

**City of Providence - Healthy Communities Office
Opioid Overdose Solutions Activities RFP
Questions Received During and After the 2/12/2019 Pre-Bid Meeting
Updated 2/19/2019**

ADDENDUM #1

Questions received during the 2/12/2019 Pre-Bid meeting

Q: Can you explain the difference between the “recovery” and “recovery supports” categories?

A: The “recovery” category is specific to treatment. The “recovery supports” category is about the broader social supports that would benefit individuals or families who have experienced an opioid overdose. The examples given by the funder included memberships to Boys & Girls Clubs, YMCA, etc. We encourage you to think creatively about what wellness means in the Providence community.

Q: Can you confirm that you’re not funding more than a few applications in each category? Is there an opportunity to revise budgets (conduct budget trims/hairecuts)?

A: We will only award a few proposals per category, starting with the highest-scoring proposal under each area of focus. Please see the “Scoring of Proposals” section of the RFP for more information on the funding process/pattern.

Q: Does the rescue category allow for the purchase of naloxone?

A: Yes, naloxone can be purchased under the rescue category.

Q: How long is Mayor’s Substance Abuse Prevention Council (MSAPC) meeting?

A: The meeting is 1.5 hours. It’s held the first Wednesday of every month, from 3-4:30pm in Providence.

Q: How many hard copies of our application do we submit?

A: Submit two hard copies of your application.

Q: Do we sum all of the sub-category amounts as the total request at bottom of “Bid Form 1: Bidders Blank” if we’re applying for multiple categories?

A: Write “Unit Price Bid” in the “Total Amount in Writing” and “Total Amount in Figures” lines on “Bid Form 1: Bidders Blank” if your proposal is for multiple categories.

Q: Do you get credit as an MBE if you’re a minority run agency?

A: The City of Providence only recognizes State of RI-certified MBE businesses.

Q: Is the MBE/WBE waiver needed only if the applicant’s sub-contractor amount is less than 20%?

A: Correct.

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Q: If we don't have subcontractors, do we leave the "MBE/WBE Waiver Request Form" blank?

A: Correct, if you don't have subcontractors, leave this form blank.

Q: It looks like the budget has to be split evenly (50/50) between the two grant years, but grant Year 1 is much shorter than grant Year 2; therefore the money to length of time isn't proportional. Can you explain?

A: Correct, the funding request for each year has to be the same amount, but the grant years are not the same length. We recommend frontloading any possible costs into Year 1 as appropriate. For example, you could purchase materials and supplies in Year 1 that are to be used throughout Year 1 and Year 2.

Q: At the bottom of page 16 it says budget details can be included on additional pages. If I'm submitting proposals in two different categories, do I stack the different budgets on top of each other?

A: Yes, if you are submitting two different categories, you will provide two separate budgets. This will not count toward your page limit.

Q: What about letters of support?

A: Letters of support are not required. You can add additional supporting documents to strengthen your case, however. For example, if your application includes a partnership with an organization, you could provide a letter explaining a longstanding relationship.

Q: When evaluating the strength of project, are you looking at number of people that this will impact or depth of the impact?

A: If you look under the scoring of the budget, it notes that we're looking for an "appropriate scale of funds requested for the proposed work plan". We recognize that scoring based on a unit price per person served does not take into consideration the amount of money that might be required to provide a certain service.

Q: Under the prevention category, the intended outcome is to increase perception of risk of harm of opioid use. How strictly are you defining prevention. For example we're working on a mindfulness project, which is demonstrated to reduce opioid misuse. But it's not specifically about opioid misuse.

A: The goal of the prevention category is to increase knowledge about opioids and misuse. A prevention project doesn't have to be only about opioids, but opioid-specific information needs to be interjected into the program .

Q: Does the time period of the proposed service have to go all the way through to Sept 2020?

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A: No, the service doesn't have to run through September 2020. The service has to fall within grant period.

Q: Will you post the pre-bid attendee list?

A: The attendee list is public information and can be requested.

Q: Who is making the award decisions?

A: Healthy Communities Office staff, members of the MSAPC, and members from the substance use disorder and mental health community will score the proposals. Reviewers will be finalized after applications are submitted to ensure there isn't a conflict of interest.

Additional Questions received after the 2/12 meeting:

Q: What is the payment schedule for this grant?

A: This is a reimbursable grant which will be paid out upon submission of invoices and proof of expenses. Invoices may be submitted monthly. Details on invoicing timelines and procedures will be provided once awards are made.

Q: Please clarify the specification that "Basic needs such as food, clothing or housing will not be funded."

A: This funding opportunity is not to assist clients with meeting day-to-day needs or expenses. Food-related budget items are allowed as program expenses, such as refreshments or meals served during meetings, but not as a stipend or subsidy of any kind.

Q: Are there specific metrics that applicants are expected to address?

A: All fundees are expected to track program participant numbers and demographics as described in the RFP. As a part of their proposal, applicants should define the goals and metrics for success of their particular program or activity, and their methods of tracking and documenting progress toward goals.

Q: Are capital expenses, such as the purchase of a vehicle, allowed? No. The BHDDH funding source does not allow expenditures for capital assets (i.e., equipment that will last more than one year and cost more than \$5000, or computer equipment that costs more than \$500).