

**New Hampshire Department of Health and Human Services  
 Program Evaluation and Data Services for the  
 Alcohol and Other Drug (AOD) Services System**



OFFICIAL RESPONSES TO VENDOR QUESTIONS  
 RFP-2021-BDAS-01-PROGR

No.	Question	Answer
1.	<p><b>Section 3, Statement of Work, Section 3.1, Scope of Services, Paragraph 3.1.1., Program Evaluation</b></p> <p>a) What is an estimated number of programs upon which the contracted vendor would conduct program, process, and outcome evaluations per State Fiscal Year?</p> <p>b) Is the contracted Vendor providing technical assistance and guidance to programs who are doing activities in Subparagraphs 3.1.1.1, 3.1.1.2, and 3.1.1.3?</p> <p>c) What is the cycle or frequency of program evaluation, Independent Peer Review (IPR), Data Collection, Analysis, Interpretation, Reporting, and Support for each of the programs?</p> <p>d) Are all three (3) types of services expected to be provided to every Substance Abuse Prevention and Treatment Block Grant (SABG) program?</p> <p>e) Are there any specialty programs such as for HIV positive individuals or pregnant women?</p> <p>f) How many SABG programs would the selected vendor be required to work with? Approximately how many programs are prevention, how many are early intervention, how many are treatment, and how many are recovery support programs?</p> <p>g) Does the Department want a cross-site evaluation of SABG programs that uses common data collection instruments?</p> <p>h) Is the Department seeking multiple program-level evaluations that are tailored to a specific program's goals?</p>	<p>a) Program evaluation assistance will be determined by need and in consultation between the Vendor and the Department. This may be one instance of assistance to a group of multiple vendors who share the same program deliverables or provide services for a common audience or this may be targeted assistance to an individual agency or program. Based on this a rough estimate would be 15 programs which could include more than 15 vendors per state fiscal year.</p> <p>b) No.</p> <p>c) Quarterly and annually.</p> <p>d) No.</p> <p>e) Not for prevention. There are specialty programs for various subpopulations within the treatment services system.</p> <p>f) Currently the following are funded in part or in whole by the SABG: 23 prevention programs, 12 treatment contracts and two (2) recovery support programs.</p> <p>g) Yes for prevention. This is not currently planned for treatment, but may be of interest in the future.</p> <p>h) Yes.</p>

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	<ul style="list-style-type: none"> <li>i) Does the Department have a predetermined set of research questions it aims to address for the program evaluations, such as those related to costs, quality, utilization, or clinical outcomes?</li> <li>j) How many programs are to be evaluated each year?</li> <li>k) Are State Opioid Response (SOR) funded programs, such as the Doorways included in “contracted prevention, early-intervention, treatment and recovery supports programs” on p. 8. for the purposes of evaluation and data activities in this RFP?</li> <li>l) Are the programs subject to this RFP, extensions of existing grants, or new grants?</li> <li>m) Can we obtain the State responses to the SABG RFPs that are the focus of this RFP?</li> <li>n) Will the Vendor assist with the design of the program evaluations?</li> <li>o) Is the Vendor also expected to implement the design to produce research results?</li> <li>p) Does the State anticipate the need for a research design that establishes causality and requires a counterfactual analysis?</li> </ul>	<ul style="list-style-type: none"> <li>i) This will vary by program for treatment. Substance Misuse Prevention (SMP) theoretical construct is based on Theory of Change with an expected set of outcomes (evidence-based). The prevention Continuum of Care (COC) has a similar framework but is based on peer reviewed journals.</li> <li>j) The Department would like the vendor to propose the number of programs to be evaluated each year based on the price limitation of this RFP.</li> <li>k) No.</li> <li>l) Yes.</li> <li>m) Links to funding opportunities are available at <a href="https://www.dhhs.nh.gov/business/rfp/index.htm#bdas">https://www.dhhs.nh.gov/business/rfp/index.htm#bdas</a>. Information regarding the State’s applications for SABG can be found here: <a href="https://www.dhhs.nh.gov/dcbcs/bdas/sapt-grant.htm">https://www.dhhs.nh.gov/dcbcs/bdas/sapt-grant.htm</a></li> <li>n) Yes.</li> <li>o) Yes.</li> <li>p) No.</li> </ul>
2.	<p><b>Section 3, Statement of Work, Section 3.1, Scope of Services, Paragraph 3.1.1., Program Evaluation, Subparagraph 3.1.1.3:</b></p> <ul style="list-style-type: none"> <li>a) For the Independent Peer Review (IPR) will the Vendor be solely responsible for recruiting reviewers or will the Department facilitate the recruitment process with existing contacts?</li> <li>b) Will the IPR reviews be conducted in person, or are virtual reviews an option given the restrictions due to COVID-19?</li> </ul>	<ul style="list-style-type: none"> <li>a) While the Department may assist with this process, it will be primarily the responsibility of the vendor.</li> <li>b) To be determined based on the situation at the time the IPR is conducted.</li> </ul>

