



REQUEST FOR PROPOSALS

RHODE ISLAND DEPARTMENT OF HEALTH

April 26, 2021

ADDENDUM #1

Innovative Approaches to Promoting Sexual Health and Health Equity for High Priority Groups: 1) Youth and Young Adults; 2) Men who have Sex with Men; and 3) Communities of Color

– RFP# 2021RIDOH003

NOTICE TO VENDORS:

Attached are questions and answers for the above mentioned RFP.

1. Is there a form for the SMART objectives? If not, may we create a table within the project narrative or the like? If so, can the font size and type and spacing requirements be waived for the table?

There is not a form for SMART objectives. Applicants can present their objectives in any format they want. If the objectives are presented in a table, the font size and spacing requirements can be waived. As a reminder, below is a description of the elements of SMART objectives.

- **Specific:** Concrete, detailed, and well defined so that you know where you are going and what to expect when you arrive
- **Measureable:** Numbers and quantities provide means of measurement and comparison
- **Achievable:** feasible and easy to put into action
- **Realistic:** Considers constraints such as resources, personnel, cost, and time frame
- **Time-Bound:** A time frame helps to set boundaries around the objective

2. Page 18 there is a reference to a 12 –point Times Roman font. Am I correct saying it’s supposed to read “Times New Roman”?

Yes

3. Are job descriptions required?

No. But please include a short description of work duties in the budget narrative for each position that is being funded.

4. Can the font size, type and spacing requirements be waived for footnotes?

Yes

5. Are graphics e.g., charts permissible for inclusion. If so, can the font size, type and spacing requirements be waived?

Yes. Font size, and spacing requirements can be waived for graphics, charts, and tables.

6. Is there a cap on how funding much may be requested?

No

7. Note: Page 35 states “Bidders are required to complete, sign and submit (the MBE, WBE, And/Or Disability Participation Plan form) in a sealed envelope. The entire application is to be emailed, so we would assume we simply include in the submission email. Is that correct?

It should be saved as a separate appendix document and attached and emailed with the application.

8. Does the budget narrative and all forms (including the budget form) need to be 12-point Times New Roman font single space?

Yes