

Addendum to RFA# 67-147

Maternal Child Health Workforce Development

Date: October 21, 2022

Addendum Number: 1

Addendum Changes:

- 1) This addendum is to provide answers to all questions per the RFA Potential Applicant letter.

1. Section B.4. (a, b, c) Who is the target audience for the training, and does it vary by topic?

Answer: The target population is the Department, vendors of the Department, other MCH professionals and practitioners, and other stakeholders in the MCH system of care. Yes, the specific training audience may vary by topic. Per Part One, Section B.4.a., "The awarded applicant shall develop and provide online learning modules, in-person, and live virtual trainings to be provided to the Department, vendors of the Department, other MCH professionals and practitioners, and other stakeholders in the MCH system of care." Additionally, Part One, Section B.4.a states, "Trainings shall be developed and delivered on topics requested by and at the discretion of the Department."

2. (Section B.4 (e) For what portion of the 15 activities and 3 online learning modules does the applicant need to make available continuing education credits?

Answer: The proportion of participants who may require CEU's may vary, as it may be based on training topic, type of professional, and type of training. Per Part One, Section B.4.d., "In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (online learning modules, in-person and live virtual) and the length of the trainings."

Given that there will be a wide range of MCH professionals in need of training, applicants shall have the ability to provide CEU's for each required training, per fiscal year. Per Part One, Section B.4.e., The awarded applicant shall have the ability to provide CEU's for online learning modules, in-person, and live virtual trainings as requested by the Department. Training CEUs shall include those for nursing, along with CEU's for other MCH professionals.

3. Section B.4.(e) In addition to nursing, are there other disciplines requiring CEUs?

Answer: Yes, in addition to nurses, there will be a wide range of professionals in need of training, which may include medical providers, health education specialists, lactation professionals, and social workers, to name a few. Per Part One, Section B.4.e., The awarded applicant shall have the ability to provide CEUs for online learning modules, in-person, and live virtual trainings as requested by the Department. Training CEUs shall include those for nursing, along with CEU's for other MCH professionals.

4. Section B.4. (a & b): What is the expected number of participants to be reached for each training and/or overall?

Answer: The number of professionals that participate in each training will be dependent on the following: 1.) The training topic, content and structure of the training, as some trainings require smaller numbers of participants for more intimate discussions, while others do not have such restrictions and 2.) The availability of space for in-person sessions or online learning platform capacity. Per Part One, Section B.4.d., "In collaboration with the awarded applicant, the Department will determine the minimum number of participants for the training and training format (online learning modules, in-person and live virtual) and the length of the trainings."

5. Section B4. (d) of the RFP states, "The number of educational sessions, the identification and selection of topics, and the training format (online learning module, in-person, or live virtual) are at the discretion of the Department." Given that the deliverable types, schedule, and content areas are to be determined by the Department throughout the grant/contract period and that any vendor cannot possibly commit to meeting all to-be-determined training needs, how would the Department recommend that applicants breakdown their budget between direct staff costs and sub-contractors/vendors? Will there be opportunities to adjust the budget as Department training needs are identified? If so, what are the limitations/boundaries on budget adjustments?

Answer: 1.) It is recommended that applicants consider their capabilities and competencies to achieve the deliverables of the Grant Agreement. If there are topic areas, training needs, or deliverables that an applicant does not have sufficient expertise, the applicant shall allocate their budget in a way that allows for the deliverables of the Grant Agreement to be completed. Per Section B.4.a, "The awarded applicant shall subcontract to develop and deliver online learning modules, in-person, and live virtual trainings on topics requested for which they do not have sufficient expertise, in accordance with the BFH Workforce Development Plan;" and per Section B.4.h "The awarded applicant shall utilize subcontractors or consultants as needed to assure service provision at the discretion of the Department."

2.) Yes, limitations and boundaries on the budget adjustments are dependent on what project changes are requested. See Part II, Payment Provisions- C.4. The Contractor has the option to reallocate funds between and within budget categories (Budget Revision), subject to Budget Revision criteria.

6. The RFP states, "The first six months of funding shall be dedicated to start-up activities or trainings which have already been developed or appropriated, and newly developed trainings shall be provided beginning in the second year of the Grant Agreement (Section 4)." How does this timeline relate to the need to deliver fifteen trainings and three online learning modules in the first fiscal year (4/1 to 6/30/23)?

Answer: The first six months are primarily dedicated to start-up activities. However, within the six-month start-up period, if an applicant has the capability of providing trainings that have already been developed or appropriated which meet the requirements and standards of the Department and the Workforce Development Plan, they may be provided during the six-month start-up period.

