



OFFICIAL RESPONSES TO VENDOR QUESTIONS
Injury Prevention Services (RFP-2018-DPHS-05-INJUR)

No.	Question	Answer
1.	Regarding scope of services on page 6, section 3.2.3.5 It states that the vendor must facilitate and oversee the following statewide coalitions - the Suicide Prevention Council (SPC). This council has its own leadership team. It is not within our purview to "oversee" this Council. It is a legislated committee with a specific charter which directs who is in a leadership role. Could you address more specifically what you are requesting regarding "facilitating and overseeing" this Council?	Your comment is correct. Only participation is required for the Suicide Prevention Council and related subcommittees which meet quarterly. Facilitation and oversight are not required for this committee, only documentation of participation and any contributions the vendor makes.
2.	Regarding the budget, page 12 section 4.2. and the Appendix D Budget sheet. The budget sheet has information on it regarding contractor share match. Is a Match required?	The Budget template we now use always has a Contractor Share/Match section. For this RFP, there is no Match requirement.
3.	Regarding page 12, section 4.5 and the Appendix D Budget sheet, what is the allowable indirect rate that can be charged to the grant?	If the indirect rate is below 10% no additional documentation is required. If the indirect rate is above 10%, a letter from the Federal Government approving the indirect rate is required.
4.	Due to the substantial amount of evaluation requested through this RFP, can the award be increased by \$10k to support the evaluation component?	There are no additional funds available for an increase.
5.	Is one eLearning module required over the life of the grant? As the amount of funding drops in the third year, is this due to no additional eLearning module?	No additional eLearning modules are required. The one that was developed in 2016-2017 regarding abusive head trauma needs to be hosted on a website and use of it needs to be tracked and reported on. This is a self-guided module.
6.	On page 6 of the RFP, in reference to section 3.2.1, which of the various coalitions named in section 3.2.3 will provide input into the prevention plan? Will updating include design, layout, and printing costs? Will the vendor be responsible for production and will they have to budget for those costs in this	All of the named coalitions participate in the update of the NH State Injury Prevention Plan as it is discussed at Injury Prevention Advisory Council (IPAC) meetings. The vendor will put together the text, related data, design and layout, working closely with the Injury



No.	Question	Answer
	grant?	Prevention Program Manager at DHHS. The final version is posted on the internet or emailed. The only printing cost may be for drafts shared at meeting, which should be emailed to attendees in advance so each can print their own copy to mark-up with edits.
7.	On page 6 of the RFP, in reference to section 3.2.1, what is the source of the data for updating the plan?	The data for the NH State Injury Prevention Plan will be compiled by the Injury Prevention, Program's Injury Surveillance Coordinator at DHHS. Sources include: Hospital Discharge Data, Death Certificate Data, Fatal Crash Data from NH Department of Safety, Division of Motor Vehicles, Behavioral Risk Factor Surveillance System, Youth Risk Factor Survey, and UNH Survey Center data. Other data points include information on injury prevention activities. The vendor needs only to insert the data provided to them by DHHS into the plan.
8.	On page 6 of the RFP, in reference to section 3.2.2, is there an evidence-based curriculum for falls risk reduction training for older adults? Is there an entity to contract with that offers this training or is it free? Does the vendor have to budget for site, food, materials? How many trainings will be offered? Are the trainings offered centrally in Concord or other locations?	The evidence based programs used are Tai Ji Quan: Moving for Better Balance, and Matter of Balance. These programs are currently offered in multiple locations state wide. The vendor needs to coordinate quarterly meetings of instructors to ensure program fidelity, and at least one annual trainer-the-trainer meeting to refresh instructor skills and training new instructor. The vendor facilitates the Falls Risk Reduction Task Force and maintains that website. The vendor also needs to collect and analyze data from pre and post-tests (surveys) given to attendees of these classes. The instructors find the space and schedule the classes, and charge participants a fee if necessary, so the vendor does not need to cover that part.
9.	On page 6 of the RFP, in reference to section 3.2.3—does the vendor co-facilitate and plan the meetings with a staff associated with each coalition?	The vendor facilitates and plans these coalition meetings (with the exception of the Suicide Prevention Council as noted in question 1 above): maintains the list of attendees, books the meetings and meeting room,



