

Addendum to RFA# 67-106  
Maternal and Child Health Workforce Development

Date: Oct. 8, 2020  
 Addendum Number: 1  
 Addendum Changes:

**Part One:** Part One of this addendum is to modify and amend the RFA Part One, Section C.2.d., page 11 to read:

**“Budget Detail and Budget Narrative** – Use the downloadable format to present the budget request. Instructions regarding completion of the budget can be found in the last worksheet of the downloadable excel budget file. The anticipated Grant Agreement term is Jan. 1, 2021 to June 30, 2023. The overall 30-month budget for the application shall not exceed \$1,200,000.00. The budget must contain an Overall Summary in addition to a Summary with Budget Details for each year. Applicants shall allocate funding in the first six-month period (Jan. 1, 2021 to June 30, 2021) to start-up activities, including but not limited to: establishing subcontracts, reviewing SCORM 1.2 and TRAIN PA requirements, and other initial work. Trainings which have already been developed or appropriated may be provided in the first six-month period.”

**Part Two:** Part Two of this addendum is to provide answers to all questions per the RFA Potential Applicant letter.

RFA Section	Question	Answer
N/A		
	Question 1: “I am writing to find out if more than one application per institution will be accepted. We are a large university and need to check for each grant.”	<i>Answer: More than one applicant per institution can apply, however, only one applicant will be selected for this funding opportunity.</i>
	Question 2: “Who is the incumbent?”	<i>Answer: There is no incumbent.</i>
	Question 3: “Can you please share who was the previous vendor/awardee for MCH Workforce Dev and training?”	<i>Answer: There is no incumbent.</i>
	Question 4: “Is there an incumbent for this work?”	<i>Answer: There is no incumbent.</i>
	Question 5: “Is there an incumbent vendor? (Background Information)”	<i>Answer: There is no incumbent.</i>
	Question 6: “What is the contract amount with the incumbent?”	<i>Answer: There is no incumbent and no previous contract amount associated.</i>
	Question 7: “What are the pain points with the current processes and services?”	<i>Answer: Through this RFA process, the Department hopes to increase efficiency and the streamlining of workforce development efforts and capacity building for</i>

		<p><i>the Department, MCH professionals and partners. There is not a current contract for the full scope of services included in this RFA.</i></p> <p><i>The U.S. Department of Health and Human Services, Health Resources and Services Administration’s Title V Maternal and Child Health Services Block Grant to States, Guidance and Forms for the Title V Application/Annual Report instructs that “successful implementation of the five-year State Action Plan requires a workforce that is adequate in size, effectively trained and properly supported.” Per Part One, Section A.1., “The Department is interested in funding Grant applications to develop and deliver online and in-person educational sessions for the MCH workforce. The overall goal of this funding is to improve capacity around public health concepts and topics, including health equity and the social determinants of health, among Department staff and partners.”</i></p>
	<p>Question 8: “What are the specific improvements your agency would like the next contractor to bring to your processes and services?”</p>	<p><i>Answer: It is the desire of the Department to increase the capacity of staff and MCH professionals understanding of the services and systems that shape the health of the most vulnerable of the MCH population. Per Part One, Section A.1., “Key to the application of programming to MCH population health is an understanding of the services and systems that shape the health of the most vulnerable of the MCH population. The Department is committed to strengthening its staff and partners’ capacity around data-driven, evidence-based decision making and creating a baseline knowledge of public health concepts and topics, including health equity and the social determinants of health, to more effectively implement programs and evaluate program impact for MCH populations in Pennsylvania.”</i></p>
	<p>Question 9: “Is this opportunity to be funded with Federal monies? If so, will any federal responsibilities convey to the awardee?”</p>	<p><i>Answer: This opportunity is being funded in part, by the U.S. Department of Health and Human Services, Health Resources and Services Administration, Title V Maternal and Child Health Services Block Grant. Responsibilities for the awarded applicant shall align with the Standard General Terms and Conditions outlined within the RFA. Per Table of Contents, “Any Grant resulting from this RFA will include certain standard terms and conditions, which will either be attached as paper appendices or incorporated by reference and may be found at <a href="http://www.health.pa.gov/vendors">http://www.health.pa.gov/vendors</a>. These terms and conditions are listed below:</i></p> <ul style="list-style-type: none"> <li><i>• Payment Provisions (Rev. 5/12)</i></li> <li><i>• Program Specific Provisions</i></li> </ul>

		<ul style="list-style-type: none"> <li>• <i>Standard General Terms and Conditions (Rev. 2/15)</i></li> <li>• <i>Audit Requirements (Rev. 7/13)</i></li> <li>• <i>Commonwealth Travel and Subsistence Rates (Rev. 4/12)</i></li> <li>• <i>Federal Lobbying Certification and Disclosure (Rev. 12/05)</i></li> <li>• <i>Pro-Children Act of 1994 (Rev. 12/05)</i></li> <li>• <i>Maternal and Child Health Block Grant Provisions (Rev. 12/05)</i></li> </ul>
	Question 10: "I would appreciate it if I could receive further information about the RFA -67-106 to assist me in exploring the possibility of applying for this grant."	<p><i>Answer: For more information regarding the RFA 67-106, please visit <a href="http://www.emarketplace.state.pa.us/Solicitations.aspx?SID=67-106">http://www.emarketplace.state.pa.us/Solicitations.aspx?SID=67-106</a>. The submission deadline for applications is October 15, 2020 at 1:30 PM.</i></p>
	Question 11: "(d. page 9 of 27): Do you have a list of vendors and professionals who will be the targeted audience for the training?"	<p><i>Answer: Yes, the Department does have a list of vendors that we have worked with in the past. However, there may be other MCH professionals or partners, who do not work directly with the Department that may need to be identified and provided training.</i></p>
	Question 12: "Will the awarded participant be provided with list serv for promotion to targeted work force? What is the preferred communication method to promote trainings to the targeted work force?"	<p><i>Answer: Yes, the Department does have a list serv that may be used for promotion to current or past partners. However, there may be other MCH professionals or partners, who do not work directly with the Department that may need to be identified and provided training.</i></p> <p><i>Email, phone, or online platform.</i></p>
	Question 13: "Are computers to be supplied by the RFA respondent to guide through the on-line training? Is it blended? Or traditional training?"	<p><i>Answer: No computers will not need to be supplied by the awarded applicant. Participants who participate in online trainings will be required to have access to their own computer. It is unclear what is meant by the terms "blended" and traditional." Some trainings may consist of an online and in-person requirement.</i></p>
	Question 14: "Is there a specific contract type being solicited (e.g. FFP vs Cost Reimbursable)?"	<p><i>Answer: The resulting document will be for Grant services. Per Payment Provisions A, "Subject to the availability of state and Federal funds and the other terms and conditions of this Contract, the Department will reimburse Contractor in accordance with Appendix C, and any subsequent amendments thereto, for the costs incurred in providing the services described in this Contract."</i></p>
	Question 15: "Is the level of effort for labor based on a specific number of hours per full-time equivalent (e.g. 1920 vs 2080)?"	<p><i>Number of hours for a full-time position is 2080.</i></p>

	<p>Question 16: “Is there a board/advisory group who would oversee the work generally on behalf of the Title V program? Or will the selected vendor be working with individual programs funded by Title V? (Background Information)”</p>	<p><i>Question 88: “Is there a board/advisory group who would oversee the work generally on behalf of the Title V program? Or will the selected vendor be working with individual programs funded by Title V? (Background Information)”</i></p> <p><i>Answer: The selected awarded applicant will work with the Department’s Project Officer Aerielle Waters. Per RFA Cover Page, “RFA Project Officer, Aerielle Waters. Should the Department change the Project Officer during the period of the Grant Agreement, the selected awarded applicant would then work with the new Project Officer.”</i></p>
	<p>Question 17: “Regarding the Custom Online Training Development deliverable: Would the Department be open to a collaborative approach to custom course development, whereby the vendor could later distribute custom training content to our own customers?”</p>	<p><i>Answer: All developed materials become the property of the Department. In addition, the awarded applicant shall follow the Standard General Terms and Conditions (Rev. 2/15), as it relates to ownership and distribution of trainings. Per Table of Contents, “Any Grant resulting from this RFA will include certain standard terms and conditions, which will either be attached as paper appendices or incorporated by reference and may be found at <a href="http://www.health.pa.gov/vendors">http://www.health.pa.gov/vendors</a>. These terms and conditions are listed below:</i></p> <ul style="list-style-type: none"> <li>• <i>Payment Provisions (Rev. 5/12)</i></li> <li>• <i>Program Specific Provisions</i></li> <li>• <i>Standard General Terms and Conditions (Rev. 2/15)</i></li> <li>• <i>Audit Requirements (Rev. 7/13)</i></li> <li>• <i>Commonwealth Travel and Subsistence Rates (Rev. 4/12)</i></li> <li>• <i>Federal Lobbying Certification and Disclosure (Rev. 12/05)</i></li> <li>• <i>Pro-Children Act of 1994 (Rev. 12/05)</i></li> <li>• <i>Maternal and Child Health Block Grant Provisions (Rev. 12/05)”</i></li> </ul>

