

State of Hawaii
Department of Health
Alcohol and Drug Abuse Division
Prevention Branch

Addendum 1

December 22, 2015

To

Request for Proposals

**RFP No. HTH 440-17-16BG-PFS
Community Coalitions' Implementation of the Strategic
Prevention Framework and Environmental Prevention
Strategies to Address Underage Drinking**

Issued December 9, 2015

December 22, 2015

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Community Coalitions' Implementation of the Strategic Prevention Framework and
Environmental Prevention Strategies to Address Underage Drinking
RFP No. HTH 440-17-16BG-PFS**

The Department of Health, Alcohol and Drug Abuse Division, Prevention Branch is issuing this addendum to RFP No. HTH 440-17-16BG-PFS, "Community Coalitions' Implementation of the Strategic Prevention Framework and Environmental Prevention Strategies to Address Underage Drinking" for the purposes of:

- Responding to questions that arose at the orientation meeting on December 17, 2015 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals.

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

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Responses to Question Raised by Applicants

RFP NO. HTH 440-17-16BG-PFS

Community Coalitions' Implementation of the Strategic Prevention Framework and Environmental Prevention Strategies to Address Underage Drinking

1. Q: What coalitions on this island are able to apply for this?

A: Any coalition that meets the eligibility requirements outlined in the RFP may apply. Information about eligible applicants may be found in Section 2.1, Item F on pages 2-4 to 2-5 of the RFP: *Non-profit organizations, including faith-based organizations, are eligible for this particular funding opportunity. If a community coalition is not eligible to apply through this RFP, it must partner with a "fiscal agent" that meets the eligibility requirements. Government agencies are not eligible for this particular funding opportunity.*

2. Q: Does the money have to go through the county or can non-profits apply directly?

A: Government agencies are not eligible for this particular funding opportunity. However, non-profit organizations, including faith-based organizations, are eligible to apply. More information about eligible applicants may be found in Section 2.1, Item F on pages 2-4 to 2-5 of the RFP and in response to Question #1 above.

3. Q: Can non-profits respond to RFP HTH 440-17-16BG-PFS even if the county in which the provider is located does not respond to RFP HTH 440-17-16PFS?

A: Yes. Proposal applications for each RFP are accepted, evaluated and awarded independently of any other RFP, as mentioned in Section 1 on page 1-1 of the RFP: *Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of each RFP.*

4. Q: Can a provider be funded if the county chooses not to apply or is not awarded a grant?

A: County governments are not eligible to apply through this RFP. See response to Question #3 above.

5. Q: Can geographic areas be overlapping if objectives differ? For example, could the Hawaii Partnership to Prevent Underage Drinking (HPPUD), which is island-wide, and another coalition specific to a zip code on the same island both apply?

A: Yes. See response to Question #1 above for eligibility requirements. However, please note in Section 2.1, Item F on pages 2-4 to 2-5: *ADAD reserves the right to make awards based on the uniqueness and appropriateness of the proposals in*

addressing prevention issues of specific communities and the best configuration of prevention services statewide.

If awarded, successful applicants will be required to coordinate services, as per Section 2.4, Item B.6 on page 2-21: *The APPLICANT shall coordinate services with other agencies, providers and resources in the county to avoid duplication of services.*

- 6. Q: If two coalitions apply for the same geographic area or overlapping geographic areas, will there be an opportunity for discussion or negotiation?**
A: Coalitions and interested applicants may negotiate and discuss amongst each other. If the question pertains to discussion with ADAD, see Section 1, Item 1.1 on page 1-1 for the procurement timetable. Discussions with applicants after the proposal submittal deadline is optional and the schedule date is to be determined (TBD). In addition, see section 2.1, Item F on pages 2-4 to 2-5: *ADAD reserves the right to make awards based on the uniqueness and appropriateness of the proposals in addressing prevention issues of specific communities and the best configuration of prevention services statewide.*
- 7. Q: There is currently a statewide underage drinking coalition (HPPUD). Does this community coalition replace it?**
A: Any coalition that meets the eligibility requirements outlined in the RFP may apply. Proposals will be evaluated according to Section 4 of the RFP. As per Section 2.1, Item F on pages 2-4 to 2-5: *ADAD reserves the right to make awards based on the uniqueness and appropriateness of the proposals in addressing prevention issues of specific communities and the best configuration of prevention services statewide.*
- 8. Q: Does a coalition need to be a 501(c)3 to apply?**
A: If the coalition is the applicant, it must meet the eligibility requirements in Section 2.1, Item F on pages 2-4 to 2-5. If a community coalition is not a non-profit organization or does not have the resources, infrastructure or business standing to conduct business with the State, it must partner with a “fiscal agent” that meets the eligibility requirements.
- 9. Q: Can a fiscal agency sponsor HPPUD?**
A: See response to Question #8 above.
- 10. Q: Can the proposal be single spaced?**
A; Yes. The general instructions for completing applications in Section 3 on page 3-1 do not specify spacing requirements.
- 11. Q: The Public Notice says the due date is 12/15/2015, but the RFP document says proposal submittal deadline is January 15, 2015. Is the January deadline the correct date?**

A: Yes, the submittal deadline is January 15, 2016. The error on the SPO website has been corrected.

