



REQUEST FOR PROPOSALS

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

April 17, 2017

ADDENDUM #2

**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: I am not sure if there are discrepancies in the page length maximum assigned to each section, or if I am reading the RFP incorrectly. Specifically, “Appendix A – Proposal Checklist” on page 29 of the RFP states that the entity description should not exceed two pages and the narrative should not exceed eight pages. However, Section 5 of the RFP states (page 26) that agency qualifications may not exceed 4 pages, work plan of 12 pages and staffing plan of 4 pages... all of which are categorized as subsections of the “Project Narrative.” Can you confirm which format applicants should follow? Thank you.

Answer: Please refer to the Revised Appendix A – Proposal Checklist that was posted in Addendum I.

Family Home Visiting Program

Question 1: On page 37 under Budget Justification “The cost per model an agency is applying to provide is close to the average cost per family/slot for each model. Referencing page 13 where it is identified that \$6,642,600.00 is available for 1394 families/slots / year would have an average cost per slot of \$4,765. However, on page 14, the total number of slots available are slightly less at 1,194. This would change the average cost per slot to \$5,563. What is the average cost per family/slot?

Answer: Please submit a proposal budget to cover program costs related to your agency and the model selected. Depending on number of applicants, location and the number of slots we will engage in contract negotiation once providers are selected, if needed.

Question 2: Proposal Content: On page 26, The Project Narrative Parts A, B and C have page limits of 4, 12 and 4 respectively for a total of 20 pages. Referencing Appendix A – Proposal Check list, the Project Narrative limits the page amount to 8 pages. What is the upper limit on number of pages for the project narrative?

Answer: Please see the revised Appendix A – Proposal Checklist posted under Addendum I

Question 3: Appendix A – Proposal Check List: Appendix A identifies “Applicant Entity Description” (no more than 2 pages). Referencing Section 6: Proposal Content (pages 25,27 & 27), there is no reference to or category for “Applicant Entity Description”. Appendix B is the applicant Entity Information FORM. Is there additional Applicant Narrative need (2 pages) that is not identified in the Proposal Content section?

Answer: Please see the revised Appendix A – Proposal Checklist posted under Addendum I

Question 4: Page 26 of the RFP says “single line spacing is desirable.” Page 29, appendix A says “double-spaced.” Please let us know which is correct.

Answer: Please see revised Appendix A - Proposal Checklist

Question 5: Page 26 references the sections are (in this order):

Application Information Form

Table of Contents

Project Narrative

Budget and Justification

Page 29 says

Proposal Checklist

Applicant Information Form (1 Page)

Applicant Entity Description (no more than 2 pages)

Project Narrative (no more than 8 pages)

Project Budget

Project Budget Narrative

Attachments as required and needed.

Which is correct? By the way, the page limits on page 26 seem to be quite different from above...20 pages plus budget and justification pages.

Answer: Please see revised Appendix A - Proposal Checklist

Question 6: Second paragraph of page 27 seems to have a different running order, which includes a Cover Page, Table of Contents, Project Narrative (pars A-D) and Appendices.

Answer: Please see revised Appendix A - Proposal Checklist

Question 7: Do attached appendices adhere to the pagination and “applicant’s name must appear on each page” direction?

Answer: Yes, please see revised Appendix A - Proposal Checklist

Question 8: This application doesn’t seem to require the standard RIVIP Bidder Certification Cover Form. Is that correct? No form is required?

Answer: RIVIP Bidder Certification Cover Form is for external RFPs posted through DOA. Therefore, the form is not required.

Question 9: Given that this solicitation includes two separate (really three separate programs – WIC, HFA and PAT) focus areas, I am making an assumption then the narrative responses can be and should be written as separate proposals for WIC and for Family Visiting (PAT and HFA) respectively. So as an example, if the agency is apply for both WIC and FHV, there would be two Part A’s (each 4 pages max), two Part B’s (each 12 pages max), etc. Is that an accurate assumption?

Answer:

- **Yes, if you are applying for Family Home Visiting and WIC the agency would submit a proposal for Family Home Visiting and a proposal for WIC.**
- **Please see revised Appendix A - Proposal Checklist**

Question 10: I base this assumption on the fact that otherwise, agencies only applying for one program (WIC as example), would have 12 pages for the work plan/approach but if applying for two programs (WIC and FHV those 12 pages would need to be shared. This would give single applications an unfair advantage.
Please clarify/respond to question.

Answer: The page limit is per proposal and is not shared if the agency submits two proposals.

Question 11: As well, if applying for both PAT and HFA, or for all three models (PAT, HFA, NFP), would an agency still only have 12 pages or is it 12 pages per model.

Answer: Please submit one proposal for Family Home Visiting which may include 1, 2 or three models. The agency will have the 12 page limit per proposal, not per model.

Question 12: Should the budget be completed as one program (even if WIC and various models for family home visiting) or a budget per program? E.g. do 3 budgets if applying for WIC, PAT and HFA or just one combined budget even though there are different directors, supervisors, staff type, and program supplies needed, etc.

Answer: Minimally there should be 2 separate budgets one for WIC and one for Family Home Visiting. If you are applying for several home visiting models please provide a budget for each model under one overall Family Home Visiting Budget.

Question 13: In the past, we needed to ensure that cost per family did not exceed a certain model amount – is that the case still? If so, what numbers are you seeking per each model?

Answer: Please provide a detailed budget that reflects the overall cost of the program

Question 14: Regarding the community specific allocation of EVHV by model found on page 14, do these numbers include the current slots per community? For example, BVCAP has 170 PAT slots and the number on the table states 206. Are the 170 slots included in the 206 number?

Answer: Yes, see Revised Community Specific Allocation of EVHV model by Community below:

Revised Community Specific Allocation of EVHV model by Community Through This Funding Opportunity

<u>Evidence Based Model</u>	<u>Number of Slots per Model</u>	<u>Maximum Number of Agencies funded per Model</u>
<u>Coventry, West Warwick, Cranston</u>		
Healthy Families America	98	2
Parents As Teachers	48	2
<u>Urban Core (Central Falls, Pawtucket, Providence)</u>		
Healthy Families America	534	5
Parents As Teachers	206	4

<u>East Providence and surrounding communities</u>		
Healthy Families America	25	1
Parents As Teachers	24	1
<u>Newport and surrounding communities</u>		
Healthy Families America	37	1
<u>Westerly and surrounding communities</u>		
Healthy Families America	50	1
Parents As Teachers	24	1
<u>Woonsocket and surrounding communities</u>		
Healthy Families America	100	2
Parents As Teachers	48	1
<u>Statewide</u>		
Nurse Family Partnership	200	2