

Addendum 1
STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
TEEN PREGNANCY PREVENTION
Request for Proposals
TPP_RFP_12012020

The State of Connecticut Department of Social Services is issuing **Addendum 1** to the **TPP_RFP_12012020**.

Addendum 1 contains:

- Revision of Section I. E.5 Respondent Selection.
- Questions submitted by interested parties. These Responses shall amend or clarify the requirements of the RFP as per Section I.C.7. Inquiry Procedures.
- Addendum Acknowledgment Sheet to be signed and returned by Respondents as per RFP Section I. C.7. Inquiry Procedures.

In the event of an inconsistency between information provided in the RFP and information in these Responses, the information in these Responses shall control.

- **REVISION**

Section I.E.5. Respondent Selection of the RFP has been revised to include the following language.

Upon completing its evaluation of proposals, the Evaluation Team will submit the rankings of all proposals to the Department head. The final selection of successful Respondent/s is at the discretion of the Department head. The department reserves the right to multiple awards. Any Respondent/s selected will be so notified and offered an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Any resulting contract will be posted on the State Contracting Portal. All unsuccessful Respondents will be notified by email at the Department's discretion, about the outcome of the evaluation and Respondent selection process.

- **QUESTIONS AND RESPONSES**

1. **Question:** Do you anticipate extending the bid due date?

Response: No. Please refer to Section I.C.6. Procurement Schedule of the RFP.

2. **Question:** What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Response: Please refer to Sections I.E.1 through I.E.5. Evaluation of Proposals of the RFP.

3. **Question:** Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?

Response: No

4. Other than your own website, where was this bid posted?

Response: The RFP, addendum to this RFP, and other information associated with this procurement are available in electronic format in internet at the following locations:

- State Contracting Portal at:
https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2
- CT Department of Social Services' website at:
<http://www.ct.gov/dss/rfp>

5. Can details of a Bidders Conference be provided?

Response: As per the RFP requirements, No Bid Conference shall be provided.

6. Are potential respondents required to submit a Letter of Intent?

Response: As per the RFP requirements, No Letter of Intent is required to be submitted.

7. If an applicant is proposing two sites within a city, and if each site will serve 50 youth, can they budget \$78,000 for each site bringing the total budget to \$156,000?

Response: Yes

8. What is the definition of a Teen Outreach Program site? Is a site a single school? Or is a "site" defined as a single city/town that could have multiple Teen Outreach Programs?

Response: Sites are physical club meeting locations, usually schools, but in some cases, off site meeting places.

9. Can you post the names of the providers who currently are contracted to provide the TOP program by area, the number of teens served, and the award amounts? Which are the schools where the TOP program is being provided under the current contracts?

Response:

<u>Provider</u>	<u>Community</u>	<u>School (s)</u>	<u>Number of teens Served</u>	<u>Award Amount</u>
Connecticut Junior Republic	East Hartford	East Hartford High School	50	78,000.00
	Meriden	Thomas Edison Middle School	50	78,000.00
	Waterbury	Waterbury Career Academy and Crosby High School	50	78,000.00
Eastconn	Killingly	Quinebaug Middle College	50	78,000.00
	Windham	Arts at the Capitol Theater (ACT) Magnet School	50	78,000.00
Family Centered Services	New Haven	Barnard Magnet School Wexler Grant Community School	50 per program	78,000.00 per program
	Bridgeport	Park City Magnet School	50	78,000.00
Greater New Britain Teen Pregnancy Prevention (GNBTPP)	New Britain	GNBTPP New Britain Public Schools	50 per program	78,000.00 per program
Uncas Health District Norwich Public Schools	Norwich	Kelly Middle School Teachers Middle School	50 per program	98,000.00 total

Village for Families and Children	Hartford	Burr Middle School Martin Luther King Middle School Milner Middle School	50 per program	78,000.00 per program
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10. Are there any requirements for the specific sections or lessons required to be provided in addition to those requirements of the Wyman TOP Program?

Response: As per the Wyman certification standards, each club must run the course of a complete school year (9 months), administer a minimum of 12 lessons from the curriculum, and each teen must earn a minimum of 20 hours of community service learning.

11. It seems that there are more activities and sessions than can be provided in one school year. Are there any specific activities or sessions that are required or is that up to the provider and Wyman TOP program?

Response: As per the Wyman certification standards, each club must run the course of a complete school year (9 months), administer a minimum of 12 lessons from the curriculum, and each teen must earn a minimum of 20 hours of community service learning. The lessons can be selected based on the developmental needs of the teens.

