

**State of Arkansas**

Arkansas Department of Health

4815 West Markham, Slot H58

Little Rock, Arkansas 72205

**501-280-4594**

**ADDENDUM #1**

TO: All Providers

FROM: Arkansas Department of Health

DATE: February 10, 2015

SUBJECT: **RFA-15-0007**

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)
- Cancellation of bid
- Other (*Questions and Answers*)**

**The bid opening time and date shall remain the same.**

**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.**

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**VENDOR SIGNATURE**

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**DATE**

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**COMPANY**

January 27, 2015 Work Shop Questions and Answers

1. Before the Contract is signed, can the work plan be changed with adding TPCP items? **Yes, during the award notice negotiating can take place for desired work plan outcomes.**
2. Does the awarded sub-grantee have to take the vehicle provided by TPCP? **No**
3. Is it ok to be vague with the community partners? **No, key partners must be listed, use the partners that the applicant will rely on the most.**
4. Will the score sheet be the same as the previous grantee RFA? **Yes**
5. With RFA 15-0007 stating TPCP has final say if points are not met, can someone be awarded? **If there is a shortfall in the points, there is a possibility of TPCP getting with the vendor who scored the highest points and negotiate an acceptable work plan with desired outcomes.**
6. Will the coordinator (RFA 15-0007) be required to attend regional meetings? **No, the coordinator will not be required to attend Regional meetings but will be required to attend meetings with TPCP.**
7. Who will be the Grant Administrator (GA) for the sub-grant? **The GA will be the TPCP Youth and Schools Coordinator.**
8. If conference calls are listed in the budget when dealing with lead youth on projects (occasionally will need to have a meetings by conference calls), will this be an issue? **No**
9. Is this a reimbursement only sub-grant? **Yes**
10. Does the fiduciary agent have to be a non-profit? **Refer to page 10, Section 2A.**
11. Can the Project Prevent name be used on Vine, Instagram, and Twitter? **Yes, but keep in mind that when possible, the messaging must be approved by TPCP.**
12. Is DBHS a partner or collaborator on campaigns? **This will depend on the relationship the vendor has with DBHS.**
13. Is it against the law to Vape in a car with a child? **No, but there is a law prohibiting the use of e-cigarettes on school campuses.**
14. Because the youth age goes to 26, are young parents still considered youth? **Yes**
15. Will the awarded vendor (sub-grant) be allowed to act as the administrator for the Project Prevent Facebook page? **No, the vendor can be added to have a role but will not be the sole manager of the account.**
16. Did TPCP receive an application for the previous PPYC RFA? **No**
17. What is the prep time and roll out for the RFA? **Prep time to develop the sub-grant agreement is February with an anticipated roll out of July 1, 2015.**

## Questions and Answers

18. Is there drop down boxes for the Flex vehicle? **Yes**
19. Is the YEC required to purchase a vehicle to be used for the program? **No**
20. If the applicant did not have prior funding, can they include in the budget office supplies such as a computer, desk, chair, etc.? **Yes**
21. For social media, what is the process posting messaging? **The vendor (sub-grantee) will work with TPCP's health communication section to post social media and to the PPHYC website.**
22. If the vehicle supplied by TPCP is utilized by sub-grantee, who is responsible for the maintenance and so forth? **The vendor (sub-grantee) will be responsible for providing maintenance for the vehicle, in addition to insurance, gas, etc.**
23. Will monthly meetings with TPCP be by phone? **Meetings will be conducted by both phone and in person.**
24. Does the annual meeting have to be hosted in Little Rock? **No, be cost effective to reach the most people.**
25. Can acronyms be used in the grant? Will grant reviewers get an acronym sheet? **TPCP provided an acronym sheet with the RFA. If the applicant wishes to use acronyms other than what is provided in the RFA, they must provide as an attachment.**
26. How do you want monthly meetings with youth, stakeholders, and community funded grants to be held? **It will be up to the vendor on how the monthly meetings will be held.**
27. Is out of state travel allowed? **Yes, for this specific grant.**
28. Will we need money to place in the budget for America Non-smokers Rights conference? It is not on the website. **TPCP will provide last year's cost. The approximate cost for the ANR conference last year was \$2,200.00 (Based on travel from Arkansas)**
29. On ages that may be different for some schools (how would you put that)? **You do not have to put for example, "middle school"; you can put grades or ages.**