

Department of Health and Social Services, Division of Public Health
Parents as Teachers Program
Pre Proposal Teleconference Questions & Answers
November 22, 2019

Q: Are proposers to submit a six-month budget? What is the period of award?

A: The expectation is a six-month project budget proposal. The period of award is January 01 through June 30, 2020. (RFP Sections 1.06 and 3.05)

Q: What budget format is to be used for the budget proposal?

A: The budget is entered and formatted in GEMS, the department's Grants Electronic Management System (RFP Section 1.06, Proposed Budget). Technical assistance in GEMS navigation is available through the grants administrator.

Q: In Section 1.03, the RFP indicates vision, hearing, and overall health screenings are to be performed by healthcare professionals. Previously such screenings were done by the Parent Educator working with a checklist. Is screening by healthcare professionals required?

A: Screening by licensed healthcare professionals is not required. If a screening cannot be done by a trained healthcare provider, vision, hearing, developmental, and overall health screenings can be performed by a trained Parent Educator/Home Visitor. NOTE: This results in an amendment to the solicitation at Section 1.03, the fourth bullet in the set of identified components of the PAT model.

Q: Clarification, please, on the suggested budget amount guidelines: are the indicated amounts for a six-month period or a full fiscal year?

A: The amounts noted as guidelines in RFP Section 1.06 are given for the solicited period of award, January 01 – June 30, 2020. Should continuation awards be offered in subsequent years of the grant cycle, it is anticipated the amounts will remain the same.

Q: How will proposals be evaluated?

A: Proposals will be evaluated as described in RFP Section 3.06, Proposal Review.

Q: Is the Community Advisor Board (CAB) in Section 2.04 specific to the project or is it specific to each community to which services are delivered?

A: A project need not have a CAB for each community in which it provides project services. If a project serves more than one community, its membership should include representation from each of the communities it serves.