No.	Question	Answer
		notifies attendees, creates the agenda, arranges guest speakers, leads the meeting, takes minutes, etc. They may select an additional staff member to co-facilitate.
10.	On page 6 of the RFP, in reference to section 3.2.4—are coalition meetings to be used as a forum for input to develop and implement evaluation plans? Has there been an evaluation sub group in the past? Is there a current evaluation plan available?	In the past, the vendor sub-contracted with an evaluation specialist who acted as a facilitator for the coalition's evaluation subgroup. The subgroup included the facilitator, the vendor, the Injury Prevention Program Manager and the Surveillance Analyst from DHHS. The final evaluation was put together by the evaluation specialist. See https://www.dhhs.nh.gov/dphs/bchs/mch/documents/nh-injury-prevention-plan-2014-2018.pdf for current evaluation parameters.
11.	On page 6 of the RFP, in reference to section 3.2.6—the RFP states: “The Vendor must provide and collect results from a post-attendance survey for the web-based injury prevention trainings outlined in Section 3.2.6”—do you mean “3.2.2”?	All of the out-reach activities conducted by the vendor, including but not limited to: Teen Driver Safety, Bike and Pedestrian Safety, Older Adult Fall Prevention evidence based classes, Web-based trainings, Instructor Trainings, and Conferences, must include a way to measure effectiveness of this outreach. 3.2.6 Directly relates to collection of participant data on the web-based training related to infant abusive head trauma, but also Tia Ji Quan Moving for Better Balance, Matter of Balance, and Annual Safe Kids Bike Rally.
12.	On page 6 of the RFP, in reference to section 3.2.7—is this a budgetary financial flow through? How much funding should be budgeted for this purpose, or is there external funding for this beyond this contract?	The vendor should budget approximate \$8,000 to \$10,000 to provide cribs, baby gates, window guards, car seats, etc., and staff time to distribute these items to home visiting staff. The home visiting staff will let the vendor know what families need as it is needed so stock piling is not necessary.
13.	On page 7 of the RFP, in reference to section 3.2.8—do travel costs to these meetings have to be accounted for in the	Yes. If there are any other injury prevention conferences the vendor thinks are important for their



No.	Question	Answer
	budget?	staff to attend, those may be included as well. Travel should be separated into in-state (New Hampshire) travel and out-of-state travel, and each conference should be priced out separately for ground travel, air fare, hotel, meals, registration fee, incidentals, etc.
14.	On page 7 of the RFP, in reference to section 3.2.8.3—can the check in meetings be virtual?	Phone conferences are possible, but in-person meetings are preferred.
15.	On page 7 of the RFP, in reference to section 3.2.8.1—where are the quarterly NCIPN and the Safe States Alliance Annual meetings to be held?	The in-person NCIPN meetings are held at EDC, 43 Foundry Avenue, Waltham, MA. The Safe States conference is held in a different state each year. The travel estimate can be based on the highest government per diem rate (https://www.gsa.gov/travel/plan-book/per-diem-rates), and select an average air fare for travel to a south-east state. I usually default to Atlanta, GA.
16.	On page 7 of the RFP, in reference to section 3.3.1.2—Is the vendor holding other identified agencies and coalitions accountable for implementation and evaluation?	The vendor will actively participate in implementation and evaluation of injury prevention activities outlined in the plans noted in 3.3.1.2, report to the Injury Prevention Program Manager at DHHS on a monthly basis, and the vendor will be held accountable for meeting measurable objectives.
17.	On page 7 of the RFP, in reference to section 3.3.1.2— <ul style="list-style-type: none"> How can the vendor ensure implementation and evaluation of strategies are carried out by other groups? Is there a current model for doing this that is publicly available? 	<p>The current model is not publicly available.</p> <p>In the past, by facilitation meetings for all of the coalition groups related to injury prevention initiatives and the IPAC, the vendor developed working relationships with each partner and was able to track measurable objectives and encourage continuous work toward goals in the injuring prevention plan.</p>
18.	On page 11 of the RFP, in reference to section 4.2.1: What is the fiscal year for this program? Is the \$28K for 2018 available	The State Fiscal Year (SFY) is from July 1-June 30. The \$27,125 for SFY2018 is from the start of the



No.	Question	Answer
	for use from April 1 - June 30 or until the end of 2018?	contract which may possibly be sometime between February 1 and April 30 through June 30.
19.	On page 12 of the RFP, in reference to section 4.5.1.4—What type of supporting information does the state need to understand the reasonableness of the basis for determining individual salaries? For supporting professional development?	For example, the vendor can provide the standardized job description (SJD) for staff members who will be working under this contract and the pay scale for that type of position in their outfit, and then the specific salary and benefits that will be requested for individual staff according the percent time they will be working toward this contract. Should the vendor need to provide training or professional development using contractual funds, the cost and need for these classes should be justified.
20.	On page 25 of the RFP, in reference to section 7.2.3.2.3—Regarding the “Opinion of a CPA” to be submitted with the complete financial statements, how recent does that have to be?	The Opinion should be within the year of the financial statements present. The financial statements should be the most recent, previous four (4) years.
21.	Are there any page limits in this RFP?	There is no page limit. The recommendation is to be succinct. Longer does not make a narrative better. Most proposal narratives are about 20-30 pages long. The supporting documents are provided in addition to the narrative and are not part of this suggested page count.
22.	Who establishes the timeline for bid activities?	The Procurement Coordinator establishes the timeline.
23.	Will bidders outside of New Hampshire be considered?	Yes.
24.	Will preference be given to New Hampshire vendors?	No.