

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

Addendum 1

December 18, 2015

To

Request for Proposals

**RFP No. HTH 440-17-16PFS
County Coordination for a
Substance Abuse Prevention System**

Issued December 7, 2015

December 18, 2016

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
County Coordination for a Substance Abuse Prevention System
RFP No. HTH 440-17-16PFS**

The Department of Health, Alcohol and Drug Abuse Division, Prevention Branch is issuing this addendum to RFP No. HTH 440-17-16PFS, "County Coordination for a Substance Abuse Prevention System" for the purposes of:

- Responding to questions that arose at the orientation meeting of December 10, 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:

SJoshua Phillip
808-692-7530
joshua.phillip@doh.hawaii.gov

Responses to Question Raised by Applicants
RFP NO. HTH 440-17-16PFS
County Coordination for Substance Abuse Prevention System

1. Q: What is the real goal of the RFP? Is the focus on underage drinking or building infrastructure?
A: See RFP Section 2. Service Specifications, Item C on page 2-3. The goal of the requested service is to identify, enhance and sustain a statewide substance abuse prevention system by using the SPF process to develop and implement a comprehensive substance abuse prevention system enhancement plan for each county and to support each county agency to serve as a local resource for substance abuse prevention providers in the county.
2. Q: Are counties going to use the funds for alcohol, tobacco and other drugs?
A: ADAD would need clarification on the question to answer adequately; however, Section 2.4 Scope of Work pages 2-7 to 2-11 of the RFP describes the requested services for which the funds will be used. Awarded applicants will have the opportunity to use available funding to 1) build partnerships and enhance collaborative efforts to address the substance abuse issues of the county; 2) assess substance abuse (SA) problems in the county; and 3) strengthen the capacity of the county prevention workforce to address the SA problems of the county.
3. Q: What is the funding per county?
A: See RFP Section 2. Service Specifications, 2.1. Introduction, Item F on page 2-3. While no specific amount has been identified per award, approximately \$440,000 is available annually to fund up to four awards.
4. Q: Are there any sustainability services or resources at the state level that the counties can use as a resource like the State Advisory Council (SAC)?
A: See RFP 2.4 Scope of Work, Item A. 8 on page 2-11. ADAD intends for the Applicant to ensure sustainability by building stakeholder support, showing and sharing results and obtaining steady funding for the positive outcomes of the SA prevention system in the county. (For more information on sustainability go to SAMHSA's website <http://www.samhsa.gov/>.) While the SAC has not been re-established, ADAD intends to provide resources and support to awardees through its SPF-PFS contractors as well as other contracted providers for training, prevention resources and workforce development efforts.
5. Q: Will the providers that get the awards through other ADAD issued RFP be required to participate in the counties' process?
A: See RFP Section 2.4 Scope of Work, Item A. 1 on page 2-7. ADAD intends for the Applicant to build and maintain partnerships on an ongoing basis to promote collaboration, make efficient use of county resources, and achieve county-level enhancements in the SA prevention system within the county by facilitating

networking and peer sharing opportunities amongst all SA prevention providers in the county, not just providers awarded funds from ADAD.

6. Q: Who is eligible to apply for funding through this RFP?
A: See RFP Section 2.1, A last paragraph on page 2-2. Only county government agencies are eligible to submit proposals for consideration for this particular funding opportunity.

7. 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 RFP Section 2.4 Scope of Work, Item A.2. on page 2-7. 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. Whereas, RFP No. HTH 440-17-16BG-PFS, "Community Coalitions' Implementation of the Strategic Prevention Framework and Environmental Prevention Strategies to Address Underage Drinking," Section 2.4 Scope of Work, Item A.1., on pages 2-9 to 2-11 specifies the Applicant will conduct assessment activities to inform a coalition's comprehensive strategic plan to address underage drinking in the identified community. The County SA prevention system can support the coalitions and communities within the county. Likewise coalition activities can support an enhanced county prevention system.

