

RFP: OEC-19-HV
State- Funded Home Visiting
Official Answers to Question

General Questions:

1. What is the target age group for participating children?

Answer:

Your evidence based home visiting model will indicate the age range.

2. How many kinds of home visiting sites are there now?

Answer:

If you are referring to home visiting models, the OEC funds four home visiting models.

3. Can more than one organization serving (inaudible) be awarded a contract if they are proposing to deliver two different HHS evidence-based models?

Answer:

There is only one application per organization regardless of how many HHS evidence-based models they are using.

4. Can a single application include multiple geographic catchment areas and models?

Answer:

Yes.

5. Can you explain the last two bullets on page 8 of the RFP?

Answer:

The last two bullets should read:

- Providing sufficient staff including managerial and administrative support to implement home visiting services using one of the HHS evidence-based home visiting models.

- Engaging multiple stakeholders that provide a comprehensive array of services that support the complex needs of families.

6. Will you be providing a list of evidence-based programs?

Answer:

Please check the Home Visiting Evidence of Effectiveness (HOMVEE) website or click on the link below:

https://homvee.acf.hhs.gov/HRSA/11/Models_Eligible_MIECHV_Grantees/69/

7. Will we be responsible for covering the cost of whichever database model we use, i.e. Penelope?

Answer:

Yes, please include the cost in your budget.

8. Five years of experience – Can the five years of experience, based on the HHS model be at that experience?

Answer:

We are asking for five years of experience providing home-based services to families with young children. This experience does not have to be with one of HHS evidence-based home visiting models.

9. Is this program limited to first time parents?

Answer:

Respondents should adhere to model fidelity.

10. If people would like to continue a form of the NFN program, is that going to be supported with the new proposal?

Answer:

Yes, if the Respondent would like to submit an application based on previous program structure they may. However, we are looking for application that demonstrate collaboration with community partners and early childhood stakeholders. The RFP awards more evaluation weight to those applications.

11. So, the guidelines that we have been using are not recommended for the future proposal?

Answer:

The OEC Policy Manual will be revised.

12. Can you give us some guidance as to whether or not you are looking for a redesign because you are looking for something different from PAT?

Answer:

We are interested in models that reflect community needs. If PAT is the model that best reflects your community and the families that reside in it, that would be appropriate model.

13. Can you comment on the first eighteen months following the rebid there could be multiple models throughout the state, but the second rebid that is going to happen, will there be one model during the 18 months that we will be going with?

Answer:

We are opening this reprocurement to any of the HHS approved evidence based home visiting models. In the 18 months following this reprocurement, we will be conducting a needs assessment as well as community meetings with early childhood stakeholders throughout the state. The purpose of both is to seek community input and conduct asset mapping. Our ultimate goal is to provide a home visiting system that creates a family-centric service array that links families with the appropriate level, intensity, and duration of home-visiting programs in every community throughout the state. We anticipate that will include multiple models.

14. So what you are saying is that within NFN there can be a combination of first-time and second-time moms?

Answer:

Respondents should adhere to model fidelity.

15. Are we to assume that NFN system as of June 30th will be gone?

Answer:

Yes, this procurement process is a part of a bigger system redesign which will include other home visiting models.

16. Will the policy manual be gone?

Answer:

The OEC current Policy Manual will be revised to reflect the OEC Home Visiting Structure.

17. Do we stop accepting referrals to NFN?

Answer:

No, current contracts are through June 30, 2019. If your program is not awarded a grant in this procurement process, OEC will be contacting you by April 25, 2019 to discuss transition planning.

18. What if we pick a model that does not match with the rate card?

Answer:

The rate card will reflect universal home visiting goals, not specific to any model.

19. Please clarify needing to offer bi-lingual services.

Answer:

We are looking for programs that have staff with the ability to serve families regardless of their primary language.

20. What is the correct weight for the Evaluation Review Criteria?

Answer:

The amended RFP posted on Biznet and the OEC website has the amended Evaluation Review Criteria. This matches the scoring weights listed in the Scope of Services section of the RFP.

21. Reference letters...?

Answer:

We are looking for three letters of reference that emphasize relevant experience and include both the current range of services the Respondent provides and ability to provide the relevant functions to be performed in this RFP. The letters of reference do not have a page limit and must be attached in the appendix of the

application. Please include contact information of each reference. At its discretion, OEC may also check or contact any reference provided by the Respondent.

22. Can the same agency submit multiple proposals?

Answer:

No, only one proposal per agency.

