



OFFICIAL RESPONSES TO VENDOR QUESTIONS
RFP-2024-DCYF-01-PROFE

No.	Section	Question	Answer
1.	Section 2. Statement of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.4.1.	If the simulation laboratory is unavailable, is the Vendor responsible for obtaining and paying for space?	No; this space is provided by DCYF.
2.	Section 2. Statement of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.5.	Is technology support for DCYF staff or for DCYF training contractors in District Offices?	This technology support is for DCYF trainings occurring at DCYF sites, including District Offices and DHHS locations, as well as third-party sites where DCYF trainings are held. This is only for DCYF training opportunities, and it does not include support of other DCYF contractors, unless designated by the BPSD Training Administrator or designee.
3.	Section 2. Statement of Work, Subsection 2.1., Scope of Services, Paragraphs 2.1.13.2. & 2.1.15.	What are evidence-based elements?	Evidence-based elements are: clinical expertise, best research evidence, and inclusion of client values and circumstances.
4.	Section 2. Scope of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.14.	<p>a. What methodology is expected to be used for the Training Needs Assessment?</p> <p>b. How will the Training Needs Assessment be constructed when a competency model is not currently being</p>	<p>a. The selected Vendor may determine methodology, but the methodology needs to be proposed to and approved by the BPSD Training Administrator or designee.</p> <p>b. DCYF is planning to utilize a competency model during the contract timeframe and wants the support of the selected Vendor to make this</p>

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		utilized?	change. The BPSD has a proposed competency model that is ready for implementation.
5.	Section 2. Scope of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.24.	<p>a. Who from DCYF approves new curricula?</p> <p>b. Would SMEs approve curriculum, or is someone from DCYF included in the approval process?</p>	<p>a. Approval for new curricula needs to come from approved Subject Matter Experts (SMEs), either approved by DCYF Leadership or by the BPSD Training Administrator.</p> <p>b. The SMEs within DCYF may approve curriculum. SMEs from outside DCYF may consult on new curriculum, but the curriculum must be approved by the BPSD Training Administrator or their designee.</p>
6.	Section 2. Scope of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.27.	<p>a. Regarding purchase of equipment or supplies following termination of the Contract—is this limited to technology used for training?</p> <p>b. Does it include technology owned by the Vendor?</p>	<p>a. Following termination of the agreement, any technology used to support learning sessions and contract deliverables must be retained as the property of the Department.</p> <p>b. Only State-provided equipment is retained as the property of the Department; this does not include Vendor-owned technology that was not purchased through this Contract.</p>
7.	Section 2. Scope of Work, Subsection 2.1., Scope of Services, Paragraphs 2.1.28.3 & 4.	<p>a. Please provide more clarification on what type of data needs to be collected.</p> <p>b. How and where does the Department want the data stored?</p> <p>c. What key measures would DCYF be</p>	<p>a. See Addendum #1.</p> <p>b. Data must be stored on a Learning Management System (LMS) on DCYF equipment, as described in Section 2.1.17.</p> <p>c. See Addendum #1.</p>

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		<p>looking at to evaluate the impact of family leaders' engagement?</p> <p>d. Is this across the State or in trainings specifically?</p>	<p>d. Yes, this is across the State in various roles. New roles include, but are not limited to, family leaders being integrated into DCYF Continuous Quality Improvement (CQI) processes, including the Federal Review (Child and Family Services Reviews; CFSR).</p>
8.	Section 2. Scope of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.28.5.	During the family leader debriefing process, when evaluations are reviewed, are these evaluations of the activity/meeting or of the individual trainer (ie, the family leader)?	Evaluations may be of both the activity/meeting, and of the family leader, depending on whether a formal evaluation was completed by participants. The evaluation may also gather feedback from the family leader about their experience.
9.	Section 2. Scope of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.28.6.	During the quarterly DCYF Parent Partner Program, what evaluation results are required?	See Addendum #1.
10.	Section 2. Scope of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.47 & 48.	a. Is DCYF in agreement that the FELEIA series could be contracted out?	a. No. DCYF's preference is for the selected Vendor to build and sustain FELEIA in house, in the context of the other trainings being developed and administered. Some of the foundational core modules for FELEIA may be the same as Core Academy for DCYF staff. For example, Better Together Workshops are offered to DCYF staff and family leaders together. DCYF Practice Model is another example of a training that may include family leaders. FELEIA will need to be structured to develop knowledge and skills of family leaders willing to partner with DCYF and also to build

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		b. When is DCYF hoping to see the series offered?	<p>capacity within DCYF staff to understand the foundations of effective family empowerment. Most modules will need to be offered to DCYF staff and family leaders together. Selecting and adopting/adapting an evidence-based competency framework will be the first step.</p> <p>b. See Addendum #1.</p>
11.	Section 2. Scope of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.56.	Is the preferred project management strategy Implementation Science?	Yes.
12.	Section 2. Scope of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.71.	a. When will the annual DCYF conferences begin?	The DCYF annual conferences will alternate between in-person and virtual conferences. An in-person conference will be held in April 2025 (and is anticipated for April 2027), and it will be virtual in 2026. Please note that there will be no in-person or virtual annual conference in 2024.
13.	Section 2. Scope of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.76.2.1.1.	Are Vendor staff required to attend all Better Together meetings in all District Offices?	Yes. The selected Vendor's Birth Parent Coordinator, or their designee, will be required to attend.
14.	Section 2. Scope of Work, Section 2.1., Scope of Services, Paragraph 2.1.79.9.	What performance data must the Vendor collect?	The selected Vendor must collect Transfer of Learning (TOL) performance data that is measured in pre and post tests.

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No.	Section	Question	Answer
15.	Section 2. Scope of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.86.	Are competency-based learning opportunities expected in calendar year 2024?	No. Competency-based learning opportunities are expected in calendar year 2025.
16.	Section 2. Scope of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.88.	<p>a. What methodology is expected to be used to link TOL practice behaviors and outcomes for children?</p> <p>b. What data will be available in order to accomplish linking TOL practice behaviors and outcome for children?</p> <p>c. What year are outcome results expected?</p>	<p>a. The selected Vendor may determine methodology, such as the Curry et al. (2011) TOL Scale, but the methodology needs to be proposed to and approved by the BPSD Training Administrator or designee.</p> <p>b. Case Practice Review (CPR) data, as applicable and determined by DCYF, as well as DCYF Bureau of Evaluation, Analytics and Reporting (BEAR) data reports, as applicable, as determined by the BPSD Training Administrator or their designee.</p> <p>c. Calendar year 2025.</p>
17.	Section 2. Scope of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.98.1.	Please clarify what data is expected from “feedback on pre- and post-training satisfaction and engagement surveys.”	See Addendum #1.