**DPH20250903RFP**

**Evaluation of Funded Community-Based Organizations Implementing Strategies for Prevention and Intervention of Firearm Injury, Disability, and Death**

**Amendment #1**

**This Amendment includes a material change in the answer provided to Question #1 to establish a maximum budget allocation for the indirect rate which was not included in the initial RFP document.**

1. Is the indirect cap 15%?  The RFP says the following: "For an itemized budget, all costs (travel, printing, supplies, etc.) must be included in the proposal. Competitiveness of the budget will be considered as part of the proposal review process and the administrative cap is 15%. I wasn’t sure if “administrative” referred to the items above or indirect.  If not, is there an indirect cap?

**The Indirect Rate cap is 20%. (This information hereby incorporated into the RFP.)**

Indirect budget amount is not included in the administrative cap. Administrative items include personnel salary and fringe.

1. The service period is 11/1/2024-12/31/2026, which is 26 months.  The budget section of the RFP says the following: “An anticipated total of approximately $106,000 annually for a total of $264,196 over a two-year period. Federal ARPA funds ($164,937 for FY24 – FY27) and state General Fund ($99,259 for FY24 – FY27) are available to support this project.” However, $106,000 x 2 = 212,000.  What is the 26-month budget?  It’s tight, and I am trying to make it work.  Sorry if I’ve missed where this is clearer or if I am reading something wrong.

The total amount of funding for November 1, 2024-December 31, 2026 is $264,196. Currently, we have the funding broken down as follows: (1) $103,508 for November 1, 2024-June 30, 2025, (2) $105,650 for July 1, 2025-June 30, 2026, (3) $55,038 for July 1, 2026-December 31, 2026. This funding breakdown is subject to change slightly during the contract process if awarded funding.

1. Please clarify the due date for the proposal (6/7 listed on page 1 and 5/31 on page 6)?

All proposals must be submitted by Friday, June 7, 2024 by 12:00 PM.

1. Can you please clarify the budget amount for the evaluation? Two amounts are mentioned: $264,196 and $106,000 per year.

The total amount of funding for November 1, 2024-December 31, 2026 is $264,196. Currently, we have the funding broken down as follows: (1) $103,508 for November 1, 2024-June 30, 2025, (2) $105,650 for July 1, 2025-June 30, 2026, (3) $55,038 for July 1, 2026-December 31, 2026. This funding breakdown is subject to change slightly during the contract process if awarded funding.

1. Do you need the budget broken out by specific amounts for each year? Or just a total budget?

Budget should be broken out by fiscal year (FY). For example, FY25 is November 1, 2024-June 30, 2025, FY26 July 1, 2025-June 30, 2026, FY27 July 1, 2026-December 31, 2026.

1. Are the budget forms available in Excel format?

No

1. Does this evaluation contract require the use of subcontractors?

No

1. Can you clarify what is included in the 12 page narrative from Section D. Main Proposal Submission Requirements (#1-8)?

1–2-page limit Executive Summary, 12-page limit Main Proposal Components (#1-6), this does not include Required Forms and Attachments.

1. On page 19, under “financial and budget” it lists a number of requirements including audited financial statements. However, audited financial statements are also listed as a required appendix. Can you clarify if the audited financial statements can be an appendix? Or is this to be included in the 12 page narrative?

Audited financial statements can be an appendix. Required attachments and appendices do not count towards the 12-page limit.

1. Are organizations outside of CT eligible to apply for this project (note text on page 8 where it states: “Proposals will be accepted from Connecticut public and private organizations, community-based agencies, municipalities, or public or private colleges or universities.”)?

Eligible applicants must be allowed to conduct business in Connecticut and be registered with Connecticut’s Secretary of State.

1. On page 17 of the RFP it asks the applicant to describe “History of past affiliation with Evaluation Programs”, does this mean past experience with previous evaluations? Or is this asking about only evaluations done in CT?

History of past affiliation with evaluation programs can include those outside of CT, but organizations not eligible to conduct business in Connecticut and not registered with Connecticut’s Secretary of State are not eligible to apply.

1. On page 18 of the RFP, it states “The proposer must complete and attach an organizational Work Force Analysis in Application Forms and Attachments Section VI”. Can you clarify where this form is and if this is required (it is not listed on the proposal checklist)?

This has been removed from the RFP application. Selected awardee will provide during contract process.

1. The work plan details are on page 10 and 18-19, but the requirements mention the CBOs or subcontracts and do not mention the evaluation. The work plan description also does not match the column headers in the Work Plan template on page 40. Can you provide clarification of what you would like included in the work plan?

The proposer must provide a work plan outlining how it will accomplish the established outcomes through the required services to be provided. The details provided on pages 10 and 18-19 establish minimum information to be provided in the work plan template provided on page 40. Proposers may expand on this information, as needed and within the page limit.

1. Will the CBO’s applications be available to the evaluator? Or are there other ways to learn about the CBOs that are part of this project and what they proposed to do?

Current COB showcase from January 2024 can be watched on the following link.

[CVI Grantee Showcase - Zoom](https://connecticutchildrens.zoom.us/rec/play/9fMpAn4s_k4AjumuQv5kPb0ZORgfULSWPP4bYht0PntAep8mhukxkkG0Lbmz5n-jCXX6gSxkTUXmcPHl.Iz7qwnkJ4ir_UFNh?canPlayFromShare=true&from=share_recording_detail&continueMode=true&pwd=jAb40g7QG4AeJXr2-0WCVw7afOKemA4a&componentName=rec-play&originRequestUrl=https%3A%2F%2Fconnecticutchildrens.zoom.us%2Frec%2Fshare%2Fvt-NepZNXiosLVtD6RyGZz_ohphwiHl9Xo9XIOWgMotxSmdNOb2u8ewNFMXWI6NH.exxbRyzOBVms39xO%3Fpwd%3DjAb40g7QG4AeJXr2-0WCVw7afOKemA4a)

1. Have the CBO’s already created preliminary logic models and goals or will they be beginning this process with the evaluator?

CBO’s have already created preliminary logic models that will be revised with the evaluator.

1. What data does DPH require the CBOs collect as part of the program?

Monthly excel document reporting is provided to DPH from the CBOs on program strategies, activities, and identified indicators. Additional metrics and indicators will be created with evaluator.

1. What data systems does DPH use to collect data from CBOs?

Data is currently collected in Excel.

1. For the deliverables, will the evaluation plans be specific to each CBO or will there be a cross-site evaluation plan?

The evaluation plans be specific to each CBO. Each CBO will have an individual evaluation plan.

1. Has CT DPH created any data dashboards of nonfatal and fatal firearm injuries to show trends in CT communities that the CBOs or evaluation team can have access to?

Yes.