

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

Addendum 2

January 5, 2016

To

Request for Proposals

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

Issued December 7, 2015

January 5, 2016

ADDENDUM NO. 2

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 subsequently submitted prior to due date.
- 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
Addendum No. 2

RFP NO. HTH 440-17-16PFS
County Coordination for Substance Abuse Prevention System
January 5, 2016

1. Q: Can we use grant funds to pay for salary of existing county staff? If no, may we backfill the existing position?

A: See General Requirements 2.3, A, page 2-5. Under Cost Principles and Audit Requirements for Federal Awards, 45 CFR Part 75, the salary of an existing full time employee is an allowable cost to PFS during the contract period. PFS funds cannot pay for the salary of someone who is not doing PFS work. Once the contract is executed, PFS funds should be used to accomplish only PFS activities, including salary for people doing PFS work. The costs for services or goods purchased prior to contract execution date (or Notice to Proceed) are not reimbursable.

2. Q: May we budget for food (meals/snacks) if they are an integral part of trainings/events?

A: See General Requirements 2.3, A, page 2-5. Cost Principles and Audit Requirements for Federal Awards, 45 CFR Part 75 state that costs for meals and refreshments paid by the non-Federal entity for meetings, workshops and/or events are allowable. However, the food must be an integral part of the program or the activity occurs over a meal time and it is necessary for the program to provide sustenance. The host or sponsoring agency must therefore exercise discretion and judgment in ensuring that such costs are appropriate, necessary and managed in a manner that minimizes costs to the Federal award.

3. Q: Is there a cap for trainers' fees?

A: The Applicant shall plan substance abuse prevention trainings and determine the amount of funds to be spent for them, including trainers' fees. The Applicant shall assure that consultants and trainers are qualified. See Attachment D. Management Requirements.

4. Q: Second page of Section 5 of the RFP - Proposal Application, Table of Contents Towards bottom of page in 7.0 section, item B - Financial Audit for fiscal year ended June 30, 1996. We are assuming that the year is incorrect. If we provide the last completed audit is that sufficient?

A: See section 3.5 Financial, item B.1. on page 3.7. The Attachment referred to is provided in the RFP templates as a sample Table of Contents. The Applicant must

attach the latest single audit report and audit financial statement as part of the application.

5. Q: Attachment "D". SPO-H Management Requirements. 1e. Key staff should have or pursue CPS, CSAC. Supervisor should have same or one BA, MA and 1 year experience in SA prevention or treatment. Is this required of HTH 440-17-16PFS?

A: To improve the prevention workforce and prevention system, ADAD intends for funded program staff to have or gain skills and credentials in order to provide effective training and technical assistance and coordinate services to all providers in the county.

6. Q: Page 2-3 states that \$440,000 is available annually for three years and four awards (one award per county). Hawaii County's request will total \$330,000. Does this amount have to be divided equally for each year of funding? If yes, if there is unused funds in year 1, can these funds be rolled over to year 2?

A: The periods of availability are determined by the grant award notice. Any carry over option is at the discretion and approval of Substance Abuse Mental Health Services Administration (SAMHSA) and unknown at this time.

7. Q: Page 2-3 states that the goal of the 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." To realize this goal, service activities identified are" (1) build and maintain partnerships, (2) conduct and assessment, (3) build capacity and (4) develop a plan." Other areas of the RFP reference provision of intervention services. We want to clarify and confirm that HTH 440-17-16PFS does not require provision of intervention services.

A: The service activities to be funded are identified in section 2.4 of the RFP. The Applicants are not intended to provide direct substance abuse prevention intervention services with these funds at this time.