

Addendum to RFA# 67-193
EMS Overdose Prevention and SUD Training

Date: May 16, 2025

Addendum Number: 1

Addendum Changes:

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

Question 1: “As a for-profit consulting company, we typically provide fully-burdened market-based hourly billing rates by labor category (for example, Principal - \$xxx/hour, Senior Consultant - \$xxx/hour, etc.) We do not base our hourly billing rates on salaries, fringe, and other direct and indirect cost categories, which is more typical in the not-for-profit and educational arenas. Our hourly billing rates include the complete cost of doing business with us, including indirect costs such as overhead, general, and administrative costs. For the budget template, should we include our hourly rates and hours under the consultant services section? Or should we include our hourly rates in the personnel services section and include a fringe percentage of 0%?”

Answer 1: Per Part One, “General Information”, Section C.3.A., “Budget Definitions”, the “Personnel” category shall identify each position by job title, hourly rate, and the number of hours per year allocated to the project. Fringe benefits, if applicable, are to be shown as a separate line-item by percentage and shall include a detailed listing of the benefits being covered. The Consultant Services budget category shall identify the services to be provided by each consultant including hourly rate and number of hours to be utilized.

Question 2: “Is the expectation that the vendor offers full day training of all topics, or, a menu of options and training series that people can select and opt into?”

Answer 2: The awarded applicant shall develop one Department-approved training curriculum to cover all topics specified in Part One, Section B.4.A “Deliverables.” The training curriculum proposal may provide a recommendation on whether a full day training or shorter, multiple-day trainings are needed to fulfill this deliverable. The Department will work with the awarded applicant to develop a training curriculum format that works best for the target audience. The Department’s current training curriculum consists of one four-hour training.

Question 3: “Does the vendor have flexibility to change or customize training topics based on the latest information and our expertise in adult learning?”

Answer 3: Yes. However, the training curriculum and resources shall be approved by the Department prior to implementation. Changes to the training shall also be approved by the Department prior to implementation. The curriculum shall cover the topics as specified in Part One, Section B.4.A “Deliverables.”

Question 4: “How many hours should each training session last?”

Answer 4: There is no minimum or maximum time requirement for the training. The curriculum shall cover the topics as specified in Part One, Section B.4.A “Deliverables.” The Department’s current training is one four-hour training.

Question 5: “Will there be support from the state EMS agency with providing CE (continuing education) credit for training?”

Answer 5: The awarded applicant is responsible for acquiring, administering and issuing CE credits. The awarded applicant may procure services from other agencies to acquire CE credits to participants.

Question 6: “Is the vendor expected to provide the CE’s directly or can they partner with a state agency to do that?”

Answer 6: The awarded applicant may provide themselves or procure services from another agency to provide continuing education credits to participants.

Question 7: “Can the proposal include technical assistance in the form of follow up sessions beyond the training? Are there any limits to the technical assistance that can be provided?”

Answer 7: Yes, the curriculum may include a technical assistance component. Technical assistance shall be approved by the Department.

Question 8: “Are there expectations of the number of providers trained each year?”

Answer 8: Yes. The training deliverable is specified in Part One, Section B.4.D “Deliverables.”

Question 9: “Is training voluntary or will it be required?”

Answer 9: EMS first responders’ participation in the training is voluntary. The awarded applicant shall conduct outreach to EMS first responders as outlined in Part One, Section B.4.C.

Question 10: “Are there existing events taking place at which in person training could be incorporated?”

Answer 10: No. There are not currently any known existing Department sponsored events where in-person training could be incorporated. However, the awarded applicant may identify events organized by local EMS agencies or other stakeholders that may be leveraged to support in-person training.

Question 11: “Are you able to give a sense of how much naloxone will be shipped to the awardee? Would they receive all the units at one time? Or will smaller shipments be sent to the awardee throughout the year (e.g., based on anticipated training enrollment)?”

Answer 11: No. The amount of naloxone will be determined based upon trainings planned and anticipated attendance. No. The Department will work with the awarded applicant to determine when and how much naloxone will be delivered. The Department may ship smaller quantities to the awarded applicant if that is preferred.

Question 12: “In the case of virtual training, is there an expectation for the awardee to send the naloxone directly to each participant? Or would the preference be to ship out naloxone to the organizations participants represent (assuming they have an organizational affiliation)?”

Answer 12: No, there is not an expectation for the awarded applicant to send the naloxone to each virtual training participant. The awarded applicant may develop a process to send naloxone either directly to training participants or directly to organizations of the participants, if feasible.

Question 13: “Can data collected from the course assessment/evaluations be utilized for future research or scholarship?”

Answer 13: No. At this point in time, data collected from course assessments and evaluation may not be used for research or scholarship.

Question 14: “Can there be online asynchronous components of the training. For example, students should watch a video or read an article prior to attending the training.”

Answer 14: Yes. The awarded applicant may propose prerequisite activities before trainings as part of the training proposal that will be submitted to the Department for approval. However, awarded applicants are encouraged to consider competing priorities for the target audience and the likelihood that they will have the capacity to complete additional activities prior to attending the training.

Question 15: “Is there an expectation for the length of the training course?”

Answer 15: No, there is no minimum or maximum time requirement for the training. The curriculum must cover the topics as specified in Part One, Section B.4.A “Deliverables.” The Department’s current training is one four-hour training.

Question 16: “Who retains ownership of the course materials at the end of the contract period?”

Answer 16: The Department retains ownership of the course materials at the end of the contract period.

Question 17: “Will there be some level of access granted to EMS and coroner data?”