Part One, Section A

	<p>Question 18: “What is the business reason for posting this RFP now?”</p>	<p><i>Answer: The business reason for the posting of this RFA is to support the Department’s overall workforce development efforts and build capacity across the MCH profession within Pennsylvania. After completing the 2020 Title V Maternal Child Health Services Block Grant Needs and Capacity Assessment, the Department seeks to meet workforce development goals. The U.S. Department of Health and Human Services, Health Resources and Services Administration’s Title V Maternal and Child Health Services Block Grant to States, Guidance and Forms for the Title V Application/Annual Report instructs that, “successful implementation of the five-year State Action Plan requires a workforce that is adequate in size, effectively trained and properly</i></p>
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		<p><i>supported.” Per Part One, Section A.1., “The Department is interested in funding Grant applications to develop and deliver online and in-person educational sessions for the MCH workforce. The overall goal of this funding is to improve capacity around public health concepts and topics, including health equity and the social determinants of health, among Department staff and partners.”</i></p>
	<p>Question 19: “What are the challenges that your agency hopes to resolve with this engagement?”</p>	<p><i>Answer: It is essential to have a competent workforce to meet the diverse needs of the maternal and child health population. This RFA will aid the Department in meeting the timely training needs of staff and MCH providers and partners in a constantly changing and diverse public health landscape. Per Part One, Section A.1., “Key to the application of programming to MCH population health is an understanding of the services and systems that shape the health of the most vulnerable of the MCH population. The Department is committed to strengthening its staff and partners’ capacity around data-driven, evidence-based decision making and creating a baseline knowledge of public health concepts and topics, including health equity and the social determinants of health, to more effectively implement programs and evaluate program impact for MCH populations in Pennsylvania.”</i></p> <p><i>“Through this RFA process, the Department is soliciting MCH Workforce Development Grant applications from institutions and organizations. The Department is interested in funding Grant applications to develop and deliver online and in-person educational sessions for the MCH workforce. The overall goal of this funding is to improve capacity around public health concepts and topics, including health equity and the social determinants of health, among Department staff and partners.”</i></p>
	<p>Question 20: “Background Information (page 6 of 27): ‘Applications are welcomed from not-for-profit 501(c)(3) organizations……’. The following paragraph only mentions not-for-profit institutions and organizations. Is the shortened listing meant to be an example of all entities mentioned in the previous paragraph?”</p>	<p><i>Answer: Correct. Per Part One, Section A. “Applications are welcomed from not-for-profit 501(c)(3) organizations, city or county government agencies, community-based health or human service agencies, colleges or universities, or any organization with a direct connection to training on MCH related topics. Additional information about how to apply, relevant and specific restrictions, and stated preferences regarding applicants are noted and outlined in Section B.”</i></p>
	<p>Question 21: “In Person training questions: Is there a geographic specification for the in-person</p>	<p><i>Answer: This is a statewide Grant application and trainings shall be offered in multiple locations across the state. Per Part One, Section A.1., “Key to the application</i></p>

	<p>trainings? Do they need to be offered across the state or can they all be in one location?"</p>	<p><i>of programming to MCH population health is an understanding of the services and systems that shape the health of the most vulnerable of the MCH population. The Department is committed to strengthening its staff and partners' capacity around data-driven, evidence-based decision making and creating a baseline knowledge of public health concepts and topics, including health equity and the social determinants of health, to more effectively implement programs and evaluate program impact for MCH populations in Pennsylvania."</i></p>
	<p>Question 22: "What is the anticipated location(s) of in-person training?"</p>	<p><i>Answer: This is a statewide Grant application and trainings shall to offered in multiple locations across the state. Per Part One, Section A.1., "Key to the application of programming to MCH population health is an understanding of the services and systems that shape the health of the most vulnerable of the MCH population. The Department is committed to strengthening its staff and partners' capacity around data-driven, evidence-based decision making and creating a baseline knowledge of public health concepts and topics, including health equity and the social determinants of health, to more effectively implement programs and evaluate program impact for MCH populations in Pennsylvania."</i></p>
	<p>Question 23: "In addition to PA DOH staff, who are the other partners in terms of the target audience for trainings?"</p>	<p><i>Answer: MCH professionals and partners that provide services and operate in and around the systems that shape the health of the most vulnerable of the MCH population. Per Part One, Section A.1., "Key to the application of programming to MCH population health is an understanding of the services and systems that shape the health of the most vulnerable of the MCH population. The Department is committed to strengthening its staff and partners' capacity around data-driven, evidence-based decision making and creating a baseline knowledge of public health concepts and topics, including health equity and the social determinants of health, to more effectively implement programs and evaluate program impact for MCH populations in Pennsylvania."</i></p>
	<p>Question 24: "Who is it that is eligible to be trained under this grant? Do organizations need to be funded by PA DOH to be eligible? Can they be non-PA DOH funded, but do MCH work? Or can they be any provider at all who wants to be trained, even if they are not a MCH program?"</p>	<p><i>Answer: The target population is the Department, vendors of the Department, and other MCH professionals and practitioners. The specific training audience may vary by topic. Per Part One, Section A.1., "Key to the application of programming to MCH population health is an understanding of the services and systems that shape the health of the most vulnerable of the MCH population. The Department is committed to strengthening its staff and partners' capacity around data-driven, evidence-</i></p>

		<p><i>based decision making and creating a baseline knowledge of public health concepts and topics, including health equity and the social determinants of health, to more effectively implement programs and evaluate program impact for MCH populations in Pennsylvania.”</i></p> <p><i>Per Part One, Section B.4.a., “The awarded applicant shall develop and provide online and in-person trainings to be provided to the Department, vendors of the Department, and other MCH professionals and practitioners. The awarded applicant shall subcontract to develop and deliver online trainings and in-person trainings on topics requested for which they do not have sufficient expertise. Trainings shall be developed and delivered on topics requested by and at the discretion of the Department.”</i></p>
	<p>Question 25: “Who are the partners beyond the Title V programs? (Background Information)”</p>	<p><i>Answer: MCH professionals and partners that provide services and operate in and around the systems that shape the health of the most vulnerable of the MCH population. Per Part One, Section A.1., “Key to the application of programming to MCH population health is an understanding of the services and systems that shape the health of the most vulnerable of the MCH population. The Department is committed to strengthening its staff and partners’ capacity around data-driven, evidence-based decision making and creating a baseline knowledge of public health concepts and topics, including health equity and the social determinants of health, to more effectively implement programs and evaluate program impact for MCH populations in Pennsylvania.”</i></p>
<p>Part One, Section B</p>		
	<p>Question 26: “In section B.2. - Evaluation of Applications (p. 4), the elements of the work statement are listed (items 1-6) but without a description of the evaluation criteria or scoring. Is that intentional, or is something missing there?”</p>	<p><i>Answer: Section B.2. - Evaluation of Applications is written as intended. Applicants will be evaluated on the components of the application as described in Part One, Section C. The Department does not publish scoring values for each category.</i></p>
<p>Deliverables 4.a.</p>		
	<p>Question 27: “Deliverables (page 8 of 27): ‘Topics for the trainings shall fall into two major categories’. Is contractor/subcontractor responsible for creating all coursework? Does the Department of Health have existing training</p>	<p><i>Answer: Trainings shall be developed and delivered on topics that are requested by and at the discretion of the Department. The Department does have existing trainings or coursework or both that may need to be uploaded to the learning platform. Per Part One, Section B.4.a., “The awarded applicant shall develop and provide online and in-person trainings to be provided to the</i></p>

