

RFP #:23-0904006-018 CHRONIC DISEASE PROGRAM EVALUATION SERVICES

Response to written inquiries The answers are in **Red**

- What budget amount or range has ODPHP allowed for this contract?
 - Previous budgets have been around \$210,000.00.
- Can you confirm you are requiring responders to mail 4 hard copies of the proposal (original, plus three copies) and a flash drive containing electronic versions, and that you will not be accepting emailed proposals?
 - An original and 3 identical copies must be submitted, in addition to one (1) copy of the entire proposal, including all attachments, in Microsoft Word or PDF electronic format (flash drive, USB drive, etc.). Offerors may not send the electronically formatted copy of their proposal via email.
- There are five programs listed as having interventions needing new or updated evaluation plans. How many total interventions would that be?
 - Work plans are currently in development for two of these programs so the total number of interventions is unknown at this time.
- Will the three site visits ODPHP is requesting focus on meeting with ODPHP staff only or are there other direct service providers carrying out some of the interventions locally who the vendor would also be meeting with?
 - Site visits may include meetings with program partners as well as ODPHP staff.
- How many CDC National Meetings do you anticipate the vendor staff member will attend?
 - Three of the programs are supported by CDC grants, so at most there would be three national meetings.
- Can you provide a copy of your grant proposal or the work plan component you submitted to the CDC for this work?
 - No. Work plans are currently in development.
- Do you have someone you've worked with in the past for this? Were you satisfied with their work?
 - Yes. We were satisfied with their work.
- The RFP indicates 1 FTE needs to be dedicated to this work. Is the intent to hire a single full-time person to implement the project, or are you open to a team approach to carry out the services described?
 - This work would ideally be done by a single full-time person, but we would be open to proposals with a team approach.
- Our non-profit organization uses a multidisciplinary team approach with budgets based on our hourly rates per position (rather than percent of an FTE plus benefits). Would it be permissible for us to complete the budget form based on our hourly rates for each position?
 - Yes, as long as total staffing time equals at least one (1) FTE.

- Can you confirm that the site visits will occur in person in Pierre?
 - Site visits may occur in locations in South Dakota other than Pierre.
- All of our work are consulting engagement that are time-limited based upon our contracts. Which means all of our work would have or will expire or not be renewed (per language in 4.4). Can you confirm the intent of that statement is to learn about contacts that were terminated, as opposed to those that were completed?
 - 4.4 is requesting information on at least three previous can current service/contracts, performed by the offeror's organization, which are similar to the requirements of this RFP as well as information for any service/contract that has been terminated, expired or not renewed in the past three years.