

**Request for Proposal ACFS 20-004
Community Adolescent Pregnancy Prevention (CAPP) Program Local Service Project Contracts**

February 18, 2019 – Respondent Questions and Agency Responses:

This document includes all questions that were received in writing by the Agency between 1:01 p.m. on January 22, 2019 and 1:00 p.m. on February 12, 2019, and submitted in accordance with the terms outlined in RFP section 2.7, *Questions, Requests for Clarification, and Suggested Changes*. “*Bidders who have provided their intent to bid on the RFP are invited to submit written questions, requests for clarifications, and/or suggestions for changes to the specifications of this RFP (hereafter “Questions”) ...*” “*... Bidders shall address any perceived ambiguity regarding this RFP through the question and answer process.*”

| Bidder’s Written Questions – Round 2 | | | |
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| | Question | Agency Response | RFP Section / Page(s) |
| 1. | Union High School is geographically located in La Porte City in Black Hawk County but serves students from Tama County. Can we consider Union High School under Tama County services? | See ACFS 20-004 Bidder Questions and Agency Responses Round 1, Table 2, Question # 10, 11, and 74 | Section 1.2 <i>Definitions Specific to this RFP</i> , Pg.10 Attachment P, Funding Distribution by County |
| 2. | The most recent amendment clarifies that out of home care is defined as those facilities that receive child welfare funds. Youth in juvenile detention and those with substance abuse and behavioral issues also have higher risk factors for teen and unintended pregnancy. Would DHS consider including adolescents in these facilities under this requirement? | For the purposes of the RFP additional funding for Residential Out-of-Home Placement facilities is limited to those facilities that currently provide child welfare services. Bidders may propose to serve Adolescents in other alternative placement settings juvenile detention centers, mental health institutions, etc. under other Activities (1-4) within the RFP Scope of Work Section 1.3.1.1 | Section 1.2, <i>General Definitions, Definitions Specific to this RFP</i> , Pg. 10, |
| 3. | The link provided on the Foster Group Care Services bed distribution map does not include Northeast Iowa Detention Center, | For the purposes of the RFP additional funding for Residential Out-of-Home Placement facilities is limited to those facilities that currently provide child welfare | Section 1.2, <i>General Definitions, Definitions Specific to this RFP</i> , Pg. |

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| | Shelter at Mental Health Institute, or the Mental Health Institute. Would you consider including these three entities to receive funds under out of home placed youth? | services. Bidders may propose to serve Adolescents in other alternative placement settings juvenile detention centers, mental health institutions, etc. under other Activities (1-4) within the RFP Scope of Work Section 1.3.1.2 | 10, |
| 4. | Does one full implementation of the Love Notes curriculum meet the deliverable for Activity 1 and Activity 2? | See ACFS 20-004 Bidder Questions and Agency Responses Round 1, Table 1, Question # 2 | Section 1.3.1.2, <i>Comprehensive Adolescent Pregnancy Prevention Programs, Activities 1 and 2, Pg. 11-12</i> |
| 5. | How are transient students counted for fidelity, especially in Out-of-Home placement since they are often discharged from the residential facility before programming has ended? | Per the RFP Section 1.2 RFP General Definitions, “Fidelity” means the extent to which delivery of an intervention adheres to the protocol or program model originally developed.” Per the RFP Section 1.3.1.2 Comprehensive Adolescent Pregnancy Prevention Programs, Activity 6, - Deliverable (Required for Out-of-Home Placement funding): <i>“To receive the Residential Out-of-Home funding allocation, in addition to services that meet Activities 1 through 4 to other populations, the Contractor shall provide no less than two activities to Adolescents in an Out-of-Home placement facility/ies in their Service Area where an MOU or agency agreement is in place each year of the Contract.”</i> It is the Bidder’s responsibility to determine which proposed services meet each Deliverable. | Section 1.3.1.2, <i>Comprehensive Adolescent Pregnancy Prevention Programs, Pg. 11 - 14</i> |
| 6. | What is the allowed age range for presentations and workshops? Would college presentations be allowed? | Per the RFP, 1.3.1.2 Comprehensive Adolescent Pregnancy Prevention Programs, <i>“The Contractor shall provide Comprehensive Adolescent Pregnancy Prevention services to Adolescents, parents/caregivers of Adolescents, youth-serving adults, and/or community Stakeholders that prioritize Evidence-Based and</i> | Section 1.3.1.2, <i>Comprehensive Adolescent Pregnancy Prevention Programs, Pg. 11 - 14</i> |

