

COUNTY OF FRESNO
ADDENDUM NUMBER: ONE (1)

RFP NUMBER: 952-5369

PARTNERSHIPS TO IMPROVE COMMUNITY HEALTH
(PICH)

August 14, 2015

PURCHASING USE
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COMMUNITY HEALTH\952-5369 ADD 1.DOC

IMPORTANT: SUBMIT PROPOSAL IN SEALED PACKAGE WITH PROPOSAL NUMBER, CLOSING DATE AND BUYER'S NAME
MARKED CLEARLY ON THE OUTSIDE TO:

COUNTY OF FRESNO, Purchasing
4525 EAST HAMILTON AVENUE, 2nd Floor
FRESNO, CA 93702-4599

CLOSING DATE OF PROPOSAL WILL BE AT 2:00 P.M., ON SEPTEMBER 8, 2015.

PROPOSALS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M.

All proposal information will be available for review after contract award.

Clarification of specifications is to be directed to: **Gary E. Cornuelle**, phone (559) 600-7114,
e-mail CountyPurchasing@co.fresno.ca.us.

**NOTE THE ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS OF
REQUEST FOR PROPOSAL NUMBER: 952-5369 AND INCLUDE THEM IN YOUR RESPONSE. PLEASE
SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.**

ACKNOWLEDGMENT OF ADDENDUM NUMBER ONE (1) TO RFP 952-5369

COMPANY NAME: _____
(PRINT)

SIGNATURE: _____

NAME & TITLE: _____
(PRINT)

QUESTIONS AND ANSWERS

Q1. Would the contractor be limited to working with the school districts for the CSA (community supported agriculture) boxes or would there be an opportunity use other venues?

A1. At this time, the focus is school districts selling produce boxes rather than other vendors. If the bidder can establish there is a value in working with other vendors, the schools would still need to be used as a distribution hub due to their locations within communities.

Q2. For Rx for Health, is Fresno County Department of Public Health (FCDPH) looking to target adults?

A2. Yes.

Q3. For Rx for Health, is FCDPH only promoting Take Off Pounds Sensibly (TOPS), the National Diabetes Prevention Program (NDPP) and the Chronic Disease Self-Management Program (CDSMP) or can referrals be made to other community programs that already exist?

A3. Referrals and coverage for TOPS and CDSMP are being targeted specifically because they are named in the grant by the CDC. The goal is to establish the process at several clinic sites. At the end of the grant program, the clinic sites will have the system in place and can then expand their referral selection to other programs as needed.

Q4. For Rx for Health, is FCDPH targeting primary care only? Will they consider working with hospital systems?

A4. FCDPH is focused on primary care providers specifically at Federally Qualified Health Center and Rural Health Clinic sites. They would like to encourage patients to establish a primary medical home.

Q5. Is the Marketing/Communication piece also coming out of the listed budget or has it already been removed?

A5. The PICH communication scope of work and budget are not included in this award. The activities will be managed by FCDPH staff to support PICH strategies.

Q6. What budget has FCDPH requested from the bidders?

A6. The chart below includes base contractual amounts and carryover estimates. Prepare budget proposals for each year of the program based on the anticipated combined total budget amount for each year.

| Federal Fiscal Year (Oct. 1 – Sept. 30) | Total Budget Amount |
|--|----------------------------|
| 2015 – 2016 | \$ 1,796,668 |
| 2016 – 2017 | \$ 1,310,054 |
| 2017 – 2018 | \$ 200,000 |

Q7. May organizations request higher rates than the established 20% of salaries for benefits and 15% of total direct costs for administrative rate?

A7. *Pursuant to Fresno County Board of Supervisors Administrative Policy 5, contracts with non-profit organizations that primarily serve Fresno County and professional services contracts where Fresno County is the sole client, administrative (i.e., indirect) costs are limited to 15% of total program budget (not to include subcontractual costs of the contractor) and employee benefits are limited to 20% of total salaries. Organizations may submit a request on letterhead for higher rates detailing the rates requested and explanation in their proposal, which FCDPH will present to the Board of Supervisors for approval on a case-by-case basis. If you request a waiver, please build your budget with the amounts that you would want should the waiver be approved.*

Q8. Is there a minimum full-time equivalent for the required fiscal coordinator?

A8. *No. Budget the required fiscal coordinator in the personnel budget category rather than incorporating them into administrative (i.e., indirect) costs.*

Q9. When is the contract scheduled to start?

A9. *November 1, 2015. Pending available funding, there may be a no-cost one-year extension ending September 30, 2018.*

Q10. Will the lead contractor have to 'bid-out' for the sub-contractors?

A10. *The County of Fresno does not require contractors to follow our competitive bid process. The lead contractor should follow the process their organization requires. The sub-contractors and their budgets will have to be approved by FCDPH and the CDC.*

Q11. To confirm, FCDPH is looking for a comprehensive application from a lead contractor to provide administration for all 3 components rather than segmented applications from several organizations.

A11. *Yes.*

Q12. Can the organizations that write the letters of support be the same organizations that are listed on the reference list?

A12. *Yes.*

Q13. Where can bidders send questions?

A13. *In order for this process to be equitable, all questions and/or concerns must be sent to Gary Cornuelle, Fresno County Purchasing Manager. Please do not contact Department of Public Health staff.*

Q14. Can an organization that is already receiving CDC prevention funding able to receive this funding as a lead or sub-contractor?

A14. *Yes, as long as it is not restricted by the organization's CDC Funding Opportunity Announcement or Notice of Award for the non-PICH award. Personnel funded by CDC prevention monies cannot "double-dip" from PICH and non-PICH funds to implement the*

same activities. Personnel may, however, split full-time equivalencies (e.g., 0.5 PICH and 0.5 non-PICH funds).

Q15. What programmatic fiscal reports will be required to be submitted and at what timeline?

A15. Brief written reports will be submitted to FCDPH monthly during administrative meetings (see pg. 12 of Attachment A, Activity 4.1.3). Bi-annual progress reports (Activity 4.1.8) will be submitted to FCDPH on a to-be-determined basis.

Q16. Is Fresno County requiring an additional federal single audit (A-133) that is specific to this program in this budget?

A16. No, FCDPH is not requiring a separate audit in addition to the federal single audit. Organizations can either budget this item directly under "Other Costs" or may choose to cover it in their indirect costs.

Q17. Please describe the invoicing requirements for this project.

A17. The contractor will invoice FCDPH monthly by the 30th day of the month for the month prior. This supersedes all other guidance provided in the Request for Proposal in order to give the contractor enough time to validate subcontractual invoices they may receive.

Q18. Will FCDPH allow for the budget to include an organization's full indirect cost rate if it is above 15%? If not, will FCDPH allow organizations to budget directly to make up any potential shortfall?

A18. Please refer to question 7. Proposed budgets should include fiscal and other key personnel in direct cost line item(s), which may make up for part or all of an indirect cost shortfall.

Q19. In addition to standard cost-reimbursement invoices, please provide a complete list of information that will be required prior to payment.

A19. Detailed backup documentation is required for all expenditures. This may include, but is not limited to, receipts, agendas, sign-in sheets, and event flyers. Backup documentation for any subcontractors must be submitted at the request of FCDPH. Please refer to page 26 of the Request for Proposal, item 7, Monthly Billing and Back-up Documentation for more information.