



REQUEST FOR PROPOSALS

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

April 21, 2017

ADDENDUM #3

**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: In the RFP on starting on page 8 it states to please describe how items 1-24 will be addressed and implements by the agency. There are only 23 items listed
Is this the context for the program narrative?

Answer: There are 24 items. The below item was not numbered, this may have happened while combining the Parts A & B of the RFP. The below item should have been number 20:

- 20. Management of the WIC Program: The Coordinator/Manager of the WIC Program must ensure competence of staff functions by:**
- a. Reviewing credentials/ licenses and certifications (BS, MS, RD, LDN, CLC, IBCLC)**
 - b. Developing a state approved tool for assessing staff**
 - c. Observing staff on a quarterly basis as defined by State policy**
 - d. Conducting chart audits on a quarterly basis as defined by State policy**

Yes, these items provide the context for the program narrative.

Question 2: In reviewing what is required for the WIC application, there is some confusion to what needs to be answered or included.

On page 26. “Part B – Work Plan/Proposed Approach” it requests a work plan with goals, objectives, tasks, activities, including monitoring and evaluation. This is not specifically mentioned in the rubric for WIC. What needs to be included in our application?

Additionally for WIC, is the application required to address all of the components of Section 4: Scope of Work, pages 8 – 11? The rubric does not seem to match all that is in Section 4: Scope of Work, pages 8 -11. What needs to be included in our application?

Answer: In Part B – Work Plan/Proposed Approach the Bidder will need to address how it will provide and assure each of the minimum WIC requirements for program services are met, and the minimum requirements are all items in the Scope of Work. For instance: How will the agency ensure CLAS standards are being met and what process do they follow (i.e. training, observations, how often are these activities done).

The Bidder will need to address, all components of Section 4. Process for addressing each item, staffing, monitoring and assurance requirements are being met.

Question 3: In reference to the Addendum #1, Question #2, if an agency wants to apply for both WIC and RIFHV, is it possible to submit two separate proposals? One for WIC and one for RIFHV instead of combined WIC/RIFHV proposal? If no, how many pages are allowed for the full Project Narrative for each program?

Answer: The proposal must be submitted combined however agencies must submit a separate scope of work and budget for each component. The proposal can be broken into two (2) separate sections, 1 for WIC and 1 for RIFHV. Each section/component has a maximum 12 page limit.

Question 4: If we are applying for WIC and multiple RIFHVs, are we expected to submit the following Budget Form (p. 31, Appendix C-Budget Table Form):

- a. One form for a combined WIC and RIFHV proposal,
- b. One form for WIC and one form for RIFHV, or
- c. One form for WIC and one form for each of the FHVP we are proposing?

Answer: There should be a separate budget submitted for WIC and RIFHVP. It is up to the agency if they want to submit one form for each of the FHVP that they are proposing or one form for RIFHV, but the components of each program that the agency is applying for should somehow be identified in the cost proposal. The max proposals an agency can submit is two (2), one (1) for WIC and one (1) for RIFHV, but the proposal for RIFHV can include multiple components related to the programs within RIFHV that the agency is applying for.

Question 5: The sequencing instructions on page 26 do not include the Proposal Checklist as an item to be submitted in the proposal. Should we follow the sequencing instructions on the Revised Proposal Checklist or the sequencing on page 26 of the RFP?

Answer: The sequencing on the Revised Proposal Checklist should be used.

Question 6: On page 26 the sequencing indicates that the first item is the Application Information Form, and on page 27, the sequencing starts with the Cover Page. Are the Application Information Form and the Cover Page referring to the same thing or are they different?

Answer: The Application Information Form and the Cover Page are referring to the same thing.

Question 7: The Scoring Sheet (p. 36) indicates that an “Abstract” clearly describing the program proposal will be scored, but the instructions on page 26 do not mention including an Abstract. Please clarify whether or not an Abstract should be included, and if so, whether or not the Abstract counts towards the 4-page maximum under Agency Qualifications and Experience.