12. Q: If we submit a proposal by mail, can we call to confirm receipt?

A: If proposals are submitted by mail, it is recommended for applicants to track their proposals via United States Postal Service. Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility, as stated in Section 1.16 on page 1-8 of the RFP.

13. Q: Would it be possible to get a hard copy of the RFP?

A: Yes, please call the ADAD Prevention Branch at 808-692-7517 to request a hard copy for pick-up at 601 Kamokila Blvd., Suite 360, Honolulu, HI 96707 and/or delivery via the United States Postal Service (USPS).

14. Q: Can we apply for multiple sites as separate contracts?

A: One applicant can submit proposal applications for multiple geographic areas. Each proposal application must propose services for one coalition in one geographic area. See section 3.4, Item A.1 on page 3-5 for Proposal Application Instructions: *The APPLICANT must clearly define the geographic limits of the community to be served with these funds, including the size and type of community [...] that the APPLICANT intends to serve.*

See Section 2.1, Item E on page 2-4 for information on geographic coverage of service: *Service areas for this RFP include geographic communities at the local, regional and/or state level. For example, a community may be defined by zip code, census designated place (CDP), school complex area, region, island, county or state.*

15. Q: If one fiscal organization manages two separate geographic areas, should it submit a single proposal with two areas or two separate proposals?

A: A separate proposal should be submitted for each geographic area. See response to Question #14.

16. Q: The overview/goal mentions underage drinking and other drugs but Section 2 mentions assessing readiness for underage drinking only. Is it just underage drinking?

A: See Section 2.1, Item A on pages 2-1 to 2-2: *Through implementation of the SPF, underage drinking was identified as a prevention priority statewide, and ADAD has directed available prevention resources to services and activities to address this priority and related issues and contributing factors. [...] ADAD is seeking coalitions to implement the SPF to address underage drinking and, subject to funding requirements, may allow coalitions to also select a second substance abuse priority if they choose and collect the local data to justify doing so.*

- 17. Q: Is my organization still eligible if underage drinking is not the primary issue addressed? We would most likely address "other substance" abuse and related problems, not specifically alcohol. Is that acceptable?**
A: Coalitions funded through this RFP must address underage drinking. See response to Question #16 above.
- 18. Q: Can implementation occur in Year 1 if assessment and planning is completed before the end of Year 1?**
A: All components of the service request must be completed and approved as stated in the RFP. Successful and adequate completion of each service specification leading up to implementation must be reviewed and approved by ADAD. The comprehensive strategic plan is one such specification, as stated in Section 2.4, Item A.3.b on page 2-15: *This plan shall be submitted to ADAD for approval prior to implementation [...].* In addition and as stated in Section 3.4, Item B.3 on page 3-8: *The APPLICANT will not be scored on its current level of readiness, but rather on understanding of the community's current level of readiness and how it will inform decision making and plans to build the readiness, if necessary.*
- 19. Q: Will ADAD provide a SPF training after selection process?**
A: See Section 2.4, Item A.2.a on page 2-12: *Support annual attendance of the coalition coordinator and member(s) at prevention and coalition-related trainings and/or conferences [...].* It is the responsibility of the applicant to ensure that all service specifications are met. Training opportunities are available from various sources, including the Center for the Application of Prevention Technologies (CAPT) and Community Anti-Drug Coalitions of America (CADCA). In addition, see Section 2.4 on page 2-9: *Training and technical assistance will be available through ADAD and its contractors, including the Evaluation Team, SEOW and County Coordinators.*
- 20. Q: Could a contracted evaluator be represented on the assessment subcommittee?**
A: Yes. Representation on the assessment subcommittee is not specified in Section 2.4, Item A.2.b.4 on page 2-13 of the RFP and may be determined by the applicant.
- 21. Q: There seems to be some overlap in the SPF assessment roles between a county applicant and a provider applicant from the same county. Can you describe the role distinctions?**
A: See Section 2.4, Item A.1 on pages 2-9 to 2-11. Applicants will conduct assessment activities to inform a comprehensive strategic plan to address underage drinking in the identified community. Whereas, RFP No. HTH 440-17-16PFS, "County Coordination for a Substance Abuse Prevention System," Section 2.4, Item A.2 on page 2-7 specifies County applicants are requested to assess substance abuse problems and capacity (resources and readiness) of the county's SA prevention system to address substance abuse and related problem(s)

of the County. The coalition activities can support an enhanced county prevention system. Likewise County substance abuse prevention system can support the coalitions and communities within the county.