Answer 17: Yes. The awarded applicant is encouraged to access and utilize the Office of Drug Surveillance and Misuse Prevention's (ODSMP) Drug Overdose Surveillance Interactive Data Report (<https://public.tableau.com/app/profile/pennsylvania.pdmp/viz/PennsylvaniaODSMPDrugOverdoseSurveillanceInteractiveDataReport/Contents>) as a statistical resource in curriculum development. The ODSMP may help coordinate additional data analysis and data sharing in support of curriculum development. The ODSMP will not share raw surveillance data.

Question 18: “Are there any limitations for purchasing equipment?”

Answer 18: Yes. Per the Substance Abuse and Mental Health Services Administration (SAMHSA), First Responders Comprehensive Addiction and Recovery Act Grant funds may not be used to:

- Pay for promotional items including, but not limited to, clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags.
- Meals

Question 19: “Is the purchase of refreshments for attendees of training sessions authorized?”

Answer 19: No. Food/refreshments may not be included in the budget.

Question 20: “Is there an incumbent? Is someone already providing this service for DOH?”

Answer 20: Yes.

Question 21: “Is there a set length for the class?”

Answer 21: No, there is no minimum or maximum time requirement for the training. The curriculum shall cover the topics as specified in Part One, Section B.4.A “Deliverables.” The Department’s current training is one four-hour training.

Question 22: “Are we free to develop the curriculum as we see fit?”

Answer 22: The curriculum shall include, at minimum, the topics specified in Part One, Section B.4.A “Deliverables.” The curriculum is subject to the Department’s final approval prior to implementation.

Question 23: “We will need to consult with outside DOH approved experts?”

Answer 23: No, the awarded applicant is not required to consult with outside DOH approved experts. The curriculum shall include, at minimum, the topics specified in Part One, Section B.4.A “Deliverables.” The curriculum is subject to the Department’s final approval prior to implementation.

Question 24: “Will DOH provide any insight or feedback other than the suggested topical areas?”

Answer 24: Yes, the Department will review and approve the curriculum outline, curriculum content, and additional curriculum resources by providing detailed feedback and edits. The curriculum is subject to the Department’s final approval prior to implementation.

Question 25: “Once the curriculum is developed, is it fixed?”

Answer 25: No. The curriculum may be updated. The awarded applicant may propose changes and a justification for those changes which are subject to the Department’s final approval prior to implementation.

Question 26: “If legitimate changes in policies or practices within the community occur during the contract length, how will changes to the curriculum be made?”

Answer 26: The awarded applicant may propose changes and a justification for those changes to the Department. The changes are subject to the Department’s final approval prior to implementation.

Question 27: “Can instructors be paid as subcontractors, or must they be paid an hourly rate?”

Answer 27: Yes, instructors for training purposes may be included as subcontractors in the budget.

Question 28: “Can we receive a copy of the current Department-approved curriculum outline template?”

Answer 28: Yes. The Department will share previously used curriculum materials with the awarded applicant.

Question 29: “Can funds be used to rent private space if a free, public building-type classroom cannot be obtained?”

Answer 29: Yes, pending budget approval, awarded funds may be used to rent space for trainings. The awarded applicant is expected to prioritize free or low-cost space, which may include offering in-person trainings at EMS first responder agencies.

Question 30: “What funds can ‘equipment funding’ be used for? i.e, presentation projectors, computers?”

Answer 30: Per Part One, Section 3.A “Budget Definitions”, funding for equipment can be used for materials deemed necessary for program implementation that is \$5,000 or greater. Presentation projectors and computers may be included in the budget.

Question 31: “Is there a requirement to complete a set number of classes via the virtual model?”

Answer 31: No. The training deliverable is specified in Part One, Section B.4.D.1.i-ii “Deliverables.” During the period of September 30, 2026, through June 30, 2027, a minimum of 24 training sessions shall be conducted, with a minimum of one in each of the six Pennsylvania Health Districts. During the period of July 1, 2027, through September 29, 2027, a minimum of eight training sessions shall be conducted, with a minimum of one in each of the six Pennsylvania Health Districts.

Question 32: “Is there a requirement, or can you provide us with any guidance, including any time difference for the two respective modalities?”

Answer 32: No, there is not a requirement. The awarded applicant shall conduct outreach to EMS first responder agencies in each of the Department’s six districts and work with the agencies to schedule and conduct training per the deliverable outlined in Part One, Section B.4.D “Deliverables.”

Question 33: “Is there a limit to how much naloxone each participant can be provided upon request? Any limitations on different formulations?”

Answer 33: Yes, each participant will receive no more than two doses (1 box) of 4mg naloxone nasal spray. The only formulation that shall be available is 4mg naloxone nasal spray.

Question 34: “Will naloxone only be provided at the class?”

Answer 34: Yes, two doses (1 box) of 4mg naloxone nasal spray shall only be provided to each training participant after training is completed.

Question 35: “Will we be expected to manage EMS naloxone distribution across the state?”

Answer 35: No, the awarded applicant will only be responsible for naloxone distribution to training participants. Each training participant shall receive no more than two dose (1 box) of 4mg naloxone nasal spray.

Question 36: “Can both training and technical assistance be done?”

Answer 36: Yes, the awarded applicant may build technical assistance into the training curriculum proposal and shall be approved by the Department prior to implementation.

Question 37: “How is funding affected if we develop training, evaluation, and a technical assistance program?”

Answer 37: Part One, Section C.2.E “Budget Detail and Budget Narrative” outlines available funding. Overall summary September 30, 2025 to September 29, 2025: \$1,445,818. 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.

*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.