

**Request for Proposal ACFS 23-008**

**Community Adolescent Pregnancy Prevention (CAPP) Program**

**March 14, 2022 – Respondent Questions and Agency Responses:**

This document includes all questions that have been received by the Agency in accordance with the Request for Proposal (RFP) section 2.7, *Questions, Request for Clarification, and Suggested Changes.* The Agency response to these questions has also been provided.

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| **Question** | | **Agency Response** | **RFP Section / Page(s)** |
| 1. | Can Carroll County be included in the application as match dollars? Should Carroll County be included in the excel sheet with a detail description of in-kind match in the narrative? | Carroll County is not awarded funds under this RFP. Services provided in Carroll County cannot be funded by CAPP. Services in Carroll County or other counties not receiving funding in this RFP could be counted as Match dollars if funds are provided from an outside provider.  Carroll County Match services could be added to the excel sheet descriptions if desired. |  |
| 2. | Do the questions and answers addressed in the previous application apply to this application? | All but #35 of the bidder questions and Agency responses from the previous RFP, #ACFS 23-001, are applicable and have been incorporated into this document beginning on Page 2. |  |

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| 1. | Since there is not a curriculum list provided for Activity 5, can we tailor the education based on the needs of the adolescents by pulling content from multiple evidence-based curriculum or do we need to use a specific single curriculum? | Per RFP 1.3.1.1 Optional Activities, Activity 5, page 14. Correct, no specific single curriculum is listed. *“The Contractor shall provide a minimum of two Projects utilizing Evidence-Informed, Evidence-Based, Promising Practices curriculum.”* | Activity 5, Deliverable A, Page. 18 |
| 2. | In Activity 3 are deliverables distinguished between youth and adults? | Per RFP 1.3.1.1 Activity A, Deliverable A page 13, use of curricula from Lists A or B designed for Adolescents. Deliverable B does not identify an age group. | Activity 3, Deliverable A & B, Page 13 |
| 3. | For a county only listed to receive optional funding for Expectant and Parenting programing, are they required to provide Activities 1-3? | No, the county (Marion) is only funded to receive optional Expectant and Parenting money. Only services and deliverables outlined in the RFP for Expectant and Parenting optional funding are required. | Attachment P: Funding Distribution by County |
| 4. | Community Coalition Building and Enhancement, states that “*The Contractor shall participate in a broad-based community Coalition that includes a focus on Adolescent pregnancy prevention (whether the focus is singular or part of another broader community coalition).”* Can this be an existing Coalition that includes CAPP as part of its focus or must a Coalition be formed solely for CAPP work? | Yes, the Contractor may participate in an existing Coalition. | Section 1.3.1.1, Page 11 |
| 5. | Can MOU’s, Letters of Support, and Coalition Charter Membership Rosters that are submitted be scanned documents or must they include original (wet) signatures? | See First Amendment of the Request for Proposal ACFS 23-001 on the Bid Opportunities Website.  Per the amended RFP, Section 3.1, Bid Proposal Formatting, the original hard copy must contain original (wet) signatures and/or certified digital signatures.  While some bidders may be able to obtain “wet” signatures for all requested documents, some bidders may need to obtain a “wet” signature for certain documents and certified digital signatures for the remaining documents.  Coalition Charter Membership Rosters are not included with the bid proposal submission. | Section 3.1, Bid Proposal Formatting, Page 24 and Section 3.21 Contents and Organization of Technical Proposal, Page 26 |
| 6. | Regarding Activity 3 Deliverable A if there is more than 5 presentations done in a service area will the cost of the sequential presentations be allowed to be counted as In-kind or Matching funds? | Yes, Matching funds would be allowable. | Section 1.3.1.1 Activity 3, Deliverable A, Page 13 |
| 7. | Is there any other Activities that have a maximum number of implementations? | No, maximum number of Implementation are included in the RFP. |  |
| 8. | What are considered allowable incentives to clients for program participation? | Incentives and all expenditures shall meet the funding guidance as reasonable, allowable, allocable.  Per RFP Section 3.3 Cost Proposal/Budget, Indirect Costs Limit, Page 29, Information on Allowable Costs, Cost Principles, Cost Allocation, and other relevant items can be located here:  <https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75>. | Section 1.1.3, c. 1, Page 7 |
