



Addendum Number 3

Request For Proposal (RFP) # RFP06J4GN1

National Youth In Transition Database (NYTD)

DATE: June 29, 2018
TO: Prospective Respondents to RFP06J4GN1
FROM: Darlean Patterson, Procurement Manager
SUBJECT: RFP06J4GN1 – Response to Written Inquiries

Question Number	RFP Section Number	RFP Page Number	Question/Comment
1.	4.1	Page 13 of the RFP	Are there page limits for the programmatic and financial proposals? Answer: No, there is not a limit.
2.	4.2.6.4 and 4.2.71	Pages 16 and 17 of the RFP	When writing a response for 4.2.7.1, is it acceptable to reference back to resumes in 4.2.6.4 or should we include resumes in both sections? Answer: Yes, you may reference back to resumes.
3.	Appendix VI	Page 38 of the RFP	When indirect is not capped by the funder, the University defaults to the federal indirect rate of 49%. Would this contract include a cap on the indirect rate? If so, what will the indirect percentage be? Answer: Yes, Indirect cost is limited to 8%.
4.	Appendix VII	Page 39 of the RFP	Will the contract allow for participant incentives? If so, in which line item would the cost for participant incentives be placed? Answer: Incentives may not be paid through contracted dollars.

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5.	Appendix VII	Page 39 of the RFP	<p>What is the current cost per participant for the incentives (gift cards for the foster youth completing the survey)? Is there a standard type and dollar amount for gift cards that the contract provider must use?</p> <p>Answer: Incentives may not be paid through contracted dollars.</p>
6.	Appendix VII	Page 39 of the RFP	<p>In terms of budgeting for training, will the contracted provider need to budget for travel to attend national NYTD training?</p> <p>Answer: Yes, the vendor must budget to attend any training.</p>
7.	5.4	Page 9 of the CF Standard Contract	<p>Does this contract require the collection of any data that falls under HIPAA? Answer: Yes, the vendor will collect data that falls under HIPAA.</p>
8.	Exhibit A	Page 18 of the CF Standard Contract	<p>A 2017 Florida NYTD Report lists the sample size as 887. Is this the typical annual sample size for the 17 year old cohort, 19 year old cohort, and 21 year old cohort combined? In other words, is the expectation that the contract will involve the survey of approximately 1,000 individuals per year?</p> <p>Answer: The 2017 Florida NYTD number of young adults referenced is not typical for each year. The NYTD survey counts for previous Cohorts from previous years are as follows:</p> <p>1174 Baseline Cohort #1, Age 17, FFY 10-11 529 Follow-up Cohort #1, Age 19, FFY 12-13 799 Baseline Cohort #2, Age 17, FFY 13-14 528 Follow-up Cohort #1, Age 21, FFY 14-15 498 Follow-up Cohort #2, Age 19, FFY 15-16 1060 Baseline Cohort #3, Age 17, FFY 16-17 234** Follow-up Cohort #2, Age 21, FFY 17-18</p> <p>**Currently in survey period, 234 reflects count for the first 6 months.</p>

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9.	Exhibit A	Page 18 of the CF Standard Contract	Are the surveys limited to the items in the NYTD Plus Survey? Answer: Yes, the surveys are limited to the federal requirements in 45CFR 1356.
10.	Exhibit C	Page 22 of the CF Standard Contract	Survey administration is said to be conducted by telephone, online, social media, and paper. Does this mean that survey recruitment begins by telephone and then proceeds to online, social media, and paper methods if the first mode of recruitment (telephone) does not result in survey completion? In other words, is there a set order of recruitment (telephone, online, social media, and paper) that the contracted provider must follow for each possible survey participant? Answer: There is no order of priority in survey administration methods. However, the survey methodology selected shall yield the highest possible survey participation rate.
11.	Exhibit C	Page 23 of the CF Standard Contract	In the criteria section, appointments with youth are mentioned. Are these telephone appointments or in-person face-to-face appointments? Answer: For the exclusion code referenced, these appointments could be either be by telephone or face-to-face.
12.	Exhibit C	Page 23 of the CF Standard Contract	Who consents for the child? Do foster parents and group home employees have authority to consent for the child's participation in the survey? Or would the contracted provider be responsible for contacting biological parents to obtain consent? Answer: The data collection required by NYTD is not considered a research activity that is subject to the Federal regulations for the protection of human subjects. Therefore, there is no specific Federal requirement or procedure to seek assent of a youth, or parental consent on a youth's behalf, to participate in the NYTD youth outcome survey. However, administration procedures should be developed to ensure that survey participants understand the purpose and use of the survey, including the voluntary nature.

