



**New Hampshire Department of Health and Human Services  
Health Equity Training for Professional Development**

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**OFFICIAL RESPONSES TO VENDOR QUESTIONS  
RFP-2022-OCOM-05-HEALT**

No.	Question	Answer
1.	<b>Section 2, Background, Subsection 2.2, Background</b>  Does the selected Vendor need to conduct 30 or more trainings on the 13 topics identified or 30 or more trainings 13 times on each topic?	The selected Vendor must conduct 30 or more trainings that cover all topics outlined. The vendor must propose how many trainings it will take to cover all the topics. For example, a training on all 13 topics may take 2-3 days and the selected Vendor would conduct the training 30+ times.
2.	<b>Section 3, Statement of Work, Subsection 3.1, Covered Populations</b>  Does the Department envision the same quantity of training for all approximately 3,450 people?	Yes.
3.	<b>Section 3, Statement of Work, Subsection 3.2, Scope of Services, Paragraph 3.2.1</b>  What is the language in NH RSA 354-A:31?	See RSA 354-A:31 <a href="https://gencourt.state.nh.us/rsa/html/XXXI/354-A/354-A-mrg.htm">https://gencourt.state.nh.us/rsa/html/XXXI/354-A/354-A-mrg.htm</a> and DOJ Guidance <a href="https://www.doj.nh.gov/civil-rights/documents/faq-public-government.pdf">https://www.doj.nh.gov/civil-rights/documents/faq-public-government.pdf</a>



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No.	Question	Answer
4.	<p><b>Section 3, Statement of Work, Subsection 3.2, Scope of Services, Paragraph 3.2.2</b></p> <p>Is there a desired mix of asynchronous and synchronous trainings?</p>	<p>See <b>Addendum #2</b>. Both are required, however there is no required amount or mix. The vendor should rely on their expertise as a trainer or training entity and best practices to produce an effective training.</p>
5.	<p><b>Section 3, Statement of Work, Subsection 3.2, Scope of Services, Paragraph 3.2.6</b></p> <p>a) Can the selected Vendor hold all virtual trainings?</p> <p>b) How many trainings will be required to be (a) in-person, (b) virtual, (c) asynchronous video, or (d) other (please describe)?</p>	<p>a) No, the selected Vendor must offer both in person and virtual trainings.</p> <p>b) See <b>Addendum #2</b>. There is no required amount or mix. The vendor should rely on their expertise as a trainer or training entity and best practices to propose an amount.</p>
6.	<p><b>Section 3, Statement of Work, Subsection 3.2, Scope of Services, Paragraph 3.2.12</b></p> <p>What are the separate training(s) required for all health officers/deputies in the State?</p>	<p>See <b>Addendum #2</b>.</p>
7.	<p><b>Section 3, Statement of Work, Subsection 3.2, Scope of Services, Paragraph 3.2.16.</b></p>	<p>a) The project must be implemented no later than 120 days after Contract approval.</p>



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No.	Question	Answer
	<ul style="list-style-type: none"> <li>a) What is the project start date?</li> <li>b) When must curriculum development be completed or substantially completed?</li> <li>c) When does the actual training need to begin?</li> <li>d) Of the approximately 3,450 attendees listed in Q6 of the RFP, how many must be trained by May 31, 2023?</li> </ul>	<ul style="list-style-type: none"> <li>b) The selected Vendor must provide a proposed work plan within 30 days of the Contract Effective Date.</li> <li>c) The project must begin no later than 120 days after Contract approval.</li> <li>d) The selected vendor must propose the number of individuals they believe can be trained by May 31, 2023.</li> </ul>
8.	<p><b>Section 4, Finance</b></p> <ul style="list-style-type: none"> <li>a) What is the estimate cost range for this award?</li> <li>b) Are you interested in getting proposals that envision a couple of potential paths for training at different price points, or just one proposed pathway?</li> <li>c) Please confirm whether labor category billing rates may be used instead of the Budget Form?</li> </ul>	<ul style="list-style-type: none"> <li>a) Funding for the existing contract is anticipated to be available in the amount of \$250,000.</li> <li>b) All costs must be proposed in the Budget.</li> <li>c) No.</li> </ul>



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9.	<b>Section 7, Proposal Outline and Requirements, Subsection 7.2, Outline and Detail, Paragraph 7.2.8, Proposer's References</b>  Is it required to have something in writing from the references (such as a letter of reference signed by an official at the reference organization)?	Yes.
10.	<b>Appendix C</b>  Can you provide the # of limited English proficient persons who will access the training? As this is a CLAS Requirement.	The Department does not have that data available.
11.	<b>General</b>  Is the vendor required to be located in NH?	No.
12.	<b>General</b>  Are there any requirements for certifications, CME credits, or CEUs?	For the selected Vendor to propose.