12. Are there restrictions about indirect expenses or rates allowed in this proposal?

Response: Please see the guidance on Cost Standards set by The Office of Policy and Management (OPM). Please refer to the hyperlink provided Cost Standards.

13. A full-time facilitator is required for 50 students. Is the assistant also fulltime or could this be part time?

Response: The assistant can be part-time. The assistant position can also be filled by an intern. However, the part-time assistant or intern must commit to work in the program for the entirety of the program year. Alternatively, if an agency bids on more than one community, and is awarded to serve multiple communities, the facilitators can assist each other. The goal of this program requirement is to have no fewer than 2 adults in the room during each club meeting.

14. What are the salary ranges for the facilitator and assistant positions?

Response: In current programs, facilitator salaries range from \$40,000.00 per year to \$60,000.00 per year and assistant salaries range from \$10,000.00 to \$20,000.00 per year.

15. It appears that the program is funded at \$78,000 to serve 50 teens, can one provider propose more than one site to offer the program, and offer the program to say two or three (or more) sites for the cost of \$78,000 each and comply with the requirements of a Full Time facilitator and serving 50 teens at each site. If so, do you want the budget per site or as one budget?

Response: Each program is awarded \$78,000.00. Each program is to serve 50 students. Each program can be broken up in to no more than 3 clubs. Some communities, with the highest percentages of births to teens, may have more than one award per community. A full-time facilitator is required for each \$78,000.00 award. DSS reserves the right to award multiple awards per community. The budget should reflect detailed costs per program.

16. Will we receive an email notification of the answers to the questions or be alerted that they are posted online?

Response: Please refer to RFP, Section I.C.7.Inquiry Procedures.

17. Please provide a list of current TPP providers.

Response: Please refer to answer 9 pertinent to this Addendum.

18. Will this procurement replace currently funded programs or is this procurement an expansion to the currently offered programming?

Response: This procurement will replace all current DSS funded teen pregnancy prevention programs.

19. In Section IV.C.2. Service Delivery, Item. b. Targeted Communities, it states respondents must “provide direct primary teen pregnancy prevention services to at risk youth from multi-racial and multi-ethnic populations.” According to U.S. Census data, Killingly is 90.7% White. Will the Department allow respondents to provide services to a diverse demographic representative of the community served, which in Killingly would mean including some White students?

Response: The goal of the Teen Pregnancy Prevention Initiative is to serve at-risk youth in the 13 identified communities of need listed in the RFP.

20. The RFP specifies a start date of Sept. 15. Is there a specified end date?

Response: TOP clubs must begin meeting by September 15th and continue through the end of the school year to meet the Wyman Standard for Certification requiring nine months of service provision. No specific end date is identified since the school year end dates are rarely static.

21. The key positions listed on page 26 include a facilitator. The grant puts this as a full-time position. Does it have to be full-time or is there some leeway?

Response: There must be a full-time facilitator hired for each Teen Outreach Program awarded.

22. How will the evaluation team be comprised?

Response: Please refer to RFP, Section I.E.2. Evaluation Team.

23. Section IV.B.10. Appendices. Do we include the most recent completed TOP Club Observation and Facilitator Form for each site in the proposal?

Response: No

24. Section IV.C.1.b. Please clarify if we are to list all state contracts, or contracts that are similar/related to TPP services?

Response: Section IV.C.1.b. is explicit in its requirements. Please adhere to the RFP requirements to submit a responsive proposal.

25. Section IV. C.2.e. Is there a system to verify submission of data and dates submitted to PRA? Can we contact PRA to request this information? Are we required to submit all submission dates for the 2-year period or just for the recent year?

Response: Current TOP providers can contact PRA for all data submission dates for the last two years.

26. Could you tell us if there is leeway with the full-time facilitator position; e.g. does this position have to be 40 hours full time or a person dedicated to facilitation in the timeframe that is needed to do the work at roughly 5 hours a week?

Response: There must be a full-time facilitator hired for each Teen Outreach Program awarded and dedicated to carry out all TOP responsibilities. Most current TOP facilitators work 35 hours per week.

Addendum 1 Acknowledgment
State of Connecticut
Department of Social Services
TEEN PREGNANCY PREVENTION

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Addendum 1 issue date: [12/28/2020](#).

This Addendum acknowledgement must be signed and returned with your submission.

Authorized Official Signature

Name of Authorized Official

Name of Organization