	<p>(coursework) that needs to be uploaded to the learning platform?"</p>	<p><i>Department, vendors of the Department, and other MCH professionals and practitioners. The awarded applicant shall subcontract to develop and deliver online trainings and in-person trainings on topics requested for which they do not have sufficient expertise. Trainings shall be developed and delivered on topics requested by and at the discretion of the Department."</i></p>
	<p>Question 28: "Section B.4.a.: Who is the target audience for the training, and does it vary by topic?"</p>	<p><i>Answer: The target population is the Department, vendors of the Department, and other MCH professionals and practitioners. The specific training audience may vary by topic. Per Part One, Section B.4.a., "The awarded applicant shall develop and provide online and in-person trainings to be provided to the Department, vendors of the Department, and other MCH professionals and practitioners. The awarded applicant shall subcontract to develop and deliver online trainings and in-person trainings on topics requested for which they do not have sufficient expertise. Trainings shall be developed and delivered on topics requested by and at the discretion of the Department."</i></p>
	<p>Question 29: "Will the content for all online trainings be original content or the awarded applicant be adapting from existing in-person trainings? Part One, Section B, Subsection 4. Deliverables, pages 5-7"</p>	<p><i>Answer: Per Part One, Section B.4.a., "The awarded applicant shall develop and provide online and in-person trainings to be provided to the Department, vendors of the Department, and other MCH professionals and practitioners. The awarded applicant shall subcontract to develop and deliver online trainings and in-person trainings on topics requested for which they do not have sufficient expertise. Trainings shall be developed and delivered on topics requested by and at the discretion of the Department."</i></p>
	<p>Question 30: "What is the expected attendance/capacity for these trainings? (Section B, #4. Deliverables)"</p>	<p><i>Answer: The target population is the Department, vendors of the Department, and other MCH professionals and practitioners. The specific training audience may vary by topic. Per Part One, Section B.4.a., "The awarded applicant shall develop and provide online and in-person trainings to be provided to the Department, vendors of the Department, and other MCH professionals and practitioners. The awarded applicant shall subcontract to develop and deliver online trainings and in-person trainings on topics requested for which they do not have sufficient expertise. Trainings shall be developed and delivered on topics requested by and at the discretion of the Department."</i></p> <p><i>The number of professionals that participate in each training will be dependent on the following: 1.) the content and structure of the training, as some trainings require smaller numbers for more intimate discussions, while others do not have such restrictions; 2.) the</i></p>



		<i>availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b., "In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings."</i>
	Question 31: "Regarding the Custom Online Training Development deliverable: Can you clarify if vendors will be expected to source their own Subject Matter Experts for custom courses, or will the Department be able to provide SMEs?"	<i>Answer: Sourcing of subject matter experts will be at the discretion of the Department. Per Part One, Section B.4.a., "The awarded applicant shall develop and provide online and in-person trainings to be provided to the Department, vendors of the Department, and other MCH professionals and practitioners. The awarded applicant shall subcontract to develop and deliver online trainings and in-person trainings on topics requested for which they do not have sufficient expertise. Trainings shall be developed and delivered on topics requested by and at the discretion of the Department."</i>
	Question 32: "Regarding the Off-The-Shelf Online Training deliverable: On page 6, the Department states that vendors may deliver off-the-shelf online training within the first six months of the Grant Agreement. Is the Department intending to keep access to those off-the-shelf courses for the entire 2.5 year agreement? Or is the Department intending to drop the off-the-shelf courses after the first six months and use only custom courses for the remaining 2 years?"	<i>Answer: There is no off-the-shelf online training deliverable. If off-the-shelf courses meet the requirements and standards of the requested online modules, these trainings shall remain beyond the six months. No custom course would be needed to replace the off-the-shelf training. The Department intends to keep online courses accessible for the duration of the Agreement. Per Part One, Section B.4.a., "Trainings shall be developed and delivered on topics requested by and at the discretion of the Department."</i>
Deliverable 4.b.		
	Question 33: "Deliverables (page 8 of 27): '...develop and provide online and in-person trainings to be provided to the Department, vendors and other MCH professionals and practitioners. What is the estimated number of personnel, vendors and professionals that would require training? What are the professions? I am guessing Licensed Vocational (Practical) Nurse LPN or LVN, RN, NP, Physician Assistant, Physician (MD. Or DO.) Are there other professions that would require training? Is	<i>Answer: Training sessions may be offered broadly to staff, MCH Professionals, and partners (which may include, but is not limited to, public health providers, lactation professionals, parents, community members, and social workers) and may be provided based on topic, however training sessions may be tailored for a specific learning community. Additionally, there is no minimum or estimated number of professionals that are to receive training. The number of professionals that participate in each training will be dependent on the following: 1.) the content and structure of the training, as some trainings require smaller numbers for more intimate discussions, while others do not have such restrictions; 2.) the availability of space for in-person sessions or online</i>

	<p>training provided to a wide scope of professions in each training session? Or, are sessions broken by profession?"</p>	<p><i>learning platform capacity. Per Part One, Section B.4.b. "In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings."</i></p>
	<p>Question 34: How many professionals will be trained in each session?</p>	<p><i>Answer: The number of professionals that participate in each training will be dependent on the following: 1.) the content and structure of the training, as some trainings require smaller numbers for more intimate discussions, while others do not have such restrictions; 2.) the availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b. "In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings."</i></p>
	<p>Question 35: "(b. page 8 of 27) How many sessions for each training module will be offered? Do you have existing training sites? What is the estimated room size? When would you anticipate training in-person due to COVID-19?"</p>	<p><i>Answer: The number of training sessions will be dependent on the following: 1.) the content and structure of the training, as some trainings require smaller numbers for more intimate discussions, while others do not have such restrictions; 2.) the availability of space for in-person sessions or online learning platform capacity per Part One, Section B.4.b. "The awarded applicant shall provide a minimum of 10 total in-person trainings per year, on a minimum of two topics. Additionally, the awarded applicant shall provide three online trainings on three different topics per year at the discretion of the Department."</i></p> <p><i>The Department has access to existing training sites, however there may be new sites that need to be explored to host the trainings, due to size, availability, and/or accessibility.</i></p> <p><i>The selected training room size will be dependent on the needs of the training session, availability and accessibility for participants.</i></p> <p><i>In-person trainings are not required to be provided until the second fiscal year of the Grant, beginning July 1, 2021. During the COVID-19 pandemic, the Department will abide by public health standards, social distancing guidelines and the Governor's orders for government operations. The decision to conduct in-person trainings will be dependent on the need to maintain health and safety of training participants, training facilitators and the general public. Therefore, in-person trainings may be transitioned to e-learning or online instruction at the</i></p>

		<i>discretion of the Department. Once the Governor's orders have been lifted and in-person trainings can resume, the Department will advise how to move forward.</i>
	Question 36: "In Person training questions: How many people should we expect at each training (approximately)? We need a ballpark in order to plan for food, space, materials, etc."	<i>Answer: The number of professionals that participate in each training will be dependent on the following: 1.) the content and structure of the training, as some trainings require smaller numbers for more intimate discussions, while others do not have such restrictions; 2.) the availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b., "In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings."</i>
	Question 37: "In Person training questions: How long is each training supposed to last? Is it just an hour or are these intended to be all-day trainings? Somewhere in between?"	<i>Answer: While some trainings may be one hour, there may be training sessions that are several hours, or all-day sessions. The length of each training will be dependent on the following: 1.) the content and structure of the training, as some trainings will cover one topic or several topics and capacity building efforts. 2.) the availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b., "In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings."</i>
	Question 38: "Questions about online modules: Are the online module asynchronous or are they offered live on a specific date? If asynchronous will they be offered on a schedule of some sort or just ongoing?"	<i>Answer: Due to the nature of the training topics, some trainings may be offered live or be offered pre-recorded.</i>
	Question 39: "Questions about online modules: The RFA asks for submission of evaluation data 14 days after each training. This is very clear for in-person trainings, but how will we submit evaluation data for online trainings? We aren't delivering the trainings on a specific date so how do we do it 14 days later? Should we just look at all participant data every 6 months?"	<i>Answer: The Department will work with the awarded applicant to develop a plan to obtain the evaluation data in a timely matter for online trainings.</i>