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| | | <p><i>Evidence-Informed curricula implemented with Fidelity.”</i></p> <p>Per the RFP Section 1.2 <i>RFP General Definitions</i>. “Adolescent” means a person under 18 years of age or a person 18 years of age or older who is attending an accredited high school or pursuing a course of study that will lead to a high school diploma or its equivalent.</p> <p>It is the Bidder’s responsibility to determine which proposed services meet each Deliverable.</p> | |
| 7. | What is the expected protocol if a curriculum lesson cannot be delivered (weather, sick etc.) will that effect fidelity? | Protocols and/or guidance will be developed by the Program Evaluator and the Program Administrator and provided to Contractors by July 1, 2019 (per RFP Section 1.3.1.3, Deliverable D). | Section 1.3.1.2, <i>Comprehensive Adolescent Pregnancy Prevention Programs</i> , Pg. 11 - 14 |
| 8. | If FLASH and Love Notes are offered in separate classes at the same school and a student attends both groups, can the student be counted twice since it is a different curriculum? | Yes, Participants shall be counted once for each activity (i.e., Deliverable) they participate in. In the example provided, Love Notes could meet either Activity 1 or 2 and FLASH could be provided under Activity 3 or 4. Contractors shall count the unduplicated youth per Activity . | Section 1.3.1.2, <i>Comprehensive Adolescent Pregnancy Prevention Programs</i> , Pg. 11 - 14 |
| 9. | Our group is requesting additional information on any specific programming or curricula requirements for Comprehensive Pregnant and Parenting Adolescent Services. | See the RFP Section 1.3.1.2, <i>Community Adolescent Pregnancy Prevention Programs, Activity 5, - Pregnant and Parenting Adolescent Services</i> . It is the Bidder’s responsibility to research best practices and appropriate approaches to provide Pregnant and Parenting support services with respect to the needs of the proposed Service Area. | Section 1.3.1.2, <i>Comprehensive Adolescent Pregnancy Prevention Programs, Activity 5, - Pregnant and Parenting Adolescent Services</i> , Pg. 13 |
| 10. | If our residential out-of-home location is requesting a summer implementation (June-August) which would be implemented beyond the end of the grant year, is this an approved implementation? How would this effect funding? | Full implementations, for the purposes of projecting service outputs, shall be counted in the State Fiscal Year (SFY) in which the implementation is complete, even if they commence in the prior SFY. See the RFP, Section 1.3.1.3 <i>Additional Project Administration and Reporting Deliverables</i> . | Section 1.3.1.2, <i>Comprehensive Adolescent Pregnancy Prevention Programs, Activity 6 – Out-of-Home Placement (Optional)</i> Pg. 14 |

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| 11. | Are there a minimum number of classes attended to qualify as a participant to meet the 80% projected participant goal? | <p>No, there is not a minimum number of classes an individual Participant needs to attend to be counted towards the projected Participant goals.</p> <p>It is the Bidder's responsibility to determine the number of projected Participants based on their knowledge of Service Area needs and projected budget.</p> | Section 1.3.1.2, <i>Comprehensive Adolescent Pregnancy Prevention Programs, Performance Measures for Comprehensive Adolescent Pregnancy Prevention Programming Pg. 14</i> |
| 12. | Is there CAPP specific pre and post surveys for each curriculum? | <p>The Program Evaluator along with curriculum developers determine the pre and post-tests (surveys) for the materials.</p> <p>See the RFP Section, 1.3.1.3 <i>Additional Project Administration and Reporting Deliverables, Deliverable D</i></p> | Section 1.3.1.3, <i>Additional Project Administration and Reporting Deliverables, Deliverable D Pg. 15</i> |
| 13. | There was mention of a Love Notes training provided by CAPP in the bidder's conference, are there date or location details available for this training? | <p>Training is scheduled for February 26 & 27, 2019.</p> <p>This session is now closed and at full capacity. The Agency provided this training to support current SFY 2019 programming (i.e., outside of the scope of this RFP). The Agency and Program Administrator will determine further training and technical assistance needs following this procurement.</p> | |
| 14. | Can the maximum 20-page requirement be expanded to more pages to accommodate bidder's serving a higher number of counties? | <p>Per the RFP Section 3.1, Bid Proposal Formatting, Page Limit, <i>"The CAPP Project Proposal form (Attachment H) is limited to 20 pages (with the exception of the final page which includes a list of Coalition members). CAPP Budget form (Attachment I), and all other RFP Forms and Attachments will not count toward the page limit."</i></p> <p>Per the RFP, Section 1.2, RFP General Definitions, Definitions Specific to this RFP, Service Area, "... Bidders may submit multiple Bid Proposals representing different Service Areas..."</p> | Section 3.1, <i>Bid Proposal Formatting, Page Limit Pg. 23-24</i> Attachment H: CAPP Project Proposal Form |

