

State of Hawaii
Department of Health
Family Health Services Division
Maternal and Child Health Branch

Addendum 1

February 23, 2012

**Title X Family Planning,
Reproductive Health Clinical, Community Outreach,
Information, Health Education Services**

Request for Proposals

HTH-560-CW-010

Issued: February 23, 2012

February 23, 2012

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Title X Family Planning, Reproductive Health Clinical,
Community Outreach, Information, Health Education Services
HTH-560-CW-010**

The Department of Health, Family Health Services Division, Maternal and Child Health Branch, Women's Health Section is issuing this addendum to HTH-560-CW-010, Title X Family Planning, Reproductive Health Clinical, Community Outreach, Information, Health Education Services for the purposes of:

- Responding to questions that arose at the orientation meeting of January 23, 2012 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. Deadline March 27, 2012.
- 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 by Applicants
For HTH-560-CW-010
Title X Family Planning, Reproductive Health Clinical, Community
Outreach, Information, Health Education Service

- 1. Question:** **The Request for Proposal (“RFP”) states that the Provider is required to have a tax clearance from the Hawaii State Department of Taxation, but the Hawaii State Department of Taxation is not issuing tax clearances. Can you clarify the tax clearance requirement?**

Response: The Hawaii Compliance Express (“HCE”) includes the compliance status with the Hawaii State Department of Taxation. A tax clearance from the Hawaii State Department of Taxation is not required. It will be sufficient for Awardees to submit a printout of the HCE with the contracts. See RFP, Section 1, VIII, F. on page 1-6.
- 2. Question:** **Can you clarify the Department of Education (DOE) teen pregnancy prevention initiative?**

Response: Hawaii Youth Services Network (HYSN) received funding for teen pregnancy prevention trainings and will focus on the middle schools. This RFP does not want to duplicate these services provided by HYSN.
- 3. Question:** **Do we need to include a DOE approved or other lesson plans with the proposals?**

Response: Yes, if applying for the Community Health Educator position Applicants may include other approved lesson plans or DOE approved lesson plan as Attachment N(3).
See RFP Section 2, III., A., 3. Community Health Information and Education: Family Planning and Reproductive Health (Community Health Educator position), i), i.-ii. on page 2-19.
See Section 3, IV., A., 3. Community Health Information and Education: Family Planning and Reproductive Health (Community Health Educator), g) on pages 3-12 to 3-13 for more details related to Attachment N(3).
- 4. Question:** **Was the Community Health Educator position on Maui eliminated?**

Response: There is funding for one Community Health Educator position on Maui. Proposals for this position must be included with the Family Planning clinical proposal. See RFP, Section 2, I., F, for specific census track information for Maui on page 2-8.
- 5. Question:** **If there are multiple Family Planning Providers and one Community Health Educator in the same area, will the Community Health Educator refer to multiple Family Planning Providers and which Provider will report on the Community Health Educator?**

Response: The Community Health Educator position is community based and will refer to all Family Planning providers in the area. The Community Health Educator will report to the Family Planning Provider who receives the funding for this position.

6. **Question:** **Can the Community Health Educator position or funding be shared by two Providers?**
Responses: No. Applicants may submit proposals for the Community Health Educator position but only one Provider in the specified geographic areas will be awarded the funding.
7. **Question:** **How do Providers bill for the Community Health Educator services?**
Response: The Community Health Educator services will be invoiced using a cost reimbursement method. Payments will be based on receipt of a monthly invoice and expenditure report submitted to the Family Planning Program. For Community Health Educator service expenditures use the POST 210 form. Refer to RFP, Section 5, Attachment H.
8. **Question:** **What are the Community Health Educator measures?**
Response: See RFP, Section 2, III., B., 4. Output and performance/outcome measurements on page 2-29.
See RFP, Section 3, IV., A., 3. Community Health Information and Education: Family Planning Reproductive Health (Community Health Educator) on pages 3-10 to 3-13.
See Section 5, Attachments E and F.
9. **Question:** **If a Provider does not have a Community Health Educator, is Section 2, III., A., 2., b. required?**
Response: Yes. See RFP, Section 2, III., A., 2., b. Community Health Information and Education (All Providers) on pages 2-15 to 2-17.
See RFP, Section 3, IV., 2., b., on pages 3-8 to 3-10.
10. **Question:** **Is Attachment G, Action Plan (CHE), required?**
Response: If the Applicant is requesting a Community Health Educator position, then Attachment G is required.
11. **Question:** **What if no proposals in a specific and geographic area apply for a Community Health Educator?**
Response: The State of Hawaii Department of Health will reevaluate how to proceed.
12. **Question:** **What are the required attachments for the Family Planning Clinical and Family Planning Clinical with Community Health Educator (CHE) proposals?**
Response: The required attachments for the proposals:
 - The required attachments for Family Planning Clinical and Community Health Educator services:
Attachments:
D. Title X Assurance of Compliance
E. Table A-Performance Measures (outreach/health education services)
F. Table B-Output Measures (outreach/health education services)
G. Action Plan (Community Health Educator)