	<p>Questions 40: “How long should each module be? One hour? Several hours?”</p>	<p><i>Answer: See Question and Answer # 37.</i></p>
	<p>Question 41: “How many anticipated users will be participating in online training? How many anticipated participants will be attending in-person training?”</p>	<p><i>Answer: The number of professionals that participate in each training will be dependent on the following: 1.) the content and structure of the training, as some trainings require smaller numbers for more intimate discussions, while others do not have such restrictions; 2.) the availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b., “In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i></p>
	<p>Question 42: “What is the anticipated duration of each training module both in-person and online? Please list minimum and maximum duration or both in-person and online content.”</p>	<p><i>Answer: While some trainings may be one hour, there may be training sessions that are several hours, or all-day sessions. The length of each training will be dependent on the following: 1.) the content and structure of the training, as some trainings will cover one topic or several topics and capacity building efforts. 2.) the availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b., “In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i></p>
	<p>Question 43: “Given the requirement of 10 in-person trainings and “three online trainings on three different topics, will online trainings be different topics than in-person training (5 total topics) or can the in-person trainings and online trainings be presented on the same topics (3 total topics)?”</p>	<p><i>Answer: Trainings held in-person may also be presented in an online format. Per Part One, Section B.4.b., “The awarded applicant shall provide a minimum of 10 total in-person trainings per year, on a minimum of two topics. Additionally, the awarded applicant shall provide three online trainings on three different topics per year at the discretion of the Department.”</i></p>
	<p>Question 44: “How many attendees are anticipated or expected per in-person session?</p> <ul style="list-style-type: none"> <li>a. Current COVID in-person attendees expected?</li> <li>b. Pre/Post COVID in-person attendees expected?”</li> </ul>	<p><i>Answer: The number of professionals that participate in each training will be dependent on the following: 1.) the content and structure of the training, as some trainings require smaller numbers for more intimate discussions, while others do not have such restrictions; 2.) the availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b., “In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i></p>

		<p><i>During the COVID-19 pandemic, the Department will abide by public health standards, social distancing guidelines and the Governor’s orders for government operations. The decision to conduct in-person trainings will be dependent on the need to maintain health and safety of training participants, training facilitators and the general public. Therefore, in-person trainings may be transitioned to e-learning or online instruction at the discretion of the Department. Once the Governor’s orders have been lifted and in-person trainings can resume, the Department will advise how to move forward.</i></p>
	<p>Question 45: “Section B.4.b - Deliverables (p. 5) describes a minimum of 10 total in-person trainings per year. Given the coronavirus pandemic, will there be flexibility, at least in the first year of the grant, regarding scheduling these trainings virtually or in-person?”</p>	<p><i>Answer: Yes. During the COVID-19 pandemic, the Department will abide by public health standards, social distancing guidelines and the Governor’s orders for government operations. The decision to conduct in-person trainings will be dependent on the need to maintain health and safety of training participants, training facilitators and the general public. Therefore, in-person trainings may be transitioned to e-learning or online instruction at the discretion of the Department. Once the Governor’s orders have been lifted and in-person trainings can resume, the Department will advise how to move forward.</i></p>
	<p>Question 46: “Page 5 item “b”: Please clarify if this application needs to include an estimation of participant reach.”</p>	<p><i>Answer: No, it is not a requirement to include an estimation of participant reach in the application.</i></p>
	<p>Question 47: “Section B.4.a.: How will the need for specific training topics be determined (for both online and in-person trainings)?</p> <ul style="list-style-type: none"> <li>a. Will there be, or has there already been, a needs assessment process?</li> <li>b. Will the grantee be part of the needs assessment?”</li> </ul>	<p><i>Answer: The need for specific trainings will be identified at the discretion of the Department. Per Part One, Section B.4.b., “The awarded applicant shall provide a minimum of 10 total in-person trainings per year, on a minimum of two topics. Additionally, the awarded applicant shall provide three online trainings on three different topics per year at the discretion of the Department. Newly developed trainings shall be provided beginning in the second year of the Grant Agreement, and the first six months of funding shall be dedicated to start-up activities or training which has already been developed or appropriated. In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i></p> <p><i>a) Staff training needs have been identified through survey of program staff and supervisors, additionally through finding from the 2020 Title V Maternal Child Health Services Block Grant Needs and Capacity Assessment, which is completed every five years.</i></p>

		<p><i>b) For this RFA, the awarded applicant will not be a part of the needs assessment, as it has already been completed, as required by the U.S. Department of Health and Human Services, Health Resources and Services Administration’s Title V Maternal and Child Health Services Block Grant to States, through the 2020 Title V Maternal Child Health Services Block Grant Needs and Capacity Assessment.”</i></p>
	<p>Question 48: “Section B.4.a &amp; b: What is the expected number of participants to be reached for each training and/or overall?”</p>	<p><i>Answer: The number of professionals that participate in each training will be dependent on the following: 1.) the content and structure of the training, as some trainings require smaller numbers for more intimate discussions, while others do not have such restrictions; 2.) the availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b., “In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i></p>
	<p>Question 49: “Section B.4. a &amp; b: What is the expected length of the online and in-person trainings?”</p>	<p><i>Answer: While some trainings may be one hour, there may be training sessions that are several hours, or all-day sessions. The length of each training will be dependent on the following: 1.) the content and structure of the training, as some trainings will cover one topic or several topics and capacity building efforts. 2.) the availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b., “In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i></p>
	<p>Question 50: “On page 5 under Deliverables (B) – It says that the applicant should provide three online trainings on three different topics per year (at the discretion of the Department), and that newly developed trainings should be provided by the beginning of the second year – and that the first six months of funding should be dedicated to start-up activities or training which has already been developed or appropriated. (Does this mean trainings that already exist within the Pennsylvania Dept. of Health?) Does this mean we need to</p>	<p><i>Answer: The first six months are dedicated to start up activities. The awarded applicant shall produce three online trainings within the first 18 months of the Grant. In-person trainings are not required to be provided until the second fiscal year of the Grant, beginning July 1, 2021. Per Part One, Section B.4.b., “The awarded applicant shall provide a minimum of 10 total in-person trainings per year, on a minimum of two topics. Additionally, the awarded applicant shall provide three online trainings on three different topics per year at the discretion of the Department. Newly developed trainings shall be provided beginning in the second year of the Grant Agreement, and the first six months of funding shall be dedicated to start-up activities or training which has already been developed or appropriated. In collaboration with the awarded applicant, the</i></p>

	<p>develop a total of six online modules in two years and provide 20 in-person trainings?"</p>	<p><i>Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings."</i></p>
	<p>Question 51: "Could you please clarify the deliverables for this RFA. Page 5, section b states that applicants shall provide a minimum of 10 in-person trainings per year on a minimum of 2 topics and three online training on three different topics per year and that the first 6 months of grant can be used for development of new training and presentation of existing training. Does this mean that the per year minimums apply only to FY2 and 3 or is there an expectation of some minimum number of trainings that should be provided in FY1 (1/1/2021 - 6/30/2021)."</p>	<p><i>Answer: The first six months are dedicated to start up activities. The awarded applicant shall produce three online trainings within the first 18 months of the Grant. In-person trainings are not required to be provided until the second fiscal year of the Grant, beginning July 1, 2021. Per Part One, Section B.4.b., "The awarded applicant shall provide a minimum of 10 total in-person trainings per year, on a minimum of two topics. Additionally, the awarded applicant shall provide three online trainings on three different topics per year at the discretion of the Department. Newly developed trainings shall be provided beginning in the second year of the Grant Agreement, and the first six months of funding shall be dedicated to start-up activities or training which has already been developed or appropriated. In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings."</i></p>
	<p>Question 52: "The grant requires 10 in-person sessions per fiscal year. What are the adjustments given COVID? Would this adjustment (if applicable) mean a transition to e-learning/online instead of in person for a period of time?"</p>	<p><i>Answer: In-person trainings may be transitioned to e-learning or online instruction at the discretion of the Department. During the COVID-19 pandemic, the Department will abide by public health standards, social distancing guidelines and the Governor's orders for government operations. The decision to conduct in-person trainings will be dependent on the need to maintain health and safety of training participants, training facilitators and the general public. Therefore, in-person trainings may be transitioned to e-learning or online instruction at the discretion of the Department. Once the Governor's orders have been lifted and in-person trainings can resume, the Department will advise how to move forward. Per Part One, Section B.4.b., "The awarded applicant shall provide a minimum of 10 total in-person trainings per year, on a minimum of two topics. Additionally, the awarded applicant shall provide three online trainings on three different topics per year at the discretion of the Department. Newly developed trainings shall be provided beginning in the second year of the Grant Agreement, and the first six months of funding shall be dedicated to start-up activities or training which has already been developed or appropriated. In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training</i></p>