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| 15. | Notice of Intent to Bid has 76 out of 99 Iowa Counties accounted for in proposed service areas. How will funds be re-distributed if not all 99 counties are accounted for? | <p>Per the RFP, Available Funding, <i>“The amount anticipated for local service Projects awarded under this RFP is approximately \$1.55 million per SFY. “Per RFP Section 3.3 Cost Proposal, “This represents 43% or \$665,000 over the estimated \$1,550,000 that will be available. It is anticipated that not all counties will submit a Bid Proposal and/or that not all maximum funding amounts will be requested or awarded.”</i></p> <p>The Agency anticipates that all funds will be allocated as a result of this RFP. In the event that this does not occur the Agency will develop a plan to allocate any unspent funds following the execution of contracts resulting from this RFP.</p> | RFP Section 3.3, <i>Cost Proposal</i> Pg. 26-29 |
| 16. | Can Bidders have a copy of the scoring tool the DHS CAPP Grant Review Committee members will be using to score applications? | See RFP Section 4.3, Proposal Scoring and Evaluation Criteria, Technical Proposal Components Table. | RFP Section 4.3, <i>Proposal Scoring and Evaluation Criteria</i> , Pg.29-30 |
| 17. | Please clarify the technical vs. the cost proposals. Is the cost proposal solely Attachment I and incorporated within the technical proposal or are they separate documents? | <p>The cost proposal consists of Attachment I: CAPP Projected Service Delivery & Budget Form.</p> <p>Per the RFP, Section 4.3 Proposal Scoring and Evaluation Criteria, as shown in the Technical Proposal Components Table, the cost proposal form will be evaluated as part of the technical proposal components.</p> | RFP Section 4.3, <i>Proposal Scoring and Evaluation Criteria</i> , Pg. 29-30 |
| 18. | Could there potentially be awards to multiple agencies covering the same county but reaching different youth? | <p>Per the RFP, Section 4.4 Recommendation of the Evaluation Committee, <i>“...When two or more Bid Proposals are received that include the same (or part of the same) county, and if the sum of the requests for funding for that county exceeds the County Award Ceiling, the Agency will (in consideration of the recommendations of the evaluation committee) make a determination to do one of the following:</i></p> <ul style="list-style-type: none"> <i>(a) only the highest scoring Bid Proposal will be funded for that county,</i> <i>(b) no funding will be awarded for that county (if</i> | Section 4.4, <i>Recommendation of the Evaluation Committee</i> , Pg. 30 |

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| | | <p><i>none of the Bids were recommended for funding), OR (c) the County Award Ceiling will be allocated in a proportional manner between the Bidders based on any number of factors, including but not limited to:</i></p> <ul style="list-style-type: none"> ▪ <i>Recommendation of evaluation committee;</i> ▪ <i>Bid Proposal scores (in total or in looking at scored sections specific to the Service Area)</i> ▪ <i>Volume of services (# of estimated: partners/schools, Participants, Implementations, etc.) ... “</i> | |
| 19. | <p>Do you recommend bidders include a logic model in answering the following question? (Question 5 B.) “Describe how this Project will adhere to the Evidence-Based, Evidence-Informed requirements, provide models with Fidelity, reach the high-quality program standards as designed in the curricula, and meet Deliverables around Project evaluation.”</p> | <p>It is at the Bidder’s discretion to determine how they will respond to the questions in Attachment H. Bidders may include a logic model if they choose.</p> | <p>Attachment H: CAPP Project Proposal Form</p> |
| 20. | <p>Would you provide clarification on question 1C of Attachment H? If the amount being requested is less than 1% of our overall budget, do we need to provide a breakdown of all of our other funding sources for all programming? What defines applicable in this question</p> | <p><i>See Amendment 4 to the ACFS 20-004, Community Adolescent Pregnancy Prevention (CAPP) Program Local Service Project Contracts. Attachment H.</i></p> | <p>Attachment H: CAPP Project Proposal Form</p> |
| 21. | <p>If there is not currently a CAPP Coalition in our county and we plan on building a coalition if funded, what member information do we need to include in the proposal?</p> | <p><i>See Amendment 4 to the ACFS 20-004, Community Adolescent Pregnancy Prevention (CAPP) Program Local Service Project Contracts. Attachment H.</i></p> | <p>Attachment H, Section 3: Community Coalition(s) / Project Advisory Committee</p> |

