



Department of Administration / Division of Purchases  
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March 13, 2012  
Addendum #2

RFP # 7449479

Strategic Plan for Substance Abuse Prevention

Submission Deadline: March 30, 2012 at 11:00 AM (EDT)

**ATTACHED ARE VENDOR QUESTIONS FROM THE PRE-PROPOSAL CONFERENCE HELD ON FEBRUARY 27, 2012, AS WELL AS E-MAILED QUESTIONS, WITH STATE RESPONSES.**

**ADDITIONAL QUESTIONS WILL BE POSTED SHORTLY.**

A handwritten signature in black ink, appearing to read 'Jerome D. Moynihan', is located below the main text.

**Jerome D. Moynihan, C.P.M., CPPO  
Assistant Director for Special Projects**

RFP # 7449479 STRATEGIC PLAN FOR SUBSTANCE ABUSE PREVENTION

1. Will the grantee be able to charge (minimally) for workshops/the conference? **Yes.**
2. Will the grantee be given a list of non-BHDDH funded community and substance abuse prevention programs/organizations? **No.**
3. Will the trainings needs of BHDDH be part of the needs assessment? **No.**
4. Please confirm - \$195,000/year for 3 years with possibility for an additional 2 years. **Yes.**
5. On page 10 of the RFP “prior provision of training and technical assistance for substance abuse prevention coalitions” is a preferred but not required experience for applicants. Is it reasonable to infer that all others listed are required?

**No. We are asking offerors to describe their prior experience in the areas listed. The depth and quality of experience will be considered as part of the proposal review process.**

6. Could you be more specific about “support required” for the marijuana initiative?

**Read and review monthly, quarterly and semi annual reports.**

7. Is the evaluator referred to on page 11 of the RFP URI? **Yes.**
8. Will the proposed RITTA be responsible for providing the training required for certification of prevention specialists or will the current training provider (DATA) continue in that role?

**The proposed RITTA will be responsible for providing training required for certification of prevention specialists.**

9. On page 10 of RFP (A-g) it states: Project Director “requiring approval from the Department prior to hiring.” Does this mean Department approval must be obtained *prior* to submitting proposal if PD is already an employee of the offeror? **No.**
10. Must Department approval be obtained prior to submitting the proposal which must include an offer acceptance letter if PD is *not* currently an employee of the offeror? **No.**
11. Can the lead vendor sub-contract the Project Director role if there are financial and programmatic advantages for doing so? **No.**
12. What is the support required for the marijuana initiative?

**Meeting support, read/review monthly, quarterly, and semi annual reports**

13. Proposed format discussed: font, maximum page totals for sections A-C 30 pages, section D 20 pages, no maximum for section e and section f advised to include no more than 20 pages but no maximum and cover page. Single or double spaced.

**We do not have guidance beyond what's stated in the RFP.**

14. How is the budget scored?

**15 points using the outline with the categories and total award amount \$195,000.**

15. Would the optional task to support annual RI prevention conference be separate from the \$195,000 annual budget?

**Yes, use a separate description and budget for this optional task and it will not be included in the page count. The optional task, if funded, will start in year 2.**

16. Page 9, attendance at planning meetings, who is the coalition staff?

**This more correctly refers to staff of prevention providers, including representatives from community coalitions.**

17. What is the daily rate of consultants/trainers?

**\$450 per day.**

18. Management support is 10% of budget?

**Yes, this is an estimate, not a direction.**

19. Contract start date?

**We are hoping for June or July 1<sup>st</sup>.**

20. Do you require an acceptance letter from proposed Project Director even if they are already staff members? **Yes.**

21. What is the Department's vision of staffing patterns?

**Estimate a staffing pattern that fully meets this proposal. Look at hours and distribution of hours to complete each task.**

22. How many communities are funded under Marijuana Initiative?

**Nine. Support for their quarterly meetings will transfer to this contract. Elizabeth Kretchman will work with the successful bidder to get required support and continue as the Project Manager for this initiative.**

23. Are you looking for a designated staff to solely support the 10% management support? **No.**

24. Has there been a recent training needs assessment done? **No.**

25. Website budget item? **Cost of maintaining website should be in your budget.**