



**State of Rhode Island
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**Solicitation Information
July 18, 2013**

ADDENDUM # 1

RFP # 7477368

RFP Title: Title III D Health Promotion Services

Bid Opening Date & Time: July 30, 2013 at 10:00 EDT

Notice to Vendors:

**ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES AND THE LIST OF
OAA TITLE III D EVIDENCE-BASED PROGRAM EXAMPLES THAT MEET THE
INTERMEDIATE OR HIGHEST-LEVEL TITLE III D EVIDENCE-BASED CRITERIA**

NO FURTHER QUESTIONS WILL BE ANSWERED.

**David J. Francis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

Vendor Questions for RFP # 7477368 Title III D Health Promotion Services

Question 1: Is there a minimum or suggested number of seniors that should be served in a proposal?

Answer to question 1: **No.**

Question 2: Page 5 lists criteria for older individuals to be served. Is it correct that *all* individuals served should meet all three criteria listed, that is, be either low income or socially isolated; be members of racial/ethnic minorities; and be residents of medically underserved communities?

Answer to question 2: **Applicants are encouraged to submit a proposal that will meet all of these criteria. Applicants should bear in mind that this is a competitive application process.**

Question 3: If we apply on behalf of a city government, and thus do not have articles of incorporation, a board of directors, or bylaws, (as requested under section 4: Proposal, item A. number 1, on page 6) would you like us to submit anything in place of those?

Answer to question 3: **We recommend that an applicant on behalf of a city government submit documentation evidencing that the submission of the application by the applicant has been duly authorized by the appropriate government official(s).**

Question 4: Similarly, do you want to audited financial statement and budget for the entire city?

Answer to question 4: **The pages from the city's most recent annual audit that reference the operation of the city department/agency where the project would be carried out, as well as the current year operating budget including revenue sources and expenses for the city department/agency where the project would be carried out, should be provided.**

Question 5: Do you have word document versions of the budget forms (appendices A through C) included in the RFP

Answer to question 5: Word document versions of the budget forms will not be provided. Applicants may print out the forms and fill them in.

Question 6: Page 5 refers to residents of “medically underserved communities” and then refers to the HRSA map. The site has information not only on medically underserved areas but also Primary Care shortage areas. Does an area specifically have to be considered a medically underserved area by HRSA for its residents to qualify as beneficiaries, or can residents of a Primary Care Shortage Area that is not also a medically underserved area also qualify?

Answer to question 6: DEA is seeking organizations to provide health promotion services for residents of medically under-served communities.

Question 7: Page 6, IMPORTANT NOTE: third bullet “Funds awarded under this RFP are *not* to be used to train leaders, trainers, etc. who are *under*(60) years of age.

Please clarify this requirement – Can facilitators of any age be trained if they will be working ONLY with folks 60 and over? From where does this requirement originate? I do not see it in Title III D of the Older American’s Act.

Answer to question 7: These grant funds cannot be used to train facilitators younger than 60 years of age. The age of the individuals with whom the facilitators will work is irrelevant. This requirement originates from guidance provided directly to DEA by the Administration for Community Living, Administration on Aging.

Question 8: Is the 10 page narrative limit single spaced? Double spaced? Any requirements for margins and font?

Answer to question 8: There are no requirements with respect to margins, font or whether to double or single space the narrative.

Question 9: Please clarify what can be allowed in addition to the 10 pages of narrative? What information noted in Section 4 of the Proposal needs to be included in the 10 pages of narrative and what information can be provided as attachments?

Answer to question 9: The 10 page narrative limit excludes:

Articles of Organization of the Applicant; List of Board of Directors, By-Laws (or other appropriate ownership agreement, such as a partnership agreement, if applicable); Demonstration of Board (or partnership) endorsement, if applicable, supporting the organization's commitment to undertake the proposed project; documentation evidencing that the submission of the application has been authorized by appropriate city government official(s); pages from the city's most recent annual audit that reference the operation of the city department/agency where the project would be carried out; the current year operating budget including revenue sources and expenses for the city department/agency where the project would be carried out; all documents referenced in Section 4B of the RFP; and any indirect rate agreement.

Note that Section 4A of the RFP provides that resumes of key staff are included in the 10 page narrative limit.

Question 10: Are the 10 pages allowed for the narrative single or double spaced?

Answer to question 10: There are no requirements with respect to whether to double or single space the narrative.

Question 11: Is mileage an acceptable cost for the budget?