23. Are we identifying the towns that we want to serve (the state is not doing that for us)?

Answer:

Respondents will be asked to identify towns they wish to serve but OEC may determine alternative service areas in order to ensure all towns in Connecticut have access to services.

Answer:

24. In reading the legal notice--Request for Proposals for Services-Connecticut Office of Early Childhood-Home Visiting Programs, I noticed on page 12 of 89, section 4 (Executive Summary) the noted required experience seem to be written for another RFP ('providing research and evaluation services'). This seems to carry over to page 14 of 89, number and page 58 of 89, E (Executive Summary), first paragraph.

Answer:

This will be corrected in the amended RFP. It will read: A minimum of five (5) years demonstrated experience providing home visiting services to families of young children.

25. On page 62 of 89, G, Scope of Services, it says 'to perform the requirements specified in this RFP at Section I.C. Section I.C. is entitled 'Instructions'> Is this correct?

Answer:

No, this will be corrected in the amended RFP. It will read: Responses for this section must describe the Respondent's capability and competence to perform the requirements specified in this RFP.

26. For the existing programs that do not get a contract, will OEC be responsible for paying out unemployment or is it the individual sites responsibility?

Answer:

No.

27. DCF is re-bidding all their Triple P programs effective July 1. Would the OEC consider postponing their bid based on the enormous resources needed for agencies that have both contracts? Specifically what will be the impact on SPPT contracts, given this rebid?

Answer:

No, OPM is requiring re-procurement for the majority of state funded home visiting. SPPT will remain in the six priority communities. If your program is not awarded and you currently receive SPPT funds, participants will be transferred to a home visiting program serving those communities.

28. Do contracts providers receiving MIECHV funding need to be rebid?

Answer:

No.

29. Will the OEC provide staff training for the program?

Answer:

We will provide some training that benefits all models.

30. Can you clarify: Letter F on page 60 – identify contacts for projects of similar scopes?

Answer:

“Please identify contacts for those projects of similar scope” is pertaining to any home visiting or home based services for families of young children or similar projects that a Respondent has been involved with in either a collaborative or professional relationship.

31. Can you provide a list of current models provided?

Answer:

If you are referring to OEC Home Visiting models that are currently being used, these are: Parents as Teachers, Nurse Family Partnership, Early Head Start and Child First.

32. Will severance pay be offered for current providers who are not selected in the rebid?

Answer:

No.

33. Are Child First and Early Head Start and Nurse Family Contracts also will be ending on 6/30/18?

Answer:

No.

34. Will the rate card fund additional outcomes or should rate card payments be factored into operating budgets?

Answer:

Rate card funding amounts will be determined during contract negotiations, so no, do not factor rate card into your budget.

35. Can we get a list of participants on the call?

Answer:

No, we do not have that capacity from the webinar.

36. Sorry, can you clarify what should be removed on page 66?

Answer:

We will be amending the RFP page 66, K. Cost Proposal, the first paragraph will now read:

Each proposal must include cost information and other financial information in the order below. This is in addition to the requested financial information in section 6, Scope of Services, Competitive Cost and Budget Narrative.

37. Can an organization be part of multiple submissions (e.g., as the lead applicant in one submission and a subcontractor in another submission)?

Answer:

We encourage applications from community organizations. Subcontracting is allowed. However, we will be looking at cost effectiveness of subcontracting agreements. Our priority is funding direct services to families.

38. Can a single application include multiple geographic catchment areas and models?

Answer:

Yes.

39. The contract length is July 1, 2019 – December 30, 2020. Does OEC anticipate extending the length of the contract, re-bidding the contract at that time, or ending at that time?

Answer:

There will be a procurement in the fall of 2020 for new contracts beginning on January 1, 2021.

40. Please confirm that this is state funding.

Answer:

Yes.

41. How much funding is available for the Home Visiting Program awards?

Answer:

Funding is always based on the state budget for each fiscal year. In the past, that budget has been 10.4 million dollars.

42. Are the available funds (\$10.4 million) indicative of increased funding for home visiting in Connecticut, or is this the same level of (state) funding previously awarded for home visiting programs in the state?

Answer:

Funding is always based on the state budget for each fiscal year.

43. Are the Nurturing Connections contracts ending and up for bid as part of this redesign and reprocurement?

Answer:

Yes, all state contracts for home visiting (including groups and Connections) will end on June 30, 2019. Please read the RFP for more details.

44. Can you let us know if there will still be a requirement from the OEC that only first and second time mothers will be offered home visiting programs?

Answer:

Please refer to your home visiting model for participant requirements.

