



Department of Administration / Division of Purchases
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16 Dec 10

Addendum # 3

RFP # 7448075

Title: (ARRA) Healthy Places by Design

Submission Deadline: 7 Jan 11 @ 2:00 PM (Eastern Time)

- **Vendor Questions/ State Responses are released in this addendum.**
- **Additional questions, received in a timely manner, will be posted and answered in a subsequent addendum.**
- **No additional questions shall be entertained.**

A handwritten signature in black ink, appearing to read 'Jerome D. Moynihan', is located below the list of bullet points.

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

RFP# 7448075 : (ARRA) Healthy Places by Design

Vendor A:

1. Does this program require any local match funds? *(Already answered – no)*
2. What are the requirements for matching funds, if any? If so, what percentage? *N/A*
3. Also, can the grant funds be used to hire a full time program coordinator? *Yes*

Vendor B:

- 1) Page 11 and throughout the document: The terms “Contractor” is introduced on page 11. Text immediately following indicates that the “contractor” is the municipality. However, other areas of the RFP suggest that the “contractor” is another party, perhaps the community based organization (CBO). For example, on page 20, the RFP states that “Throughout the project period, the contractor will...Work with the municipality and key stakeholders to conduct a community-wide assessment to measure impacts...” Who is the “contractor” being referred to throughout the RFP?

We apologize for any confusion this may have caused. The RFP contains two separate Scopes of Work. In the first, “contractor” is referring to the municipality, who is to be the main applicant to the RFP. The second Scope of Work (found in Appendix A) is specific to the Community-Based Organization (CBO) partner. Each municipality is required to submit 3 letters of interest from community-based organizations which serve that municipality. Once funded, the municipality will choose 1 CBO to contract with.

- 2) Page 12: The RFP states that “Municipalities are responsible for completing annual programmatic and financial site visits on any community based organization, sub recipient, or vendor they contract with.” What exactly is involved with this site visit?

*As part of the **financial** site visit, the municipality would ensure that the contracts are tracked and kept separately, that the approval process for these contracts was based on segregation of duties, that a contract procurement process was followed and that all necessary back up documentation for invoicing was included with invoices. This means that if supplies were purchased, the sub-contractor has a receipt for supplies, if hours were invoiced, they have the back-up of the hours with the individual’s time sheet, etc.*

*As part of the **programmatic** site visit, the municipality would ensure that the scope of work for the project was being met. They would compare the contract’s scope of work to the documentation of work completed on the invoice to make sure objectives of project were being met and invoiced correctly.*

- 3) Page 12: The RFP states that “The designated staff person must commit a minimum of .5 FTE to this project. On page 22, it states that the designated person shall be committed to .75% FTE. Can you clarify the commitment required by the designated staff person?”

Please note that there are two separate Scopes of Work within the RFP. These numbers are both correct. The 50% FTE is in reference to the municipality; the 75% FTE is for the CBO.

- 4) Page 12, in reference to the designated staff person. Can the designated staff person be a staff member outside the municipality? For example, could the community based organization or a consultant assume this role?

*The staff member for the municipality **cannot** be a member of the CBO. The CBO is required to have its own staff member committed at .75 FTE. However, both the municipality and the CBO **may** hire a consultant or new staff if existing staff do not have the capacity to devote the required percentage of time to this project.*

- 5) Page 13 under Response Contents: The Technical Proposal is limited to ten (10) pages EXCLUDING attachments. Required attachments are listed beginning on the bottom of page 14. Can you clarify if there are other documents that can be considered “attachments”? For example: resumes, excerpts from existing plans, etc.

Resumes may be considered attachments. You may also supply other supporting documentation as an attachment if you feel it is necessary to give reviewers more information about something mentioned in your application

- 6) Page 20, point number 2 at the bottom of the page: This language suggests that HEALTH will provide the tools for the community assessment. Does HEALTH have a standard approach or template that can be viewed in advance of submitting the application?

Yes, HEALTH will provide the tools, training, and technical assistance for the community assessments. The assessments will include a review of the Comprehensive Plan, a survey of residents’ opinions regarding community supports for physical activity and healthy eating, and an environmental assessment that requires community stakeholders to survey conditions in neighborhoods selected by the community team. Unfortunately we cannot provide these tools in advance.

- 7) General question: Can funds provided to either the municipality or the community based organization be used to purchase materials or finance other “hard costs” associated with the Public Participation Plan (PPP)? For example, part of the PPP may require paying for fliers, paying for people to distribute fliers, establishing a project website and paying for network space, buying food and refreshments for public meetings. Would these expenses be covered with the awarded funds?

Yes. The funds may be used in this way; the only exception being that these funds cannot be used for food or refreshments.

- 8) General question: Could part of the outreach phase include the development of physical plans that might be incorporated into the Comprehensive Plan by reference? These could include streetscape visuals, public improvement plans for sidewalks and bicycle lanes, way finding plans, public access plans, etc.

Yes, but please keep in mind that the specific projects undertaken by the funded municipality will be shaped by the results of the community assessments.

- 9) What is the definition of a community based organization for the purposes of this RFP? Are the requirements on page 22 the only requirements, or does the standard federal definition also apply?

For the purposes of this RFP, Community Based Organizations are simply defined as non-profit entities that serve the residents of the municipality.

- 10) Page 10, under #6: The RFP mentions the use of the “Healthy Community Standards”. What are these standards?

The Healthy Communities Plan will provide policies and strategies for local municipalities to modify their Comprehensive Plans, zoning ordinances and other policies with the goal of improving walkability, safety, recreation options, transportation choices, and access to healthy foods.

- 11) Page 6: The RFP requires registration with e-verify. Does this apply only to the municipality or must the CBO and any subcontractors also register?