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| 22. | If there is not currently a CAPP Coalition in the county, is a description of the mission, vision and effectiveness of the coalition required (Attachment H, Section 3)? | See <i>Amendment 4 to the ACFS 20-004, Community Adolescent Pregnancy Prevention (CAPP) Program Local Service Project Contracts. Attachment H.</i> | Attachment H, Section 3: <i>Community Coalition(s) / Project Advisory Committee</i> |
| 23. | If we are implementing the Love Notes curriculum, do we need to include student workbook costs in our budget at \$10 per student workbook? | It is the Bidders discretion to determine what costs to include in their projected budget. Bidders may include supply costs in their budgets (i.e., student workbooks). Projects awarded funding will have the flexibility to shift up to 10% of the total award between line items without preapproval. Budget shifts in excess of 10% of the total award require written approval of an amended Project Budget. | Attachment I: CAPP Projected Service Delivery & Budget Form |
| 24. | In filling out the “Budget Information” tab of the Budget Form Spreadsheet, the Maximum Funding Per County cell is only calculating columns A-C and not adding the “Population Allocation” in column D for each county. This is making it impossible for the Maximum Funding Per County to match Attachment P. Also, do we include fund allocations in columns that we are not requesting (e.g. Pregnant and Parenting Allocation”)? | See <i>Amendment 4 to the ACFS 20-004, Community Adolescent Pregnancy Prevention (CAPP) Program Local Service Project Contracts. Attachment I.</i> | Attachment I: CAPP Projected Service Delivery & Budget Form |
| 25. | Can the grant recipients budget incentives into program costs? Incentives for students/parents could be program materials, transportation, food, or gifts cards that do not exceed \$20 value per participant. | Yes, so long as costs charged to a federal award are allowable, reasonable, and allocable under Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E. | Attachment I: CAPP Projected Service Delivery & Budget Form |
| 26. | Budget worksheet amendment three. There appears to be an error in the formal on Budget information tab. The total is calculating sum(E12:G12) and should be sum(E12:H12) to include Colum D for | See <i>Amendment 4 to the ACFS 20-004, Community Adolescent Pregnancy Prevention (CAPP) Program Local Service Project Contracts. Attachment I.</i> | Attachment I: CAPP Projected Service Delivery & Budget Form |

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| | Population Allocation. | | |
| 27. | Should the annual meeting costs be included in the current budget? | <p>Bidders may include anticipated travel and training costs in their budgets. Projects awarded funding will have the flexibility to shift up to 10% of the total award between line items without preapproval. Budget shifts in excess of 10% of the total award require written approval of an amended Project Budget.</p> <p>Per the RFP Section, 1.3.2, Contract Payment Methodology <i>“The Contractor shall inform the Program Administrator and /or Agency within 30 days of any line item shifts in the budget, up to 10%, assuming the shifts to not violate any cost restrictions.”</i></p> | Attachment I: CAPP Projected Service Delivery & Budget Form |
| 28. | Should the Love Notes training costs be included in the current budget? | <p>Bidders may include training costs associated with developing and implementing all curricula the Bidder wishes to provide in projected Service Area.</p> <p>Bidders may include anticipated travel and training costs in their budgets. Projects awarded funding will have the flexibility to shift up to 10% of the total award between line items without preapproval. Budget shifts in excess of 10% of the total award require written approval of an amended Project Budget.</p> <p>Per the RFP Section, 1.3.2, Contract Payment Methodology <i>“The Contractor shall inform the Program Administrator and /or Agency within 30 days of any line item shifts in the budget, up to 10%, assuming the shifts to not violate any cost restrictions.”</i></p> | Attachment I: CAPP Projected Service Delivery & Budget Form |