- I. SPO-H-205 Example (reformatted for family planning services budget). In addition include budget forms (s) 206A, 206B, 206C, 206H, 206I.
- N(1). Family Planning Services Provided Survey
- N(2). Program Service Site Information
- N(3). Lesson Plans (if submitting lesson plan),
- O. Table A-Performance Measures (family planning client services)
- P. Table B-Output Measures (family planning client services)
- R. Federal Certifications Attachment

Organization-wide and Program Organization Charts
Quality Assurance Plan

- Required attachments for proposals for Family Planning Clinical services:

Attachments:

- D. Title X Assurance of Compliance
- E. Table A-Performance Measures (outreach/health education services)
- F. Table B-Output Measures (outreach/health education services)
- I. SPO-H-205 Example (reformatted for family planning services budget). In addition include budget forms (s) 206A, 206B, 206C, 206H, 206I.
- N(1). Family Planning Services Provided Survey
- N(2). Program Service Site Information
- O. Table A-Performance Measures (family planning client services)
- P. Table B-Output Measures (family planning client services)
- R. Federal Certifications Attachment

Organization-wide and Program Organization Charts
Quality Assurance Plan

13. **Question:** Does the insurance certificate need to have the language as stated in the RFP and what is the format for the insurance?
- Response:** Yes. Insurance policy language is standard and a requirement of the contract. The required language shall be included on the certificate of insurance. See RFP Section 2, III, B., 2. Administrative, s) on page 2-25.
14. **Question:** Can the Quality Assurance (“QA”) plan be incorporated with the agency’s QA plan?
- Response:** Applicants should review their agency’s QA plan and the RFP QA requirements.

15. **Question:** **Clarify description of existing relationships with other organizations?**
Response: See RFP Section 3, II., D. Coordination of Services on page 3-3.
16. **Question:** **Clarify cost analysis report and will there be training on this report?**
Response: Cost analysis will assess the cost of services based on staffing, services and supplies. The cost analysis report does not need to be submitted with the proposals but will be a requirement of the contract.
17. **Question:** **What baseline numbers does the applicant use for the 2011 Family Planning Client Services Measures?**
Response: Address baseline numbers in the proposal, some of the indicators are new.
18. **Question:** **Who developed the indicators?**
Response: The indicators were based on Federal priorities related to Title X as well as State priorities.
19. **Question:** **If we cannot meet the Performance Measures benchmark(s) will it be looked at negatively and can the baseline be lowered?**
Response: No. There is a column to the far right of the Performance Measures where applicants may describe the challenges and issues in meeting the benchmark(s).
20. **Question:** **How does the funding for Family Planning clinical services compare with the current funding and total funding?**
Response: There will be a decrease of approximately \$120,000 in Title X federal funding but this may change.
21. **Question:** **Do we need a medical director who is a physician?**
Response: Yes, the clinical care component shall operate under the responsibility of a medical director who is a licensed and qualified physician with special training or experience in family planning.
See RFP Section 2, III., B., 1., a) Personnel on page 2-20.
22. **Question:** **What are the performance expectations for the Community Health Education (All Providers)?**
Response: The scope of work for all Providers is shown on RFP, Section 2., III., 2., b. Community Health Information and Education (All Providers) on pages 2-15 to 2-17.
See RFP, Section 3, IV., 2., b. Community Health Information and Education on pages 3-8 to 3-10.
23. **Question:** **In the RFP, Section 2, III., A., 2., b. (page 2-15), Providers shall provide individuals 14 and older, on request, family planning information, education and referrals including, but not limited to abstinence as a contraceptive method. Does this apply to the clinic and/or community setting?**
Response: This applies to the clinic and community settings.

