



**State of Rhode Island
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**Solicitation Information
March 25, 2014**

ADDENDUM # 2

RFP # 7548560

RFP Title: Addressing Toxic Stress in Early Childhood

Bid Opening Date & Time: Thursday, April 10, 2014 at 10:00 AM (Eastern Time)

Notice to Vendors:

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.

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 #7548560 Addressing Toxic Stress in Early Childhood

Question 1: On page 12 of the RFA, items 3 and 4 describe a 6-page Technical Proposal and a Cost Proposal (with no page limit). I was unclear as to whether there should be a separate work plan included, in addition to the Technical Proposal and the Cost Proposal. I was also unclear if appendices were allowed or not.

Thus, I would appreciate if you could answer the following specific questions:

A. Is a separate work plan (in addition to the Technical Proposal and the Cost Proposal) an expected part of the response to this RFA?

B. If the answer to question 1 is YES, is there a page limit to the work plan?

Answer to question 1:

A. The length of the Technical Proposal has been changed to 25

B. There is no page limit to the work plan, but it should be within the 25 page limit of the overall technical proposal

Question 2: Is an appendix allowed?

Answer to question 2: If appendices are needed, they are allowed, but only to clarify key points of the technical proposals, eg staff CV's.

Question 3: For any page limits, is single spacing or double spacing of text expected?

Answer to question 3: It should be readable. Please use 12 point font at least. Spacing can be single or double.

Question 4: On page 16 of the RFP, "mental health consultation to home visiting for families with toxic stress (approximately 40 families per year)" is budgeted under "Other Specify", #12.

Can you clarify the objective of the home visit and the required frequency of home visits conducted by the mental health provider?

Answer to question 4: That should be proposed in the application, based on best available science of both home visiting and toxic stress

Question 5: Is there a minimum or maximum funding amount per year?

Answer to question 5: Please refer to the sample budget form, which includes some dollar amounts listed that should not be exceeded. The State is interested in receiving the **best value for these services**, please be sure to appropriate resources to accomplish the scope of work described in the RFP. Maximum funding levels are not provided.

Question 6: Should applicants submit separate budgets for each year of anticipated funding?

Answer to question 6: Budget for year 1 only.

Question 7: Are funding requests expected to be the same amount each year or can there be some variation according to the anticipated activities of each year?

Answer to question 7: Please submit year 1 budget only

Question 8: On pages 6-7 of the RFP, under *Results/Objectives*, the last item on the list (item #16) is an assessment of factors that contribute to toxic stress and RI's capacity to mitigate/address toxic stress. Should it be assumed that even though this result/objective appears last on the list, that this will be one of the first activities to be undertaken so that a comprehensive and informed plan for implementing systems building activities can be developed with appropriate strategies?

Answer to question 8: That is a reasonable assumption

Question 9: Is it expected that all 16 *Results/Objectives* listed on pages 6-7 of the RFP be accomplished in the first year of the contract?

Answer to question 9: Some objectives will be realized in each year. Please provide a timeline that is realistic for the applicant

Question 10: On page 7 of the RFP, under *Results/Objectives*, item #15 states that 25 families are to receive services in the first 6 months of implementation. Page 15 of the RFP, *Appendix 2 - Budget Sample*, details that approximately 40 families are to be served per year. How long is the planning phase and when does the implementation phase begin?

Answer to question 10: Planning phase should not be longer than 4 months. Implementation should begin as soon as possible, so shorter, but thoughtful planning phase would be acceptable

Question 11: On page 9 of the RFP, under *General Description*, item #14 states that the awarded agency will work with HEALTH to develop and implement a model of home visiting that incorporates mental health consultation to both home visitors and families. Please confirm that the awarded agency is not expected to provide direct services to families but is instead providing technical assistance on trauma-informed approaches, screening and assessment in the homes of participating families to home visiting providers who are providing the direct services.

Answer to question 11: Agency awarded will be expected to be able to imbed mental health consultation with home visiting. Agency awarded should not propose any activities within this scope of work that would be billable to insurers

Question 12. What are the minimum credentials required for staff providing the mental health consultation?

Answer to question 12:Licensed mental health consultants (LICSW or PhD level) with expertise in early childhood mental health