



**State of Rhode Island
Department of Administration / Division of Purchases
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**Solicitation Information
September 20, 2021**

ADDENDUM #1

RFP# 7656821

TITLE: Behavioral Risk Factor Surveillance System (BRFSS) Services

Bid Closing Date & Time: **October 06, 2021 @ 1:00 PM Eastern Time (ET)**

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 with State Responses for RFP #7656821– Behavioral Risk Factor Surveillance System (BRFSS) Services

#	Question	Answer
1	P. 5 of 22, paragraph 10 – <i>Affirmative Action Plan</i> – when should the Affirmative Action Plan be submitted: alongside the proposal or post contract award?	At Tentative Award letter.
2	P. 8 of 22, <i>Section 2: Background</i> – Section 2 states RIDOH plans to complete an estimated 225 adult and 105 child asthma callback surveys in 2022. This adds up to 330 asthma callback surveys. However, Section 3: Scope of Work, p. 9, states: ‘the offeror will conduct <u>at least</u> 360 interviews over the course of the year.’ We understand that the total number of asthma callback surveys may vary, but, approximately, how many asthma callback surveys are required in 2022?	The offeror will conduct at least 360 interviews in 2022. This is equal to an estimated 255 adult and 105 child asthma callback surveys in 2022.
3	P. 10 of 22, <i>Specific Activities/Tasks</i> – in 2019, 3.1% of all interviews were conducted in Spanish. What proportion of interviews was conducted in Spanish in 2020?	In 2020, 4.1% of all interviews were conducted in Spanish.
4	P. 12 of 22, <i>Asthma Callback Interviews, adult and child</i> – what proportion of Asthma Callback Interviews were conducted in Spanish in 2020?	See response to question #3
5	P. 11 of 22, <i>Specific Activities/Tasks</i> – the general BRFSS callback rules allow for both landline and cell phone numbers without contact to have a maximum number of 6 calling attempts to unresolved numbers, depending on state regulations. How many callback attempts does RIDOH require? Is it the standard 6?	RIDOH BRFSS requires the standard 6 callback attempts.
6	P. 11 of 22, <i>Specific Activities/Tasks</i> – per item 8, please confirm whether partial completes (CDC disposition 1200) will count towards the target number of completes being requested?	Partial completes count towards the targeted number of completes being requested. Per CDC protocol, partial completes should not be greater than 10% of the total number of completes.
7	P. 12 of 22, <i>Quality Assurance, Monitoring and Training of Interviewers</i> – paragraph 1 refers to the 2021 Annual Self-Certification Form (Appendix), but the form is not actually provided in the Appendix. Could you please provide it or direct us to a source where this form could be accessed?	See sample Annual Self-Certification Form attached.
8	P. 12 of 22, <i>Quality Assurance, Monitoring and Training of Interviewers</i> – when is the data to be delivered to CDC and RIDOH each month? Paragraph 1 states ‘provide a data file for each month [...] that is acceptable to both CDC and RIDOH and received <u>within 30 days</u> following completion of interviewing.’ However, paragraph 1 under <i>Data Processing, and Editing; Data submission to CDC and RIDOH</i> on the same page states ‘the offeror will process and deliver data to the CDC in SAS format <u>by the 20th day</u> of each month following data collection.’	The Offeror should submit data to CDC and the RIDOH by the 28 th of each month following data collection. There are instances where CDC will have more specific deadlines, in which case CDC will notify the Offeror.
9	P. 14 of 22, <i>Supplemental Work</i> – how many pages in total do you expect to comprise the Advance Letters Packet (a letter + 1-page fact sheet back-to-back in English and	The Advance Letter is 2 pages total (double-sided) in English and Spanish.

