



**State of New Hampshire**  
**Department of Health and Human Services**

REQUEST FOR INFORMATION # RFI-2024-DPHS-01-REPRO

FOR

Sexual and Reproductive Health Services

July 18, 2023



## REQUEST FOR INFORMATION

### 1. Overview and Purpose

#### 1.1. Overview

This Request for Information (RFI) is issued by the New Hampshire Department of Health and Human Services, Division of Public Health Services, Bureau of Family Health and Nutrition (Department), to solicit information regarding the provision of sexual and reproductive health (SRH) services.

#### 1.2. Purpose

The primary objective of this RFI is to collect information and ideas on how best to design, implement, support, and expand access to high quality SRH services, including health education in coordination with the Family Planning Program. The Department seeks the insight of a variety of stakeholders, including but not limited to Family Planning/Title X organizations, SRH providers, patients, and community partners.

### 2. Background Information

#### 2.1. Department of Health and Human Services, Family Planning Program

The Department's mission is to join communities, families, and individuals in providing opportunities for citizens to achieve health and independence.

The Department is a responsive, expert leadership organization that promotes optimal health and well-being for all people in New Hampshire and protects them from illness and injury. The Department is responsible for serving the public, including individuals, families, communities and organizations, by delivering high quality, evidenced-based services. The Department responds promptly to public health threats, inquiries, and emerging issues. The Bureau of Family Health and Nutrition contributes to this mission, in part, by providing resources that develop and deliver family planning and other health related support services.

The Department offers a comprehensive and integrated network of programs and partners to provide essential reproductive health care and family planning services. The Federal Title X Family Planning Program is part of the Title X of the Public Health Service Act (Public Law 91-572 Population Research and Voluntary Family Planning Programs). It is the only federal grant program dedicated solely to providing individuals with comprehensive family planning and reproductive health services, which reduces health and economic disparities associated with lack of access to quality family planning services. Comprehensive family planning services include:

- Access to a broad range of medically approved Food and Drug Administration (FDA)-approved contraceptive products and natural family planning methods for pregnancy prevention and birth spacing at low to no cost;
- Pregnancy testing and counseling;
- Assistance to achieve pregnancy;



- Basic infertility services;
- Screening for breast and cervical cancer;
- Sexually transmitted infection (STI) services; and
- Other preconception health services.

All services are voluntary, confidential, and provided regardless of one's ability to pay. In accordance with Federal statutes and New Hampshire policy, Title X and the Department's Family Planning Programs do not fund abortion services.

### 3. RFI Explanation and Questions

#### 3.1. RFI Is Not an RFP

- 3.1.1. This RFI is for information purposes only, and is not intended to result in a contract or vendor agreement with any Respondent. This RFI is not a Request for Proposals, Bids, or Applications. The Department is seeking insight and information prior to finalizing business, functional, operational, and technical requirements before considering the publishing of a Request for Proposals (RFP).
- 3.1.2. This RFI does not commit the Department to publish a RFP or award a contract. The issuance of a RFP, as a result of information gathered from these responses, is solely at the discretion of the Department. If a RFP is issued, it will be open to qualified vendors, whether those vendors choose to submit a response to this RFI. This RFI is not a pre-qualification process.
- 3.1.3. Once information from this RFI is fully considered, and depending on funding and other factors, a RFP may be published by the Department to select a vendor for specific work to be performed which could potentially result in a contract after the completion of the RFP scoring process. Nevertheless, the issuance of any RFP in the future does not commit the Department to award a contract.

#### 3.2. RFI Questions

Respondents may respond to some or all the questions below. Responses to all questions are encouraged but not required.

Please label responses according to the question you are addressing.