45. Is it possible to use one model and occasionally supplement with another (or with another curriculum that is not on the list) per family's needs? (For example: use PAT for most families but another model, such as Partners for a Healthy Baby or 24/7 Dad for some of the families?)

Answer:

Please refer to your home visiting models for fidelity requirements.

46. Do all programs in the consortium/partnership have to use the same model?

Answer:

No, we are asking for programs to select models that best fit the needs of their community.

47. On the webinar it was mentioned that grantees must pay annual affiliate fees for PAT. What are those annual costs? Are there any other annual costs?

Answer:

Respondents should refer to the home visiting of choice for these answers.

48. Will a rate card be included in this new contract?

Answer:

Yes.

49. Will you explain the difference between this procurement (for 18 months) and the anticipated next one (for 5 years)?

Answer:

The next procurement process will be looking at redesigning the OEC Home Visiting system and will include community input, needs assessments and aligning state and federal contracts.

50. During the webinar, one of the panelists indicated that applicants could not submit more than one application. If an applicant is a parent organization and has one or more affiliate/subsidiary organizations that have separate EINs, state public charity registrations, can an application be submitted by both the parent organization and a subsidiary organization?

Answer:

We encourage applications from community organizations. Subcontracting is allowed. However, we will be looking at cost effectiveness of subcontracting agreements. Our priority is funding direct services to families.

51. What is the expectation around phone support for families who don't want home visits?

Answer:

We encourage Respondents to offer families a continuum of support based on risk factors and family preference. This can be demonstrated through a variety of methods, for example, but not limited to, phone supports, groups or community referrals.

52. Are we allowed to use NFN tools such as the Intake form for the new home visiting program?

Answer:

Please refer to model fidelity for appropriate tools. The OEC may have forms that you can use cross model.

53. In 2014 what was known as the Children's Trust Fund (CTF), a Division of the State of Connecticut Department of Social Services awarded \$300,000 in federal funds per year to expand Intensive Home Visiting services to fathers and other men who are significant in the lives of children participating in the Intensive Home Visiting component of the Nurturing Families Network (NFN) program. Are these federal funds included in the Home Visiting Programs RFP? Is this service expected to continue independent of the results of the Home Visiting Programs RFP?

Answer:

No. All staffing including Fatherhood Home Visiting should be included in this application.

54. Can more than one currently funded agency submit a collaborative application, applying with one as the contractor and the other as a subcontractor?

Answer:

Yes.

55. Are there any particular Home Visiting Models that OEC is most interested in implementing?

Answer:

No, any HOMVEE evidence based approved model reflective of your community needs can be funded.

56. Is the total number of contracts being reduced from the current 34 to a total of 20?

Answer:

We will be awarded up to 20 total contracts.

57. Will you send a copy of the slide presentation from the bidder's conference?

Answer:

We will post the slide presentation on the OEC website.

58. Will you make Proposal Outline available in Microsoft Office Word

Answer:

No.

59. Is there a page limit on the Scope of Services and Work Plan?

Answer:

There is no page limit on the Scope of Services or the work plan.

60. Since we have been using the Nurturing Families program name and community providers are familiar with that Program name, would we still be permitted to use NFN for this home visiting program using the PAT Model.

Answer:

You can name your program whatever you would like. However, the OEC's state home visiting system will not distinguish between funding streams or models.

61. If awarded the grant and we decide to use PAT as our Model, will we still be affiliates of OEC or will our status change to Approved User and be responsible for all costs?

Answer:

You will be an individual affiliate responsible for all costs and requirements of the model.

62. The definition of Collaboration is used in various ways by providers, for the purposes of this RFP, please define “collaboration”

Answer:

Collaboration in this context is referring to communities coming together to provide a home visiting continuum of care based on family needs and goals.

63. Are there annual capacity expectations?

Answer:

Model fidelity and cost competitiveness should both factor in to decisions regarding annual capacity.

64. What is OEC case transition plan should a current NFN provider not be chosen in the rebid of home visiting?

Answer:

If your program does not receive an award your program liaison will be reaching out to you immediately to talk about transitioning your families to other programs. We will also ask that you no longer enroll new families. In addition, the OEC will also be supplying you with a transition toolkit to assist you and your families during this process.

65. The RFP clearly states that three references (p. 60) are required and are to be included in Appendix F./ Two letters of commitment (p. 63) are also required but it is not delineated where these should be included in the proposal. Please advise.

Answer:

Please add these letters of commitment to the Appendix of the application.

66. During the Bidder’s Conference webcast, there was reference made to a “rate card”. Can you please clarify what this is?