		<p><i>format (in-person or on-line, or both) and the length of the trainings.”</i></p>
	<p>Question 53: “What is the approx. number of PA DOH staff should be budgeted for the in-person trainings (e.g., to cover training materials, food etc)? And number of additional partners?”</p>	<p><i>Answer: The number of professionals that participate in each training will be dependent on the following: 1.) the content and structure of the training, as some trainings require smaller numbers for more intimate discussions, while others do not have such restrictions; 2.) the availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b., “In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i></p>
	<p>Question 54: “The RFA talks about minimum number of trainings the grantee must do, but is there a minimum number of people the grantee is required to reach for YR2 and YR3?”</p>	<p><i>Answer: There is no minimum number of participants the awarded applicant must reach. The number of professionals that participate in each training shall be dependent on the following: 1.) the content and structure of the training, as some trainings require smaller numbers for more intimate discussions, while others do not have such restrictions; 2.) the availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b., “In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i></p>
	<p>Question 55: “Should the application build in contingencies for in-person training given the COVID 19 Pandemic? Part One, Section C, Subsection 3. Budget Definitions, pages 11-12”</p>	<p><i>Answer: In-person trainings may be transitioned to e-learning or online instruction at the discretion of the Department. During the COVID-19 pandemic, the Department will abide by public health standards, social distancing guidelines and the Governor’s orders for government operations. The decision to conduct in-person trainings will be dependent on the need to maintain health and safety of training participants, training facilitators and the general public. Therefore, in-person trainings may be transitioned to e-learning or online instruction at the discretion of the Department. Once the Governor’s orders have been lifted and in-person trainings can resume, the Department will advise how to move forward. Per Part One, Section B.4.b., “The awarded applicant shall provide a minimum of 10 total in-person trainings per year, on a minimum of two topics. Additionally, the awarded applicant shall provide three online trainings on three different topics per year at the discretion of the Department. Newly developed trainings shall be provided beginning in the second year</i></p>



		<p><i>of the Grant Agreement, and the first six months of funding shall be dedicated to start-up activities or training which has already been developed or appropriated. In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i></p>
	<p>Question 56: “Is there an anticipated level of effort for this work?”</p>	<p><i>Answer: Per Part One, Section B.4.b., “The awarded applicant shall provide a minimum of 10 total in-person trainings per year, on a minimum of two topics. Additionally, the awarded applicant shall provide three online trainings on three different topics per year at the discretion of the Department. Newly developed trainings shall be provided beginning in the second year of the Grant Agreement, and the first six months of funding shall be dedicated to start-up activities or training which has already been developed or appropriated. In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i></p>
	<p>Question 57: “What is the impact of COVID-19 on in-person trainings/ travel? (Section B, #4. Deliverables)”</p>	<p><i>Answer: In-person trainings and travel are suspended as a result of COVID-19 and will resume at the discretion of the Department. During the COVID-19 pandemic, the Department will abide by public health standards, social distancing guidelines and the Governor’s orders for government operations. The decision to conduct in-person trainings will be dependent on the need to maintain health and safety of training participants, training facilitators and the general public. Therefore, in-person trainings may be transitioned to e-learning or online instruction at the discretion of the Department. Once the Governor’s orders have been lifted and in-person trainings can resume, the Department will advise how to move forward. Per Part One, Section B.4.b., “The awarded applicant shall provide a minimum of 10 total in-person trainings per year, on a minimum of two topics. Additionally, the awarded applicant shall provide three online trainings on three different topics per year at the discretion of the Department. Newly developed trainings shall be provided beginning in the second year of the Grant Agreement, and the first six months of funding shall be dedicated to start-up activities or training which has already been developed or appropriated. In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training</i></p>

		<i>format (in-person or on-line, or both) and the length of the trainings.”</i>
	Question 58: “Regarding the Live Training deliverable: Can you please define the desired length of the live training classes (in # of hours)?”	<i>Answer: While some trainings may be one hour, there may be training sessions that are several hours, or all-day sessions. The length of each training will be dependent on the following: 1.) the content and structure of the training, as some trainings will cover one topic or several topics and capacity building efforts. 2.) the availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b., “In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i>
	Question 59: “Regarding the Live Training deliverable: Can you please define the minimum number of students per live training class?”	<i>Answer: The number of professionals that participate in each training will be dependent on the following: 1.) the content and structure of the training, as some trainings require smaller numbers for more intimate discussions, while others do not have such restrictions; 2.) the availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b., “In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i>
	Question 60: “Regarding the Custom Online Training Development deliverable: Can you define the desired length of the custom online courses (in # of hours)?”	<i>Answer: While some trainings may be one hour, there may be training sessions that are several hours, or all-day sessions. The length of each training will be dependent on the following: 1.) the content and structure of the training, as some trainings will cover one topic or several topics and capacity building efforts. 2.) the availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b., “In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i>
	Question 61: “Regarding the Off-The-Shelf Online Training deliverable: Approximately how many learners need access to off-the-shelf online courses? This will help us determine pricing”	<i>Answer: There is no off-the-shelf online training deliverable. If off-the-shelf courses meet the requirements and standards of the requested online modules, these trainings shall remain beyond the six months. The number of professionals that participate in each training will be dependent on the following: 1.) the content and structure of the training, as some trainings</i>

		<p><i>require smaller numbers for more intimate discussions, while others do not have such restrictions; 2.) the availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.b., “In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.” Per Part One, Section B.4.a., “Trainings shall be developed and delivered on topics requested by and at the discretion of the Department.”</i></p>
	<p>Question 62: “Regarding the Off-The-Shelf Online Training deliverable: Our firm offers over 10,000 healthcare focused, off-the-shelf SCORM courses developed in-house in conjunction with subject matter experts, many of which offer continuing education hours. We believe we have a robust offering of off-the-shelf courses which cover many of the topics listed on page 5, item a. Would the Department be open to reviewing a targeted selection of these courses to determine which would meet your course requirements and which topics would need to be developed custom? We can include this listing with our Application response, and further offer a test LMS environment for you to preview some of our course material.”</p>	<p><i>Answer: There is no off-the-shelf online training deliverable. The Department would be open to reviewing a targeted selection of off-the-shelf courses. If off-the-shelf courses meet the requirements and standards of the requested online modules, these trainings shall remain beyond the six months. Per Part One, Section B.4.a., “Trainings shall be developed and delivered on topics requested by and at the discretion of the Department.” Per Part One, Section B.4.b., “In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i></p>
Deliverables 4.c.		
	<p>Question 63: “(Deliverables and c. page 9 of 27) Do you need CEU’s for other than Nurses? If so, which professions?”</p>	<p><i>Answer: There will be a wide range of professionals in need of training and may include certified health education specialists, lactation professionals, parents, community members, and social workers, to name a few. Nursing credits shall be offered per Part One, Section B.4.c. “The awarded applicant shall have the ability to provide continuing education credits (CEUs) for both online training modules and in-person trainings as requested by the Department. This shall include CEUs for nursing.”</i></p>
	<p>Question 64: “Must all trainings contain an offering of CEU’s?”</p>	<p><i>Answer: No. Per Part One, Section B.4.c., “The awarded applicant shall have the ability to provide continuing education credits (CEUs) for both online training modules and in-person trainings as requested by the Department. This shall include CEUs for nursing.”</i></p>