8. 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-440-17-16PFS "County Coordination for a Substance Abuse Prevention System" are listed in Section 2 Service specifications, 2.4 Scope of Work, Item A. pages 2-7 to 2-11 of the RFP. If awarded the Applicant shall coordinate services with other agencies, providers and resources in the county to avoid duplication of services and ensure a full array of SA prevention services in the county. Likewise, RFP HTH-440-17-16BG-PFS "Community Coalitions' Implementation of the Strategic Prevention Framework and Environmental Prevention Strategies to Address Underage Drinking" describes roles and responsibilities for the Applicant in Section 2.4 Scope of Work, A., pages 2-9 to 2-19.

9. Q: Regarding cultural competency, are there any restrictions on the use of Pule or cultural prayers?
A: See RFP Section 2.4 Scope of Work, Item A. 7 on page 2-11. The Applicant shall ensure cultural competence by being respectful and responsive to the beliefs, values, practices, cultural, and linguistic needs of diverse population groups in each of the service activities. Also see page 2 of 10 of Attachment F, Item 6 of the RFP. Federal funds cannot be used to sponsor or conduct inherently religious

activities such as worship, religious instructions or proselytization. The context and use of Pule or cultural practices must align with the federal regulations.

10. Q: Is the expectation to provide support for also emerging and new prevention providers?
A: See RFP Section 2.4 Scope of Work, Item A. 1 on page 2-7. ADAD intends for the Applicant to engage and provide support for all prevention providers, including those emerging and new providers in the county.
11. Q: Is the Evaluation Plan referenced here the one the county will come up with?
A: See RFP, Section 2.4 Scope of Work, Item 4d on page 2-10. The Applicant (i.e. County) will develop an evaluation plan as a component of the SA prevention system enhancement plan. Also see RFP, Section 2.4 Scope of Work, Item 6 on page 2-11. ADAD intends for the awardee to evaluate planned strategies and the SPF process to improve effectiveness by working with the PFS Evaluation Team to implement the evaluation plan.
9. Q: What is the allotted timeframe to complete the assessment phase?
A: See RFP Section 2. Service specifications, 2.4 Scope of Work, A. Service Activities, Item 2, on page 2-7. The assessment should be completed within three (3) months of the notice to proceed.
10. Q: In regards to evaluating planned strategies and the SPF process as mentioned on page 2-11, what will the University of Hawaii (PFS Evaluation Team) evaluate?
A: See RFP Section 2 Service specifications, 2.4 Scope of Work, A. Service Activities, pages 2-10 to 2-11. The Applicant shall work with the PFS Evaluation Team to implement the evaluation plan. The evaluation plan consists of short and long term process and outcome indicators for each enhancement strategy and an explanation of how each will be measured, including but not limited to evaluation method(s) and tool(s). The PFS Evaluation Team will provide guidance in methods and development of the tools to collect program performance measures and other program process and outcome data required by the federal funder.
11. Q: Is there a standard format for the document of aggregated data and analysis of the substance abuse problem(s) in the county that is referenced on page 2-8?
A: A standard format was not provided in the RFP. See RFP Section 2 Service Specifications, 2.4 Scope of Work, A. Service Activities, Item 2. a., on page 2-8. The State Epidemiological Outcomes Workgroup (SEOW) and ADAD's Evaluation Team may be used as resources.
12. Q: Is the State Epidemiological Outcomes Workgroup able to help with data collection?
A: See RFP Section 2.4 Scope of Work, Item A. 2. a. on page 2-8. The State Epidemiological Outcomes Workgroup (SEOW), as well as published community profiles may be used as a resource. The proposed budget and proposal description

should also demonstrate how funds will be used to comply with the required data collection.

13. Q: Should the counties collect the same data?

A: See RFP Section 2.4 Scope of Work, A.2. a., on page 2-8. The Applicant shall assess substance abuse problems in the county. Information and data gathered shall include but not be limited to disparate populations and areas of high need. Additionally, ADAD's Evaluation Team will assist counties with data collection tools.

14. Q: In regards to providing trainings as a part of capacity-building, is there an existing list of Substance Abuse Prevention Specialist Training Trainers in Hawaii?