Answer:

Rate card or outcome rate card is a procurement tool through which government defines a menu of outcomes it wishes to “purchase” and amount it is willing to pay each time an outcome is achieved.

67. Can OEC publish a list of organizations who submit a letter of intent?

Answer:

We are waiting for a response from our legal department on this answer.

68. Does the re-procurement include the NFN Fatherhood Initiative?

Answer:

Yes.

69. Does the re-procurement include the NFN Connections?

Answer:

Please read Scope of Services #1. There will not be a separate NFN Connections or separate contracts and staffing for referral and intake.

70. Is there an estimated amount to be awarded per each of the 20 contracts OEC anticipates awarding for home visiting throughout the state?

Answer:

No. We are asking programs to tell us how much it will cost to provide a high quality home visiting program. But keep in mind, cost competitiveness is weighed in the Evaluation Review Criteria.

71. If a contractor wants to fund a part-time position in the local birthing hospital for universal screening and referral after a child is born (which is a critical piece of NFN), does that intervention have to be evidence-based? If no, can it be included in the respondent’s staffing structure?

Answer:

Outreach and referral position may be included in your application. However, we encourage Respondents to submit proposals reflective of a collaborative referral network. Validated tools are required and must reflect the model or models of your referral network.

72. Is it advantageous to a prospective contractor to have formal partnerships (e.g. sub-contractors) in our proposal to enhance our community's current home visiting system?

Answer:

Please refer to the RFP.

74. Does OEC consider the use of Parents as Teachers as a supplemental curriculum as meeting the requirement of using an evidence based home visiting curriculum?

Answer:

Respondents must be an affiliate of an evidence based home visiting model.

75. Will OEC accept the use of other evidence based programs-other than a home visiting mode- if they do not fall on the HHS approved home visiting programs?

Answer:

No.

76. During the proposal review, will programs be considered if they propose programmatic changes such as a different curriculum or service model or eligibility criteria and will these topic be negotiable during negotiations?

Answer:

Respondents may choose any evidence based home visiting models on the HOMVEE website and must adhere to model fidelity.

77. Will OEC make the current Penelope data management system available to programs during this 18 -month period?

Answer:

If you choose Parents as Teachers, Penelope data management system is available to you. Again, please refer to you model specific data requirements.

78. Are subcontractors required or expected to enter data from this specific project in ECIS or is it expected subcontractors will provide their data to the prime respondent who will then enter and monitor in ECIS?

Answer:

OEC requires data be submitted into ECIS. It is between the subcontractor and the primary respondent to determine subcontractor requirements.

79. Is there a targeted age group for new parents that is preferred or are new parents of any age bracket encouraged? (e.g. between the ages of 21-35 or something)

Answer:

Please refer to model fidelity.

80. Are teen moms who are not involved with DCF eligible participants?
81.

Answer:

Participants are based on model fidelity.

82. On page 61 #5, Respondents are asked to propose specific supports they will require from OEC to perform the tasks in any resultant contract. Are these additional supports beyond those that are listed or should we identify those supports on the list that we expect to need?

Answer:

That would depend on your particular organization need.

83. What fields of information in ECIS will be required and what if any are optional?

Answer:

All fields will be required.

84. Can subcontractors be named as a reference?

Answer:

No.

85. Can respondent be named as one of the 3 references subcontractors need to provide?

Answer:

No.

86. Can references and LOCs come from the same source for both respondent and subcontractors?

Answer:

A letter of reference would be speaking specifically to the organizations reputation, fiscal stability, quality of programming and ability to provide high

quality of home visiting services. A letter of commitment is focusing very specifically on a plan to collaborate for referrals and coordinated services. An example of a letter of commitment might be from the domestic shelter in your community and would speak to the specific plan of referral and services the domestic shelter would have with your home visiting program. Yes, a reference and letter of commitment could come from the same organization but we are asking for two separate letters focused on this distinction.

87. Would any state program that serves a vulnerable population be able to serve as a reference, for example, the Early Detection program through CT DPH? These programs, in general, require recruitment, screening, enrollment, referrals, cultural sensitivity, reporting outcomes and partnerships with other community agencies and providers just like the home visiting program described in the RFP.

Answer:

Yes, that is a good example of an appropriate reference.

88. Will OEC provide training on and technical support for the ECIS system?

Answer:

Yes.

89. Are there costs to grantees for using the ECIS system and should these costs be included within applicants' budgets?

Answer:

There are no costs to grantees for using the ECIS system. However, if a program is planning on using funding for a data intake person, that should be including in both staffing plan and budget.

