

Amendment #2 - Issued September 20, 2020
RFP 210000148 - DPH, Training and Technical Assistance to Tobacco Prevention and Control Partners

Response to Questions Received

Question/ Answer#	Section Reference and/or Page Number	Questions Received / Responses Provided
Q1 A1	Sec. 8.01 Cost Proposal	<p>Is the “Annual Snapshot” form on pages 35-39 of the RFP available in Excel format for ease of transferring and updating calculations as we develop the Cost Proposal? If not, is it acceptable to create our own Excel spreadsheet version that contains all the data elements, as long as it is converted to a separate PDF prior to submitting the proposal, and if it contains only minor differences in format (e.g. slightly different column widths, minor shading differences)?</p> <p>Offeror’s may create their own Excel spreadsheet version of the cost proposal and PDF the file for submission. Minor differences in the format as stated above will not pose any negative impacts in the evaluation process, so long as there are no significant changes to the cost proposal received. It should reflect the same content of the cost proposal shown in Section 8.0 of the RFP.</p>
Q2 A2	Sec. 8.01 Cost Proposal	<p>Roughly midway down the last page of the Annual Snapshot form, there are two fields just below the OTHER-Miscellaneous Items section labeled: Total Hours and Overhead/Indirect Charges. Are these intended to reflect the overall number of hours and overhead/indirect charges for the entire cost proposal, or just the subtotal of these figures for the Other costs of the proposal?</p> <p>These two fields are intended to reflect the sum of total overall project hours and total overhead and indirect charges for the entire cost proposal (annual snapshot).</p>
Q3 A3	Sec. 8.01 Cost Proposal	<p>Does the shading of the Overhead/Indirect Charges column within the Other-Estimated Travel and the Other-Miscellaneous Items sections mean that overhead/indirect charges are not allowed on these Other costs?</p> <p>No. Fill in costs for all applicable fields in the OTHER – Miscellaneous Items Section of the cost proposal as appropriate.</p>
Q4 A4	Correction to RFP AMD-1 Answer 5 Response	<p>Can you please explain how the “\$149k” figure was calculated toward the end of the response. We think the figure was intended to read “\$179k” (\$195k less \$16k):</p> <p><i>“It is expected that offerors will allocate other costs specific to training-related and not travel-related costs for deliverables 3 and 11 from the remaining 149K budgeted.”</i></p> <p>Correct – this figure was intended to read \$179K (\$195K less \$16K). Correcting sentence to read as follows: It is expected that offerors will allocate other costs specific to training-related and not travel-related costs for deliverables 3 and 11 from the remaining 179K budgeted.</p>
Q5	RFP Cover Page	<p>I noticed the memo on the front of the RFP saying that we need to register with the procurement officer to receive subsequent amendments and a failure to contact the procurement officer can result in a rejection of the offer. We believe that we are registered with the state system and have received the subsequent</p>

Amendment #2 - Issued September 20, 2020
RFP 210000148 - DPH, Training and Technical Assistance to Tobacco Prevention and Control Partners
Response to Questions Received

Question/ Answer#	Section Reference and/or Page Number	Questions Received / Responses Provided
A5		<p>amendment, but wanted to confirm with you that you're seeing our registration as updated and ask if there's something else we need to do to be "registered." Please advise.</p> <p>The State registers all parties who make contact with the Procurement Officer of any solicitation that is posted.</p>