| 9. | Can more than one of the curriculum be implemented? Or only one selected from each list A and list B? | Yes. Per RFP Section 1.3.1.2 Comprehensive Adolescent Pregnancy Prevention Programs, Activity 1, Deliverable: In year one (July 1, 2022 – June 30, 2023), the Contractor shall deliver at least one full Implementation from a curriculum from List A in the Service Area. In years two, three, and four (FY23 – FY26) the Contractor shall deliver at least two full implementations within each County in the Service Area each year with the exception of Teen Outreach Project. Contractors providing Teen Outreach Project shall deliver one full Implementation in each county in the Service Area each year.  Activity 2, Deliverable: In years one, two, three, and four (FY23 – FY 26) the Contractor shall deliver at least three full Implementations of a curriculum from List B within the Service Area each year. | Activities 1 & 2 Curriculum, Pages 12-13 |
| 10. | Activity 2 Shall deliver three full implementations. Does this mean three different grade levels or can it be one grade with multiple classes of students?  For example, grade 6 has 150 students divided into 6 different classes. There would be 6 full implementations of the curriculum implemented to the same grade. | Per RFP Section 1.2 Definitions Specific to this RFP, ***“Implementation”*** means one full curriculum provided to one class/group starting with module 1 and ending with the final module. For instance, if you have three different classes/groups all receiving a full series of 8 modules from a single curriculum, you have three Implementations. | Section 1.3.1.2 Activity 2, Pages 12 & 13 |
| 11. | If a county is only listed for allocation for pregnant & parenting, is the grantee required to provide Activities 1-2 in this county? | See answer to question number 3. | Attachment P |
| 12. | Is it allowable to scan original signature documents, MOUs, letters of support as long as they are in pdf format? If not, what is the allowable way to copy these items? | Yes, original signature documents may be scanned and incorporated into the PDF version of the bid proposal. The remaining documents shall be text-based and not scanned image(s) and shall be searchable and not password protected or contain restrictions that prevent copying, saving, highlighting, or printing of the contents. | USB Flash Drive: Files shall be text-based and not scanned images, Page 24 |
| 13. | Does this mean that funding through the CAPP contract cannot be used to provide more than five topical presentations in each county? | See answer to question number 6. | Activity 3: Deliverable A-reference to “no more than five presentations, workshops, or topical programs, as described in each county in the Service Area”, Page 13 |
| 14. | If a school requests a topical presentation on STDs for 3 classes of 9th grade and 3 classes of 10th grade, do we have to tell the school we can only provide the presentation to 5 of the 6 classes, OR does each grade section count as a presentation meaning 9th grade at this school would be counted as 1 topical program and 10th grade at this school would be counted as 1 topical program even if they were conducted over several sessions? | See answer to question number 6. | Page 13, Activity 3: Deliverable A-reference to “no more than five presentations, workshops, or topical programs, as described in each county in the Service Area”. |
| 15. | Is dissemination of information via social media (Facebook, Instagram, TikTok, Twitter) acceptable here if views, shares, interactions are able to be tracked/reported? | Yes, Activity 3, Deliverable B, may include distribution of information including social media analytics. | Activity 3: Deliverable B-references “development and distribution of informational material” Performance Measure 2 references “complete community outreach to each county in the Service Area and with at least 80% of the projected participants”, Pages 13 & 14 |
| 16. | If a bidder’s organization utilizes auto-encryption technology on all electronic devices whenever a device such as a USB flash drive is inserted into the device thus causing the flash drive to be password protected, will the department accept submission of the USB flash drive along with the device password? | Yes. |  |
| 17. | Is there a required minimum # of unduplicated students for the pregnant and parenting projects or socializations? | No. | Activity 5, Page 14 |
| 18. | Our potential subcontractor for pregnant and parenting services is a faith-based organization, can faith-based messaging be incorporated into the curriculum lessons? | No, curriculum lessons should adhere to the fidelity and objectives of the curriculum publishers. Adaptations to the curriculum should be reviewed by the Program Administrator and curriculum designers. Iowa Administrative Chapter 441-163, Pages 6 &7 speaks to including or providing programming to faith communities. | Activity 5, Page 14: |