A: Yes. Please contact ADAD's Training Coordinator, Angela Bolan, at 808-692-7540 or angela.bolan@doh.hawaii.gov for details regarding the list of trainers able to provide Substance Abuse Prevention Specialist Training.

15. Q: Is there available data by the SEOW that would help to write this proposal?

A: Yes. See RFP Section 2 Service Specifications, B. Planning activities conducted in preparation for this RFP, on pages 2-2 to 2-3. The Hawaii State Epidemiological Outcomes Workgroup provided state and county epidemiological profiles using available data related to youth and adult use of alcohol and other substance use from the past several years. To view the epidemiological profiles, see the ADAD website:
<http://health.hawaii.gov/substance-abuse/survey/hiepi-profile2014/>.

16. Q: Is there an error in the period of availability identified on page 2-3?

A: Yes. In RFP Section 2 Service specifications, F. Probable funding amounts, source, and period of availability on page 2-3, the period of availability is stated as September 30, 2016 – September 29, 2016. It should be **September 30, 2015 – September 29, 2016.**

17. Q: What will the counties' role be in collecting National Outcome Measures?

A: See RFP Section 2 Service specifications, 2.4 Scope of Work, B. Management Requirements (Minimum and/or mandatory requirements), Item 4, paragraph 4, on page 2-12. The Applicant shall assist the State in collecting NOMs. The State is responsible for collecting and reporting the NOMs to the federal funder. The Counties shall assist the State by increasing the support of participation in the Youth Risk Behavior Survey (YRBS) and other related requests by the State regarding assistance of data collection as required by SAMHSA.

18. Q: How much flexibility will there be in adjusting the approved budget, knowing that some budget line items may be changed based on findings of the assessment?

A: See RFP Section 3.5 Financial on pages 3-6 to 3-7. The proposed budget should be submitted on the specified forms as part of the proposal application. The proposed budget should align with Cost Principles and directly relate to the

- proposed services. If awarded, providers will submit, for approval, a budget for the contract amount within fifteen (15) days of the contract execution date. Budget revision requests may be submitted for approval during the contract period.
19. Q: Does disclosure regarding pending litigation apply to the Department or program office?
A: See RFP Section 3.6 Other on page 3-7. County governments are not required to disclose or explain any pending litigation.
20. Q: Can the State provide budget forms, referenced on page 3-7, as word documents?
A: See RFP Section 3 Proposal Application Instructions, 3.5 Financial, A. Pricing Structure, on page 3-7. All budget forms, instructions and samples are located on the State Procurement Office website: <http://spo.hawaii.gov>. Click on the “Forms” tab.
21. Q: Regarding Management Requirements in Section 5, do all materials that will be disseminated need to be submitted to ADAD for review?
A: Yes. See RFP Section 5 Attachments, Attachment “D”, Item 2. f., page 2 of 3. Applicants are required to obtain prior approval from ADAD for all media and messages intended for public distribution, including but not limited to radio, TV, theater, PowerPoint, video, posters, newsletters, banners, newspaper ads, public service announcements, flyers, and fact sheets.
24. Q: Will the State Advisory Council (SAC) funding be provided by ADAD or do we need to put in the county budget?
A: The current RFP is not requesting services related to a state advisory council. For budget planning purposes, the Applicant should note Section 2.4 Scope of Work, Item 1.d on page 2-7 of the RFP does request that the Applicant participate in various boards, initiatives, and councils.
25. Q: Did ADAD look at other states as reference for the RFP and their success?
A: Yes, as part of the planning activity for this RFP, ADAD consulted with the Center for Substance Abuse Prevention (CSAP) and the National Prevention Network (NPN) and looked at RFPs and plans from several other states including: Nevada, Alaska, Colorado, West Virginia and Minnesota.
26. Q: Will the state pay for TOTs and SAPST training?
A: RFP Section 2.4 Scope of Work, Item 3 on page 2-9 refers to prevention workforce capacity. The applicant will attend training and be provided technical assistance as well as conduct and provide training and technical assistance. The awardees will have the assistance of ADAD and other resources in providing opportunities for training and training of trainers. The proposed budget should reflect the costs of services proposed.