24. **Question:** **What is the percentage of the grantee funding is expected to cover the costs of providing the Community Health Education (All Providers) services.**
Response: These costs would be part of the total funds received.
25. **Question:** **Can the plans in RFP, Section 2, III., B.,7., a) and c) on page 2-31 be the same plan?**
Response: No. All proposals could reference the Action Plan (if applicable) and the needs assessment.
26. **Question:** **Does the Provider need to complete the SPO forms for items on the expenditure reports, e.g. SPO-H-206C Travel Interisland?**
Response: Yes.
27. **Question:** **Are any indirect costs allowed to be taken by University of Hawaii, and if so, is the federally negotiated rate allowable or is there a specific agency cap?**
Response: All federally funded contracts between the Department of Health and University of Hawaii have to use the Department of Health's negotiated indirect cost rate. This is stipulated on University of Hawaii's Office of Research Services website.
28. **Question:** **Are the federally negotiated indirect costs allowed and is there a maximum percentage limit that can be charged to the Title X Program?**
Response: If Applicants have a federally negotiated indirect cost rate, this is the rate used to budget for administrative cost and shall be included as a separate line item on the budget. Applicants shall submit a copy of their Federally Negotiated Indirect Cost rate with their proposals. Applicants shall submit a valid copy of the written agreement with the federal agency for the negotiated rate.
If the Applicants do not have a federally negotiated indirect cost rate, the budget may include administrative costs. However, the budget proposal shall include a cost basis report as justification for the allocation of administrative costs. This will include listing of indirect staff with corresponding salary, full time employment ("FTE"), and the percent that would be charged to all programs including the Family Planning Program. This cost basis report shall be submitted with the proposal budget.
29. **Question:** **On the Proposal Application Checklist the Federal Certifications are required. Is there a specific link for Federal Certifications?**
Response: It is located as an attachment to the RFP. It would be sufficient to submit a printout of this attachment with the provider signature on the bottom of the back page.

- 30. Question:** **In the RFP, Section 1, II. Website Reference there is not a form on the Campaign Spending Commission website. If there is a form or certification specific to government contracts, please note the form.**
- Response:** The Campaign Spending declaration will be a part of the Special Conditions in the contract and not required as part of the proposal. The website reference section is a reference for Providers.

RFP No. HTH-560-CW-010: Title X Family Planning, Reproductive Health Clinical, Community Outreach, Information, Health Education Services is amended as follows:

<i>Subsection</i>	<i>Page</i>	<i>Description of Change</i>
Section 2, Service Specifications		
III., A., 2., b., 3)	2-15	The second paragraph of this item is deleted. The following becomes the last sentence of the first paragraph: <i>“It is recommended that health education with middle schools focus on information that reinforces information such as healthy decision making, sexual health, and sexual coercion.”</i>
III. B. 7. g)	2-32	Budget form 206A for the Community Health Educator position has been added to paragraph g. The paragraph shall read as follows: <i>For a Community Health Educator position the following budget form(s) shall be submitted. SPO-H-205, 206A, 206B, 206C, 206H, 206I. All budget forms, instructions, and samples are located on the SPO website (See Section I, Administrative Overview, Paragraph II, Website Reference)</i>
Section 3, Proposal Application Instructions		
IV., A., e., b., 3)	3-9	The second paragraph of this item is deleted. The following becomes the last sentence of the first paragraph: <i>“It is recommended that health education with middle schools focus on information that reinforces information such as healthy decision making, sexual health, and sexual coercion.”</i>