| 19. | Are potential contractors able to include Sexually Transmitted Diseases (STDs)/HIV risk reduction methods that are part of our evidence based curriculum/programming? | Yes. | “RFP Purpose”, It is stated that the RFP seeks to secure Contractors that will work to reduce the rates of Adolescent pregnancy and Adolescent childbearing in Iowa communities by implementing Evidence-Based, Comprehensive Adolescent Pregnancy Prevention strategies to youth in Iowa…”, Page 4 |
| 20. | What criteria will Agency use to determine whether a contractor is eligible for an additional term? | See RFP Section 1.3.1.3 Additional Project Administration and Reporting Deliverables, Deliverable D, Pages 15 & 16. | “Duration of Contract”: It is stated that there will be an initial one-year contract term with the ability to extend for up to 3 additional one year terms, Page 4. |
| 21. | Is it allowable for each implementation to be the same curriculum, but provided at two different locations/classrooms? | Yes. | Activity 1, List A of the RFP includes a list of four evidence based/informed curriculum and states that the Contractor shall deliver at least 2 full implementations within each County in the Service area in years 2-4, Page 4. |
| 22. | 1. Clarifying that there is not an option in this RFP to provide evidence based curricula to youth in out of home placement?  2. Can we incorporate these out of home placement locations into Activities 1-3?  3. Will you provide a list of what you define as Residential out of home placement settings that are appropriate for this funding? | 1. This is outside the scope of this RFP.  2. Yes.  3. This is outside the scope of this RFP. | Page 13 |
| 23. | What are the parameters of this requirement? What type of information/resources can we provide? What means of providing this information is recommended/required? | See restrictions on Attachment O: Letter of Attestation. Means of providing information shall be based on best practice and individual needs. | Activity 4 states ALL contractors provide at a minimum resource and referral information to pregnant and parenting teens, Page 14 |
| 24. | In order for applicants to meet the requirement under Activity 5, we must provide BOTH Deliverable A & B? Is it allowable for one teen parenting program to provide both deliverables? For example, the same teen parent program is allowed to provide both 8 sessions and 2 educational socializations? | Yes, per RFP Section 1.3.1.2 Optional Activities 5, the Bidder is responsible to complete both Deliverables A and B. | Page 14 |
| 25. | If a bidder selects Activity 6 as an option to offer home visiting can they contract with their local home visiting entity such as Head Start or Hopes to meet the expectations of this requirement? | Yes, Subcontractors are able to provide this service. See Attachment C-Subcontractor Disclosure Form(s): If applicable. | Page 15 |
| 26. | What type of proposal binding is acceptable? | Bid proposals must be bound in a way to ensure no loose pages. This may include, but is not limited to:   * Spiral bound, * Bound together in a 3-ring binder, * Bound together in a folder, * Bound together by a binder clip | 3.1 Bid Proposal Formatting, Page 24 |
| 27. | #7. States that the # of school agreement letters/MOUs is dependent upon the number of schools, districts, agencies, out of home providers Bidder is proposing to serve.   1. Are we required by January 10th to have a letter of support from schools where we are proposing to provide an evidence based curriculum for Year 2 in every school and in every county that we are implementing the curriculum? 2. Are MOUs required to be provided with the teen parenting support program in our service area? 3. Are email signatures sufficient in an MOU signature? | A: No, Year 2 School Agreement is not part of this bid proposal submission.  B: MOUs are not required for Activity 5 & Activity 6.  C: See answer to question #5. | Section 3.2 Contents and Organization of Technical Proposal, Page 26 |
| 28. | Does each county in a Bidder’s service area need to have a representative on our coalition? | See RFP Section 1.3.1.1. Community Coalition Building and Enhancement, Pages 11 & 12. | “Coalition/Service Area Guidance”, Page 26 |
| 29. | What are next steps if submitted grants don’t total $1.5 Million available to fund or applications are not received for all Iowa counties?   Will there be an opportunity for additional funds? | The Agency will determine the use of unspent funds.  See Iowa Code: Human Services [441] Chapter 163.6 (234) Project contracts. *“Those projects expecting to spend more than 10% less than their granted amount shall free the excess for the purpose of providing supplemental funding to those grantees who wish to apply.”* | “Available Funding”, Page 27 |
