



REQUEST FOR PROPOSALS

RHODE ISLAND DEPARTMENT OF HEALTH
Division of Community, Health & Equity

May 24, 2017

ADDENDUM #1

**REPOSTED: Local Agency
Special Supplemental Nutrition Education program for Women, Infants, and Children (WIC)
and
Family Home Visiting Program (RIFHVP)**

NOTICE TO VENDORS:

Attached are vendor questions with state responses

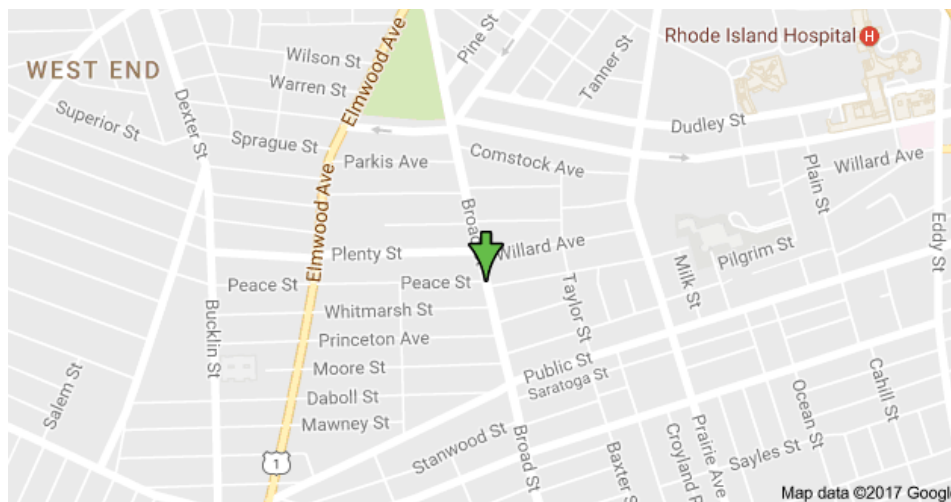
Interested parties should monitor this website on a regular basis for any additional information that may be posted.

Vendor Questions for RFP
“Local Agency Special Supplemental Nutrition Education program for Women, Infants, and Children (WIC) and Family Home Visiting Program (RIFHVP)”

WIC Program

Question 1: Could you provide a map of the Broad Street area that needs WIC coverage?

Answer:



Question 2: Could you extend the deadline? The short time frame may create planning problems for applicants.

Answer: RIDOH is unable to extend the deadline, due to meeting the timeline for October 1 contracts.

Question 3: The Addendum #3 (response to the final round of questions) has what seems to be conflicting information between the WIC answers and the RIFHVP answers: the response to WIC Question 3 says the “proposal must be submitted combined” (with separate scope of work/budget for each), while the response to RIFHVP Question 6 says “you may submit one application for WIC and one application for FHV”. Which is the appropriate way to submit our response to the RFP if we are applying for WIC and multiple RIFHVP programs?

Answer: You may submit one application for WIC and one application for RIFHV.

Question 4: Can you clarify whether an abstract is required and in what form it should take? It is mentioned in the scoring sheet for WIC but not in the instructions on page 26. Does it contribute to the 4-page maximum under Agency Qualifications and Experience?

Answer: The abstract should just be an overview of the agency and will contribute to the 4-page maximum.

Question 5: I’m wondering if you can tell me whether we would receive notification of receipt – if we MAIL our RFP submission in? Normally, I hand deliver these – to ensure I get a

receipt. I'd like to mail them – but wonder if it's possible to check in to be sure they've been received on time.

Answer: **RIDOH strongly recommends that the applications are dropped off at the RIDOH to ensure applicants meet the required deadline. Applicants may submit by mail; however, it must be received by the required posted deadline. If submitted by mail the RIDOH recommends sending via certified mail.**

Family Home Visiting Program

Question 1: Regarding posting of RIFHV and WIC programs on May 15: Can agencies who submitted their applications in May obtain the originals and copies to reduce paper usage? CCA is satisfied with our submission and will not be making changes.

Answer: **Agencies are not allowed to pick up the original applications submitted with the May 4, 2017 deadline. Original copies must be retained by RIDOH as part of the original RFP that was posted.**

Question 2: The announcement for the reposting of the RIFHVP indicates that DOH did not receive applications to fulfill the number of slots in the outlined demographic areas. Which demographic areas and which RIFHVP programs fell short of applications.

Answer: **See page 14. Community Specific Allocation of EVHV model by Community Though This Funding Opportunity**

Question 3: Could you confirm that the formula for Question 1 in the Risk Assessment form is correct?

Answer: **Yes, the formula is correct. It is calculating the average annual turnover rate for the agency over a two (2) year period.**

Question 4: On page 14, cities and towns are grouped together e.g. “Woonsocket and surrounding communities.” Could an applicant just choose one city/town, in this case just Woonsocket?

Answer: **No, agencies are required to provide home visiting services to the identified city or town and surrounding communities.**

Question 5: Could you identify the areas where you need slots filled for RIFHVP? And how many?

Answer: **See page 14. Community Specific Allocation of EVHV model by Community Though This Funding Opportunity**

Question 6: Could you extend the deadline? The shortness of the previous deadline may have contributed to the issue with covering slots, since agencies didn't have time to plan. The June 5 deadline repeats this.

Answer: **The deadline cannot be extended as it is reflecting the contract start date of October 1, 2017.**

Question 7: In the proposal checklist it says that “Applicants must use a standard 12-point Times Roman font on 8 1/2 x 11 paper.” Do you mean “Times **New** Roman?”

Answer: Yes, please use Times New Roman.

Question 8: The proposal checklist font and font size directives do not really work in Appendix C— Budget Table Form and Appendix D Budget Worksheet. Can we just use the font and size already used in those templates when you put the templates together?

Answer: You can use the current font and size in Appendix C – Budget Table Form and Appendix D – Budget Worksheet.

Question 9: I’m wondering if you can tell me whether we would receive notification of receipt – if we MAIL our RFP submission in? Normally, I hand deliver these – to ensure I get a receipt. I’d like to mail them – but wonder if it’s possible to check in to be sure they’ve been received on time.

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Question 10: The Addendum #3 (response to the final round of questions) has what seems to be conflicting information between the WIC answers and the RIFHVP answers: the response to WIC Question 3 says the “proposal must be submitted combined” (with separate scope of work/budget for each), while the response to RIFHVP Question 6 says “you may submit one application for WIC and one application for FHVP”. Which is the appropriate way to submit our response to the RFP if we are applying for WIC and multiple RIFHVP programs?

Answer: You may submit one application for WIC and one application for RIFHV.

Question 11: Can you clarify whether an abstract is required and in what form it should take? It is mentioned in the scoring sheet for the RIFHVP but not in the instructions on page 26. Does it contribute to the 4-page maximum under Agency Qualifications and Experience?

Answer: The abstract should just be an overview of the agency and will contribute to the 4-page maximum.