90. Is the OEC able to sign a BAA with grantees for data sharing if grantees are required to use the ECIS system?

Answer:

We will need to check with our legal department for the answer to this question.

91. On page 16 of the RFP it states that applications should "Develop and/or demonstrate a willingness/ability to participate in a regional collaboration and partnership with evidence based home visiting models of various level, intensity and duration." Does each applicant need to provide a variety of services (e.g., groups, fathering, telephone support)? Or if another agency in the region is

applying to provide these services and the applications reference each other and describe a referral plan, is this sufficient in meeting this requirement? The evidenced-based model we chose does not include groups, telephone support, or a specific fatherhood component. Are we still expected to offer groups, telephone support, and/or fatherhood services as this does not align with the models fidelity?

Answer:

We are asking providers to offer families a range of services if requested. But if your model does not offer these services, please explain how you would connect with community providers who would be able to offer these services to families in the event that a family requests them.

92. Can an agency submit its own application for a program and be listed on another application as a subcontractor for the same or different program? I have been asked two questions from programs planning to apply that I can't answer and hope you can. I'll understand if you cannot. One is: does OEC want us to choose a different model than PAT? That's the model we have used for many years and families know. Are respondents encouraged to submit applications with multiple evidence-based models in order to provide menu of services for families?

Answer:

OEC has no preference in what evidence-based model chosen. We are looking for programs to select models that fit their community needs and reflect the complex needs of families.

93. Are applications with more than one model more likely to be funded?

Answer:

OEC is looking for programs to select models that their community needs and reflect the complex needs of families.

94. Is it a greater priority of the Office of Early Childhood to increase the amount of area served (towns/cities), or is a greater aim to increase the number of families served in the already designated areas?

Answer:

OEC is looking to fit the needs of the community being served.

95. How will sites selected to implement a HRSA evidence-based model though this state-funded re-procurement process be impacted by the outcome of the 2020 MIECHV Statewide Needs Assessment? As applicants consider how to "provide a regional plan for intake that utilizes a network of community providers and links

families to services based on need," as outlined in the RFP, are the Nurturing Connections sites being prioritized as providers of that service?

Answer:

The OEC is looking at a system redesign of home visiting to align state and federal home visiting funding streams. The Statewide Needs Assessment, regional community meetings with early childhood stakeholders and community asset mapping are all part of the system redesign.

96. Page 60- if some of the sections are not applicable, how should be state that in the proposal? For example, letter H states to list any fines but there were never any fines received.

Answer:

Just answer NA.

97. Page 7, #2. Do we submit "Respondents Authorized Representative Form" to Sondra Crute to allow communication during the submission period? Please define the submission period, acceptable communications, and limits to communication. What is the estimated total award total to be dispersed to the 20 successful bidders?

Answer:

Yes, in the event there are questions about the application during submission period which is the period between April 15, 2019 and when Respondents are notified of the award decision.

98. Is page 20 simply an example of the form that will be used for successful bidders?

Answer:

Yes.

99. Page 23. Please explain why these instructions are on this page:

Answer:

All state reprocurement RFPs most contain examples of state contracting forms. This is an example.

Fiscal Questions:

100. RFP, page 66 section J states: "Respondents that propose the use of subcontractors must present the same information about the proposed subcontractors as for the Respondents." Please detail the requirements for subcontractors for forms, narrative, budget, CVs and any other information in the proposal.
Page 60 section 2: Which (if any) items are required for subcontractors, especially in regards to item 2i?

Answer:

Yes.

101. Do you have a minimum requirement for in-kind contributions made by the agency that supports the program? Page 60b- can we include federal funding that comes through the state? (such as MIECHV or Early Head Start)

Answer:

No.

102. Page 89- Should the In-Kind contribution be broken up annually or split into two as defined on page 66?

Answer:

Split into two as stated on page 66.

103. Page 60- If our program receives Federal funding through the state, do we report that funding under letter I?

Answer:

All funds received through the state should be reported.

104. Page 64- 6A is asking for one 18-month budget however on page 66 it is requesting two budgets totaling 30 months. What are the dates for the 18 month split budget period? Do we submit a total budget for the 18 months altogether as well?

Answer:

Use the budget information listed on page 66.

105. Will there be preference to larger providers that will cover large areas? Page 20- what should we do with this contract in the middle of the RFP? Do we fill it out and return? Or is this just an example of what the contract award would look like? Are you requesting an organizational chart for only the NFN State program staff or of all of the programs (state and federally grant funded) that the program has?

