

**Questions and Answers for the Request for Quote (RFQ) for Evaluation Services**  
(CCBH RFQ 12-16-16 – Evaluation Services)  
1/18/17

**1. How did CCBH hear about our company?**

One of our HIP-Cuyahoga consortium members brought your name to our attention.

**2. We want to confirm that you are open to contractors outside Ohio and therefore using phone and web meetings in between in-person meetings?**

Yes, we are open to using contractors from outside of Ohio and anticipate the use of multiple methods to communicate. We do anticipate a need to have some in-person interactions. We will assess the feasibility of the contractor's approach to meet the scope of work and the deliverables when we evaluate their proposal.

**3. On page 3 of the RFQ, under Information Requested, can you provide additional details on what we should include for item 3. Identify how deliverables will be met?**

This is how your company will fulfill the deliverables by phases and how you prefer to interact with funders. (for example—phase 3 has a building capacity focus, so would your approach be to hold in-person trainings, webinars, phone calls, etc.)

**4. Can you please tell us a bit more about the SME workgroup?**

SME is our shared measurement and evaluation workgroup for the consortium. It was formed to assist subcommittees in the development and tracking of their work plans. The SME group has representation from all parts of the consortium (steering committee members, backbone organization members, subcommittee members, etc.)

a. **In what ways have they supported evaluation efforts to date?** To date—the SME workgroup developed work plan templates and assisted subcommittees with their completion. We are in the early phases of conceptualizing and/or evaluating a “data dashboard” tracking system to show progress on major activities and objectives.

b. **Will the contractor work directly with this group or report to the Steering Committee or other group?**

We do expect the contractor to work with the SME workgroup, as appropriate and based on the contractor's proposed plan to address the scope of work and the deliverables, the contractor may also be engaging other entities of the consortium (which includes the Steering Committee, subcommittees, workgroups, and other groups).

**5. The RFQ requests cost by project phase; are you planning to contract one entity for all phases of the evaluation?**

Ideally, we are hoping to be able to work with one contractor for all phases. However, this will be based on the proposals that are submitted.

**6. What are the most important factors you will use to evaluate proposals?**

The most important factors are: cost, related experience, and ability to provide a comprehensive plan to address the scope of work and deliverables.

**7. Can you provide information on the funding source for this project?**

Multiple funding streams will be used which may include: local, state, and/or federal foundations, grants, and/or general revenue.

**8. Can you confirm the expected length of the contract?**

We anticipate that the expected length of the contract would be for 12 months (anticipated to occur in the first quarter of 2017). If the contractor believes that 12 months is not sufficient to meet all phases of the scope of work, they should propose the anticipated time to complete each phase. The Board will have the option to renew for an additional one year extension based on initial date of contract execution and contingent on availability of funding.

**9. Can you provide any budget information?**

There will be up to \$20,000 available to complete the first phase of the scope of work in the RFQ (as described below):

Propose and guide the development of an overall framework for evaluating the complexities associated with the HIP-Cuyahoga Collaboration. This includes the success of the overall partnership as well as the work of the subcommittees.

The amount of funding available to complete the second and third phases of the scope of work will be contingent on the information from the first phase of work. Potential contractors should take this into account when proposing costs for the second and third phases.

As indicated in the RFQ document, the funding for all aspects of the proposal is contingent on the Collaborative's availability to secure funds that align with the contractor's proposal.

**10. Would it be at all possible to submit our proposal by Monday 1/23?**

Because additional information is being provided this week, contractors can submit proposals by close of business on Monday, January 23, 2017.