##### 3.2.1. Questions

- Q1 Provide recommendations on how to make SRH services and information more readily available in your community. Include insight into barriers to accessing reliable and accurate SRH information and/or services in your community.*
- Q2 Provide recommendations for how the Department can partner with healthcare providers to provide high quality SRH services and*



*increase geographic access to these services.*

- Q3 *Provide recommendations on how healthcare providers can and do ensure compliance with the federal Title X Section 1008 42 CFR 59.5(a) <https://opa.hhs.gov/grant-programs/title-x-service-grants/title-x-statutes-regulations-and-legislative-mandates>.*

## 4. Notices

### 4.1. Point of Contact

The sole point of contact for this RFI relative to the submission of requested information is:

State of New Hampshire  
Department of Health and Human Services  
Allison M. Goodwin - Business Administrator IV  
Bureau of Contracts & Procurement  
Email: [Allison.M.Goodwin@dhhs.nh.gov](mailto:Allison.M.Goodwin@dhhs.nh.gov)

Other state personnel are NOT authorized to discuss this RFI before the submission deadline. The State will not be held responsible for oral responses to Respondents regardless of source.

### 4.2. RFI Timetable

| Request for Information Timetable |   |                     |
|-----------------------------------|---|---------------------|
| Item                              | Action  | Date                |
| 1.                                | Release RFI   | 7/18/2023           |
| 2.                                | Respondent questions due                            | 7/24/2023, 12:00 PM |
| 3.                                | Departments' answers to Respondent questions posted | 7/28/2023           |
| 4.                                | Information Submissions due                         | 8/2/2023, 12:00 PM  |

*All times are according to Eastern Time. The State reserves the right to modify these dates at its sole discretion.*

### 4.3. Respondent Questions and Answers

#### 4.3.1. Respondent Questions

- 4.3.1.1. All questions about this RFI, including but not limited to requests for clarification, additional information or any changes to the RFI must be made in writing, citing the RFI page number and part or subpart, and submitted to the Procurement Coordinator identified in Subsection 4.1.
- 4.3.1.2. The Department may consolidate or paraphrase questions for efficiency and clarity. Questions that are not



understood will not be answered. Statements that are not questions will not receive a response.

- 4.3.1.3. The Department will not acknowledge receipt of questions.
- 4.3.1.4. The questions may be submitted by e-mail; however, the Department assumes no liability for ensuring accurate and complete e-mail transmissions.
- 4.3.1.5. Questions must be received by the deadline given in Subsection 4.2, RFI Timetable.

#### **4.3.2. Department Answers**

The Department intends to issue responses to properly submitted questions by the deadline specified in Subsection 4.2, RFI Timetable. Oral answers given are non-binding. Written answers to questions submitted will be posted on online at (<https://www.dhhs.nh.gov/doing-business-dhhs/contracts-procurement-opportunities>). This date may be subject to change at the Department's discretion.

### **5. RFI Response Submission Outline and Requirements**

#### **5.1. Overview**

- 5.1.1. Respondents are expected to examine all documentation and other requirements.
- 5.1.2. Submissions must conform to all instructions, conditions, and requirements included in the RFI.
- 5.1.3. Respondents are requested to address all RFI Questions in Subsection 3.2., and agree to the conditions specified throughout the RFI. All Factors to Consider in Section 4 that are applicable should be incorporated into the Vendors answers to the RFI Questions.
- 5.1.4. Submissions should be received by the date and time specified in the RFI Timetable, Subsection 4.2.
- 5.1.5. Fax or email copies will not be accepted.

#### **5.2. Outline and Detail**

##### **5.2.1. Submission Contents – Outline**

- 5.2.1.1. Each Submission shall contain the following, in the order described in this section (each of these components must be separate from the others and uniquely identified with labeled tabs):
  - 5.2.1.1.1. The Transmittal Cover Letter must:
    - 5.2.1.1.1.1. Be on the Respondent organization's letterhead;



5.2.1.1.1.2. Identify the name, title, telephone number, and e-mail address of the person who will serve as the Respondent's representative for all matters relating to the RFI.

5.2.1.1.2. Table of Contents - The required elements of the Submission shall be numbered sequentially and represented in the Table of Contents.

### **5.3. RFI Amendment**

The Department reserves the right to amend this RFI, as it deems appropriate prior to the submission deadline on their own initiative or in response to issues raised through Respondent questions. In the event of an amendment to the RFI, the Department, at its sole discretion, may extend the submission deadline. The amended language will be posted on the Department's Internet site.