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| 29. | Can we use our difference in administrative rate for match? | <p>The difference between Indirect Costs (administrative rate) and Match may be included if both expenses follow the guidance below:</p> <p>Per the RFP Section 1.2 Definitions to this RFP, “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. This limit will be passed on to any awarded Contractor.</p> <p>Match funds must meet Part 200 – Uniform Administrative Requirements, §200.306 Cost sharing or matching.</p> | Attachment I: CAPP Projected Service Delivery & Budget Form |
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| 30. | Does a local child abuse prevention agency i.e. Family and Children’s Council qualify under the designation of a child welfare agency according to CAPP Coalition guidelines? | <p>The details of this question will be addressed in full in the final Community Coalition Charter Guidance. Per the RFP Attachment L: Community Coalition Charter Guidance, is in draft format.</p> <p>Per the RFP Section, 1.3.1.1, for Community Coalition Building and Enhancement. “... <i>Charter Guidance and Charter Template to be provided by the Program Administrator on or before July 1, 2019 (see Attachments L and M for draft documents).</i>”</p> <p>Per the RFP, Attachment L: Community Coalition Charter Guidance, Coalition Composition and Scope #7 (DRAFT) <i>“Participant – including but not limited to current or former Participants of CAPP programming or parents of youth Participants.”</i></p> | Attachment L, Community Coalition Charter Guidance, <i>Coalition Coordination and Collaboration with CAPP Program Administrator, #7.</i> |
| 31. | For the participant member of the coalition, can they be a local teenager or do they need to be a past or present CAPP student? | <p>The details of this question will be addressed in full in the final Community Coalition Charter Guidance. Per the RFP Attachment L: Community Coalition Charter Guidance, is in draft format.</p> <p>Per the RFP Section, 1.3.1.1, for Community Coalition Building and Enhancement. “... <i>Charter Guidance and Charter Template to be provided by the Program Administrator on or before July 1, 2019 (see Attachments L and M for draft documents).</i>”</p> <p>Per the RFP, Attachment L: Community Coalition Charter Guidance, Coalition Composition and Scope #7 (DRAFT) <i>“Participant – including but not limited to current or former Participants of CAPP programming or parents of youth Participants.”</i></p> | Attachment L, Community Coalition Charter Guidance, <i>Coalition Coordination and Collaboration with CAPP Program Administrator, #7.</i> |
| 32. | Our group is seeking additional information regarding training or technical assistance that might be provided by the CAPP Program related to adoption of the required | It is the responsibility of the Bidder to research curriculum they are considering implementing, and the costs associated, to be included in the grant application. | |

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| | <p>curricula. What training, travel, supplies for curriculum are provided by the CAPP program and what associated costs should be included in a grant application?</p> | <p>The level and type of curricula support to be provided by the Program Administrator for SFY 2020 and beyond has not yet been determined and will be based on need.</p> <p>Bidders may include anticipated travel and training costs in their budgets. Projects awarded funding will have the flexibility to shift up to 10% of the total award between line items without preapproval. Budget shifts in excess of 10% of the total award require written approval of an amended Project Budget.</p> <p>Per the RFP Section, 1.3.2, Contract Payment Methodology <i>“The Contractor shall inform the Program Administrator and /or Agency within 30 days of any line item shifts in the budget, up to 10%, assuming the shifts to not violate any cost restrictions.”</i></p> | |
| 33. | <p>Looking at the map of Iowa in the Stake Holder’s survey. It states that Black Hawk County is ranked 43rd in the state for Teen PREGNANCY. What year does this data represent? Also, to confirm, do you mean PREGNANCY? Or, do you mean BIRTHS? We collect teen birth data and in 2016, this has Black Hawk County ranked at 45th for teen births. Lastly, the data presented includes a RANKING and then a RANGE, what is meant by range?</p> | <p>The stakeholder’s survey and all related content is outside of the scope of the RFP. Questions related to the stakeholder’s survey should be submitted to the Agency’s CAPP Administrator, Prevent Child Abuse Iowa.</p> | No RFP related content |
| 34. | <p>Are there any available details on the dates or locations of the state and regional meetings for budgeting purposes?</p> | <p>Dates and locations have not yet been determined.</p> <p>Bidders may include anticipated travel and training costs in their budgets. Projects awarded funding will have the flexibility to shift up to 10% of the total award between line items without preapproval. Budget shifts in excess of 10% of the total award require written approval of an</p> | |

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| | | <p>amended Project Budget.</p> <p>Per the RFP Section, 1.3.2, Contract Payment Methodology <i>“The Contractor shall inform the Program Administrator and /or Agency within 30 days of any line item shifts in the budget, up to 10%, assuming the shifts to not violate any cost restrictions.”</i></p> | |
| 35. | <p>Will the upcoming Love Notes training recommend lessons that should be provided in classrooms that won't have time to devote 13 classroom sessions to this curriculum? Are there recommended lessons to meet the needs of classrooms that want grantees to bring in Love Notes but just can't devote 13 class periods to this one curriculum?</p> | <p>It is up to the curriculum developer to provide curricula adaptations related to the session length.</p> <p>The Bidder may choose to use the Love Notes curricula in Activity 4 and/or Activity 5 of the RFP Section 1.3.1.1.</p> | |