Answer:

There is no preference for large vs. small providers. Please read through the RFP to understand what this proposal is looking for. The contract in the proposal is simply an example of a state contract. You do not have to fill it out.

106. On page 17 of the RFP it notes that the Competitive Cost and Budget are 10% of the scoring then on page 64 it says that the Cost and Budget are 20% of the scoring. Please clarify.

Answer:

The correct answer is 10%. This will be reflected in the amended RFP Evaluation Review Criteria.

107. Is match required?

Answer:

No.

108. Will the total funding amount to the 20 grantees be clarified? How much funding will each grant receive?

Answer:

We are asking for Respondents to provide a budget with projected costs to implement a high quality home visiting program. Proposal will be reviewed with cost competitiveness as a part of evaluation criteria.

109. Page 89- For In-kind Budget Form, if we need additional room for staff, how should that be added?

Answer:

You can add this as an attachment to the budget.

110. Are we allowed to include FLEX funds to families in the budget?

Answer:

Yes.

111. Does the Budget and Budget Narrative belong in Item 6 of the Scope of Services and Work Plan (Page 64 of the RFP) or does it belong in Section K Cost Proposal (Page 66 of the RFP)?

Answer:

We are asking for financial information in both section 6, Scope of Services and Section K.

112. Will you make the Budget form available in Microsoft Office Excel?

Answer:

No, but feel free to convert the form into Microsoft Office Excel and submit that form to us.

113. Please restate the Budget Information paragraph on Page 66 of the RFP. The dates describe a 30-month period 07/01/2019 to 12/30/2021.

Answer:

We are asking you to submit two budgets: one budget will cover the period from 07/01/2019 – 06/30/2020. The second budget will cover the period from 07/01/2020- 12/30/2020.

114. What is FLEX funds?

Answer:

We believe that this is referring to funding set aside specifically to purchase items for families, for example: diapers or formula.

36. Are we allowed to put training and certification expenses in the budget?

Answer:

Yes.

115. What is the total amount available statewide for the grant period? (7/1/19-6/30/20 and 7/1/20-12/31/21)

Answer:

Funding is always based on the state budget for each fiscal year.

116. Will there be funding available for a data entry person at NFN sites?

Answer:

How Respondent insure quality data is entirely up to them. It would be an allowable expense to include in this budget if you choose to.

117. Will OEC continue to provide trainings such as FDC, Touchpoints, etc.

Answer:

OEC will continue to provide some trainings, the extent of which has not yet been determined.

118. In Section F. Main Proposal (pages 60-61) Respondent References states: The contact person must be an individual familiar with the organization and its day-to-day performance. If the Respondent has been a State of Connecticut contractor within the last three years, the Respondent must include a State of Connecticut reference other than any current or former employee of OEC Family Support Services, Home Visiting. Does this reference need to be able to speak to the day to day performance of the Home Visiting Program specifically or can they just speak to the overall Organization performance?

Answer:

References should speak to the overall performance of the organization including timely submission, accurate data and ability to meet program requirements.

119. **Section F Main Proposal, Page 60 of 89 #3 Respondent References** – Is a written letter required from the programmatic references? On Page 68 of 89, L Appendices, Attachment F “Letters of Reference (3 total) are these one in the same or separate reference requests?”

Answer:

Yes, a letter of reference is required.

Formatting Questions:

120. Can we please confirm that the scope of services is not included which is limited to four (4) single spaces or eight (8) double-spaced pages?

Answer:

There is no page limit for scope of services- you may use as many pages as you need to describe how you would provide the six major components of a home visiting program.

121. The RFP states that only one application will be accepted from any given entity; does this include hospitals or hospital systems? I.e. can Hartford Hospital and Hospital of Central Connecticut both put in applications to the program?

Answer:

Yes.

122. Can a community non-profit that provides home visiting services as a sub-contractor partner with two applicants?

Answer:

Yes.

123. For the Scope of Work in Section G, are there page limits as are given for Section F: Main Proposal? Will each organization involved need to provide answers for this section? Form 1- instructions on page 7 indicate that we need to complete this form to provide information on authorized representatives, but it is not clear when and how. The instructions refer to completing a “new form” if needed with the proposal indicating that the form needs to be done ahead of time. However, the form has more information and assurances that can’t be completed until the grant is done. Please advise.

Answer:

There are page limits in the main proposal and each organization will need to provide answers in this section.

Form 1 should be attached to the application.

