

Addendum to Invitation for Bid (IFB) 6100064162

BRFSS Data HIO

Date: October 21, 2025

Addendum Number: 4

Addendum Changes:

This addendum is to provide answers to all questions per the IFB Standard Terms and Conditions.

Question One: Additionally, we're seeking clarification on how to account for the prenotification letter costs. Since we do not see a separate unit rate entry on the portal, we are assuming it should be rolled up into the landline completes unit rate. However, doing so without knowing the actual quantity of letters to be mailed means that there will be a strict cap on the number of letters that can be mailed. We would really appreciate guidance on 1) whether to roll the letter costs into the landline completes unit rate, and 2) the estimated quantity of letters to be mailed.

Answer One: The expenses for landline prenotification letters should be factored into the landline completes rate. The overall sample is set at 90% cell phone and 10% landline. The pre-notification letters are to be sent to all landline samples only in which a USPS address can be identified. The current contractor estimates that about 60-65% of the monthly landline samples have a discoverable address associated with it and is sent a letter. Quantity of letters mailed will be determined based on the amount of monthly landline sample that is ordered by the bidder to complete the 10% of Landline interviews per month.

*The Commonwealth of Pennsylvania defines a solicitation "Addendum" as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

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