	<p>Question 65: “Are other professional CEU offerings required or preferred?”</p>	<p><i>Answer: There will be a wide range of professionals in need of training and may include medical providers, health education specialists, lactation professionals, and social workers, to name a few. Per Part One, Section B.4.c., “The awarded applicant shall have the ability to provide continuing education credits (CEUs) for both online training modules and in-person trainings as requested by the Department. This shall include CEUs for nursing.”</i></p>
	<p>Question 66: “Should CEU’s be updated in real time?”</p>	<p><i>Answer: CEU’s should be submitted in accordance with the credentialing organization guidelines. Per Part One, Section B.4.c., “The awarded applicant shall have the ability to provide continuing education credits (CEUs) for both online training modules and in-person trainings as requested by the Department. This shall include CEUs for nursing.”</i></p>
	<p>Question 67: “How many CEU’s are required as an offering for in-person training?”</p>	<p><i>Answer: There is no minimum number of CEU’s required.</i></p>
	<p>Question 68: “Section B.4.c. - Deliverables (p.6) describes the ability to provide continuing education credits (CEUs).</p> <ol style="list-style-type: none"> <li>a. Is the grant recipient expected to pay for the CEUs from the grant budget?</li> <li>b. How many people does Pennsylvania DOH anticipate may want to use the CEU option in one year?</li> <li>c. What types of nurses would be included in the nursing CEUs?”</li> </ol>	<p><i>Answer:</i></p> <ol style="list-style-type: none"> <li>a) <i>Yes. The awarded applicant shall pay for CEU’s from the Grant budget.</i></li> <li>b) <i>The number of participants who may want CEU’s may vary. Per Part One, Section B.4.b., “In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (in-person or on-line, or both) and the length of the trainings.”</i></li> <li>c) <i>There will be a wide range of professionals in need of training. Per Part One, Section B.4.c., “The awarded applicant shall have the ability to provide continuing education credits (CEUs) for both online training modules and in-person trainings as requested by the Department. This shall include CEUs for nursing.”</i></li> </ol>
	<p>Question 69: “Page 6, item “c”: Could you please clarify which groups or type of credentials need to be addressed in the provision of CEUs? Also, what is the expectation for providing CEU beyond the contract period?”</p>	<p><i>Answer: There will be a wide range of professionals in need of training and may include certified health education specialists, lactation professionals, and social workers, to name a few. Nursing credits shall be offered per Part One, Section B.4.c., “The awarded applicant shall have the ability to provide continuing education credits (CEUs) for both online training modules and in-person trainings as requested by the Department. This shall include CEUs for nursing.”</i></p> <p><i>CEUs are not expected to be provided beyond the Grant Agreement.</i></p>

	<p>Question 70: “Which professions will need CE’s and which Boards? (at a minimum PA is asking for RN CE’s)”</p>	<p><i>Answer: There will be a wide range of professionals in need of training and may include certified health education specialists, lactation professionals, and social workers, to name a few. Nursing credits shall be offered per Part One, Section B.4.c., “The awarded applicant shall have the ability to provide continuing education credits (CEUs) for both online training modules and in-person trainings as requested by the Department. This shall include CEUs for nursing.”</i></p>
	<p>Question 71: “Section B.4.c.: In addition to nursing, are there other disciplines requiring CEUs?”</p>	<p><i>Answer: There will be a wide range of professionals in need of training and may include certified health education specialists, lactation professionals, and social workers, to name a few. Nursing credits shall be offered per Part One, Section B.4.c., “The awarded applicant shall have the ability to provide continuing education credits (CEUs) for both online training modules and in-person trainings as requested by the Department. This shall include CEUs for nursing.”</i></p>
	<p>Question 72: “Will CME accreditation meet the nursing CE accreditation requirement? Part One, Section B, Subsection 4. Deliverables, page 6”</p>	<p><i>Answer: CEU’s including CME’s should follow the credentialing organizations application and the credit approval and submission process. Per Part One, Section B.4.c., “The awarded applicant shall have the ability to provide continuing education credits (CEUs) for both online training modules and in-person trainings as requested by the Department. This shall include CEUs for nursing.”</i></p>
<p>Deliverables 4.e.</p>		
	<p>Question 73: “Who provides the handouts?”</p>	<p><i>Answer: The awarded applicant will provide handouts and should budget accordingly, in the event it is needed for a training they are offering, or in the event it is needed, but not provided by the subcontractor whom is providing the training. Per, Part One, Section B.4.e., “The awarded applicant shall be responsible for arranging and providing all in-person training logistics, including but not limited to, meeting space, necessary training equipment and supplies, and food when necessary.”</i></p>
	<p>Question 74: “The RFA states that the “awarded applicant shall be responsible for arranging and providing all in-person training logistics, including... meeting space...” Will state or local government space be available or should the applicant budget for private rental space. Part One, Section B, Subsection 4. Deliverables, page 6”</p>	<p><i>Answer: Per Part One, Section B.4.e. and .f, “The awarded applicant shall be responsible for arranging and providing all in-person training logistics, including but not limited to, meeting space, necessary training equipment and supplies, and food when necessary.</i></p> <p><i>The awarded applicant shall notify the Department of the dates and logistics of the in- person training a minimum of 60 calendar days prior to the training.”</i></p>

	Question 75: "The RFA also states that the awarded applicant would be responsible for "training logistics, including... food when necessary.". Does that mean food is an allowable expense? Part One, Section B, Subsection 4. Deliverables, page 6"	<i>Answer: Yes. Incentives for training, such as food are an allowable expense.</i>
Deliverables 4.i.		
	Question 76: "Are we expected to be the LMS host or will we host this on a platform maintained by DOH?"	<i>Answer: Learning content files for the SCORM 1.2 training modules may be hosted on TRAIN PA's content server or by the awarded applicant. However, the SCORM 1.2 training modules shall be made available through TRAIN PA, so that users may access, register for, view, and complete the online training modules through TRAIN PA. The Department reserves the right to require the awarded applicant to use the TRAIN PA content server if the awarded applicant is unable to host the online training modules in a way that is acceptable to the Department. Per Part One, Section B.4.i., "The awarded applicant shall create online training modules that are Shareable Content Object Reference Model (SCORM) 1.2 compliant and run in TRAIN PA. SCORM 1.2 requirements can be found at: <a href="https://adlnet.gov/projects/scorm-1-2/">https://adlnet.gov/projects/scorm-1-2/</a>."</i>
	Question 77: "Page 6, item "i": This item addresses the need for all online modules to be compliant in the TRAIN PA learning management system. Is it an expectation of this RFA that all education (including live sessions) be provided through TRAIN PA?"	<i>Answer: Trainings that are to be online modules and provided through TRAIN PA, will be identified at the discretion of the Department. Per Part One, Section B.4.b., "The awarded applicant shall provide a minimum of 10 total in-person trainings per year, on a minimum of two topics. Additionally, the awarded applicant shall provide three online trainings on three different topics per year at the discretion of the Department." Per Part One, Section B.4.i., "The awarded applicant shall create online training modules that are Shareable Content Object Reference Model (SCORM) 1.2 compliant and run in TRAIN PA. SCORM 1.2 requirements can be found at: <a href="https://adlnet.gov/projects/scorm-1-2/">https://adlnet.gov/projects/scorm-1-2/</a>."</i>
	Question 78: "One of the requirements of the e-learning modules/online training for them to be available on: ( <a href="https://pa.train.org/pa/welcome">https://pa.train.org/pa/welcome</a> ). Will this serve as the host site for all e-learning modules?"	<i>Answer: Learning content files for the SCORM 1.2 training modules may be hosted on TRAIN PA's content server or by the awarded applicant. However, the SCORM 1.2 training modules shall be made available through TRAIN PA, so that users may access, register for, view, and complete the online training modules through TRAIN PA. The Department reserves the right to require the awarded applicant to use the TRAIN PA content server if the awarded applicant is unable to host the online training modules in a way that is acceptable to the</i>