124. A clarification on the page limits for the Proposal. The Executive Summary is allowed 2 pages. The section on page 59-F. Main Proposal – is 5 pages. There does not appear to be a page limit indicated G- Scope of Services and Work Plan which clearly will require many additional pages, or for H, I or J. Please clarify.

Answer:

There is no page limit for Scope of Services.

125. Per the RFP, Section F. Main Proposal is limited to five double-sided pages. Please clarify: does this mean five pieces of paper with text on both sides (so a total of 10 pages on a computer screen)? Or does it mean five pages on a computer screen (with text on 2 ½ pieces of paper)? The same question applies to Section E. Executive summary. Is one page double-sided one piece of paper with two sides or is it one side of one page?

Answer:

The page limitation for this section is five double-sided pages or ten pages.

References are not included in the page limitation.

126. On Page 12, under 4. Executive Summary, does the second sentence that starts “A minimum of five (5) years...” refer to this RFP?

Answer:

This has been changed in the amended RFP and now reads: A minimum of five (5) years demonstrated experience with providing home visiting services to families of young children.

127. Can charts and tables be included in the narrative? If yes, can they be placed in a smaller font size than 12 point?

Answer:

Please put charts and tables in the Appendix of the application.

128. In question 1b what is the definition of “multiple stakeholders”?

Answer:

We are looking for examples of community collaboration with a variety of early childhood stakeholders.

129. Re section G #6 “Scope of Services and Work Plan” and Section K: Please clarify that budget information can appear in two locations in the narrative.

Answer:

Yes.

130. Section IV – E – requests that the Summary provide evidence for a variety of bullet points. Please clarify when referring to “Evidence” or “Demonstrate”.

Answer:

Evidence and demonstrate are being used interchangeably. What we are asking you to do is to describe or show us proof, data, any information on your qualifications to provide home visiting services.

131. Formatting question: It states the margins should be a minimum of 1”, and there are also requirements for a header and footer for each page. Do the header/footer have to also be below/above the 1” margin, or can they be within the 1” margin?

Answer:

1” minimum on the top, bottom, and sides of all pages. Line spacing is double-spaced.

132. p. 65 – The Work Plan appears under DATA AND TECHNOLOGY – I assume it belongs under p. 62 -- G. **SCOPE OF SERVICES AND WORK PLAN.** 1 through 5 ?

Answer:

Yes, this will be in the amended proposal.

133. Do you want Forms 3, 5, 6, 7 and 8 submitted with the proposal and uploaded onto DAS BizNet?

Answer:

All forms must be attached to the proposal. Nothing should be uploaded onto DAS Biznet.

134. How should copies be bound?

Answer:

Loose leaf binders for the original proposal with the legal name of the Respondent and the RFP name appearing on the outside front of the binder; RFP-State Funded Home Visiting (HV) OEC-19-HV.

135. Page 60 asks for signed release. Where do we find this release?

Answer:

Your agency's signed release form will be acceptable.

136. How do you want the flash drives labeled? Do you want the labels on the outside of each flash drive? Or can an envelope containing them be labeled? It may be difficult to fit all of the required information on the outside of each flash drive.

Answer:

All flash drives must be clearly labeled per instructions on page 12.

137. Will the forms required for completion with the grant (pages 69-89 of the RFP) be provided in Word or fillable PDF format? They would be easier to complete that way.

Answer:

OEC will not be providing fillable forms or the RFP in word.

138. If any of the required forms are already uploaded to BizNet, do we need to resubmit them with the application? Or would it suffice to reference that they are available on BizNet?

Answer:

All forms must be included in the application. Forms not included may result in the disqualification of your proposal.

139. On page 9 of the RFP, it states that a Letter of Intent (LOI) must be submitted “via mail, e-mail” to the official contact. We submitted an LOI via email already.

Answer:

Email is fine.

140. On page 13 of the RFP, it states that dividers are required between each major section. What constitutes a “major section”?

Answer:

Follow the instructions on pages 11 and 12 of the RFP.

141. On page 59 of the RFP, it states that an organization chart is required. Is the organization chart supposed to be embedded in the main proposal narrative? Or should it be included as an attachment?

Answer:

The organization chart can be included as an attachment.

142. The Main proposal is limited to 5 double-sided pages but must include a list of all contracts with the state during the last three years, etc. (See 2.i.) For some organizations, this alone would require multiple pages.

Answer:

Please place these in the Appendix.

143. Is the organization chart included in the 5-page main proposal page limit?

Answer:

No.

144. If applicants' financial statements are available on the OPM EARS site, do they have to be provided with the application?