#	Question	Answer
	Spanish)? How long is the letter? For pricing purposes, should we assume 2 pages total (double-sided) or 3 pages total?	
10	P. 16 of 22 – <i>C. ISBE Proposal</i> - What is the rate of ISBE participation in the current contract? Which, if any, ISBE subcontractors are being used in 2021 and in what capacity?	No current contract.
11	P. 18 - <i>Monitoring and Reporting Program Performance Requirements – Project Written Report</i> – can you please clarify the frequency of the report? P. 13 out of 22 – Interim Approvals – refers to quarterly and annual technical report while p. 18 refers to semi-annual and annual reports?	The project reports are to be submitted on a semi-annual and annual basis.
12	P. 30-32, 34-35 and 37 – should these Addenda be filled out and returned at the proposal stage?	No.
13	Who is the current contractor for the RI BRFSS and for how long have they been the BRFSS contractor for RIDOH?	ICF Macro is the current RIDOH BRFSS Contractor.
14	Can bidders use a font other than Times New Roman or Calibri for tables and figures if the text is easily legible?	Yes.
15	Can bidders use a font size less than 12 point for tables and figures if the text is easily legible?	Yes.
16	Can bidders provide key staff resumes as an appendix or do resumes need to be included in the Staff Qualifications section?	Bidders can provide staff resumes as an appendix.
17	Should bidders to assume the advanced letters referenced on RFP pages 14 (<i>Advance letter creation and delivery</i>) and 16 (<i>Cost Proposal</i>) printed in black and white or color?	The Advance Letter is printed in color.
18	Should bidders assume the advanced letters referenced on RFP pages 14 (<i>Advance letter creation and delivery</i>) and 16 (<i>Cost Proposal</i>) would be 2 pages: the letter, and a separate fact sheet?	See response to question #9.
19	Can bidders sign required forms with e-signatures?	Yes.
20	Can you please confirm that 10% partial interviews referenced on RFP page 11 (<i>Section 3: Administration of the survey by landline and cell phone, interviewing, sample management, item 8</i>) can be counted toward the total of 5,800 interviews required for the 2022 data collection?	See response to question #6.
21	Can you please provide 2021 refusal rates? (<i>Section 3: SCOPE OF WORK AND REQUIREMENTS, Administration of the survey by landline and cell phone, interviewing, sample management; item10, RFP page 11</i>)	2021 YTD refusal rate for landline = 24.3% 2021 YTD refusal rate for cellphone= 8.8%
22	Would the Division of Purchases consider revising the required limits for the General Liability Insurance requirement to \$1,000,000 per occurrence, and \$2,000,000 general aggregate, with Products and Completed Operations subject to the General Aggregate limit, and, the inclusion of an umbrella policy that may be used to meet the comprehensive general liability insurance requirements? (<i>Clause 14. Insurance Requirements, RFP page 6</i>)	No.
23	What is the FIPS 199 security categorization level for this system?	We believe the FIPS 199 categorization level is <u>moderate</u> .
24	Will the contractor be required to submit a Privacy Impact Assessment?	No.
25	Will the contractor be expected to participate in the certification and accreditation (C&A) effort? If so, what is the expected level of involvement from the contractor? Are there any ongoing C&A activities that should be included in	No, the contractor will not be expected to participate in the certification and accreditation (C & A) efforts.

#	Question	Answer
	the proposed budget?	
26	Due to the restrictions on working at our corporate offices due to COVID 19, and in the interest of the safety of our employees and staff, we would like to respectfully request delivery of the proposal via electronic method only.	No.
27	Where should the completed RIVIP Vendor Certification Cover Form be submitted? We understand it is not to be placed within the technical and cost proposals. Which volume is the “original copy” referring to?	https://www.ridop.ri.gov/osp/osp-vendor-registration.php
28	May the text in tables, callouts/sidebars, and graphical elements be less than 12-point font?	See question 14 and 15.
29	Assuming this “Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan” is the ISBE proposal?	Correct.
30	Page 8 of the RFP and appendix B page 1 provide different numbers of completes. Please clarify whether the 1,080 landline and 4,720 cell completes are the correct targets for pricing.	Please consider an annual target of 5,650. 1,050 landline completes and 4,600 cellphone completes.
31	To clarify, per the instructions on Page 1 of Appendix B, we should only provide advance letter pricing for landline interviews. Please confirm.	Please provide advance letter pricing for landline only.
32	Should vendors only provide pricing for 2022 or for all years of data collection (2022-2024)?	Pricing should be provided for all 3 years of data collection (2022 – 2024).