Answer to question 11: We do not know if mileage would be an allowable cost. More information would be needed, and guidance from AoA may be sought. Generally speaking, in-state automobile mileage costs may be deemed by the evaluation committee to be an acceptable cost, provided that the committee finds the purpose, amount, etc, to be reasonable and reasonably related to the work of the project. Whether mileage would be an acceptable cost will depend upon the circumstances and thus will be determined on a case-by-case basis.

The list of OAA Title IIIID evidence-based program examples that meet the intermediate or highest-level Title IIIID evidence-based criteria

The examples of programs that meet the intermediate or highest-level Title IIIID evidence-based criteria were removed on July 15, 2013 from the web-page referenced in Section 3, page 6 of the RFP. Set forth below is the list of OAA Title IIIID evidence-based program examples that meet the intermediate or highest-level Title IIIID evidence-based criteria as they were before being removed from the web-page on Monday, July 15th, 2013.

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Intermediate Criteria

- Published in a peer-review journal; and
- Proven effective with older adult population, using some form of a control condition (e.g. pre-post study, case control design, etc.); and
- Some basis in translation for implementation by community level organization.

Examples include:

- [Care Consultation](#) 
- [Dining with Diabetes](#) 
- [Eat Better Move More](#) 
- [Healthy-Steps \(Lebed Method\)](#) 

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Highest-level Criteria

- Undergone Experimental or Quasi-Experimental Design; and
- Level at which full translation has occurred in a community site; and
- Level at which dissemination products have been developed and are available to the public.

The following pages includes a comprehensive list of all examples:

- [Geri-Fit Strength Training Workout](#) 
- [Title IIIID Highest-Tier Criteria Evidence-Based Disease Prevention and Health Promotion Programs Cost Chart](#) 

Specific examples include (jump to: [A–B](#) | [C–G](#) | [H–N](#) | [P–R](#) | [S–Z](#)):

- [Active Living Every Day](#) 
- [A Matter of Balance](#) 
- [Arthritis Foundation Tai Chi Program](#) 
- [Arthritis Foundation Exercise Program](#) 
- [Arthritis Self-Management \(Self-Help\) Program](#) 
- [Better Choices, Better Health- Arthritis \(online Arthritis Self-Management Program\)](#) 
- [Better Choices, Better Health \(online Chronic Disease Self-Management Program\)](#) 
- [Better Choices, Better Health- Diabetes \(online Diabetes Self-Management Program\)](#)  (PDF)
- [Brief Intervention & Treatment for Elders \(BRITE\)](#) 

[Return to Highest-level Criteria examples](#)

- [Care Transitions](#)
- [Chronic Disease Self-Management Program](#) 
- [Chronic Pain Self-Management Program](#) 
- [Community Stress-Busting Program for Family Caregivers](#) 
- [Coping with Caregiving](#) 
- [Diabetes Self-Management Program](#) 
- [Enhance Fitness](#) 
- [Enhanced Wellness](#) 
- [Fit and Strong!](#) 

[Return to Highest-level Criteria examples](#)

- [Healthy IDEAS \(Identifying Depression, Empowering Activities for Seniors\)](#) 
- [Healthy Moves for Aging Well](#) 
- [HomeMeds](#) 
- [MedOptz](#) 
- [New York University Caregiver Intervention \(NYUCI\)](#)

- [Positive Self-Management Program for HIV](#) 
- [Powerful Tools for Caregivers](#) 
- [Prevention and Management of Alcohol Problems in Older Adults](#) 
- [Program to Encourage Active, Rewarding Lives for Seniors \(PEARLS\)](#) 
- [Programa de Manejo Personal de la Artritis \(Spanish Arthritis Self-Management Program\)](#) 
- [Programa de Manejo Personal de la Diabetes \(Spanish Diabetes Self-Management Program\)](#) 
- [Reducing Disability in Alzheimer's Disease \(RDAD\)](#) 
- [Resources for Enhancing Alzheimer's Caregiver Health II \(Reach II\)](#)

- [Savvy Caregiver](#) 
- [STAR-Caregivers \(STAR-C\)](#) 
- [Stay Active and Independent for Life Strength and Balance Program \(SAIL\)](#)
- [Stepping On](#) 
- [Tai Chi: Moving for Better Balance](#) 
- [Tailored Caregiver Assessment and Referral \(TCARE\)](#) 
- [Tomando Control de su Salud \(Spanish Chronic Disease Self-Management Program\)](#) 
- [Walk with Ease](#) 