

**State of Arkansas**  
Arkansas Department of Health  
4815 West Markham, Slot H58  
Little Rock, Arkansas 72205  
**501-280-4594**

**ADDENDUM #1 - Page 1 of 4**

TO: All Providers  
FROM: Arkansas Department of Health  
DATE: December 3, 2013  
SUBJECT: **RFA-14-0003**

The following change(s) to the above-referenced Request for Applications for Arkansas Department of Health has been made as designated below:

- Change of specification(s)
- Additional specification(s)
- Change of bid opening time and date
- Cancellation of bid
- Other

**List of the questions asked at the workshop, and the official ADH responses to these questions.**

**ADH also has provided the following:**

**Updated work plan format**

**Sample Model Tobacco Free Environment Policy updated 12-02-13**

**A comprehensive Tobacco Free School Policy updated 11-25-13**

The specifications by virtue of this addendum become a permanent addition to the above-referenced Request for Applications. **FAILURE TO RETURN THIS SIGNED ADDENDUM MAY RESULT IN REJECTION OF YOUR APPLICATION.**

**APPLICATIONS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED. THE SUBMITTAL ENVELOPE MUST BE SEALED AND SHOULD BE PROPERLY MARKED WITH THE RFA NUMBER, DATE AND HOUR OF BID OPENING AND BIDDER'S RETURN ADDRESS. IT IS NOT NECESSARY TO RETURN "NO BIDS" TO THE ARKANSAS DEPARTMENT OF HEALTH.**

If you have questions, please contact the Issuing Officer at 501-280-4594.

\_\_\_\_\_  
VENDOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY

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**Q1: Are there any education requirements for the coordinator?**

A1: Please see page 18 of the RFA.

**Q2: Can TPCP funded grantees use MISRGO?**

A2: Yes but the media must be pre-approved by both MISRGO (UAPB and TPCP).

**Q3: Can we pay a teacher a stipend to act as a Youth club sponsor?**

A3: Yes.

**Q4: Can we add an activity not in the work plan to meet projected number in RFA?**

A4: Yes.

**Q5: Can you describe program activities in a more detailed manner?**

A5: Please see the attachment titled 'Tobacco Control Program & Projected Descriptions'.

**Q6: Can you collaborate with for-profit agencies?**

A6: Yes.

**Q7: Can I solicit corporate sponsorship?**

A7: Yes, excluding tobacco companies.

**Q8: Can I charge for events to offset cost?**

A8: Yes but money collected must be used to offset cost of the event. Any balance above the cost of the event is considered "earned income" and must be reimbursed to TPCP. See Financial Guide – Program Income (page 15).

**Q9: In the budget, column C, do we need to reference the work plan specific activity?**

A9: Yes.

**Q10: On the work plan, are the drop-down boxes the only activities you can choose?**

A10: No, you may select "Other" and in the Outcome and Impact narrative provide the activity you wish to conduct.

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**Q11: If we use a water bottle, do we need to put the message we will use in the budget narrative?**

A11: No.

**Q12: Since we only have one page for the Abstract and two pages for the introduction, to clearly define what we plan to do will the work plan be sufficient?**

A12: All of the required documents should work together to provide the review committee with sound evidence of what the applicant plans to accomplish in their community/region. The work plan should build on the scope of the project as described in the abstract and as described on page 10, Number 4- Work Plan 1<sup>st</sup> paragraph.

**Q13: Will TPCP provide an APNA map that lists the 9 unapproved counties?**

A13: Yes, will be included in the Q and A posting.

**Q14: Would internet banners and button ads go under media?**

A14: Yes.

**Q15: Will examples of acceptable Media / Collateral materials be provided for work plan budget use?**

A15: Once awarded, templates and preapproved media will be provided.

**Q16: Are T-shirts, bottles, etc., considered collateral/promo materials or media?**

A16: These are considered promotional items.

**Q17: How should my application be formatted / organized?**

A17: Follow the order as listed on page 21 of the RFA.

**Q18: Can we get the RFA in Microsoft Word format so we can type directly in the document?**

A18: Yes you can obtain the RFA from the issuing official.

**Q19: Can the RFA application be submitted in a box?**

A19: Yes, you may submit the application in a box and it must be sealed with the name of the organization on the outside label and RFA number.

**Q20: Does the application need to be bound?**

A20: No.

**Q21: Can travel for the 4 trips to Little Rock (mileage, meals, and lodging) be in kind from the fiduciary or school?**

A21: Yes.

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**Q22: If the applicant is a church, does it qualify as an eligible applicant even if it is not a registered 501(C)(3). I am under the impression this is not required by churches?**

A22: The Arkansas Department of Health requires 501(C)(3) status certificate or a signed statement from the church (on their letterhead) that they meet the requirements of Internal Revenue Code Section 501(C)(3) and are tax-exempt.

**Q23: Can we get examples of policies, such as: School Campus, Business / Wellness, No hiring, etc...?**

A23: Yes TPCP will include sample policies with the Q&A posting.

**Q24: In regards to the quarterly meetings and catering, what is the appropriate use of the money for foods?**

A24: Please use the Financial Guideline Manual, page 8 and pages 23-24.