Answer: Page 36 scoring sheet is for the Family Home Visiting Program. The scoring sheet for the WIC Program begins on page 38.

Question 8: RIDOH no longer requires the Work Plan format used in past proposals, but now uses a recently revised Nutrition Education Action Plan. Is there a Work Plan format that you would prefer that we use to outline our goals/objectives/activities? Or, would the format of the Nutrition Education Action Plan meet the requirements in Part B (p. 26)?

Answer: The Nutrition Education Action Plan will meet the requirement. Attached is a copy.

Question 9: On page 8, #3, non-traditional hours of operations means “weekends or evenings (evening hours are defined as 5:00 pm to 8:00 pm).” If a site is only open until 7:00 pm,

do we still meet the requirement of providing non-traditional hours? In other words, does the site only meet the requirement if it is open on weekends or an evening until 8:00 pm?

Answer: **The Agency must ensure that an initial certification appointment can be scheduled at 6:30 pm. So, if closing at 7:00 pm will the agency be able to accommodate a 6:30 pm initial certification, if they can, then a 7:00 pm closing is fine.**

Question 10: If an agency has multiple WIC sites, do all sites need to provide non-traditional hours?

Answer: **Yes, all WIC sites need non-traditional hours to accommodate those without transportation or who work or go to school.**

Question 11: In previous proposals we have included a WIC Program Organizational Chart, as well as the agency's Organizational Chart. Can we submit both a WIC Program Organizational Chart and Agency Organizational Chart, or other documents as Appendices?

Answer: **The WIC Organizational Chart and the Agency Organizational Chart as well as other documents can be included as Appendices.**

Question 12: 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.**

Family Home Visiting Program

Question 1: Could you explain why the posted Addendum 2 does not answer questions, but is simply a reposting of the RFP?

Answer: **This was an error that has been corrected.**

Question 2: Can the deadline be extended? Some applicants may be doing home visiting and WIC, two applications within the time period.

Answer: **No, the deadline is 4:00 pm EST on Thursday, May 4, 2017**

Question 3: The revised proposal checklist says: "The narrative must be typed on one-side of the paper and the applicant's name must appear on each page." By "narrative" do you mean "project narrative" not the budget narrative?

Answer: **Both, project narrative and budget narrative.**

Question 4: The revised proposal checklist says: "Project Narrative (no more than 20 pages)." BUT, more defined page limits totaling 20 are outlined on page 26 e.g. "Agency Qualifications and Experience" 4 pages; Work Plan/Proposed Approach 12 pages; Staffing Plan, 4

pages. Are we required to adhere to these page limits within the section to come to the total of 20. In other words, if we go to 5 pages under “Agency Qualifications and Experience” but keep within the 20 pages, is that okay?

Answer: **Appendix A – Proposal Checklist includes the page limits for each section that must be followed. Although the total page limit cannot exceed 20 pages, the page limits for each section must also be adhered to.**

Question 5: Under the Family Home Visiting Program do we need separate applications for each community we choose?

Answer: **Please submit one Family Home Visiting application per agency.**

Question 6: Can one put an application for WIC and Family Home Visiting in one application?

Answer: **You may submit one application for WIC and one application for Family Home Visiting**

Question 7: Can we re-create the budget worksheet, e.g. in excel, as long as we adhere to the format?

Answer: **Yes.**

Question 8: Could you explain why the posted Addendum 2 does not answer questions, but is simply a reposting of the RFP?

Answer: **This was an error that has been corrected.**

Question 9: Will I need to combine the original and expanded grant together to apply for this RFP or do I keep them separate?

Answer: **Please submit one Family Home Visiting application per agency.**

Question 10: In reviewing what is required for the RIFHV application, there is some confusion to what needs to be answered or included.