		<p><i>Department. Per part One, Section B.4.i., “The awarded applicant shall create online training modules that are Shareable Content Object Reference Model (SCORM) 1.2 compliant and run in TRAIN PA. SCORM 1.2 requirements can be found at: <a href="https://adlnet.gov/projects/scorm-1-2/">https://adlnet.gov/projects/scorm-1-2/.</a>”</i></p>
	<p>Question 79: “Will the applicant be required to work within the TRAIN PA Learning Management System or will there just be a simple transfer of files? Part One, Section B, Subsection 4. Deliverables, page 6”</p>	<p><i>Answer: The awarded applicant shall work within the TRAIN PA LMS. Instructional videos, documentation, and TRAIN PA system administrator consultation will be provided by Department to support the awarded applicant in the use of TRAIN PA. The Department reserves the right to require the awarded applicant to use the TRAIN PA content server if the awarded applicant is unable to host the online training modules in a way that is acceptable to the Department. Part One, Section B.4.i., “The awarded applicant shall create online training modules that are Shareable Content Object Reference Model (SCORM) 1.2 compliant and run in TRAIN PA. SCORM 1.2 requirements can be found at: <a href="https://adlnet.gov/projects/scorm-1-2/">https://adlnet.gov/projects/scorm-1-2/.</a>” Additionally, per Addendum Part One, Section C.2.c.4. “Applicants shall allocate funding in the first six-month period (Jan. 1, 2021 to June 30, 2021) to start-up activities, including but not limited to: establishing subcontracts, reviewing SCORM 1.2 and TRAIN PA requirements, and other initial work.”</i></p>
	<p>Question 80: “For courses which our firm already has coverage, would the Department accept a solution which delivers these SCORM-format courses as AICC "pointer files?" With this method, learners would launch the courses in the TRAIN PA system, taking them to an external site to complete the SCORM training; after taking the course, the learner's completion information is then delivered back to the TRAIN PA system. This ensures learners receive a seamless experience while protecting the integrity of our intellectual property.”</p>	<p><i>Answer: If the awarded applicant chooses to host the learning content on its own server, the awarded applicant shall work with the Department to meet the SCORM requirements and the learning content functions on TRAIN PA per the Department’s requirements and acceptance. The Department reserves the right to require the awarded applicant to use the TRAIN PA content server if the awarded applicant is unable to host the online training modules in a way that is acceptable to the Department. Part One, Section B.4.i., “The awarded applicant shall create online training modules that are Shareable Content Object Reference Model (SCORM) 1.2 compliant and run in TRAIN PA. SCORM 1.2 requirements can be found at: <a href="https://adlnet.gov/projects/scorm-1-2/">https://adlnet.gov/projects/scorm-1-2/.</a>”</i></p>
Deliverables 4.j.		
	<p>Question 81: “Questions about online modules: Some of what the RFA are asks for in the online module won’t be accessible for users with disabilities (e.g. drag and drop won’t</p>	<p><i>a) “The awarded applicant shall include the following for each online training module developed:</i></p> <ol style="list-style-type: none"> <li><i>1. Learning objectives and assessment items;</i></li> </ol>

	<p>work with screen reader). We want to make sure we are compliant with all accessibility standards (sec 508). How should we handle this?”</p>	<ol style="list-style-type: none"> <li>2. <i>A pre-learning assessment that tests the knowledge of the learner prior to completing the online module;</i></li> <li>3. <i>Multiple learning formats, including reading, auditory, and visual cues to enhance knowledge retention by the learner;</i></li> <li>4. <i>Graphical elements, including images, tables and charts;</i></li> <li>5. <i>A tutorial screen and help button to assist learners who may be unfamiliar with the use of an e-learning module. The tutorial shall explain the navigation and functioning of the module and the help button shall return the learner to the tutorial screen at any time throughout the module; and</i></li> <li>6. <i>A post-learning assessment that tests the knowledge of the learner after completing the online module. A passing score on the post-learner assessment must be achieved by all learners prior to being awarded course completion and CEUs. A passing score shall demonstrate that the learner has successfully gained the correct level of knowledge from the online module. Applicants who do not achieve a passing score shall be redirected back to the online learning module to review missed information.</i></li> </ol> <p>b) <i>The awarded applicant shall have the ability to include the following in online training modules:</i></p> <ol style="list-style-type: none"> <li>1. <i>“Self-checks” to allow learners to evaluate their knowledge of content;</i></li> <li>2. <i>Interactive questions and activities to aid learning including:</i> <ol style="list-style-type: none"> <li>i. <i>Drag and drop exercises where the learner clicks an item and matches it to an associated item by dragging it to the appropriate location on the screen;</i></li> <li>ii. <i>Various question types, including multiple choice, multiple answer, fill-in-the-blank, matching, and true/false responses;</i></li> <li>iii. <i>Timeline activities where the learner is provided a timeline of events and can individually click each event to learn more; and</i></li> <li>iv. <i>Interactive charts and graphs which reveal additional information to the learner as they click and interact with the graphical elements.</i></li> </ol> </li> </ol>
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		<p>3. <i>Video sequences, using either live action video or animated images depending upon the needs of the content and the instructional goal for the content being covered.</i></p>
Deliverables 4.k.		
	<p>Question 82: “Does the state expect all interactive items listed in page 7 point )k in each course or is there are a minimum of 1 to 2 depending on the course needs and content?”</p>	<p><i>Answer: The awarded applicant shall have the ability to include interactive items in the on-line training, as appropriate and at the discretion of the Department. Not all items are required for all online trainings and should be tailored for the population that the training is serving, which depends upon the needs of the content and the instructional goal for the content being covered. Per Part One, Section B.4.k., “The awarded applicant shall have the ability to include the following in online training modules:</i></p> <ul style="list-style-type: none"> <li><i>a) “Self-checks” to allow learners to evaluate their knowledge of content;</i></li> <li><i>b) Interactive questions and activities to aid learning including:</i> <ul style="list-style-type: none"> <li><i>1. Drag and drop exercises where the learner clicks an item and matches it to an associated item by dragging it to the appropriate location on the screen;</i></li> <li><i>2. Various question types, including multiple choice, multiple answer, fill-in-the-blank, matching, and true/false responses;</i></li> <li><i>3. Timeline activities where the learner is provided a timeline of events and can individually click each event to learn more; and</i></li> <li><i>4. Interactive charts and graphs which reveal additional information to the learner as they click and interact with the graphical elements.</i></li> </ul> </li> </ul> <p><i>Video sequences, using either live action video or animated images depending upon the needs of the content and the instructional goal for the content being covered.”</i></p>
	<p>Question 83: “Regarding the Custom Online Training Development deliverable: Can you define the maximum number of interactive elements in each course (as described on Page 6, item J and Page 7, item K)?”</p>	<p><i>Answer: The awarded applicant shall have the ability to include interactive items in the on-line training, as appropriate and at the discretion of the Department. Not all items are required for all online trainings and should be tailored for the population that the training is serving, which depends upon the needs of the content and the instructional goal for the content being covered. Per Part One, Section B.4.k., “The awarded applicant shall have the ability to include the following in online training modules:</i></p>