| 30. | Please identify what constitutes as indirect costs for this RFP. | Per RFP Section 1.2 Definitions Specific to this RFP, Page 10, ***“Indirect (Facilities and Administration or F&A) Costs”*** means costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of Indirect expenses to the cost objectives served, it may be necessary to establish several pools of Indirect (F & A) Costs. Indirect (F&A) Cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived (45 CFR Part 75.2). TANF rules place a cap of 15% on Indirect Costs to states. The 15 % includes both Contractor and Sub-Contractor.  Also per RFP Section 3.3 Cost Proposal/Budget, Indirect Costs Limit, Page 29, Information on Allowable Costs, Cost Principles, Cost Allocation, and other relevant items can be located here:  <https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75>. | “Indirect Cost Limit”, Page 29 |
| 31. | If an agency exceeds the 5% match requirement do you want to see our total match? | It is up to the Bidders’ discretion. | Content and Format states that a 5% match will be required, Page 29 |
| 32. | Who makes up the evaluation committee for this RFP? How many individuals make up the evaluation committee? | The Issuing Officer convenes the evaluation committee that may consist of between 3 to 7 individuals. | Section 4.2 Evaluation Committee, Page 29 |
| 33. | Does this form need to be completed by only subcontractor’s that the bidder exchanges money with? | Yes, any Subcontractor receiving payment for services shall complete Attachment C: Subcontractor Disclosure Form. | Attachment C: Subcontractor Disclosure Form, Page 36. |
| 34. | Please consider eliminating the “no more than five presentations, workshops, or topical programs, as described in each county in the Service Area language in Deliverable A of Activity 3 based on the following:   * Limiting topical presentations to five per county will decrease the overall number of schools, classes, and adolescent individuals that receive this valuable information. * Many schools will not commit to programming to fidelity through curriculum in Activities 1 or 2 for a variety of reasons. We do not believe that limiting topical presentations to 5 per county will encourage (or force) schools to choose programming implementations to fidelity from Activity 1 or 2. Rather, we believe doing so will increase the number of schools that **are not** receiving **any** CAPP programming. * Topical presentations are an effective way to introduce CAPP programming in a school system and build new relationships with new teaching staff, administrative staff, parents, and students. We believe these presentations can and do lead to increased engagement with our services and agreement to participate in full implementations of curriculum offered through Activity 1 or 2. | At this time, the Agency does not intend to change the scope of work. | **Suggested Changes:**  Activity 3: Deliverable A, Page 13, reference to “no more than five presentations, workshops, or topical programs, as described in each county in the Service Area”. |
| ~~35.~~ | * ~~1. The RFP process requires internal and external collaboration and active engagement from many parties including subcontractors, school faculty and administrators, coalition groups, supporting agencies, and fiscal officers to name a few. As a bidder we have limited control over some of these required parties and recognize that our needs for this process are a small piece of their daily tasks. If we desire to maintain strong relationships with our partners, we need to give them adequate time to review requests, collect information necessary, and provide meaningful and accurate response.~~   ~~2. The bid proposal was released on 11/5/2021. Our Educator already had programming scheduled to carry out current CAPP contract requirements prior to the release of this proposal. With the Holidays approaching we fear we may be forced to reschedule previously scheduled programming to allow time for preparation of this RFP. With the knowledge of agency holidays and previously scheduled time-off in place between 12/23-1/2 this eliminates a full week to prep the RFP.~~  ~~3. Since mail systems are often unreliable and untimely, the requirement to submit the RFP via mail technically moves the date for completion to 1/4/2022 at the latest.~~  ~~4. Agency responses to these questions being submitted are not due to be issued until 12/13/2021, which plays into the ability to be working on certain sections of the RFP if a bidder is waiting on clarification through this process.~~ | ~~At this time, the Agency does not intend to change the timeline.~~ | **~~Suggested Changes:~~**  ~~Please consider extending the date for submission of the bid proposal.~~ |