Answer:

Please include all requested information with this RFP.

145. If forms are uploaded to BizNet, do they also have to be provided with the application?

Answer:

Yes.

146. Will receipts be sent for proposals left in the drop box?

Answer:

No.

147. On page 10 of the RFP, applicants are asked to submit their proposals in files that are compatible with MS Word 2013 and MS Excel 2013. Can applicants combine all documents into one PDF and submit the one PDF?

Answer:

We are requesting one hard copy and flash drives. If you are asking if you can combine everything on each flash drive in one PDF, the answer is yes.

148. May respondents include a list of state contracts from the last three years as an attachment rather than in the body of the Main Proposal section?

Answer:

Yes.

149. Please clarify the page limits (if any) for the following sections:

Answer:

- Scope of Services and Work Plan- no page limit
- Staffing Plan- no page limit
- Data and Technology- no page limit
- Work Plan- no page limit.

150. Pages 58 and 59, Executive Summary and Main Proposal Sections. For the amount of information required to present in the narrative, the page limitations are unreasonable. Can OEC amend the formatting requirements to one-page, single-spaced for the Executive Summary and 20 pages, single-spaced for the Main Proposal similar to what is required by the State of Connecticut Department of Social Services and other departments? It will be impossible to submit an application with only 10, double-spaced pages. Even if they amend the appendices as recommended, it would still be impossible to provide the level of narrative they require within the page requirements.

Answer:

The bulk of this application is in Scope of Services where there is no page limitation. In addition, you may include charts, tables, references etc... as attachments to the application.

151. Page 59, Organizational Profile, item C. The organizational chart referenced within this section suggests it be imbedded within the narrative with no reference to it being Attachment D. Should we only place the org chart as Attachment D and prepare a paragraph in the narrative describing the location of said chart?

Answer:

Yes, that is fine.

152. Page 60, item I under Organizational Experience. The list of contracts for The Village is extensive. Can OEC amend the appendices to include the list of contracts with the State of Connecticut as a separate attachment?

Answer:

You can list your contracts in the Appendix.

153. Page 64, item 4.d. Does OEC want applicants to include the resumes for key personnel proposed to fill positions (new hires) in Attachment E with the others required for the Staffing Plan (Section H. of the Main Proposal)?

Answer:

Yes.

154. Are page numbers required on electronic copies especially on appendices as it is not clear on page 10 and 68 of the RFP? For example the Conflict of Interest and the signed release of information for OEC to look at Harc's information are supposed to be part of the proposal but are not able to be signed.

Answer:

Please include page numbers.

155. Are zipped or compressed files allowable?

Answer:

No.

156. What formats other than PDF are acceptable in the electronic files?

Answer:

Whatever format is used it must be compatible with OEC Microsoft Office 2010.

157. Should we place cover pages within the electronic document in place of the dividers that will be part of the hard copy submission?

Answer:

Yes.

158. May the Respondent use an Excel-based Gantt chart for the Work Plan and Timetable, with Method details provided in narrative after the chart?

Answer:

Yes.

159. If any of the forms are not required or not applicable for this project, how would OEC like respondents to indicate so in the packet? (i.e. a PDF or WORD

document with a single statement). Please state where in the proposal to place, what format to use, and how to reference or name it.

Answer:

Put this information in the Appendix.

160. The Consulting Agreement Affidavit, OPM Ethics Form 5, (Attachment J) states that if we have no contractor, we only need to complete the shaded part of the form; there is no (viewable) shaded part of the form that we can see, so at what point in the text on the form are we to begin completing the form?

Answer:

Fill out the form according to the instructions.

161. Can forms be modified, provided the required content remains the same? (*note: a line from Form 5 is bumped down onto form 6 of the RFP*)

Answer:

Yes, for formatting purposes only.

162. If respondents and/or their subcontractors have their last two fiscal year audits uploaded in the State DAS system, are they still required to provide in proposal packet?

Answer:

Yes.

163. If respondents and/or their subcontractors have one or more of forms 3,5,6,7,& 8 uploaded in the State DAS system, are they still required to provide in proposal packet? Including raised-seal notarized forms?

Answer:

Yes.

164. Will reviewers follow web/hyperlinks in narrative or in references/citations?

Answer:

That depends on what the hyperlink is. It cannot replace required information for this proposal.

165. Packaging for Delivery: Are the hard copy and 6 flash drives to be put into 1 sealed envelope or is each item expected to be packaged and sealed separately resulting in 7 packages?

Answer:

You can put them in one package. Everything must be clearly labeled per RFP instructions.