forms d. Acknowledgement of Contract Compliance” (pg. 42) the same as the “NONDISCRIMINATION CERTIFICATION” on pg. 61? / **Similar Question:** Does the “Affirmative Action Contract Compliance Policy Statement” on pg. 59 need to be signed and/or included in the submission? **Similar Question:** We could not locate the Acknowledgement of Contract Compliance Form referenced on page 42 of the RFP. The separate Microsoft Word file with forms includes a two-page Affirmative Action Contract Compliance Policy Statement, but there is no signature space for the bidder to demonstrate acknowledgement. Does DPH need bidders to submit a copy of the two-page DPH Policy Statement in our proposal, or instead can bidders include a brief statement in the proposal narrative acknowledging CT DPH’s Affirmative Action Contract Compliance Policy Statement as provided in the RFP on pages 59-60?

DPH Response: The Acknowledgement of Contract Compliance can be found on page 17-18 of the Word file entitled “DPH RFP 2023-0903 Application Forms_PHHSBG.” Applicants are expected to review this form but no signature is required. Applicants must sign and submit the State of Connecticut Nondiscrimination Certificate on page 61 of the RFP.

Notification to Bidders Form

56. **Question:** Although we attached a couple documents (Notification to Bidders and Campaign Contribution Certification form to our profile, is it the correct way to take of these two requirements? We are not sure where to go to check for the other two requirements?

DPH Response: The Notification to Bidders form can be found on page 58 of the RFP or page 14 of the application packet. The Campaign Contributions Certificate is collected in the State Contracting Portal. See response to question # 47 above.

57. **Question:** Notification of Bidder form: There is a one page form included in the application, but the RFP on Page 6 mentions Parts I-V. Which form do we use and if it is the 5 page form, where is this located.

DPH Response: The one-page Notification to Bidders form can be found on page 58 of the RFP or page 14 of the application packet and should be submitted with your application.

Declaration of Confidential Information and Conflict of Interest Disclosure

58. **Question:** Under “F. Declaration of Confidential Information Form,” (pg. 41) is there anything that needs to be submitted if there is no confidential information submitted in the application? /

DPH Response: No. Please refer to page 21 subsection 8. Declaration of Confidential Information: “If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. In the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal.”

59. **Question:** Declaration of Confidential Information and Conflict of Interest Disclosure - Are there template forms for these or is it sufficient for us to type a statement and include it?

DPH Response: If these provisions apply, include a typed statement within your proposal. Please refer to page 21 subsection 8. Declaration of Confidential Information: “If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. In the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal.”; and page 22 subsection 9. Conflict of Interest - Disclosure Statement: “Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85.”

Staffing Forms

60. **Question:** Under “3 Staffing Plan b. Staffing Form” (pg. 41) – is this the same as the “Forms a. Position Schedule #2a Staffing Form”? Should it be included twice?

DPH Response: b. Staffing Form referenced in the Minimum Review Criteria Checklist on page 41 is the same as the Position Schedule #2a Staffing Detail Form and should only be included once.

61. **Question:** Is it Ok to include certificates an individual has obtained with resumes?

DPH Response: It is not necessary to include individual employees’ proof of licensure or certification. Please do not include this level of detail. Maximum proposal length, including attachments, should not exceed 100 pages.

Subcontractors

62. **Question:** Subcontractors—if not known at this time—what do you want us to include?

DPH response: On page 51 of the RFP, Section C- Subcontractor Schedule A-Detail, #1, states All subcontractors used by each program must be included, if it is not known who the subcontractor will be, an estimated amount and whatever budget detail is anticipated should be provided.

PAGE LIMIT – Questions

63. **Question:** Can you clarify what exactly is included in the 15 page limit? The application indicates that it includes Outline Items A-F (It also says it does not include Attachments or Forms.)