The awarded applicant shall produce and deliver a minimum of 15 unique in-person or live virtual trainings with distinct curriculum on a minimum of three topics within 15 months of the start of the Grant. Per Section B.4.d., “The first six months of funding shall be dedicated to start-up activities or trainings which have already been developed or appropriated, and newly developed trainings shall be provided beginning in the second year of the Grant Agreement,” and Section C.2.d.6 and Section C.2.f, “Applicants shall allocate funding in the first six-month period of the Grant Agreement (April 1, 2023 to September 30, 2023) 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.”

7. Section B.4 (a) How many training deliverables are expected in the first fiscal year (4/1 – 6/30/23)?

Answer: The first fiscal year (April 1, 2021 to June 30, 2023) is part of the six-month start up period and shall be dedicated primarily to start-up activities. Trainings which have been previously developed or appropriated may be provided during this time. As per Section C.2.d.6 and Section C.2.f, “Applicants shall allocate funding in the first six-month period of the Grant Agreement (April 1, 2023 to September 30, 2023) 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.”

8. Given the unequal distribution of funding across fiscal years (\$100K, \$500K, \$400K) but the need to deliver the same training deliverables per fiscal year (15 trainings and 3 online learning modules), can the applicant produce a single budget and budget narrative that speaks to the creation of 45 total trainings and 9 online learning modules for \$1,000,000 across 27 months rather than a yearly budget and budget narrative? This will best represent the distribution of activities over the 27-month period.

Answer: The first fiscal year (April 1, 2021 to June 30, 2023) is part of the six-month start up period and shall be dedicated primarily to start-up activities. Trainings which have been previously developed or appropriated may be provided during this time. As per Section C.2.d.6 and Section C.2.f, “Applicants shall allocate funding in the first six-month period of the Grant Agreement (April 1, 2023 to September 30, 2023) 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.”

Applicants shall accurately complete the downloadable budget template, per Section C.6, “Applicants shall accurately complete the downloadable budget template (with an overall summary, and summary with budget details for each year) and demonstrate a reasonable, cost-effective budget for the work proposed, in accordance and as outlined in Section C.2.f.” As outlined in Part II, Payment Provisions, Section B, “The Department is obligated to pay no more than the dollar amount for each state fiscal year (SFY), for the periods of time indicated on the Budget.” To do this, a budget for each SFY needs to be provided accordingly.

9. Are LLC organizations eligible to apply?

Answer: Yes

10. What organizations received this funding in the past?

Answer: There are no incumbent organizations.

11. How is the funding disbursed (in advance, reimbursement, etc)?

Answer: The funding will be disbursed as a reimbursement. "Payments will be made monthly upon submission of an itemized invoice for services rendered pursuant to this contract", as outlined in Part II, Payment Provisions.

12. Is there a cap/maximum on salary for employees or payment to contractors?

Answer: There is no maximum, however, the salaries for employees and the payment for contractors should be reasonable for the service provided, per Section C.2.f, "Applicants shall include a narrative which justifies the need to allocate funds for items in the spreadsheet of the itemized budget and demonstrates how they will maximize cost effectiveness of Grant expenditures. Applicants shall also explain how all costs are calculated, how they are relevant to the completion of the proposed project, and how they correspond to the information and figures provided in the Budget Detail Summary."

Any change to the budget related to personnel requires the approval of the Department and shall meet the Budget Revision criteria, per Part II Payment Provisions C.4.b and C.5.

13. In what specific locations (regions, counties, cities) throughout the Commonwealth are you looking to train MCH employees?

Answer: This RFA is a statewide Grant application and trainings shall be offered in multiple locations across the state. Per Part One, Section A., "The Department is interested in funding applications to develop and deliver online learning modules and in-person or live virtual educational sessions or both, across the Commonwealth, for the MCH workforce."

Additionally, per Section B.4.g, "The awarded applicant shall be responsible for arranging and providing all in-person and live virtual training logistics, including but not limited to, meeting space, necessary training equipment and supplies, and food when necessary. The awarded applicant may utilize Commonwealth facilities at the discretion of the Department."

14. Do the trainers have to travel to all of the locations? Or, is 100% virtual training acceptable for certain regions?

Answer: Depending on the training topic and format approved by the Department, trainers may not have to travel to all locations; however, if a trainer presents remotely to an in-person audience, the awarded applicant shall still be responsible to ensure the in-person training logistics are taken care of, as stated in Section B.4.g, "The awarded applicant shall be responsible for arranging and providing all in-person and live virtual training logistics, including but not limited to, meeting space, necessary training equipment and supplies, and food when necessary. The awarded applicant may utilize Commonwealth facilities at the discretion of the Department."

Virtual training may be appropriate depending on location, training topics, and/or public health needs. In collaboration with the awarded applicant, the Department shall make the determination of the training format. Per Section B.4.d, "The number of educational sessions, the identification and selection of topics, and the training format (online learning module, in-person, or live virtual) are at the discretion of the Department."

*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.