### **5.4. Information Submissions**

Information submitted in response to this RFI must be received no later than the time and date specified in Subsection 4.2. RFI responses must be addressed for delivery to the Sole Point of Contact listed in Subsection 4.1. Responses must be marked with RFI-2024-DPHS-01-REPRO. Submission and delivery of the response to this RFI shall be at the Respondent's expense.

### **5.5. Non-Collusion**

Respondents shall ensure that their response does not preclude the Department from obtaining the best possible competitive proposal, if the Department publishes a Request for Proposals. The Respondent's required signature on the Transmittal Cover Letter for a submission in response to this RF, guarantees the response has been established without collusion with other Respondents and without effort to preclude the Department from obtaining the best possible competitive proposal, should the Department publish a RFP.

### **5.6. Property of Department**

All material property submitted and received in response to this RFI will become the property of the Department and will not be returned to the Respondent. The Department reserves the right to use any information presented in any submission provided that its use does not violate any copyrights or other provisions of law.

### **5.7. RFI Response Withdrawal**

Prior to the Closing Date for receipt of submissions, a submission may be withdrawn by submitting a written request for its withdrawal to Sole Point of Contact identified in Section 4.1.



## 5.8. Public Disclosure

- 5.8.1. **The information submitted in response to this RFI (including all materials submitted in connection with it, such as attachments, exhibits, addenda, and presentations), may be subject to public disclosure under Right-to-Know laws, including RSA 91-A.**
- 5.8.2. Confidential, commercial or financial information may be exempt from public disclosure under RSA 91-A:5. If a Respondent believes any information submitted in response to this RFI should be kept confidential, the Respondent must specifically identify that information where it appears in the submission in a manner that draws attention to the designation and must mark/stamp each page of the materials that the Respondent claims must be exempt from disclosure as "CONFIDENTIAL." Respondents must also provide a letter to the person listed as the point of contact for this solicitation, identifying the specific page number and section of the information considered to be confidential, commercial or financial and providing the rationale for each designation. Marking or designating an entire submission, attachment or section as confidential shall neither be accepted nor honored by the Department. Respondents must also provide a separate copy of the full and complete document, fully redacting those portions and shall note on the applicable page or pages that the redacted portion or portions are "confidential."
- 5.8.3. Notwithstanding a Respondent's designations, the Department is obligated under the Right-to-Know law to conduct an independent analysis of the confidentiality of the information submitted in response to this RFI. If a request is made to the Department to view or receive copies of any portion of the response that is marked confidential, the Department shall first assess what information it is obligated to release. The Department will then notify the Respondent that a request has been made, indicate what, if any, information the Department has assessed is confidential and will not be released, and specify the planned release date of the remaining portions of the response. To halt the release of information by the Department, a Respondent must initiate and provide to the Department, prior to the date specified in the notice, a court action in the Superior Court of the State of New Hampshire, at its sole expense, seeking to enjoin the release of the requested information.
- 5.8.4. By submitting a response to this solicitation, Respondents acknowledge and agree that:
- 5.8.5. The Department may disclose any and all portions of the response or related materials which are not marked as confidential and/or which



have not been specifically explained in the letter to the person identified as the point of contact for this solicitation;

- 5.8.6. The Department is not obligated to comply with a Respondent's designations regarding confidentiality and must conduct an independent analysis to assess the confidentiality of the information submitted; and
- 5.8.7. The Department may, unless otherwise prohibited by court order, release the information on the date specified in the notice described above without any liability to a Respondent.

### **5.9. Non-Commitment**

Notwithstanding any other provision of this RFI, this RFI does not commit the Department to publish a RFP or award a contract. The Department reserves the right to reject any and all RFI submissions or any portions thereof, at any time and to cancel this RFI and to solicit new or additional information under a new RFI process.

### **5.10. Liability**

Respondents agree that in no event shall the Department be either responsible for or held liable for any costs incurred by a Respondent in the preparation or submittal of or otherwise in connection with their submission.

### **5.11. Request for Additional Information or Materials**

During the period from date of RFI Response submission to the date of RFP publication, if that should occur, the Department may request from any Respondent additional information or materials needed to clarify information presented as part of their submission. Such a request will be issued in writing.