RFP #2020-04
Maternal & Child Health Program
Pre-Bid Webinar Meeting Notes
& Questions and Answers
July 24, 2020 at 11:00 A.M.

The Pre-bid conference PowerPoint presentation may be viewed at the Board website at www.ccbh.net by clicking on the "Business" tab on the home page.

Presentation

Judy Wirsching presented and reviewed the power point presentation for administrative requirements.

Angela Newman-White and Alison Patrick provided the program overview.

The presentation can be found on the Board of Health website at www.ccbh.net under the "Business" tab

Questions & Answers:

Q1. Should we include letters of support; if so, how many?

A1. Letters of Support are not required in the application

Q2. When will notice be sent out by CCBH regarding grant proposals? When does CCBH receive the NOA from ODH?

A2. Once CCBH receives Notice of Award from the Ohio Dept of Health, the funded entity will receive a copy.

Q3. On page 30, Sect 3.5, does "training needs" refer to peer support training or something different?

A3. Training needs for staff should be identified that support pilot implementation.

Q4. Can you give an example of how programmatic costs should be broken down in budget? Is there a specific format?

A4. Please refer to Appendix 5 for budget format.

Q5. Page 30, Sect 3.5 for action plan, are the **"**funds needed" to come out of this grant budget?

A5. "Funds needing" do not apply to the program period described in RFP.

Q6. Year 2 and Year 3 each total $65,000, not $66,000. Is that correct?

A6. The deliverable is eligible to receive $66,000.00 per year for up to 3 years.

Q7. On page 8, under Description of applicant agency, If year one is a planning year, are applicants required to specify who the partner agencies are and submit staff position descriptions for this proposal?

A7. Description of applicant agency should include your organization's experience and position to address deliverables described in the RFP**.**

Q8. On page 8 under "Problem Need," where it says "Describe the social determinants of health that impact the target population and how you will address these concerns with each objective applied for in this grant." To clarify, there is only one objective (peer support) for this proposal, correct?

A8. As stated on page 4 of the RFP, the purpose of this RFP is to increase peer support to improve the physical, behavioral, mental, and social needs of pregnant and post-partum women.

Q9. Can the identified pilot agency be either a community mental health agency, or an entity that is screening and referring pregnant/postpartum women for behavioral health, or a peer support agency?

A9. The identified pilot agency should be determined through stakeholder group.

Q10. What are the minimum qualifications for the Peer Support Coordinator position? Are they the same as Key Responsibilities and Accountabilities listed in job description?

A10. See Appendix 6 for job description.

Q11. Our candidate for the peer support coordinator is a LISW with past clinical experience working with pregnant/postpartum women with behavioral health diagnoses. She would qualify based on credentials to become certified as a peer support supervisor. Would that meet the requirements for this position?

A11. See Appendix 6 for job description. The Peer Support Coordinator must meet all requirements.

Q12. What is the expectation regarding "Plans, schedules and implements male wellness events and initiatives" in the job description?

A12. Plans for male wellness and events and initiatives should be determined through the stakeholder group.

Q13. Regarding meeting deliverables during COVID-19, are Webex meetings acceptable?

A13. Vendors are encouraged to follow local and state guidance regarding in-person gatherings. If guidance encourages remote meetings to be held, the vendor is still expected to submit all required documentation regarding meetings as outlined in the RFP.

Q14. How many copies of the proposal are required, in addition to the original? The RFP (p. 6) says "three (7) copies."

A14. Seven (7) copies of the proposal are required.

Q15. What formats are permissible for the electronic copy? (CD-rom, flash drive, emailed PDF, etc.)

A15. Proposals may be put on a flash drive, CD-rom, or other electronic format. Proposals may **NOT** be emailed.

Q16. Are there formatting requirements for the proposal regarding font, font size, spacing or margins?

A16. Formatting Requirements:
- Properly label each item of the application packet (e.g., Budget Narrative, Program Narrative).
- Each section should use 1.5 spacing with one-inch margins.
- Program and Budget Narratives must be submitted in portrait orientation on 8 ½ by 11 paper.
- Number all pages (print on one side only).
- Use 12-point font.

Q17. Is there a page limit for the executive summary?

A17. No specific limit is identified but the Board discourages overly lengthy proposals. As stated in the RFP, the Executive Summary should be a brief synopsis of the purpose, methodology, and evaluation plan of the project.

Q18. Is the workplan template that begins on p. 33 of the RFP to be completed and submitted with the application? If not, what are the guidelines and required timing for its completion/submission?

A18. The workplan is required to be completed and submitted as a part of the agency's application.

Q19. It appears that the items required in the application due August 18 consist of A) original and required copies of the cover page, cover letter, executive summary, program narrative (including all subsections), and budget; plus B) originals only of the audited financial statement, signed and notarized non-collusion affidavit, and signed certification of compliance with section 3517.13 of the Ohio Revised Code. Is this correct?

A19. Documents required at the time of application include:
- Project Proposal, inclusive of cover page, cover letter, executive summary, and program narrative
- Budget Narrative
- Workplan
- Audited financial statement
- Non-collusion affidavit
- Certification of compliance