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	<p>c) For the IPR, approximately how many entities currently have contracts? d) How many services are provided per entity?</p>	<p>c) Currently, 12 entities have contracts with varying levels of service being provided at each entity. d) Typically, only one (1) requires IPR per state fiscal year.</p>
3.	<p><b>Section 3, Statement of Work, Section 3.1, Scope of Services, Paragraph 3.1.1., Program Evaluation, Subparagraph 3.1.1.4:</b> a) How many federal evaluation webinars is the Vendor expected to participate in? b) What is the nature of the participation?</p>	<p>a) No more than six (6) annually. b) The Vendor would participate as needed and as determined by the nature of the webinar and discussions with the Department.</p>
4.	<p><b>Section 3, Statement of Work, Section 3.1, Scope of Services, Paragraph 3.1.1., Program Evaluation, Subparagraph 3.1.1.5:</b> Can the State please provide the list of expected evaluation documents and reports?</p>	<p>No – these would be determined based on need. The vendor should propose the amount that can be done based on the price limitation.</p>
5.	<p><b>Section 3, Statement of Work, Section 3.1, Scope of Services, Paragraph 3.1.2, Data Collection, Analysis, Interpretation, Reporting, and Support</b> a) Will the Department support the contracted vendor in procuring data from necessary sources such as All-Payer Claims Databases (APCD)? b) How many data sources does the State anticipate using? c) Will any of the following types of data or other typed of data be use? Claims? Provider data? Member data? Quality measures created by the program? d) Will the State provide the data? If so, in what format? e) If the Vendor is required to collect the data, are the sources able to transmit data electronically?</p>	<p>a) Yes. b) This will vary by program. Prevention utilizes approximately 2-6 sources. c) Provider data. d) This will vary by program. e) Yes.</p>

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	f) Will the data provided be in an electronic format?	f) Most data will be provided electronically and is transmittable electronically in de-identified formats.
6.	<p><b>Section 3, Statement of Work, Section 3.1, Scope of Services, Paragraph 3.1.2 Data Collection, Analysis, Interpretation, Reporting, and Support, Subparagraph 3.1.2.1:</b></p> <p>a) Is the data related to the AOD CoC System already being collected by the Department or by SABG grantees?</p> <p>b) Is the instrument or type of data related to the AOD CoC System consistent (or anticipated to be consistent) across SABG grantees?</p> <p>c) How will the selected vendor be involved with the collection of data?</p> <p>d) What is the frequency of reporting expected?</p>	<p>a) This will vary by program. Some data is entered into the WITS database, other information is collected via surveys.</p> <p>b) Yes within groups of contracts, but not necessarily across all contracts.</p> <p>c) Varies by treatment program. Not involved in the collection for prevention. The selected vendor may be asked to make recommendations for improvements.</p> <p>d) Quarterly and annually.</p>
7.	<p><b>Section 3, Statement of Work, Section 3.1, Scope of Services, Paragraph 3.1.2 Data Collection, Analysis, Interpretation, Reporting, and Support, Subparagraph 3.1.2.2:</b></p> <p>a) Approximately how many data reports (in various</p> <p>b) Is there an anticipated number of deliverables for this section?</p>	<p>a) 2 for SMP/COC x 4 quarterly and 2 SMP/COC x 1 annually. This will vary for treatment programs.</p> <p>b) No.</p>
8.	<p><b>Section 3, Statement of Work, Section 3.1, Scope of Services, Paragraph 3.1.2 Data Collection, Analysis, Interpretation, Reporting, and Support, Subparagraph 3.1.2.3:</b></p> <p>Given the definition of an agile approach in the RFP, please describe your expectations about how software, systems and tools can be agile. Specific examples would be helpful.</p>	See Addendum #2.

