

Request for Application (RFA) Number EPIC 08-001: "Sexual Violence Primary  
Prevention Technical Assistance and Training (TAT) Project"  
Bidder's Teleconference Summary  
October 7, 2008

**General Announcements:**

This document is a summary of information provided during the teleconference for Request for Application (RFA) Number EPIC 08-001: "Sexual Violence Primary Prevention Technical Assistance and Training Project (TAT) Project" conducted on October 7, 2008 by the California Department of Public Health (CDPH), Epidemiology and Prevention for Injury Control Branch (EPIC). This summary includes all questions submitted either in writing to EPIC, or asked during the teleconference. CDPH/EPIC will not accept or respond to any further questions regarding RFA # EPIC 08-001. A copy of this summary and all RFA updates are posted at <http://www.cdph.ca.gov/programs/Pages/EPICFundingOpportunities.aspx>

**Review of Pertinent RFP Information:**

The purpose of this project is to enhance the capacity of EPIC/RPE Program- funded rape crisis centers to conduct comprehensive primary prevention programs aimed at stopping first time perpetration and victimization of sexual violence in their communities. The contractor selected for this RFA will work closely with EPIC to develop, implement, and evaluate a comprehensive technical assistance and training project.

The primary audience for this project includes staff from California's 65 rape crisis centers that are funded through the EPIC/RPE Program to implement comprehensive primary prevention education and training strategies consistent with CDC guidelines.

In order to qualify for this RFA submission process, proposers must meet the eligibility requirements and qualifications as stated in the RFP.

Some of these qualifications include a demonstrated organizational commitment to the primary prevention of sexual violence and at least two consecutive years, within the last five years, of experience in:

- Provision of statewide training and technical assistance on sexual violence primary prevention to diverse audiences in California;
- Developing, implementing, and evaluating training curricula and collateral materials;
- Designing, planning, and coordinating statewide meetings and conferences; and
- Conducting web conferences.

At a minimum, all proposals must include all of the services described in the Scope of Work, which can be found on page 6 of the RFP.

One contract award of approximately \$833,333 will be awarded as a result of this RFA. The contract term is expected to be 20 months, effective from February 1, 2009. The budget periods and funding awards for the contract include:

1. February 1, 2009 – September 30, 2009 (8 months) - \$333,333; and
2. October 1, 2009 – September 30, 2010 (12 months) - \$500,000.

Important Dates:

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Deadline for <u>Mandatory</u> Letter of Intent:	October 10, 2008
Deadline for Receipt of Applications:	November 25, 2008
Notice of Intent to Award:	December 5, 2008
Contract Start Date:	February 1, 2009
Contract End Date:	September 30, 2010

**Questions and Answers** (submitted in writing for Bidders' teleconference on 10/7/08):

- 1. We currently have a contract with RPE through 10/31/09. Are we eligible to apply for this new RFA? They seem very similar in terms of the scope of work required, are they the same? If not, what is the difference?**

Any entity that meets the requirements spelled out in the Eligibility Criteria Section of the RFA (p. 7) is encouraged to apply.

- 2. Page 5 of the RFA states that "This RFA builds on the TAT activities funded by CDPH/EPIC since 2005." Who is the contractor for the TAT activities conducted since 2005?**

The California Coalition Against Sexual Assault (CALCASA).

- 3. Page 5 of the RFA states that ... What was the current funding level to support these activities?**

The annual allocation for these activities has been approximately \$780,000.

- 4. Page 5 of the RFA states that ... What were the related Scope of Work (SOW) activities? Is the SOW document available for public review?**

The scope of work activities are similar with the exception that in the past they have been directed at supporting the My Strength social marketing campaign. Yes, the document is available for public review upon request.

- 5. Page 8 of the RFA specifies the contract terms and funding levels. Please explain why there are 2 different funding levels.**

The two different funding levels are a consequence of one period being 8 months and the other for 12 months.

- 6. Page 8 of the RFA specifies... Why is Year 1 of the contract period only 8 months?**

Due to the Governor's Executive Order, we were delayed in initiating this RFA process. The current contract was extended for 4 months to ensure no break in TAT services, which leaves 8 months prorated at \$500,000 annually.

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**Questions and Answers** (asked during Bidders' teleconference on 10/7/08):

7. **Page 6, bullet 2 of the RFA indicates that the SOW must include a TAT Advisory Group. Does this need to be newly recruited group to address issues specific to this contract or can it be an existing group with a broader charge that includes issues pertaining to RPE Program TAT?**

Either strategy would meet the stated requirement.

8. **Page 6, bullet 4 states that a statewide conference needs to be included in the SOW. Is leveraging of other funds acceptable for the conference?**

Yes, funds can be combined to conduct a larger conference with a broader focus.

9. **Page 6, bullet 5 calls for a one to two-day training in Sacramento for a minimum of 25 participants per training. Please clarify whether one or more than one trainings are required.**

One training is acceptable with a minimum attendance of 25 participants.

10. **On page 12 there is a "Professional Judgment" category included in the application review process. Are there criteria for this 10 point category?**

This category allows the reviewers to address the proposals from a broad scope perspective. Specific criteria will be identified by the reviewers that reflect a comprehensive assessment of the applicant/application.

11. **Page 16, #2c asks applicants to "indicate the assumptions you made in developing the scope of work" and, "for each assumption listed, explain the reasoning or rationale that led to that assumption." Please clarify.**

We are looking for you to explain **how** you arrived at decisions for proposed activities in the SOW; what process, basis and or rationale was used for a chosen strategy.

12. **On page 17, the Budget/Budget Narrative section asks to indicate a salary range for each position and a specific rate per position. Please clarify.**

The budget section needs to indicate a monthly salary rate for each position that should reflect anticipated increases over the course of the project. The salary range for each position should be indicated in the budget narrative.

13. **The Consultant Services/Subcontractors section on page 19 states "Special consultants may be paid at a higher rate per day based on prevailing rates and other special considerations addressed in the blanket justification." What is a "blanket justification"?**

Strike the word 'blanket' and replace with 'budget'. The budget justification for a rate higher than \$350 per day should be included in the budget narrative.