22. **Q: How will the assessment done 3-4 months after the Notice to Proceed be different than the assessment done prior to the RFP to justify the proposal?**
A: The required assessment deliverables outlined in Section 2.4, Item A.1 on page 2-9 to 2-11 should build upon the assessment done prior to submitting the Proposal Application. Section 3.4, Item A on pages 3-5 to 3-6 describes the information applicants should include in the assessment portion of their Proposal Application and Section 4.3, Item B.3.a on pages 4-5 to 4-6 describes how the assessment portion will be scored.
23. **Q: In Item #13 on page 2-15 of the RFP, it states that "some members will participate in youth leadership development training..." Does "some members" represent adult or youth members?**
A: Section 2.4, Item A. 2.b.13 on page 2-15 refers to the youth group(s) and youth members, although adults may also benefit from youth leadership development training.
24. **Q: If a current coalition, can you include membership forms to supplement letters of support? It includes sectors and subcommittees.**
A: See Section 3.4, Item B.1 on pages 3-6 to 3-7: *The APPLICANT must include Letters of Collaboration (see sample in Section 5, Attachment J) that establish an ongoing relationship and defines how partners will remain engaged over an extended period of time. Letters from a minimum of eight (8) of the twelve (12) sector representatives who are either currently a member of the existing coalition or who intend on joining the emerging coalition shall be included. Membership forms are not required to be submitted as part of the Proposal Application and will not be scored.*
25. **Q: Can a coalition member represent more than one sector? For example, could a member who is in the medical field but also a member of a civic group wear "2 hats?"**
A: No. Section 3.4, Item B.1 on pages 3-6 to 3-7: *An individual who is a member of the coalition may not serve as a representative of more than one sector category.*
26. **Q: Please clarify on page 2-22 about bi-annual reports. Is it an update on the Community-Level Instrument?**
A: See Section 2.4, Item B.7.a on page 2-22 for required program reports: *The APPLICANT shall also submit biannual reports including information related to the Community Level Instrument – Revised, which include intervention name, service type, CSAP strategy type, IOM category, and intervention targets. The “Community Level Instrument – Revised” form and guidance for its completion will be provided to successful applicants.*

- 27. Q: How do I count individuals served by community-wide environmental strategies?**
A: Successful applicants will not be required to report the number of individuals served for environmental strategies. More guidance on how to report both participant-level and population-level data, as applicable, will be provided to successful applicants.
- 28. Q: Part of the output and performance measurements include gathering and collecting data about underage drinking. Will we be required to collect primary data or can we use secondary data like the Youth Risk Behavior Survey (YRBS)?**
A: Data collected and reported will depend on how the community is defined. Secondary data may be used if it is available for the identified community. For example, the lowest level that YRBS data is reported is at the county level. If a coalition is serving a different geographic area, applicants will need to work with an experienced evaluator to determine how to meet the A) assessment and evaluation deliverables and B) performance/outcome measures in Section 2.4 of the RFP.
- 29. Q: Can the 40-hour staff requirement be split into two 0.5 FTE staff members or does it have to be one staff at 1.0 FTE?**
A: See Section 2.4, Item B.1 on page 2-19: *The APPLICANT shall employ one full-time (40 hours per week) staff person as Coalition Coordinator to oversee all contract activities.*
- 30. Q: Please provide definition of "experienced evaluator." Should their qualification be included with the proposal?**
A: See Section 3.4, Item E on page 3-9: *The APPLICANT must describe its capacity and plans to work with an experienced evaluator and discuss preliminary processes for developing an evaluation plan.* The applicant should describe the qualifications, skills and experience of all staff and subcontractors providing services or receiving funds through this RFP.
- 31. Q: Are there criteria to determine the qualifications of an experienced evaluator?**
A: No criteria has been specified. See response to Questions #30 above.
- 32. Q: What constitutes a qualified evaluator?**
A. See response to Questions #30 and #31 above.
- 33. Q: If others here have done this kind of community coalition building, can they talk about their own process, particularly if it's been a similar SPF model?**
A: Potential interested applicants are encouraged to network and share ideas and experience with others.