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13.	Exhibit C	Page 23 of the CF Standard Contract	<p>Are there standard parental/caregiver consent forms and child assent forms that the contracted provider must use? Or are these forms under the control of the IRB that reviews the project? Answer: The data collection required by NYTD is not considered a research activity that is subject to the Federal regulations for the protection of human subjects. Therefore, there is no specific Federal requirement or procedure to seek assent of a youth, or parental consent on a youth's behalf, to participate in the NYTD youth outcome survey. However, administration procedures should be developed to ensure that survey participants understand the purpose and use of the survey, including the voluntary nature.</p>
14.	Exhibit C	Page 25 of the CF Standard Contract	<p>Outreach is said to require face-to-face contacts. Can this requirement be fully met through the contract provider's attendance and presentation at foster youth conferences, foster parent conferences, and child welfare professional conferences? Answer: Yes</p>
15.	4.3.2.1 Financial Management	Page 18 of the RFP	<p>It is advised to send a paper copy of Financial Statements. Would it be possible to send a URL to a state of Florida Auditor General site where Financial and Operational Audit reports could be found for years 2010-2017 instead of a paper copy? Answer: A paper copy is required.</p>
16.	C-1.1.2.2 and C-1.1.3.2	Page 22 of Standard Contract Part 2	<p>These sections discuss administering the follow-up surveys to 19- and 21-year-old youth, respectively. In both of those sections, the RFP states that the selected contractor "shall administer the NYTD <u>required</u> survey questions" (emphasis in original). Does "required" in this context mean the full array of NYTD Plus questions, or the federally-required survey questions? Answer: All NYTD Plus questions are required in this contract.</p>

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17.	C-2.4, Report #2	Page 28 of Standard Contract Part 2	<p>Report #2 specifies that the selected contractor will report monthly on the “number of users accessing and using the online Community-Based Care and Circuit summary report.” Should this requirement instead reference reporting monthly on the number of users accessing and using the online system the selected contractor will use to administer the survey? Answer: Yes, that is correct. The contract language should be rephrased to “Number of users accessing and using the online system the selected contractor will use to administer the survey.”</p>
18.	Attachment 1, Performance Measure #1	Page 35 of Standard Contract Part 2	<p>This measure specifies that the selected contractor “must administer the NYTD Outcome Survey to 100% of the applicable population of youth/young adults each month.” Does this 100% requirement apply to both the baseline and the follow-up populations? Answer: Yes, the provider shall complete data collection on 100% of the eligible population and use the applicable exclusion codes on page 23 & 24 when the youth/young adult does not complete the survey.</p>
19.	Attachment 1, Performance Measure #1	Page 35 of Standard Contract Part 2	<p>Does the definition of “administering” the survey include receiving a completed survey? Answer: Yes, the definition includes collecting completed and incomplete surveys. Are youth who decline to participate (per the criteria in C-1.1.4) considered part of the “applicable population?” Answer: Yes. Are they considered to have been “administered” the survey? Answer: Yes</p>
20.	C-1.1.2.2 and C-1.1.3.2	Page 22 of Standard Contract Part 2	<p>These sections discuss administering the follow-up surveys to 19- and 21-year-old youth, respectively. In both of those sections, the RFP states that the selected contractor “shall administer the NYTD <u>required</u> survey questions” (emphasis in original). Does “required” in this context mean the full array of NYTD Plus questions, or the federally-required survey questions? Answer: All NYTD Plus questions are required in this contract.</p>

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23.	Attachment 1, Performance Measure #1	Page 35 of Standard Contract Part 2	<p>Does the definition of “administering” the survey include receiving a completed survey? Answer: Yes, the definition includes collecting completed and incomplete surveys. Are youth who decline to participate (per the criteria in C-1.1.4) considered part of the “applicable population?” Answer: Yes. Are they considered to have been “administered” the survey? Answer: Yes</p>
24.	C-1.1.2.2 and C-1.1.3.2	Page 22 of Standard Contract Part 2	<p>These sections discuss administering the follow-up surveys to 19- and 21-year-old youth, respectively. In both of those sections, the RFP states that the selected contractor “shall administer the NYTD <u>required</u> survey questions” (emphasis in original). Does “required” in this context mean the full array of NYTD Plus questions, or the federally-required survey questions? Answer: All NYTD Plus questions are required in this contract.</p>

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