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No.	Question	Answer
9.	<p><b>Section 3, Statement of Work, Section 3.1, Scope of Services, Paragraph 3.1.3, NH Youth Risk Behavior Survey, Subparagraph 3.1.3.1</b></p> <p>Has the State contracted with a vendor in previous years to distribute and collect the YRBS surveys? If so, would you be able to name the vendor?</p>	<p>The applicable contract can be found online at:  <a href="http://sos.nh.gov/nhsos_content.aspx?id=8589991413">http://sos.nh.gov/nhsos_content.aspx?id=8589991413</a>                      (Item #12).</p>
10.	<p><b>Section 3, Statement of Work, Section 3.1, Scope of Services, Paragraph 3.1.3, NH Youth Risk Behavior Survey, Subparagraph 3.1.3.1, Part 3.1.3.1.1:</b></p> <p>a) Will there be flexibility for online administration of the YRBS in spring 2021?</p> <p>b) How will the Department facilitate access to 80 participating public high schools?</p> <p>c) Will the Vendor be responsible for obtaining parent permission for student participation in the YRBS?</p> <p>d) Is the contracted vendor also expected to develop a sampling methodology for administering the survey?</p> <p>e) Is there already a methodology in place given reference to the “45,000 surveys and greater than 80 participating public schools”?</p> <p>f) Does the Department expect the selected Vendor to analyze and interpret the data as well as develop reports?</p> <p>g) Is the expectation that feedback is obtained from stakeholders, beyond staff of the Department of Health and Human Services?</p> <p>h) Which six (6) sections of the survey does NH use?</p> <p>i) Will the State provide the addresses for the selected high schools?</p>	<p>a) To be determined.</p> <p>b) The Department of Public Health and the Bureau of Drug and Alcohol Services (BDAS) partner with the Regional Public Health Networks to conduct outreach to schools and communities.</p> <p>c) No.</p> <p>d) No.</p> <p>e) There is a sampling methodology in place.</p> <p>f) School level and regional reports are required of the selected Vendor.</p> <p>g) Feedback and decisions on questions is shared between the NH Departments of Education and Health &amp; Human Services.</p> <p>h) Please go to <a href="https://www.education.nh.gov/who-we-are/division-of-education-and-analytic-resources">https://www.education.nh.gov/who-we-are/division-of-education-and-analytic-resources</a> .</p> <p>i) Yes.</p>

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<b>No.</b>	<b>Question</b>	<b>Answer</b>
	j) Is it possible that virtual surveys be distributed instead of paper? k) Please confirm that this survey will be distributed, collected, scored and interpreted only one (1) time during the term of the contract. l) Is it the intent to survey all public high students in this survey cycle? m) Are there plans to implement the middle school level YRBS during the life of this contract? n) Will the vendor be responsible for the administration of the YRBS survey? o) Will the survey need to be translated into Spanish or any other languages?	j) To be determined. k) Distributed, collected one (1) time. Scored and interpreted based on CDC schedule. State weighted averages and raw data are delivered separately. l) Yes. m) Not at this time. n) No. o) Translation to other languages is not required.
11.	<b>Section 3, Statement of Work, Section 3.1, Scope of Services, Paragraph 3.1.3, NH Youth Risk Behavior Survey, Subparagraph 3.1.3.1, Part 3.1.3.1.7:</b> a) Is the YRBS National High School (HS) Questionnaire or YRBS Standard HS Questionnaire used for all 9th through 12th grades? b) Will the YRBS Standard Middle School Questionnaire be used for any grade level?	a) Yes. b) Not at this time.
12.	<b>Section 3, Statement of Work, Section 3.1, Scope of Services, Paragraph 3.1.3, NH Youth Risk Behavior Survey, Subparagraph 3.1.3.2.</b> a) Are these reports intended to replace or continue the YRBS reports currently provided to school districts by the Department, or are they to be in addition to the school level reports provided by the Department, or both?	a) The Department is open for discussion on improvements.

