Iowa Department of Public Health
Division of Acute Disease Prevention and Emergency Response
Quality Improvement in Public Health
Request For Proposal # 58814005

Final Written Question and Response Document

Round 1: Written Questions and Responses for questions submitted through July 8, 2013.

Posted: July 11, 2013

Q1. **Cover Page** asks for the "Agency Federal Tax ID Number" – our agency uses the Tax ID number associated with the entity "County of Calhoun – County Auditor". Our Board of Health is the applicant for the grant, but we've never applied **d/b/a** to the Board of Health when using that Tax ID. We have applied **d/b/a** to the Board of Health's designated public health agency Calhoun County Public Health. Is it acceptable to use "Calhoun County Public Health" for the **d/b/a** line on the Cover Page? **OR** is it more acceptable to use "Calhoun County Board of Health d/b/a Calhoun County Public Health"?

A 1. If the Agency Legal Name is "Calhoun County Board of Health" the dba line should read "Calhoun County Public Health".

Q2. **Attachment C** asks for the Applicant Name: Is it acceptable to use "Calhoun County Public Health" since that agency is the Board of Health's official d/b/a? OR would it be more acceptable to use "Calhoun County Board of Health d/b/a Calhoun County Public Health?

A 2. It would be more acceptable to use "Calhoun County Board of Health d/b/a Calhoun County Public Health".

Q3. If a Board of Health has applied for the RFP # 58813028 they will not know if they are funded until after this proposal is due. If the board would like to apply for both option 1 and option 2, how should they proceed not knowing the results of the first RFP? In the first RFP they sent two separate proposals in hopes that one would be funded.

A 3. If an application for RFP #58813028 was rejected during technical review RFP #58814005 allows for those applications to be resubmitted for funding. If the board of health was not informed by IDPH that their application was rejected, there is nothing to do.

Q4. In section 3.02, Key Personnel for this Proposal, it says, “include the number of staff, their roles, and their expertise and experience in providing these types of services. Provide evidence for any necessary applicable professional licenses required by law listing the license number associated with the professional personnel.” The key personnel chart included in this particular RFP only asks for title, name and e-mail address, and does not have columns for experience or applicable professional licenses. If this information is to be included where would you like it? Other IDPH RFP’s have used a different table that allows for this information to be included.

> **A 4**. Only the information on the key personnel chart included (title, name, and e-mail address) are necessary. Please see Amendment 1.

Q5. In section 3.06 Proposal Checklist is states that the applicant is not required to submit a checklist with the proposal, yet in section 4.02 Scoring of Proposals, the proposal checklist is marked as required. Do we need to submit a checklist or not?

> **A 5.** The checklist does not need to be submitted. Please see Amendment 1.

Q6. Section 3 it states that there is an 8 page limit for the narrative section. Does the Narrative include the background/demonstrated experience, or does the 8 page limit begin strictly with the narrative section?

> **A 6.** The eight pages includes the Background/Demonstrated experience and the narrative section.

Q7. Please clarify the changes in the RFP 58814005 from the initial RFP 58813028. It appears the contract Project Period is now beginning 8/16 and there are fewer grants available. Correct?

> **A 7.** The contract period for RFP 58814005 begins 8/16 to give IDPH the time necessary to review and score applications. IDPH intends to award at least 8 awards for Option 1 and 10 awards for Option 2 from applicants for RFP 58814005 and RFP 58813028.