



## Behavioral Risk Factor Surveillance System (BRFSS)

### OFFICIAL RESPONSES TO VENDOR QUESTIONS RFP-2017-DPHS-02-BRFSS

No.	Question	Answer
1	3.3. Required Services <u>3.3.1. Survey Methodology – p7</u> 1. Will the survey be conducted in any language(s) other than English? 2. Are modified data collection methods (mail and or internet) currently being used for the NH BRFSS?	1. No 2. No
2	<u>3.3.3. Questionnaire Development – p.7</u> 1. Is it anticipated that the average landline and cell phone interview lengths will be approximately the same as the current (2016) interviews? 2. Will the NH BRFSS utilize a single path survey instrument in 2017-2018?	1. Yes 2. Yes
3	Q6 <u>What procedures will be required of the NH BRFSS to include state added questions - p.7</u> 1. Can you clarify this question? Is this referring to the contractor's responsibilities?	1. Yes, this is the contractor's responsibility to explain what procedure the NH BRFSS will need to take to get state-added questions into the survey. Example: Does NH BRFSS have to submit the state added questions on a special form obtained from the contractor?
4	<u>3.3.2. Advance Notification Letters to Selected Respondents – p.7</u> 1. Will DHHS provide their letterhead or will the contractor be required to replicate the Department letterhead? 2. Will DHHS provide envelopes or will the contractor be required to replicate the Department envelopes? 3. Does DHHS require that advance letters be mailed from within the state of New Hampshire? 4. (a) Can you tell us how many letters are being sent each month in 2016? (b) What percent of the sample records are being sent letters?	1. Yes, we will provide our DHHS letterhead for the contractor to replicate for the respondents' notification letter. 2. No, the contractor will be required to replicate the Department envelopes. 3. No. 4. (a) An average of 1,300 per month will mailed out in 2016, (b) 100%.



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<p>5</p>	<p><u>4.6. Cost Bid Budget- p16</u>  <u>Bid Budget Forms, Appendix D</u>            1. The RFP indicates that about 500 Asthma Call Back interviews will be conducted each year. The Cost Bid Budget Forms, Appendix D, indicate 0 Asthma Call Back Interviews. (a) Is the cost for the ACB's to be included in our budget? (b) If so, should the cost be allocated for 250 interviews in each 6 month budget period? (c) Similarly should the Asthma Call Back interviews be considered in the Program Staff Lists for each budget period?</p>	<p>1. (a) Yes, (b) yes, allocate cost for 250 interviews in each 6-month period. (c) Yes.</p>
<p>6</p>	<p><u>4.6.2.4. Microsoft Excel versions of the Cost Bid Budget Form (Appendix D) and Program Staff List (Appendix E) are made available by request to the Procurement Coordinator specified in subsection 6.1.</u>            1. Will you provide Microsoft Excel versions of the forms along with the Q&amp;A responses?</p>	<p>1. No, the bidder must email the Procurement Coordinator to request Microsoft Excel versions.</p>
<p>7</p>	<p><u>7.2.2. Technical Proposal Contents – Detail - p.27</u>  <u>7.2.2.5. Description of Organization - This section must include information on:</u>                i. The programs and activities of the organization;                ii. The number of people served; and                iii. Programmatic accomplishments.            1. Can you elaborate on the type of programs and activities this requirement refers to?</p>	<p>1. It is the responsibility of the bidder to demonstrate that they have the experience in data gathering expertise particularly in social and health field.</p>
<p>8</p>	<p><u>7.2.2.11 Required Attachments – p27</u>  <u>a. Bidder Information and Declarations:</u>                i. Appendix A – Exceptions to Terms and Conditions                ii. Appendix C – CLAS Requirements            1. There is an indication on Appendix C that states: At this stage, bidders are not required to submit their four factor analysis as part of their proposal. Can you confirm that we are not required to sign and return Appendix C with our proposal?</p>	<p>1. No, all bidders are expected to return the 3-page document completed, signed and dated.</p>
<p>9</p>	<p><u>7.2.3. Cost Proposal Contents – Detail - p.28</u>  <u>7.2.3.2. Statement of Bidder's Financial Condition</u>            1. Is it permissible to provide the required financial information separately from the bound copies of the proposal along with our request that the information be treated as confidential?</p>	<p>1. Yes, the financial audits can be submitted separately from the bound copies of the Cost Proposal to maintain confidentiality.</p>