- 34. Q: If an agency is providing fiscal management, does the Proposal Application need to include an org chart for the agency and an org chart for the coalition (non-501(c)3 group)?**
A: See section 3.3, Item B.2 on page 3-4: *The APPLICANT shall attach an organization chart to the Proposal Application. The APPLICANT shall reflect the position of each staff and lines of responsibility/supervision, including position titles, names and full time equivalencies. The APPLICANT shall describe the approach and rationale for the organizational structure, functions and staffing for the proposed services as detailed in the organizational chart.* If the coalition does not have an organization chart, the applicant should explain the coalition's role and relationship with the fiscal agent with regards to the organizational structure, functions and staffing for the proposed services.
- 35. Q: If one agency is the primary contractor, how can the other agencies who are helping gather data and provide input be compensated for their time and effort of providing the contracting agency with that information?**
A: See Section 2.4, Item A.2.b.9 on page 2-14: *Leverage resources (e.g. staffing/human resources, financial, technology, intellectual, physical assets) to assist with implementation and to build sustainability. Successful coalitions share resources, including both fiscal and in-kind resources as well as leadership and the work load.* In addition, see Section 3.5, Item A on page 3-10 for required budget forms and Section 4.3, Item B.5 on page 4-8 for criteria used to score the financial portion of the Proposal Application.
- 36. Q: If an agency is acting as fiscal agent, could the one (1) FTE come from the agency?**
A: As per Section 3.3 on pages 3-3 to 3-4, the applicant must propose project organization and staffing. The applicant's overall staffing approach to the service will be scored according to Section 4.3, Item B.2 on pages 4-4 to 4-5.
- 37. Q: Is ADAD planning to issue any other RFPs for substance abuse prevention services?**
A: The RFPs for substance abuse prevention services are being finalized. Please check the SPO RFP website, <http://spo.hawaii.gov/>, for funding opportunities.
- 38. Q: This is one of several Partnership for Success (PFS) grants for communities and there will be more RFPs for communities soon, correct?**
A: PFS funds will be awarded to communities based on the successful proposal applications submitted for RFP HTH 440-17-16PFS and RFP HTH 440-17-16BG-PFS. Please check the State Procurement Office (SPO) RFP website: <http://spo.hawaii.gov/>, for funding opportunities.
- 39. Q: In general, can you describe the required overlap of roles and responsibilities between a county grantee and provider grantee on the same island?**

A: There is no required overlap of the roles and responsibilities detailed in the RFPs posted. Section 2 of each RFP should be read carefully to determine roles and responsibilities of applicants for the respective RFP. The roles and responsibilities of applicants for RFP HTH-440-17-16BG-PFS “Community Coalitions’ Implementation of the Strategic Prevention Framework and Environmental Prevention Strategies to Address Underage Drinking” are listed in Section 2.4, Item A, pages 2-8 to 2-19 of the RFP. If awarded the applicant shall coordinate services with other agencies, providers and resources in the county to avoid duplication of services. Likewise, RFP HTH-440-17-16PFS “County Coordination for a Substance Abuse Prevention System” describes roles and responsibilities for the applicant in Section 2.4, Item A on pages 2-7 to 2-11.

- 40. Q: The RFP states that no exact funding amounts have been pre-determined and that ADAD anticipates each award to be approximately \$125,000 per year. Does that mean that applicants can only ask for \$125,000 or can they request above that amount with justification? Can applicants be penalized for asking for more than the suggested funding amount?**

A: The required budget forms will be scored according to the Proposal Application Instructions in Section 3.5 on pages 3-10 to 3-11 as well as the Proposal Evaluation in Section 4.3, Item B.5 on pages 4-8 to 4-9. In addition, see section 2.1, Item F on pages 2-4 to 2-5: *Anticipated funding amounts stated in this RFP are estimated based on current resource allocations. [...] Funding is contingent upon the availability of funds. [...] It is important to note that funding amounts when executing actual contract awards may be significantly different from the stated anticipated funding amounts due to evolving budgetary circumstances. [...] ADAD reserves the right to make awards based on the uniqueness and appropriateness of the proposals in addressing prevention issues of specific communities and the best configuration of prevention services statewide.*

- 41. Q: The ADAD RFP on community coalitions is very similar to the recently released ONDCP Drug Free Communities FOA. Should an applicant be awarded an ADAD community coalition contract in early June 2016 and also applies and receives notification of a DFC grant award for the SAME community in late August, how will ADAD handle the situation?**

A: ADAD monitors all awardees for program and fiscal compliance with service specifications and expenditures related to those services. If an applicant receives additional federal awards, the applicant is responsible to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as stated in Section 2.3, Item A.1 on page 2-7 of the RFP.