



## **RHODE ISLAND DEPARTMENT OF HEALTH**

**Division of Community, Family Health and Equity**

### **Request for Proposals**

## **Rhode Island Tobacco Free Youth Initiative**

**Submission Deadline: Friday, August 21, 2015 @ 3:00 p.m.**

### **Addendum # 1**

#### **Summary of Technical Assistance Workshop held July 29, 2015:**

The following responses were provided to interested or potential applicants at the Technical Assistance Workshop held from 2:30 to 4:00 p.m. on Wednesday, July 29, 2015 at the Warwick Public Library.

Please note that moving forward, the Rhode Island Department of Health (RI DOH) Tobacco Control Program staff will not be able to answer any direct questions or inquiries related to the Rhode Island Tobacco Free Youth Initiative Request for Proposals (RFP). All interested applicants should continue to refer to the complete RFP guidelines, as well as the Resources Addendum and the Questions & Answers in this document while preparing any submission.

**\*\*\*IMPORTANT: Please refer to the original RFP for complete submission instructions and note that proposals must ARRIVE in Room 409 at the Rhode Island Department of Health (RI DOH) Tobacco Control Program by no later than 3:00 p.m. on August 21, 2015. Proposals not received by this date and time that remain in shipping and/or transit as the deadline passes will not be accepted, including any proposals that get "postmarked" or shipped utilizing any postal, premium shipping, or courier service, etc. prior to the deadline that do not arrive at the exact address and room location as directed.\*\*\***

## **Questions & Responses**

### **Q1: How can I learn more about tobacco retail licensing as a strategy to reduce youth access to tobacco products at the Point-of-Sale?**

A1: *Our Tobacco retailer Licensing Toolkit is online at [health.ri.gov/publications/toolkits/TobaccoRetailerLicensing.pdf](http://health.ri.gov/publications/toolkits/TobaccoRetailerLicensing.pdf).*

### **Q2: Why is the RI DOH Tobacco Control Program supporting/funding tobacco retail licensing at the municipal level?**

A2: The Tobacco Industry invests heavily on promoting cigarettes and other tobacco products within the retail environment—where children, teens and young adults are most exposed to these aggressive marketing strategies.

Children and teens are drawn to flavored tobaccos, low-cost tobacco products like little cigars, as well as emerging e-cigarettes and vaping devices. Evidence-based tobacco control strategies work to make these products less accessible and less affordable for youth.

### **Q3: Can you answer more questions after the July 29 Technical Assistance workshop?**

A3: No. All interested applicants should continue to refer to the Request for Proposal guidelines, the RFP Addendum Resources List ([health.ri.gov/news/temp/20150729RITobaccoFreeYouthInitiativeRFPResourcesList.pdf](http://health.ri.gov/news/temp/20150729RITobaccoFreeYouthInitiativeRFPResourcesList.pdf)) and this Questions & Answers sheet while preparing any submission.

### **Q4: Can applicants partner up and submit an application that involves more than one city or town, or a region?**

A4: Yes.

### **Q5: We have a new Health Equity Zone (HEZ) established in our municipality through a separate RI DOH grant? How do you recommend we work with our HEZ while we prepare our proposal?**

A5: If there is a HEZ in the community where you propose to do work, we suggest that your agency contact the HEZ to ensure that your proposed Scope of Work does not duplicate existing efforts and to discuss possible collaborations or leveraging of resources.

### **Q6: Our municipality has been thinking about conducting a survey to see how many retailers in our city or town sell tobacco products. Is that something we can include in our proposal?**

A6: Yes. Tobacco retailer density is a strategy noted in the Point-of-Sale Strategy Guide 2014 linked in the RFP. It refers to tobacco products sold within a certain distance from schools and other youth-related facilities. Applicants are encouraged to collect retail data using the STARS tool.

### **Q7: Is there a special form for conducting a “store observation” study?**

A7: Yes. The Standardized Tobacco Assessment of Retail Settings (STARS) is a national survey tool whereby community partners (including youth) can collect retail store tobacco product data. You may find a website link to it within the RFP itself ([health.ri.gov/rfp/TobaccoFreeYouthInitiative.pdf](http://health.ri.gov/rfp/TobaccoFreeYouthInitiative.pdf)), as well as within our addendum Resources list ([health.ri.gov/news/temp/20150729RITobaccoFreeYouthInitiativeRFPResourcesList.pdf](http://health.ri.gov/news/temp/20150729RITobaccoFreeYouthInitiativeRFPResourcesList.pdf)). The direct website link is [countertobacco.org/store-assessment-tools](http://countertobacco.org/store-assessment-tools).

The RI DOH Tobacco Control Program will provide a STARS training in the fall of 2015 for funded and non-funded partners.

### **Q8: Our city or town has already passed a number of local ordinances related to tobacco retail sales. Can we still submit a proposal?**

A8: Anyone can submit a proposal. All agencies should review the RFP priorities and not duplicate efforts already addressed and/or efforts already funded by RI DOH within the proposed city or town. Please also note that municipalities may also propose a regional approach and collaborations.

**Q9: Please clarify conference travel that's noted within the RFP. Is that a requirement?**

A9: No. However, all potential applicants or grantees should be aware that there are opportunities to attend local and/or national conferences that may assist with executing the Scope of Work within your proposal. This line item is not required. Professional development/travel may be funded under this particular grant.

**Q10: Would it be alright to include incentives for youth within our proposal?**

A10: Yes.

**Q11: If selected, does the applicant need to provide match funds in order to receive this grant?**

A11: Yes. The RFP requires a 10% verifiable in-kind match. Please refer to the RFP for details.

**Q12: Can these grant funds be used for "lobbying?"**

A12: Funds may be used to educate and inform your community as well as decision makers about tobacco control efforts and best practices related to this RFP. Funds cannot be used to "lobby" any proposed article, regulation, bill, etc.

**Q13: Can there be more than one coordinator proposed in the Scope of Work?**

A13: The RFP does not state any restrictions on the number of people assigned to this role.

**Q14: Where is more information located?**

A14: Please refer to the following:

- RI Tobacco Free Youth Initiative RFP:  
[health.ri.gov/rfp/TobaccoFreeYouthInitiative.pdf](http://health.ri.gov/rfp/TobaccoFreeYouthInitiative.pdf)
- RFP Addendum Resources List:  
[health.ri.gov/news/temp/20150729RITobaccoFreeYouthInitiativeRFPResourcesList.pdf](http://health.ri.gov/news/temp/20150729RITobaccoFreeYouthInitiativeRFPResourcesList.pdf)

**Q15: When are all proposals due?**

A15: All proposals must ARRIVE in Room 409 at the Rhode Island Department of Health (RI DOH) Tobacco Control Program by no later than 3:00 p.m. on Friday, August 21, 2015. Proposals not received by this time that remain in shipping and/or transit as the deadline passes will not be accepted, including any items that get "postmarked" or shipped utilizing any postal, premium shipping, or courier service, etc. prior to the deadline that do not arrive at the exact address and room location as directed.

NOTE: No other communication with State parties regarding this RFP will be permitted