


Board of HealthCOMMUNITY HEALTH NEEDS ASSESSMENT
QUESTIONS AND ANSWERS

- Q. Is there an existing Community Advisory Council or a group of people already convened for the REACH, that we could work with to help with recruitment or community engagement?**
- A. Yes, we have a Healthy DeKalb Coalition that we work with to help us mobilize in the community as well as doing referrals. We also have other partnerships established during COVID that we can utilize. We did an education and awareness campaign where we created a Community Advisory Board which is a group of community-based organizations and individuals that we often times reach out to and utilize. So, we do have different collaborations that we can utilize to assist with recruitment.
- Q. As we were looking at the RFP, it mentioned instruments and measures that we used for previous assessments of this nature. I'm wondering, are you looking for an attachment or example survey that we used, or can you share a little bit more on what you are looking for in terms of survey instruments and measures?**
- A. Provide as much information that you think is necessary for your organization to stand out and help us understand your qualifications and your experience in developing instruments, tools, and focus groups.
- Q. How much information should we include even when providing sample documents of what we have done, via the deliverables that are required?**
- A. Provide as much detail as possible so the person reading can clearly understand what is intended.
- Q. Given that plans have already been developed, we are coming in to identify and strengthen the current plans that you have, can you provide some guidance there?**
- A. We can use what we currently have done as background information so we can continue to develop what the strategy will be.
- Q. You mentioned that you received the REACH CDC grant in 2014 and you have one more year. In the RFP it states that the execution date is March 31, 2023, with the option of three to four additional years. Where those years already accounted for or is it just one year with those options?**
- A. Technically it is one year we have left on the grant. When we develop agreements or contracts, we usually extend it because in our experience, funding sometimes receive an extension. As a result, instead of doing an amendment, we try to cover the contract period, so we don't have to repeat the process.
- Q. When is the estimated award date of this RFP?**
- A. It is our goal to have this contract awarded and complete the first week of August.
- Q. When does the grant period for this particular project end?**
- A. The grant period end September 29, 2023.



Board of Health

- Q. In referencing Exhibit E, which is a requirement for submission, if a contractor is not part of or does not have the federal work authorization user identification number, are they still eligible to apply and bid on this contract?**
- A. The vendor of award will be required to have a Federal Work Authorization User Identification Number; however, the vendor does not have to have the number in place to bid. If awarded the contract, the vendor is required to have registered and have their e-Verify number. The only exception to this rule is if your organization is a 501c (3) (non-profit) or has 10 employees or less. If you do not have the e-Verify number for inclusion in your bid package, but have applied for the ID number, you can write on Exhibit E, “e-Verify ID number applied for on 07/--/22.”
- Q. Regarding Exhibits A, B, and C that provide a sample contract, do you want those as placeholders within the document?**
- A. Yes, that is correct, they are placeholders. You are more than welcome to fill out the Contractor Affidavit and submit with your response.
- Q. Are you hoping that the majority of participant engagements will be in person or virtual and what does that look like right now in this COVID/post COVID world and what you are hoping for with this assessment?**
- A. We are open to virtual facilitation of the process due to everything still going on with COVID; however, if there is something that needs to be conducted in person, we would recommend that you all be flexible and plan accordingly.
- Q. In a lot of the assessment work that we have been doing in the communities that we have been working with, there has been a little burn out doing assessments and engaging in surveys and participation. I’m wondering if you have a read on what that is like for the community that you’re hoping to engage with through this process and if you feel like you have strong stakeholder networks that we can really leverage to recruit well? How hard do you think recruitment will be vs. how many people are energized and ready to engage in this process?**
- A. We have many partners and organizations that we are currently partnered with that have many participants, so it’s just a matter of getting out there and doing the recruitment whether it’s in person or connecting with different coordinator sites or just the different partners themselves to have them help facilitate for recruitment as well. I won’t say that it will be difficult, it will probably just take some time to think about it, think about what route we would like to take as far to recruit with the best strategy and ways to recruit participants. Understanding the community is very critical in doing the assessment and gathering the data.
- Q. Do you have a desired number of participants that you are hoping to reach either through surveys or focus groups or to engage in total across this assessment effort?**
- A. Our recommendation is that you propose a number to us and make sure that it is scientifically correct in order to do it.



Board of Health

- Q. Since there has been some form of data collection or minor analysis, will that data be included in the new data? That would help to identify best solution for data collection and which systems we can utilize.**
- A. Yes, you will have access to previous data that has been collected.
- Q. The RFP states: “Provide at least 3 pertinent community assessment examples that have been conducted in the past 5 years.” If the applicant has relevant experience (leading community-based research, including focus groups, interviews, surveys, evaluations, etc.), can they still be considered for this contract?**
- A. The DCBOH evaluation committee will evaluate each proposal properly submitted per the instructions of this solicitation. The contract award will be made to the Contractor that submits the proposal considered most advantageous to the DCBOH based on the process and the evaluation criteria.
- Q. Are there languages besides English and Spanish that are anticipated as being prioritized for data collection?**
- A. English and Spanish are the primary languages prioritized for data collection. However, some areas in DeKalb County (e.g., Clarkston) may require some language translation.
- Q. To what extent will DCBOH be involved in helping to facilitate participant recruitment for data collection activities?**
- A. The REACH team will be involved in facilitating participant recruitment, including promotion and outreach efforts for recruitment. All recruitment materials must be approved before dissemination.
- Q. Are there guidelines regarding incentive amounts allowed?**
- A. Yes, there are incentive guidelines. For group discussions and/or individual interviews, the maximum incentive amount is \$25.00. For surveys, questionnaires, and/or assessments, the maximum incentive amount is \$10.00.
- Q. Will out of state vendors be considered?**
- A. Yes, we can allow for out of state, if they have experience working with the DeKalb County community.
- Q. What is the identified budget for this project?**
- A. We do not announce or provide the budget information for our projects, but rather allow the vendor to advise what it will cost its company to provide the required services.
- Q. Is any additional budget information desired outside of the Cost Proposal Form (8)?**
- A. No additional budget information is desired outside of the cost proposal form.