		<p>c) <i>“Self-checks” to allow learners to evaluate their knowledge of content;</i></p> <p>d) <i>Interactive questions and activities to aid learning including:</i></p> <ol style="list-style-type: none"> <li>1. <i>Drag and drop exercises where the learner clicks an item and matches it to an associated item by dragging it to the appropriate location on the screen;</i></li> <li>2. <i>Various question types, including multiple choice, multiple answer, fill-in-the-blank, matching, and true/false responses;</i></li> <li>3. <i>Timeline activities where the learner is provided a timeline of events and can individually click each event to learn more; and</i></li> <li>4. <i>Interactive charts and graphs which reveal additional information to the learner as they click and interact with the graphical elements.</i></li> </ol> <p>e) <i>Video sequences, using either live action video or animated images depending upon the needs of the content and the instructional goal for the content being covered.”</i></p>
<p>Deliverables 4.n.</p>		
	<p>Question 84: <i>“In regard to the translation of the trainings, what languages are required for translation?”</i></p>	<p><i>Answer: Translation of trainings and training materials will be at the discretion of the Department. Per Part One, Section B.4.n., “The awarded applicant shall have the ability to translate trainings and training materials when necessary and as requested by the Department.”</i></p>
	<p>Question 85: <i>“Do both the written materials and audio files require translation?”</i></p>	<p><i>Answer: Translations for trainings will be at the discretion of the Department. Per Part One, Section B.4.n., “The awarded applicant shall have the ability to translate trainings and training materials when necessary and as requested by the Department.”</i></p>
	<p>Question 86: <i>“Other: The RFA states: The awarded applicant shall have the ability to translate trainings and training materials when necessary and as requested by the Department. How many languages should we expect to translate to? How often? We do have quotes from a translation services company but it is hard to budget if we don't know how many languages and how much of the content we would need to translate (amount of work translates</i></p>	<p><i>Answer: Translation of trainings and training materials will be at the discretion of the Department. Per Part One, Section B.4.n., “The awarded applicant shall have the ability to translate trainings and training materials when necessary and as requested by the Department.”</i></p>

	to hours, which translates to money).”	
Deliverable 4.p.		
	Question 87: “In reference to page 7, p) of the RFA, what metric will be used to deem a training ineffective?”	<i>Answer: The awarded applicant and the Department shall determine the training objectives and measurements as part of the evaluation. Per Part One, Section B.4.p., “The awarded applicant shall evaluate the pre-learning assessments compared to the post-learning assessments for each online module and in-person training and use the results for continuous quality improvement and submit them to the Department within 14 calendar days of the training. If needed, the awarded applicant may be required to submit a plan to modify trainings due to ineffectiveness.”</i>
Part One, Section C		
Deliverable 1.f.		
	Question 88: “Is budget narrative a part of the 15-page limit or is this separate?”	<i>Answer: No, the budget narrative is not part of the 15-page limit. Per Part One, Section C.1.f., “The work statement narrative must not exceed 15 pages. Letters of commitment, MOUs/MOAs, resumes or curriculum vitae and other attachments to support the work statement narrative are not included in the 15-page limit.”</i>
Deliverable 2		
	Question 89: “I know the length of the narrative must be no more than 15 pages, but I did not see if this is single spaced or double spaced?”	<i>Answer: Yes, applications can be single-spaced. Per Part One, Section C.2., “Applicants must follow the format as described below to complete Part Two of this RFA. Applications must be typewritten on 8 ½” by 11” paper, with a font size no smaller than 10 point and margins of at least ½ inch.”</i>
	Question 90: “Can the work statement be single-spaced? Part One, Section C, Subsection 1. Application Instructions, and Subsection 2. Application Format, pages 8-9”	<i>Answer: Yes, applications can be single-spaced. Per Part One, Section C.2., “Applicants must follow the format as described below to complete Part Two of this RFA. Applications must be typewritten on 8 ½” by 11” paper, with a font size no smaller than 10 point and margins of at least ½ inch.”</i>
Deliverable 2.d.		
	Question 91: “RFA, Page 11 d) <b>Budget Detail and Budget Narrative</b> Applicants shall allocate funding in the first nine-month period (Jan. 1, 2021 to June 30, 2021) to start-up activities, including but not limited to: establishing subcontracts, reviewing SCORM 1.2 and TRAIN PA	<i>Answer: This language should read six months and not nine months. Addendum RFA Part One, Section C.2.d., page 11 to read: “<b>Budget Detail and Budget Narrative</b> – Use the downloadable format to present the budget request. Instructions regarding completion of the budget can be found in the last worksheet of the downloadable excel budget file. The anticipated Grant Agreement term is Jan. 1, 2021 to June 30, 2023. The overall 30-month</i>

	<p>requirements, and other initial work. Trainings which have already been developed or appropriated may be provided in the first nine-month period. QUESTION: Is it 6 months or 9 months? The text says nine months, but (Jan. 1, 2021 to June 30, 2021) is six months.”</p>	<p><i>budget for the application shall not exceed \$1,200,000.00. The budget needs to contain an Overall Summary in addition to a Summary with Budget Details for each year. Applicants shall allocate funding in the first six-month period (Jan. 1, 2021 to June 30, 2021) to start-up activities, including but not limited to: establishing subcontracts, reviewing SCORM 1.2 and TRAIN PA requirements, and other initial work. Trainings which have already been developed or appropriated may be provided in the first six-month period.”</i></p>
	<p>Question 92: “Can the Government please clarify the Year 1/start-up activities period of performance (six months vs nine months)? Part One, Section C, subsection 2. Budget Detail and Budget Narrative, pages 10-11”</p>	<p><i>Answer: This language should read six months and not nine months. Addendum RFA Part One, Section C.2.d., page 11 to read: “<b>Budget Detail and Budget Narrative</b> – Use the downloadable format to present the budget request. Instructions regarding completion of the budget can be found in the last worksheet of the downloadable excel budget file. The anticipated Grant Agreement term is Jan. 1, 2021 to June 30, 2023. The overall 30-month budget for the application shall not exceed \$1,200,000.00. The budget needs to contain an Overall Summary in addition to a Summary with Budget Details for each year. Applicants shall allocate funding in the first six-month period (Jan. 1, 2021 to June 30, 2021) to start-up activities, including but not limited to: establishing subcontracts, reviewing SCORM 1.2 and TRAIN PA requirements, and other initial work. Trainings which have already been developed or appropriated may be provided in the first six-month period.”</i></p>
<p>Deliverable 2.e.</p>		
	<p>Question 93: “Can subject matter experts be paid a stipend rather than hourly rate? Part One, Section C, Subsection 3. Budget Definitions, pages 11-12”</p>	<p><i>Answer: The applicant shall, to the extent possible, provide a unit cost and the number of units to be paid if a stipend is used rather than an hourly rate. This should be completed in the subcontractor category accordingly. The awarded applicant shall be responsible for creating and managing subcontractors. Subcontractors that may be utilized shall be experts in the training topics. Per Section C.2.e., “Subcontractors that may be utilized who shall be experts in the training topics. Applicants shall plan to utilize subcontractors or participate in collaborative activities on topics requested for which they do not have sufficient expertise. Applicants shall demonstrate their ability to collaborate with partners or 10 subcontractors and their ability to create and manage subcontracts. Applicants who have already identified subcontractors shall include, as attachments to the application, signed letters of commitment or MOUs/MOAs to demonstrate collaborative activities.”</i></p>

Certifications		
	<p>Question 94: "Will Pennsylvania Department of Health accept a public or private university that operates outside of Pennsylvania to be a subcontractor for a vendor bidding on the Workforce Development for Maternal and Child Health?"</p>	<p><i>Answer: Yes. Per Certifications 1.a., "The Contractor certifies, in writing, for itself and all its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made."</i></p>
	<p>Question 95: "Is it acceptable for an applicant to name another entity as the "co-applicant" in the response?"</p>	<p><i>Answer: No, however the awarded applicant can subcontract. Per Certifications 1.a., "The Contractor certifies, in writing, for itself and all its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made."</i></p>
E-marketplace		
	<p>Question 96: "I keep checking the site, but I don't see any answers to questions yet. Have they simply not been posted?"</p>	<p><i>Answer: All question submissions and answers have now been posted on the e-marketplace site, within this addendum to the RFA.</i></p>
	<p>Question 97: "I am just following up on this. I still see no answers to the questions we have posed, nor to anyone's questions. Is it possible that I am misunderstanding where to look? This is the link I have been using:  <a href="http://www.emarketplace.state.pa.us/Solicitations.aspx?SID=67-106">http://www.emarketplace.state.pa.us/Solicitations.aspx?SID=67-106</a> And I have been looking in the bottom section under related solicitation files. Please let me know if there is another link I should be following or a different section I should be looking under."</p>	<p><i>Answer: The link you have been using (<a href="http://www.emarketplace.state.pa.us/Solicitations.aspx?SID=67-106">http://www.emarketplace.state.pa.us/Solicitations.aspx?SID=67-106</a>) is the correct link to access this addendum, which was posted on the date listed at the top of this document.</i></p>
	<p>Question 98: "First, can you please direct me to the exact location where I can find where other questions have been posed by other applicants. I cannot seem to find them on the emarketplace website."</p>	<p><i>Answer: See answer to Question 97 above</i></p>

\*Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the RFA and any previous addenda, remain as originally written.