



OFFICIAL RESPONSES TO VENDOR QUESTIONS  
 RFP-2023-DPHS-09-SPECI

No.	Question	Answer
1.	<p><b>Section 1 Purpose and Overview, Subsection 1.2. Key Information</b></p> <p>a) Are there administrative funds available to support the Farmers' Market Nutrition Program (FMNP) education piece at the local WIC agency?</p> <p>b) What are the match requirements for the Farmers' Market Nutrition Program?</p>	<p>a) Please see <b>Subsection 1.2</b>. There is a limited amount of WIC FMNP administrative funds available with a required match of 60% vendor funding and 40% Department funding.</p> <p>b) Please see <b>Addendum 3</b>. The match requirement is for CFDA 10.572 WIC Farmers' Market Nutrition Program (FMNP) only. There is no match requirement for the WIC Program and the BFPC.</p>
2.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Subparagraph 2.1.2.4.</b></p> <p>Is there suggested language that the Department requires vendors to use on their webpage?</p>	<p>Vendors must include the following language: Free language assistance services for individuals with Limited English Proficiency (LEP), auxiliary aids and services, and other reasonable modifications for individuals with disabilities are available to you. Call 1-800-xxx-xxxx (TTY: 1-800-xxx-xxxx).</p>
3.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Subparagraph 2.1.3.3.</b></p> <p>Are there approved NH WIC logos for use in marketing materials?</p>	<p>Yes, the Department will provide approved NH WIC logos to the selected Vendor(s) upon contract execution.</p>
4.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Subparagraph</b></p>	

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	<p><b>2.1.4.10.</b></p> <p>a) What are the requirements if an agency proposes serving more than two (2) counties?</p> <p>b) Does the four (4) clinic per month minimum need to be four (4) different clinic locations within the county?</p> <p>c) Is the four (4) clinics per month per county a recommendation or a requirement?</p>	<p>a) Please see <b>Addendum 3</b>.</p> <p>b) Please see <b>Addendum 3</b>.</p> <p>c) The selected Vendor(s) must offer evening appointment hours at 6pm or later at a minimum of four (4) clinics per month and at a minimum of two (2) clinics sites per county. The number of counties the selected Vendor proposes to serve will determine the required number of clinics per month per county.</p>
5.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Subparagraph 2.1.4.11.</b></p> <p>Are Saturday morning appointments a requirement of this RFP?</p>	<p>Yes.</p>
6.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Subparagraph 2.1.4.12.</b></p> <p>a) If appointments at the main site equal 7.5 hours, and the alternate site equal 6.0 hours on the same day would that equal 13.5 for that day?</p> <p>b) Will the Department be supplementing funding for travel and set up time between clinics and lunch periods?</p>	<p>a) No, the selected Vendor(s) must offer at least 35 hours per week of clinic times across a work week for equitable access to WIC services. This total may be a combination of permanent and alternate site hours.</p> <p>b) The selected Vendor(s) must submit a budget that meets the scope of services and requirements of the RFP.</p>

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	<p>c) Is the increase in staffing that would be required to fulfill 2.1.4.12. considered in the allotment of funding that will be provided?</p> <p>d) Which holidays are exempt? Federal holidays only or agency holidays approved by the board of directors?</p> <p>e) How can the vendor provide accuracy of 35 hours/ week with all the annual trainings, staff meeting requirements, and Department meeting requirements? Are there any exceptions?</p>	<p>c) The selected Vendor(s) must submit a budget that meets the scope of services and requirements of the RFP.</p> <p>d) The selected Vendor(s) must submit their agency's holiday schedule and closure schedule with their proposal.</p> <p>e) Please see <b>Subparagraphs 2.1.4.12. and 2.1.4.32.</b> Closures due to all-staff trainings and Department meetings would be an appropriate reason for closure and not meeting the 35 hours per week requirement.</p>
7.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Subparagraph 2.1.4.13.</b></p> <p>a) Could you clarify what State approved closures would be?</p> <p>b) Does the requirement for the telephone system operating for eight (8) hours Monday-Friday include live person operation?</p>	<p>a) The selected Vendor(s) must submit their organization's approved holidays and anticipated closures for the state fiscal year with their proposal and then annually thereafter as required by the contract. Clinic closures in excess of federal and state holidays and pre-approved closures must be submitted to the Department for approval.</p> <p>b) Live person operation is not required to fulfill 2.1.4.13.</p>
8.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Subparagraph 2.1.4.20.</b></p> <p>a) Who is responsible for developing the Farmers' Market Nutrition Program approved farmer list provided to WIC participants?</p>	<p>a) The Department is responsible for developing the annual list of approved markets and roadside stands.</p>