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<p><b>10</b></p>	<p><u>Current Contract Information</u></p> <ol style="list-style-type: none"> <li>How many landline and cell phone interviews will be conducted in 2016?</li> <li>What is the average length of the landline and cell phone interviews in 2016?</li> <li>Can you tell us the Cost per Interview for landline, cell phone and Asthma Call Back interviews in 2016?</li> <li>What is the AAPOR response rate for landline and cell phone interviews thus far in 2016?</li> </ol>	<ol style="list-style-type: none"> <li>Landline = 3,660, Cell phone = 3,000</li> <li>23 minutes.</li> <li>Landline = \$43.45, Cell phone = \$70.31, Asthma Call Back = \$39.36</li> <li>AAPOR Landline = 30.8%, AAPOR Cell phone = 28.2%</li> </ol>
<p><b>11</b></p>	<p><u>3.3.3. Questionnaire Development - Q7 on p8 asks:</u> How will, and in what format, will the NH BRFSS be able to pilot test the CATI.</p> <ol style="list-style-type: none"> <li>(a) Does this simply infer a client review of a demo version of the instrument? Or, does it suggest opportunity to do a targeted pilot of the 2017 questionnaire with a small number of respondents? (b) If the latter, please provide additional detail on the SOW for the proposed pilot.</li> </ol>	<ol style="list-style-type: none"> <li>A client review of a demo version of the instrument.</li> </ol>
<p><b>12</b></p>	<ol style="list-style-type: none"> <li>What is the Contract Type of the expected award (Firm Fixed Price, Time and Material, or Cost Reimbursement)?</li> </ol>	<ol style="list-style-type: none"> <li>Firm Fixed Price. The vendor will be paid by the number of land lines, cell phone and Asthma callbacks interviews completed per month.</li> </ol>
<p><b>13</b></p>	<p><u>7.1.3.4 Technical Proposal and 7.1.4.4. Cost Proposal</u> state "1 electronic copy, CD or Memory Card/Thumb Drive, (divided into folders that correspond to and are labeled the same as the hard copies)"...</p> <ol style="list-style-type: none"> <li>Can the files on the electronic medium be in Adobe PDF format?</li> </ol>	<ol style="list-style-type: none"> <li>Yes.</li> </ol>
<p><b>14</b></p>	<ol style="list-style-type: none"> <li>Are there any font size restrictions for tables and graphics?</li> </ol>	<ol style="list-style-type: none"> <li>Yes, font size of 10 or larger.</li> </ol>
<p><b>15</b></p>	<p><u>8.1.1 Contract Terms and Conditions</u>, states "Bidder to agree to minimum requirement as set forth in the Appendix B." Appendix B is 25 pages in length with a space for Contractor Initials and Date at the bottom of each page.</p> <ol style="list-style-type: none"> <li>Where, and in which volume of the proposal, should Appendix B be placed? Can Appendix B pages be included as pictures of each page in the Original and Copies?</li> </ol>	<ol style="list-style-type: none"> <li>Appendix B is a copy of the standard Terms &amp; Conditions of the contract and is for your information only, so do not return to the State. It is for your use in completing Appendix A – Exceptions to the Terms &amp; Conditions.</li> </ol>
<p><b>16</b></p>	<p><u>Appendix D Program Staff List</u></p> <ol style="list-style-type: none"> <li>Please confirm that the State Fiscal Year for Contract Year 1 is a typo and that it should read 01/01/2017 – 06/30/17 instead of 01/01/2016 – 06/30/17.</li> </ol>	<ol style="list-style-type: none"> <li>Yes. Contract year 1 (SFY 2017) is for the time period of 1/1/17-6/30/17, and Contract year 2 (SFY 2018) is for the time period of 7/1/17-6/30/18.</li> </ol>