On page 26. “Part B – Work Plan/Proposed Approach” it requests a work plan with goals, objectives, tasks, activities, including monitoring and evaluation. This is not specifically mentioned in the rubric for RIFHV. What needs to be included in our application?

Answer: **Please see revised Appendix A – Proposal Checklist**

Question 11: Additionally, for the RIHVP, is the application required to address all of the components of Section 4: Scope of Work, pages 13 – 25? The rubric does not seem to match all that is in Section 4: Scope of Work, pages 13 -25. What needs to be included in our application?

Answer: **Please see revised Appendix A – Proposal Checklist**

Question 12: Please provide clarification regarding the length of the narrative. On page 26 of the RFP, the page limits for the project narrative add up to 20 pages (not including Part D- budget and justification). On page 29 of the RFP (Proposal Checklist), it states that the project narrative should be no more than 8 pages. Please advise.

Answer: Please see revised Appendix A – Proposal Checklist

Question 13: Under the Family Home Visiting Program do we need separate applications for each community we choose?

Answer: Please submit one application for Family Home Visiting Program per agency.

Question 14: Can we select individual cities/towns in different regions for one application? For example, if we wanted to do Providence, in the Urban Core, and Coventry, which is in the “Coventry, West Warwick, Cranston” region. In other words, can we select towns in different regions and put them in one application?

Answer: Please submit a proposal that clearly indicates the communities your agency is looking to serve.

Question 15: Or do we have to do the entire region e.g. Urban Core and “Coventry, West Warwick, Cranston.” And if we have to do the entire region, can we do two (or more) regions in one application?

Answer: Please submit one application for the Family Home Visiting agency.

NEP Action Plan Template

Clinic Environment / Customer Service

Goal / Problem:			Service Site(s):
Action Steps (<i>What & Why</i>)	Staff Responsible / Duties	Expected Outcome	Update/Progress
<u>Quarter 2</u> <u>Action Step</u> (Due 12/15/16)			<u>Status update by 3/31/17</u>
<u>Quarter 3</u> <u>Action Step</u> (Due 03/31/17)			<u>Status update by 07/31/17</u>
<u>Quarter 4</u> <u>Action Step</u> (Due 07/31/17)			<u>Status update by 10/31/17</u>

NEP Action Plan Template

Breastfeeding Services

Goal / Problem:			Service Site(s):
Action Steps (<i>What & Why</i>)	Staff Responsible / Duties	Expected Outcome	Update/Progress
<u>Quarter 2</u> <u>Action Step</u> (Due 12/15/16)			<u>Status update by 3/31/17</u>
<u>Quarter 3</u> <u>Action Step</u> (Due 03/31/17)			<u>Status update by 07/31/17</u>
<u>Quarter 4</u> <u>Action Step</u> (Due 07/31/17)			<u>Status update by 10/31/17</u>

NEP Action Plan Template

Nutrition Services

Goal / Problem:			Service Site(s):
Action Steps (<i>What & Why</i>)	Staff Responsible / Duties	Expected Outcome	Update/Progress
<u>Quarter 2</u> <u>Action Step</u> (Due 12/15/16)			<u>Status update by 3/31/17</u>
<u>Quarter 3</u> <u>Action Step</u> (Due 03/31/17)			<u>Status update by 07/31/17</u>
<u>Quarter 4</u> <u>Action Step</u> (Due 07/31/17)			<u>Status update by 10/31/17</u>

NEP Action Plan Template

Support Staff Services

Goal / Problem:			Service Site(s):
Action Steps (<i>What & Why</i>)	Staff Responsible / Duties	Expected Outcome	Update/Progress
<u>Quarter 2</u> <u>Action Step</u> (Due 12/15/16)			<u>Status update by 3/31/17</u>
<u>Quarter 3</u> <u>Action Step</u> (Due 03/31/17)			<u>Status update by 07/31/17</u>
<u>Quarter 4</u> <u>Action Step</u> (Due 07/31/17)			<u>Status update by 10/31/17</u>