DPH Response: The 15 page limit applies to the main proposal components (reference RFP page 11 and 24), and includes the following sections:

1. Organizational Profile
2. Scope of Services
3. Staffing Plan - does not include the staffing detail form
4. Data and Technology
5. Subcontractors

The following are not included in the 15-page limit:

1. Cover Sheet and Application Information Form (RFP p.48-49)
2. Table of Contents
3. Executive Summary
4. Work Plan Form
5. Cost Proposal: Budget Summary Sheet & Budget Justification Schedule B for each year of the contract (1-5) and Subcontractor Schedule A – Detail (if applicable)
6. Position Schedule #2a Staffing Detail form, Workforce Analysis, organizational chart, job descriptions and resumes
7. Other required forms and attachments: Statement of Assurances (RFP p47), Consulting Agreement Affidavit (RFP p57), Acknowledgement of Contract Compliance/Nondiscrimination Certificate (RFP p61), and Notification to Bidders (RFP p58).
8. Letters of Support

64. **Question:** Do the DPH pre-designed forms that are a part of the 15-page main proposal need to have a header and page number? These forms include the Cover sheet, Staffing Form, Budget Summary Sheet, Budget Summary 1 Form, Budget Justification Schedule B, and Subcontractor Schedule A Detail.

DPH Response: These forms are not part of the 15-page main proposal but part of the appendices and do not need to have a header or page numbers but should be listed in the table of contents for the proposal. (Note: The Budget Summary 1 Form listed on page 41 appeared in error.)

65. **Question:** Please confirm that applicant must reference all attachments in Section D Main Proposal then attach to Section E.

DPH Response: Yes, the applicant must reference all attachments in Section D Main proposal, and then attach with their submitted proposal. See response to question 63 above which distinguishes between the main proposal components and the attachments.

Page Numbers

66. **Question:** Small details - Page 24 of the RFP presents the required submission outline for the proposal. The cover sheet and application form are two pages, which would technically mean they are paginated 1 and 2, but the outline shows the Table of Contents to be listed as page 2. Could you please provide clarification on this? We literally don't want to step off on the wrong foot(er). **Similar Question:** Should Applicant Information Form be shown in Table of Contents or should it start with Executive Summary?

DPH Response: The Cover Sheet / Applicant Information Form can appear first, followed by the Table of Contents (page 1), the Executive Summary (not to exceed two pages), Main Proposal components, and attachments. The page #s on page 24 were meant as an example, that's why it stopped at page 2.

Other Formatting

67. **Question:** Does the font size requirement apply to section headers as well as the narrative within each section or just the narrative? Typically Microsoft Word styles specify a larger font size for headers.
- DPH Response:** Font size requirements are provided as a minimum (Verdana 9 pt. or Calibri / 11 pt. Font). Larger font sizes are allowable.
68. **Question:** The RFP requires the provision of substantial information, but the formatting requirements of 1 inch margins, at 1.5 spacing severely impact the stringent page limits. As an example, if Letters of Support are also expected to conform to the required formatting, they will take up a significant amount of space. The pre-designed forms do not need to be re-formatted to fit within specifications. *Will the department also exempt letters of support from these formatting requirements?*
- DPH Response:** Attachments to the RFP, including letters of support, do not need to conform to the formatting requirements.
69. **Question:** Must data references be cited in the footer?
- DPH Response:** This is a personal preference. You may reference it in the footer or appendices.

Submission Requirements

70. **Question:** When referencing that the RFP is an electronic submission, could you please confirm that this means the application and all required forms and attachments are submitted directly to donette.wright@ct.gov in the form of an email, and it is NOT through a designated application submission portal (such as CTSOURCE or CORE CT)? / **Similar Question:** If there is an online grant portal, could you please provide the necessary instructions or the link where I can access it? Alternatively, if mailing the application is the preferred method, kindly provide the appropriate mailing address for submission.
- DPH Response:** The application and all required forms and attachments must be submitted directly to donette.wright@ct.gov in the form of an email. The proposal must be complete, properly formatted, outlined, and have the proper electronic file name and ready for evaluation by the Review Team. Please use the following email subject: Local PHHS RFP [insert name of applicant organization].