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	b) Will this service only be required when the Farmers' Market Nutrition Program is operational?	b) Yes.
9.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Subparagraph 2.1.4.21.</b></p> <p>Will the Department be designating funds to send at least one nutritionist or breastfeeding person to the National WIC Association Nutrition and Breastfeeding Conference, or is this something that needs to be budgeted for by the local WIC Agency if sponsorship funds are not available?</p>	<p>The Department will make a reasonable effort to allocate sponsorship funds to each local agency per state fiscal year for the purpose of one local agency person attending the National WIC Association Conference. If funds are not available through the Department and/or the local WIC Agency, the local agency is not expected to send a person to the National WIC Association Conference.</p>
10.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Subparagraph 2.1.4.23.</b></p> <p>Will the Department provide a training curriculum for local WIC agencies to provide respect and civility in the workplace training and cultural competence training during the contract period?</p>	No.
11.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Subparagraph 2.1.4.25.</b></p> <p>a) Will the online training from NH Tobacco and</p>	a) Yes.

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	<p>Prevention Program be considered sufficient to meet the annual staff training requirement?</p> <p>b) Can this training be completed per contract period to reduce redundancy of training and allow staff to have more time in clinic/office administration as required hours and clinics if the training does not change annually?</p>	<p>b) No, all staff must participate in annual training provided by the NH Tobacco Prevention and Cessation Program. This annual training may be conducted remotely, self-directed, or in-person.</p>
12.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Paragraph 2.1.7. Staffing, Part 2.1.7.3.3.</b></p> <p>Is there a minimum number of hours required for the registered dietician MOA requirement?</p>	<p>No, this will be dependent on the needs of the selected Vendor's agency.</p>
13.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Paragraph 2.1.7. Staffing, Subparagraph 2.1.7.4.</b></p> <p>Could you please clarify if part 2.1.6.3.7 is the correct reference for the Designated Breastfeeding Expert position criteria?</p>	<p>Please see <b>Addendum 3</b>.</p>
14.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Subsection 2.1.9. Contract Initiation Requirements, Subparagraph 2.1.9.1.</b></p> <p>Who is the kickoff meeting held with? Would this be with the State office?</p>	<p>The kick-off meeting will be held with the Department's WIC Program staff and potentially other program stakeholders. If the selected Vendor is not new to the WIC Program, this kickoff meeting can be dismissed upon mutual agreement.</p>

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15.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Paragraph 2.1.10. Experience and Personnel, Part 2.1.10.1.3.</b></p> <p>Do WIC clinics operating at three (3) separate clinic sites qualify as the physical locations or are you referencing permanent locations of the agency services?</p>	<p>WIC clinics operated at three (3) separate clinic sites qualify as three (3) separate physical locations.</p>
16.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Paragraph 2.1.10. Experience and Personnel, Parts 2.1.10.1.2. and 2.1.10.1.3.</b></p> <p>Do the health service programs include social service programs, as indicated in Part 2.1.10.1.2?</p>	<p>Yes, <b>Part 2.1.10.1.3.</b> can include health or human service programs, such as social service programs, nutrition programs, health care providers or facilities, prevention and wellness programs, or public health and safety programs as noted in <b>Part 2.1.10.1.2.</b></p>
17.	<p><b>Section 2 Statement of Work, Subsection 2.1 Scope of Services, Section 2.1.10. Experience and Personnel, Paragraph 2.1.10.1.4.</b></p> <p>Can you clarify what “each program” means? Is that WIC, BFPC, FMNP or other programs operated by the agency? Is this documented on Appendix C?</p>	<p>The selected Vendor must submit with its proposal a list of all health service programs (in addition to WIC, BFPC and FMNP) within the agency and a reference from each program to attest to the selected Vendor’s experience. The requested information in Appendix C is not the same as <b>Part 2.1.10.1.4.</b>, however, you may use the same individuals if appropriate.</p>
18.	<p><b>Section 2 Statement of Work, Subsection 2.3 Financial Standards</b></p> <p>Are there any limitations on budget requests for funding for each category?</p>	<p>See <b>Subsection 2.3.</b></p>

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19.	<p><b>Section 9 Appendices to Solicitation</b></p> <p><b>Appendix C Transmittal Letter and Vendor Information and Appendix D Technical Response to Questions</b></p> <p>a) Will the Department make the required forms available as a fillable PDF or Word document?</p> <p>b) What documents are required to be returned with the response?</p>	<p>a) Yes.</p> <p>b) Please see Section 6 Solicitation Response Requirements, <b>Subsection 6.3. and 6.4</b> for how to submit the contents and what is required.</p>
20.	<p><b>General</b></p> <p>Is breastfeeding consultation and nutrition consultation a requirement of WIC Farmers Market?</p>	<p>No, breastfeeding consultation is not a requirement of WIC Farmers Market. Nutrition education is a requirement to Farmers' Market Nutrition Program recipients.</p>
21.	<p><b>General</b></p> <p>Are there any limitations on how many counties one agency can apply for?</p>	<p>No.</p>
22.	<p><b>General</b></p> <p>Are there any limitations on the length of the RFP?</p>	<p>No.</p>