

Fiscal Agent for Suicide Prevention Trainings

Questions and Responses

PROPOSALS ARE DUE NO LATER THAN April 24th, 2024 BY 5:00 PM CDT

RFP #10568

POC: Kirsten Blachford

Kirsten.Blachford@state.sd.us

<p>Q1: Can we use SPSS and Maxqda and other related analytical tools for overall evaluation?</p>
<p><i>A1: Preferred software programs are at the discretion of the recipient, so long as the data is able to be exported/reported to the state.</i></p>
<p>Q2: Will this be a single agency receiving training? What types of agencies will be receiving the training?</p>
<p><i>A2: Multiple agencies, community organizations and schools will receive suicide prevention trainings. Any group may request a training on the South Dakota Suicide Prevention website.</i></p>
<p>Q4: What levels of expertise or skills set are expected of those being trained?</p>
<p><i>A4: There are no pre-requisites or skill levels required of the attendees.</i></p>
<p>Q5: Can we include focus groups and interviews as part of the data collection process?</p>
<p><i>A5: The current processes include a pre-test, post-test and evaluation survey and are looking to support continuation of that. Additional data collection is option, however, the budget is limited and may not support all proposed methods.</i></p>
<p>Q6: What is the typical invoice amount for a DBH approved suicide prevention training?</p>
<p><i>A6: Monthly invoices will vary depending on the amount of completed/approved trainings the prior month. Reimbursement to trainers ranges from \$300-\$4,700, depending on the program.</i></p>
<p>Q7: Are there established performance measures for these trainings? If so, what are those measures?</p>
<p><i>A7: Each trainer is required to have participants complete a sign-in sheet, pre/post tests and evaluation.</i></p>
<p>Q8: Will serving as fiscal agent prevent us from also applying to do a DBH approved suicide prevention training?</p>
<p><i>A8: The entity serving as the fiscal agent would not be prohibited from also applying to provide a DBH approved training.</i></p>
<p>Q9: Are there limitations on the indirect cost rate or administrative fee that we can use for our cost proposal?</p>
<p><i>A9: The fiscal agent may choose an indirect cost rate or administrative fee up to 5%.</i></p>
<p>Q10: What is the overall amount of funding available for suicide prevention trainings that we would serve as fiscal agent for and should this be included in our cost proposal? The cost</p>

proposal template in Attachment 2 has a line called “Trainings to Providers” which seems to suggest that we should include the cost of trainings in our proposal.

A10: The amount available for suicide prevention trainings is subject to change and is assessed on an annual basis. A tentative amount for “Trainings to Providers” in the FY25 contract is \$185,000.

Q11: As a clarification on the “fiscal agent” requirement of the RFP, does DSS foresee the fiscal agent carrying out the following items related to this proposal or are we missing some DSS expectations?

- Contracting with trainers and processing payments for the trainers on a regular and agreed upon schedule.
- Tracking all associated expense for the project work inclusive of the trainers contracts and associated payments as well as data analysis and evaluation time and efforts should we be awarded.
- Compiling and reporting the afore mentioned expenses to DSS on a regular and agreed upon basis for review by DSS.
- Invoicing, at least quarterly, from fiscal agent to DSS for expenses reported in bullet point above.

A11: The fiscal agent will be required to work with the trainers providing suicide prevention trainings statewide for data collection and processing payments. All associated costs including staff time, evaluation and analysis will be outlined in monthly invoicing to DSS DBH. Tracking and reporting of data and expenses is required on a monthly and annual basis.

Q12: Will the contractor be expected to find trainers to lead the training or organize any of the logistics for doing the trainings (i.e. finding space, marketing the event, registering attendees)?

A12: No. DSS DBH will coordinate all trainings including the approval process and logistics.