

## Intervention Pilot Project

Alcohol Awareness, Education, and Prevention Programming  
Request for Proposals  
Pre-Proposal Conference  
July 17, 2009

The Intervention Pilot Project has been funded to explore new programming 'pilot projects' designed to creatively reach 'At-Risk-Drivers' to educate them of the risks and consequences of driving under the influence of alcohol, and to later evaluate success of the pilot projects to consider future commissions of the successful programs. Respondents are reminded that successful programs are classified as being reproducible and sustainable at high performing levels.

1. What is the maximum Price that can be bid?

Answer: After careful consideration a change has been made to this requirement. Proposals will now be accepted for amounts ranging from **\$10,000 to \$100,000**.

2. When is the Proposal due?

Answer: After careful consideration a change has been made to this requirement. Proposals will now be due on **August 14, 2009 before 12:00 PM**.

3. Can the awards be extended over the initial 12-months period?

Answer: No, we cannot commit to longer grants. The funds are contingent on federal funds in the 12-month government fiscal year (October – September). The term of any award resulting from this request shall be no more than **Twelve (12) Months** from grant award.

4. Can more than one agency bid as a single respondent (entity) with a price that exceeds the maximum threshold (price of X times the number of agencies), as long as the bidding entity can prove individual agencies are independently participating in the delivery of the program?

Answer: Respondents must be mindful that this RFP calls for new programming designs to reach as many target individuals within certain segments of the market. Programs shall be selected based on program creativity and evaluated based on program effectiveness (cost per target individual), and not on how well the same program can be duplicated in more than one community.

With that said, the answer to the above question is No, because the maximum fixed price for proposals must not exceed the upper threshold of \$100,000. However, respondents wanting to submit separate proposals linking their agencies in a partnership program, which share and/or leverage assets' thereby creating economies of scale, is allowed as long as partner grouping is specified and that each partner proposes to deliver materially different programming for evaluation.

5. Who should the respondent call with questions concerning Sub-Grantee contracts?

Answer: For successful respondents only, Sub-Grantee contracts are required. Julia Iacono is the contact person and she can be reached at (401) 874-5577 or [juliaiacono@mail.uri.edu](mailto:juliaiacono@mail.uri.edu).

6. Who should the respondent call with questions concerning E-Verify?

Answer: For successful respondents only, E-verify is required for new employees only. This requires a W-9 form to be filled out. E-verify frequently asked questions can be found on <http://www.purchasing.ri.gov/EVerify.aspx>.

7. Are for-profit Agencies that are commissioned by the state and/or city eligible to bid without a non-profit partner?

Answer: *No, the primary bidder must be a non-profit agency, however partnerships with for-profit agencies are acceptable.*

8. Is there a formula for labor division if a non-profit collaborates with a for-profit organization?

Answer: *No, but the non-profit organization must be the one that is primary bidder.*

9. Is it acceptable to partner with law enforcement agencies?

Answer: *Yes, we are hoping to receive creative and innovative programming ideas from all respondents; and we encourage respondents to link programs to risks and consequences, which law enforcement would be an example.*

10. Can administrative costs be chargeable above and beyond the fixed price bid?

Answer: *No, the RFP in the Price Section states program pricing requirements and overhead costs guidelines. It is required that a single fixed price be specified which shall be inclusive of all administrative costs (indirect costs).*

*With that said, the respondent can include personnel time as a direct cost; however it is not to exceed the threshold of the award amount. It shall be an inclusive cost.*

11. Will there be grant renewals at the end of the grant cycle?

Answer: *No automatic grant renewals are likely, however follow-up grant opportunities are anticipated. This Intervention Pilot Project is designed to develop best-of-breed programming; therefore future rollout of a successful pilot program is possible.*

12. Will it be acceptable to rollout the proposed program with multiple milestones such as short, intermediate and long-term milestones identified, where the long term may exceed the 12-month rollout period? How will the program be measured?

Answer: *Program tracking and performance measurements are required. The RFP states in the Performance Measurement Section the metrics required as part of this bid. If long-term milestones should exceed the 12-month rollout period, then the URITC encourage respondents to specify in their Proposal the benefits, however the term of any award resulting from this request shall be no more than Twelve (12) Months from grant award.*

13. How many grants are expected?

Answer: *The number of grant awards will depend on prices proposed and the number of proposals received. Based on the mix of proposals, the number of grant awards will fall out.*

14. How can organizations measure the success of their programs/initiatives?

Answer: *We recognize that the respondent cannot measure changes in behavior in a 12-month period, however, there are still ways in which success can be measured Respondent should measure how many target individuals are reached. A way to measure this would be by participants completing a survey and agreeing to leave contact information for future follow-up. Using pre- and post- measures of awareness is one way to provide an indication as to how successful the program was in creating awareness with attendees. The RFP specifies different examples of metrics that can be tracked in the Performance Measurement Section.*

15. Can research be conducted under these awards?

Answer: *No grant money can be allocated to research under this project. Grant money cannot be used to attain a publication either. With that said, the respondent is free to publish the results of successfully running programs independent of the project, however the publication must be made available to the public.*

16. What are examples of fringe benefits?

Answer: *For staff hired by the respondent as part of delivering a program - examples of fringe benefits are the FICA charges, social security taxes, health benefits, retirement... (if applicable).*

17. In the budget form, how does the respondent record a 3<sup>rd</sup> party match?

Answer: *Matching funds are desirable. For every entity providing matching funds, it should be specified in detail in a separate column in the budget. For example, donations of in-kind services are considered matching funds and should be specified under this column. If the respondent is offering internal services at no cost, a value should be placed on the service and specified in the matching funds column. Matching funds can be specified as coming from inside the agency or from an external agency.*

18. Can acquired resources be depreciated over a period longer than the 12-month award?

Answer: *No, all expenditures must be categorized as an expense in the budget. Depreciation expense is not appropriate because of the 12-month project period.*

19. Will grantee monthly payments be paid based on reimbursement terms or is it possible to be paid in advance of services rendered?

Answer: *All payments are based on reimbursement basis.*

20. What information/documents should the respondent provide when submitting invoices?

Answer: *The URITC requires detailed information and proof of expenses (i.e. receipts) and expenditure details, labor and materials, etc. Activity based cost accounting is required for this project, so activity based budgets and payment structures are required as well.*

21. Can one agency submit multiple proposals with different program ideas?

Answer: *Yes, respondents can submit proposals for different program ideas.*

22. What would be a new and innovative program?

Answer: *Creativity and innovation is related to creative ideas and innovative programming. The URITC is looking for creative and innovative ways to reach the target market specified in the RFP. Examples could be: Development of a program that reaches a niche target market in new and different ways; and to combine the alcohol awareness program with other social programs with overlapping target markets such as 'aging out of foster kids (18-24) with at-risk-drivers (18-24).*