Responses to Questions

RFP: 23RFP9268

1. For delivery as a train the trainer program, is your expectation the Offeror would provide Dementia Dialogues (DD) workshops (participants come for their own knowledge and information), DD trainings at the community level (participants come to be trained in the curriculum and then provide it as workshops in their community or organization under our guidance), or a combination of both?

**The expectation is that the Offeror would provide Dementia Dialogues workshops for people to come for their own knowledge and information. If the Offeror is able to provide trainings at the community level and it fits into the proposed budget that would be acceptable. Per the scope of work: “conduct a minimum of eighteen (18) in-person training workshops per year to various organizations and stakeholders in South Dakota with a focus on rural and frontier areas. Various organizations may include health care, law enforcement, service organizations, faith-based communities, or other industries and individuals as approved by LTSS staff**.”

1. According to OSA, the trainings or workshops are not required to have a certain number of participants attending to hold it. For the 18 planned, is there an expected number of participants?

**Though DHS would like to have full attendance at every training, there would be no minimum attendance required. Should the Offeror require pre-registration and it appears that the ratio to cost would not be feasible, the Offeror could reschedule and readvertise.**

1. Locations. It would seem that this will be offered as a statewide program. Are there pre-determined or pilot communities that are preferred or would this be the Offeror’s responsibility to pursue locations/communities to work with?

**There is no pilot area or pre-determined communities. However, focus should be on areas with higher population of families with dementia and/or areas that are rural and frontier in nature.**

1. Cross-Promotion. Are we able to utilize/promote other programming that would complement DD training in the community work?

**Yes, you may cross promote, however the cost of promotion must be shared accordingly across the programs.**

1. Does it matter how training for the Offeror is obtained – virtual, in-person, or self-study? Or how it is delivered? Any opposition to a hybrid opportunity combining virtual and in-person?

**No. As long at it meets the criteria to be trainer, the Offeror may obtain that training in the manner it chooses.**

1. After visiting with the DD Director from OSA, they would collect the pre- and post-survey information that they want to have for all users nationwide. In SD, we would have that information and we could collect additional information – would there be any specific data SD DHS would be interested in for this program?

At this time we most likely would just use the information OSA.

1. Will the selected contract begin on March 1, 2024 or will it follow the typical 6/1/24-5/31/25 annual format?

**The target date for the contract to begin would be as soon as possible after selection. It most likely will not run on the 6/1/24 to 5/31/24 dates.**

1. Is the any conflict for the Contractor to receive multiple contracts from DHS with separate scopes of work?

**No.**

1. Regarding 1.13 Length of Contract, how many years is the option to renew? The Offeror’s response to the RFP should be for two full years. Is that correct?

**The length of the contract will be for 2 years. It will have the option to renew at the end of that time frame.**

1. Is the expectation that the trainer will devote an entire FTE (1.0) to this project?

**The Offeror can determine how best to allocate staff to meet the requirements of the RFP**

1. Is it allowable to propose more than one staff person to provide the training?

**Yes**

1. Will the trainer need to travel out-of-state to receive the certification in Dementia Dialogues?

**The state believes there are many options to receive certification. The Offeror may elect the most appropriate option for their proposal.**

1. Is the Offeror responsible for training room and related expenses?

**This will be the responsibility of the Offeror**

1. Should the cost proposal be for one year or two?

**The cost proposal should be for the term of the contract.**