



**ADDENDUM
REQUEST FOR PROPOSAL
MHJ0106
COMMUNITY HEALTH ASSESSMENT AND HEALTH IMPROVEMENT PLAN
CITY OF AUSTIN, TEXAS**

Solicitation: RFP MHJ0106

Addendum No: 2

Date of Addendum: 07/15/2016

This addendum is to incorporate the following changes to the above referenced solicitation:

1.0 Questions and Answers

1.1. Q: Please confirm the cost via the scope of work:

- Up to \$45,000 Year 1 (CHA)
- Up to \$35,000 Year 2 (CHIP)
- Up to \$20,000 Year 3 (CHIP Implementation and Report)
- Up to \$20,000 Year 4 (CHIP Implementation and Report)

A: Yes, this seems to align with the CHA/CHIP timeframe.

1.2. Q: We would like to know how much the city is responsible for with regards to data identification, collection, quality of data, as well as whether the city will make disaggregated data available for our team to analyze.

A: The city plans to provide the vendor with reports which have already been developed as well as identification and prioritization of available secondary data.

1.3. Q: A critical component of CHA research includes the identification of disparities, which many times can only be found under (e.g. zip code or census block) of the aggregated city- and county-level data, which those data sets eliminate outliers by nature of being averages. We would also like to know whether the city will be drawing down from the ICC's iCare system, which has been used in the past to analyze clinical data. Costs to secure data (e.g. storage, PHI, HIPAA compliance, etc.) to be borne by the city?

A: The CHA/CHIP does not include additional cost of obtaining data from iCare or any other data source.



1.4. Q: Year 3 and Year 4 mention being the host of planning summits. We would like to know how much HHSD is willing to support these summits, whether the contractor is responsible for what event costs (location, amenities, printing, food, etc). Without knowing how many people will be invited to a summit of this nature, it makes it difficult to cost out. In other words, "Host planning summit" - can you tell us how you define "host"? It is unclear in the scope of work how much the contractor is responsible for duties that might fall under being a "host". However, the scope of work does mention we will plan with HHSD and assist in the facilitation; we just want to know how much of it we are responsible for, for costing out purposes on the RFP.

A: The City usually covers the cost of obtaining a facility and providing food for the event. The vendor is responsible for facilitating the workgroup discussion and capturing revisions or planned actions for the next year of CHIP implementation.

1.5. Q: Are you able to clarify "3.3 Strategies for Developing and Completing CHA"? The RFP reads, "HHSD will assist in the collection of and analysis of quantitative data from existing data sources." Will you please define the Contractor's role in the collection and analysis of quantitative data?

A: The contractor will be responsible for synthesizing and analyzing data which is prepared and prioritized by the Data/Research subcommittee.

1.6. Q: Is the Contractor responsible for including (describing the findings and displaying in graphs) the quantitative data findings in the CHA report?

A: Yes.

1.7. Q: Are you able to define the Contractor's role with regard to the qualitative data? Is the Contractor responsible for administering the interviews, focus groups, and community forums and the subsequent data collection during the interviews, focus groups, and community forums?

A: HHSD is looking to the vendor to propose methods for collecting qualitative data and would be responsible for deploying the data collection, analysis and reporting.

1.8. Q: The City employs translators to translate for Spanish/English. Does the city employ Vietnamese translators? Will the Contractor have access to these City employees for work completed as part of this project? Or, shall we include translation services in our budget?

A: Please include cost of translation in your budget.

1.9. Q: The RFP calls for a "5-year time frame," but the accompanying timeline and budget template cover only a little less than 4 years Oct. 1, 2016 through June 2020. Can you explain or clarify?

A: The five year time frame references the number of calendar years the contract and renewals will span (e.g. 2016, 2017, 2018, 2019 and 2020).



1.10. Q: In Tab 7, you have requested that we "Describe in detail experience related to development of evaluation plans, reports, and/or peer reviewed articles of evaluation research." You further ask that we "Provide examples". Do you want us to attach reports that we have previously completed? If so, how many and may we provide those electronically rather than printing multiple reports?

A: Yes, your proposal should include previously completed reports which meet the tab 7 criteria. Please submit as many reports needed to demonstrate your organization's relevant experience. As the proposal format specifies one printed original and three electronic versions should be submitted, however the tab 7 example reports for the original can be provided on a USB, if you prefer.

1.11. Q: Is this section relevant to this project: "The Contractor shall ensure that all drivers used to provide services under any resulting contract are legally qualified to provide the services contained within this specification. The Contractor shall utilize screening criteria for drivers and submit a copy of such screening criteria within 24 hours following request by the City. No additional charges shall be requested at the time of transport." It is currently mentioned in Tab 9 on page 2 of the PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS.

A: Yes, this is City of Austin standard contract language.

1.12. Q: Can you confirm that one original hard copy and three flash drives each with a .pdf of the proposal is required?

A: Yes, this is a City of Austin standard proposal requirement.

2.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: _____

Marty James, Buyer II
Purchasing Office, 512-974-3164

07-15-16
Date

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.