



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

**ADDENDUM #1**

**RFP #7502364**

**RFP Title: Rhode Island Behavioral Risk Factor Surveillance System**

**Bid Opening Date & Time: October 3, 2013 at 10:00 AM (ET)**

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**Notice to Vendors:**

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.

NO FURTHER QUESTIONS WILL BE ANSWERED.

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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 #7502364 Rhode Island Behavioral Risk Factor Surveillance System**

Question 1: Page 8 says the landline survey takes 24 minutes to complete and the cell survey takes 16 minutes to complete. Currently, both surveys take an average of 30 minutes to complete. Are the lengths of 24 and 16 minutes the lengths that should be used in our cost proposal?

Answer to question 1: In order to project costs, assume the 2014 landline survey length will be 24 minutes and the cell phone survey length will be 21 minutes.

Question 2: Will sample for the asthma call back come from BRFSS landline sample only, or both land and cell?

Answer to question 2: At this time we are using the landline sample only, and plan to do so in 2014.

Question 3: Bullet 3 on page 16 says that partial completes are not included in the required number of surveys. Can you please confirm that this is accurate?

Answer to question 3: A “full complete” is responses to all questions. A “partial complete” is when the respondent completes gender question and three other demographic questions with responses other than “don’t know/not sure” or “refused”. While the Department strongly prefers “full completes”, it will accept “partials” to be included as “completes” in the monthly targets.

Question 4: When formatting our proposal, where within our response shall we include the bidder certification form, W9, and company transmittal letter?

Answer to question 4: Include these items in the original Technical Proposal only.

Question 5: Page 19, Response Contents, requests 1 electronic copy of the proposal. Can both the Technical Proposal and the Cost Proposal go on the same CD-Rom, disc, or flash drive as separate files?

Answer to question 5: Only the Technical Proposal is required in electronic format. Please be sure that the Cost Proposal is separate from the Technical Proposal and that it is sealed.

Question 6: Page 4, #14 mentions the MBE requirement is a goal of 10%. Is the 10% MBE a requirement or a goal of this procurement?

Answer to question 6: Every successful vendor must submit a MBE plan to the MBE compliance officer. Additional information on MBE regulations and waivers can be obtained by calling the MBE Office at 401-574-8570.

Question 7: Page 6, General Scope of Work: What percent of landline and cell phone interviews are conducted in Spanish? What percent in 2012?

Answer to question 7:  
The percent of landline interviews in 2012 that were conducted in Spanish was 3.2%. The percent of cell phone interviews in 2012 that were conducted in Spanish was 6.1%.

Question 8: Page 6, General Scope of Work: Is the "technical report" a methodology report? If not, please elaborate on the content of this report. What is the frequency of this report production?

Answer to question 8: Yes, the technical report summarizes the methods and actions taken to collect the data during the year. This technical report is produced on an annual basis.

Question 9: Page 6, General Scope of Work: What type of assistance with sampling design is required?

Answer to question 9: The BRFSS Coordinator will develop the sampling design however the Coordinator may request input on the stratification design from the vendor.

Question 10: Page 6, #6: The RFP mentions a CATI system version 4.2 at a minimum. What is version 4.2?

Answer to question 10: The Department is recommends a data collection system at least equal to Ci3 (programming language for writing the surveys) version 4.2 and WinCATI. Version 4.2 is recommended as other/earlier versions many not be as stable. See Response to question 11.

Question 11: Page 6, #6: The RFP mentions a CATI system version 4.2 at a minimum. Can we propose our own CATI system which meets the CDC BRFSS requirements?

Answer to question 11: Yes, if a contractor is using a comparable product that meets CDC BRFSS requirements, regardless of the company name or version number than that is an alternative product which is acceptable to the Department.

Question 12: Page 6, #7: Will the same questionnaire be used in 2014 for the landline and cell phone interviews, with the exception of the screener?

Answer to question 12: The same core module will be used for the landline and cell phone interviews. We plan to add approximately 60 state added questions to the landline survey and approximately 25 questions to the cell phone interview.

Question 13: Page 6, #9: The RFP states “cumulative data sets, and cumulative frequency tabulations, quality control reports and technical reports must be submitted quarterly and annually to the department”. If the quarterly frequency for all of these (i.e., are there NO monthly reports)? Is the quarterly frequency for landline, cell and asthma?

Answer to question 13: At a minimum quarterly reports will be shared with Department. RI actively monitors progress on a monthly basis and the current vendor provides monthly statistics, which will also be required. Quarterly and monthly reports include statistics for landline, cell phone and asthma call back surveys.

Question 14: Page 7, #14: Please clarify “Adherence to requirements for interim approvals”.

Answer to question 14: Any significant changes need to be approved by the Department.