This applies only to the municipality as that is whom the Dept. of Health is contracting with. Any of the sub-contractors, vendors, or CBOs that the municipality hires would follow the contract and procurement process the municipality has.

- 12) Page 12 states that the local branch of the YMCA shall support the municipal project. It also indicates that because the Greater Providence YMCA has contracted with DOH, the local YMCA will be assisting with the community assessments. Is the cost of this already factored into the contract with the Greater Providence YMCA, or does that need to be incorporated in our budget proposal?

The YMCA of Greater Providence is already under contract with the Department of Health to assist funded communities with their community assessments. This cost is covered by HEALTH.

Because the YMCA of Greater Providence does not serve every RI municipality, we ask for letters of support from local YMCAs so that the Greater Providence Y has permission to work in the funded municipality. Local YMCAs can provide a letter that states that they are willing to allow the YMCA of Greater Providence to assist the community team with the community assessments. The local YMCA may choose to serve on the community team and/or work closely with the YMCA of Greater Providence to provide assistance to funded communities, at the discretion of the local YMCA.

Local YMCAs are not excluded from being the partner CBO. Should the municipality choose to, they can contract with their local YMCA as their CBO partner, in which case they will be given the \$100,000 award.

13) Can the local branch of the YMCA qualify as the CBO? *Yes*

14) Does this project have to out to bid for the CBO?

*Yes. Each municipality that responds to this RFP is **required** to submit a **Letter of Interest (LOI)** from **three different CBOs** that serve that municipality. These LOIs will be used as part of the selection criteria for the municipality. However, once chosen, the municipality has the authority to choose the CBO it wishes to work with, based upon those LOIs.*

15) The minimum \$100,000 that is to be committed to the local CBO, can that money be used to pay for consultants for the CBO and the larger project? If so, does the CBO have to go out to bid to utilize this funding?

*It is the responsibility of the CBO to come up with a budget for the \$100,000. If they do not have the capacity to devote a .75 FTE to this project, they can choose to hire a consultant. Because this project is funded with ARRA money, the process of hiring a consultant must be competitive. However, the state **cannot** dictate the terms of this competitive process. That is up to the CBO to define. For any competitive process, the contractor just needs to be able to justify its choice.*

Please note: the \$100,000 for the CBO may not be used by the municipality in any way without explicit permission from the CBO, and this cost remains a part of the CBO's budget.

16) The money for this grant comes from AARA funding. If a municipality is to use an existing planning staff member or to hire a new planning staff member for this project (to support the .5 or .75% FTE) can the municipality use its current salary schedule for employees or are there requirements for prevailing wages under AARA requirements? Are there any restrictions on wages due to AAA requirements for the CBO or other planning/design consultants used?

The only wage requirement is that that contractors cannot be paid less than the Federal prevailing wage.

Taken directly from the Terms and Conditions of the Grant:

“Subject to further clarification issued by the Office of Management and Budget, notwithstanding any other provision of law and in a manner consistent with other provisions of ARRA, all laborers and mechanics employed by contractors or subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this award shall be paid at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code. (ARRA Sec. 1606)”

Vendor C:

The Town of Westerly intends to apply for a grant award, with the Bradford Jonnycake Center, Inc. The Jonnycake Center houses the region's largest food bank and serves a large number of the low and moderate income households of the Town.

We are considering the following projects under this grant and would like to ascertain which are eligible activities:

Changes to the present food bank to encourage healthy food choices, more physical activity and smoking cessation:

- Nutrition education programs and labeling
- Classes focusing on obesity control and smoking cessation
- Community demonstration gardens
- Physical changes to food bank space to facilitate these projects
 - Free walking programs, yoga and other physical activity programs for low-moderate clients
- Free nutritional assessment and diet instruction for clients

Town planning projects to encourage more physical activity for all townspeople would include:

- Sidewalk and streetscape plans for key areas of high density housing and commercial development
- Plans to connect high density neighborhoods with the rest of the sidewalk and nature trail network, and particularly to the existing recreation areas
- Plans to develop new active open space in underserved locations, particularly in high density neighborhoods
- Plans to redevelop the Town's existing recreation and open space areas to serve multiple purposes and multiple populations

Question: Are plan implementation – action items eligible under this grant? Can engineering, site planning and construction be undertaken and funded with this money?

*Applicants are **not** to propose specific projects in their application. This includes any engineering, site planning, and/or construction projects. The specific projects undertaken by funded municipalities will be selected **based on the results of a series of assessments**, including a review of the Comprehensive Plan, surveys of residents' perceptions, and an environmental scan. The results of these assessments will be used to determine the needs of the community and will assist with the identification of projects such as: changes to the Comprehensive Plan to better support healthy eating and active living; changes to local ordinances to support healthy eating and active living; and projects related to improving safety, walkability, access to safe, high quality recreation, and access to affordable healthy foods.*

Vendor D:

This RFP states that bidder must work with local branch of the YMCA Greater Providence. To my knowledge there are no YWCA Greater Providence branches in northern Rhode Island.

Pawtucket, Woonsocket and Smithfield YMCA operate independent of that association. Since your contract is with YMCA Greater Providence... do we use a non-local YMCA? Can we use the YWCA and have our association sign the commitment letter to work with YMCA Providence?

Is this an oversight?

The RFP states that the funded municipality will be working closely with the YMCA of Greater Providence because the Rhode Island Department of Health currently has a contract with this group of YMCAs. They will be working with all funded municipalities to do community assessments. Because of this, we are requesting a letter of support from local YMCAs which basically states that they will allow the YMCA of Greater Providence to do work in their community. If your community is served by an independently operated YMCA, you will need to provide a letter from that YMCA stating that they will allow the Greater Providence YMCA to work with your community team.

If there are no local YMCA branches serving the applying municipality, you do not need a letter.

END