



BOSTON PUBLIC HEALTH COMMISSION

ADDENDUM #1 RFP: 15-007 – NEW PATHWAYS FOR FATHERS AND FAMILIES EVALUATION PROPOSAL

JUNE 22, 2015

A. This Addendum shall be considered part of the bid documents for the above mentioned services as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Addendum shall govern and take precedence.

B. Bidders are hereby notified that they shall make any necessary adjustments in their pricing as a result of this addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

C. Please include a signed copy of the last page of this addendum with your bid submittal. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

QUESTIONS FROM POTENTIAL BIDDERS

1. Can you please clarify whether the \$100,000 yearly budget cap is inclusive of indirect costs?

Yes, the \$100,000 is inclusive of indirect costs.

2. Could BPHC provide guidance regarding

- a. how many fathers they expect to serve in the program?

We anticipate serving 200 men a year and you should respond with that figure in mind. It is possible that the number will be modified as the program is designed or implemented

- b. length of time they expect fathers to be in the program?

This Grant will support services for 200 fathers per year, we anticipate fathers will receive intensive case management for 6mos-1yr years. Those in the housing and employment components will receive 2 years, after which all will receive post-participation follow-up at a frequency not yet determined.

3. The ACF guidance suggests several different types of possible program designs (quasi-experimental with control group; RCT; pre and posttest) and several evaluation designs (descriptive, impact). Has BPHC decided on the program design and/or preferred type of evaluation? Is this something that will be discussed with the selected evaluation team?

The evaluation will be a pre and post with no comparison group, but will address outcomes as well as process.

4. Please confirm that the budget and budget narrative are not included in the 10 page limit for the proposal narrative.

No, the budget and budget narrative is not included in the 10 page Proposal Narrative Section.

5. Regarding the notification of award, on page 11 of the RFP, it states that “BPHC will notify applicants by June 55, 2015.” Please confirm that the award date should read “June 25, 2015.”

Yes, BPHC will notify applicants by June,25, 2015.

6. Regarding the responses to questions, page 1 of the RFP notes that responses “will be distributed in an addendum and posted online at www.bhpc.org by 5:00PM.” Is it possible for BPHC to instead post the responses by noon on Monday, June 22, to allow for more time for the responses to be incorporated into the proposal?

Responses to questions will be distributed in an addendum and posted online at www.bphc.org as soon as they are available.

7. Are figures, graphics, and tables required to be double spaced and 12 point font or larger?

No, figures, graphics and tables do not required to be 12 point or larger.

8. If the offeror includes a cover page and table of contents, will these pages be included in the 10 page count for the narrative?

No, if the applicant would like to include a cover page and table of contents it will be exempt from the 10 limit, it will not however have an impact on the scoring.

9. Will BPHC accept supporting figures or attachments (like an organization chart) as appendices to the proposal narrative not included in the page count?

No, this information should be described in the proposal narrative.

10. Given that contract services are expected to be performed approximately from September 30, 2015-September 29, 2020 (pg 5), could BPHC provide more details on the pre-award evaluator responsibilities outlined on page 8, including the anticipated timeline for completing these responsibilities and the expected level of effort for this work?

The evaluator will assist BPHC with the development of the evaluation section of the proposal. This would be expected to be completed by July 3, 2015

11. In order for offerors to better understand expectations and requirements for the evaluation design, does BPHC plan to continue to provide services under the existing Father Friendly Initiative in addition to the services (newly) funded by the New Pathways for Fathers and Families grant?

Yes, the Father Friendly Initiative will continue to provide services.

12. In order for offerors to better understand expectations and requirements for evaluation design by ACF, will BPHC share the funding level they are requesting as applicants to the New Pathways for Fathers and Families grant?

BPHC will be submitting for around \$900,000

13. Based on the description of evaluator responsibilities, it is our understanding that the offeror is not responsible for hiring, training, or supervising case management staff to use required assessment tools and collect data. Please clarify if this interpretation is incorrect.

Yes, that is correct. BPHC is responsible for all hiring, training and supervision of the case management staff.

14. Does BPHC currently use a case management database or other system to track FFI participants? If so, can this system be augmented by offerors to collect additional measures?

Yes, FFI uses a case management database. This grant will require that we obtain and maintain data in the Management Information System (MIS) developed by ACF.

15. In order for offerors to better understand expectations and requirements for the evaluation tasks, how many presentations and research papers are anticipated to be developed as part of this project?

That information is undetermined.

16. The solicitation states funding is contingent on ACF awarding BPHC the grant (pg 10). Does this mean that offerors will be awarded a no-fee grant?

We are not sure what you mean by “no-fee grant”, if selected you would be considered to be a part of the grant. There is no funding available until the grant is awarded.

17. What level of detail is required in the submitted budget? Does BPHC want to see loaded labor rates and hours only or shall offerors breakout the labor by rates, indirects, etc.?

Provide enough detail to describe who will be working on this and for how long. Describe your overall ability to complete, the level of detail is up to you. Scoring is not based on the budget.

18. Should the offeror's budget include travel expenses for the local evaluator to attend the ACF entrance conference, biennial meetings in Washington, DC, regional roundtables, or any other grantee events?

No, BPHC will budget for these expenses

19. In preparing a proposal for you, I would appreciate learning more about what kind of evaluation you are interested in conducting for this work.

The evaluation will be a pre and post with no comparison group, but will address outcomes as well as process.

**END OF ADDENDUM #1 RFP: 15-007 – NEW PATHWAYS FOR FATHERS AND FAMILIES
EVALUATION PROPOSAL**

***Original RFP documents can be found by clicking
here www.bphc.org/workingwithus/rfps-and-bids/Pages/RFPs-and-Bids.aspx**

The undersigned Bidder hereby acknowledges receipt of the following Addendum.

Acknowledged for: _____
(Name of Company)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____