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	<ul style="list-style-type: none"> <li>b) How is the Department defining “usable report”?</li> <li>c) Should this usable report include narrative on context?</li> <li>d) Should this report include trend data?</li> <li>e) If the report includes trend data, would the prior data sets be made available to the contracted vendor?</li> </ul>	<ul style="list-style-type: none"> <li>b) A format that is user-friendly for school administration and personnel to understand their data sets.</li> <li>c) Yes.</li> <li>d) Yes.</li> <li>e) Yes.</li> </ul>
13.	<p><b>Section 3, Statement of Work, Section 3.1, Scope of Services, Paragraph 3.1.4</b> Will the contracted vendor be able to conduct this meeting virtually?</p>	Yes.
14.	<p><b>Q4 of the RFP</b> Would the State allow vendors to submit resumes and job descriptions limited to the project team proposed to support the scope of work rather than the entire organization?</p>	Include key personnel and executive leadership assigned to the project, including supervising staff and the associated project team.
15.	<p><b>Section 3, Statement of Work, Section 3.2, Reporting Requirements, Paragraph 3.2.2</b></p> <ul style="list-style-type: none"> <li>a) How many entities are contracted with the Department to provide Substance Use Disorder (SUD) treatment services, per state fiscal year?</li> <li>b) How many Independent Peer Review (IPR) and IPR reports does the State anticipate over the contract term?</li> </ul>	<ul style="list-style-type: none"> <li>a) Prevention - 23 prevention programs funded in part by the SABG, 40 prevention programs funded through other means. Treatment has 12 contracts currently funded by SABG.</li> <li>b) Not fewer than 5% of the entities contracted with the State, which at this time is one (1) program per SFY.</li> </ul>
16.	<p><b>Section 3, Statement of Work, Section 3.2, Reporting Requirements, Paragraph 3.2.3</b> Are there additional documents and reports the Vendor would be required to deliver? If yes, please specify.</p>	Additional documents and reports would be negotiated between the Department and the selected Vendor.

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17.	<p><b>Section 3, Statement of Work, Subsection 3.4, Compliance, Paragraph 3.4.3, Subparagraph 3.4.3.4:</b>            Is this compliance point not applicable to this RFP?</p>	Yes.
18.	<p><b>Section 4, Finance, Subsection 4.1, Financial Standards, Paragraph 4.1.1</b></p> <p>a) Is the initial contract term for two (2) years with a total budget of \$816,004 for the entire two (2) years of the initial contract?</p> <p>b) What proportion of the available dollars are assigned to the YRBS component of the work?</p> <p>c) Will the resultant contract from this RFP reimburse costs only, or can vendors charge fully loaded rates to conduct the work?</p>	<p>a) See Subsection 1.3, Contract Period, and Paragraph 4.1.1.</p> <p>b) Vendor proposals should reflect the amount necessary for the YRBS work.</p> <p>c) Cost reimbursement per monthly invoices in accordance with the selected Vendor's budget line items.</p>
19.	<p><b>Section 7, Proposal Outline and Requirements, Subsection, 7.2., Outline and Detail, Paragraph 7.2.5, 7.2.5. Proposal Narrative, Project Approach, and Technical Response and Part 7.2.11.1.1</b></p> <p>Where should Vendors place the answers to questions in the technical proposal from Section 3.1.1 (Scope of Services)?</p>	See Addendum #2.
21.	<p><b>Section 8, Mandatory Business Specifications, Subsection 8.1, Contract Terms, Conditions and Liquidated Damages, Forms, Paragraph 8.1.2, Liquidated Damages</b></p> <p>Is the State willing to delete this provision as damages incurred by the parties should be determined by the trier of fact?</p>	Yes, see Addendum #2.