Question 15: Page 8, Questionnaire: Will the 2014 RI questionnaire have 1 or 2 splits?

Answer to question 15: There will be no splits on the 2014 survey, but we may have a dual survey in future years.

Question 16: Page 9, Advance letters: How many letters are mailed monthly in 2013 and what is the monthly sample size and the monthly target number of completed landline interviews? The RFP mentions 39% but does not give the denominator of the sample size.

Answer to question 16: The average number of advance letters mailed monthly is 1800. The monthly landline sample size varied each quarter but on average was 6353.  
The monthly target number of completed landline interviews was 432.  
The 2013 landline target is 5184 completes.

Question 17: Page 9, Interviewing: Please provide the monthly response rate for 2013. Also, please provide the following rates for 2012: AAPOR response rates, cooperation rate, sample efficiency, refusal rate, refusal conversion rate, and termination rate.

Answer to question 17: See below

Monthly 2013 Response Rates

<u>Month-2013</u>	<u>Landline AAPOR #4</u>	<u>Cell phone AAPOR #4</u>
January	38.1	27.6
February	37.2	27.7
March	41.0	23.4
April	33.5	30.0
May	33.6	27.2
June	39.1	27.6
July	34.5	27.0
August	37.3	26.2

Landline

2012 AAPOR response rates= 42.6  
2012 Sample efficiency (average ratio of sample records per completed interview) =11.1:1  
2012 cooperation rate= 52.8  
2012 refusal rate= 18.4  
2012 refusal conversion rate=14%  
2012 termination rate=1.1%

Cell phone

2012 AAPOR response rates=24.4  
2012 Sample efficiency (average ratio of sample records per completed interview) =21.4:1  
2012 cooperation rate=53.3  
2012 refusal rate=11.5  
2012 termination rate=0.6%

Question 18: Page 10, Interviewer training: What certification of interviewers is required? How does this certification need to be communicated to HEALTH?

Answer to question 18: Although there is no official interviewer training, certification is conducted by the contractor and interviewers are verified as BRFSS interviewers as long as they met criteria that are consistent with BRFSS interviewer training recommendations and BRFSS policies and

procedures. Offerors should describe the topics covered in the training program and how interviewers are deemed competent to begin conducting BRFSS interviewing, and how refresher trainings will be performed and what frequency.

Question 19: Page 11, Caller ID: Does HEALTH have a 401 number available for the contract to use registered to the RI Dept. of Health?

Answer to question 19: Yes, a 401 number is available for the contractor to use.

Question 20: Page 11, Processing of Collected Data: Does HEALTH want the contractor to do the weighting or will CDC produce the Rhode Island weights?

Answer to question 20: CDC will produce the Rhode Island weights.

Question 21: Page 17, Cost Proposal: For the collection of an oversample of a selected population sub-group, will screening be required for inclusion or will the oversample be accomplished through sample stratification only? If any screening is required, what incidence should be used to budget the cost of conducting oversample interviews?

Answer to question 21: If an oversample is collected, the oversample will be accomplished through sample stratification.

Question 22: Page 19, #3: Can resumes of key staff be included in an appendix rather than the 25 page count limit?

Answer to question 22: Yes, resumes can be included in the appendix.

Question 23: Page 21, Cost sheet: What cost is required in Part 1? Should this be a cost per interview or a total cost?

Answer to question 23: The total cost should be included in Part 1, page 21.

Question 24: Page 21, Cost sheet: What should be included in Mid season changes and in what format?

Answer to question 24: This includes the cost for any post start-up questionnaire modifications.

Question 25: Page 21-22, Cost sheet: Please clarify the number of landline and cell phone interviews. Page 21 has 4,500 landline and 1,500 cell phone but on page 22, the Cost Formula for cell phone survey has to “assume 30% of total completes”. If 6,000 total completes, 30% cell phone would be 1,800 cell phone interviews and 4,200 landline interviews. Which number should be used for costing?

Answer to question 25: Ignore the “assume 30% of total completes”. Although this is the recommended cell phone sample size mandate for 2014, for costing estimates, use a sample size of 4,500 for landline completes and 1,500 for cell phone completes.

Question 26: Page 22, Cost sheet: “Cost formula for ...” – please provide an example of the type of formula HEALTH is looking for.

Answer to question 26:

An example of the response might look like this:

Cost formula for including additional questions to the core module for the landline survey.

For example: each additional question will cost \$0.149 per question per completed interview (assuming 4200 landline completed interviews).

60 addtl questions x \$0.149 = \$8.94 x 4200=**37,548**

Question 27: Page 22, Cost sheet: Cost Formula for cell phone survey – should this be “cost formula for additional questions above the core module for the cell phone survey?”

Answer to question 27: Yes, that is correct. We are looking for the cost formula to add state added questions above the core module to the cell phone survey.