

**Responses to Questions  
Submitted January 18-25, 2019  
Youth Tobacco Prevention Services  
Mississippi State Department of Health  
Office of Tobacco Control**

1. **Are Attachments 1 and 2 (the actual forms as provided by OTC) required to be included in the application? If so, are they to be included in the page count?**

Attachments 1, 2, 3 and 4 do not have to be filled out directly. These attachments serve as outlines for which the proposer's narrative should be structured. The General Information section (Attachment 1) is not included in the page count.

**Page Count**

- Organizational Capacity and Qualifications (no more than 3 pages)
- Proposed Activities (no more than 6 pages)
- Partnership and Collaboration (no more than 1 page)
- Evaluation Plan (no more than 2 pages)
- Budget and Budget Narrative (no more than 2 pages)

**(Please see page 12 in the Request for Proposals for more information)**

2. **In regard to the outreach for the twenty 9-12<sup>th</sup> students and the (3) tobacco-related activities, does each one of the twenty students have to reach 1,000 students or is it a total of 1,000 students between all of the twenty students?**

Twenty (20) youth (grades 9-12) will work collectively to engage a total of 1,000 youth (grades 9-12) in 3 tobacco prevention activities.

3. **How will OTC measure the buy rate in regard to the retailers? Will you rely on the SYNAR that is conducted with the Attorney General's investigators?**

The proposer is required to develop and implement programmatic activities to support the expected outcome as outlined in the RFP. To measure the effectiveness of the proposed activities, the proposer will need to explain their process for evaluating those activities (i.e. metrics and evaluation tools that will be used). **(Please see page 19 in the Request for Proposals for more information.)**

4. **Are the retailer trainings to be conducted in conjunction with the Attorney General investigators or separate?**

The proposer is required to provide details on programmatic activities and any events required to support those activities. This will include a list of potential partners and

collaborators to assist in the implementation of the proposed activities. **(Please see page 19 in the Request for Proposals for more information.)**

5. **In regard to the tobacco retailers (within 500 feet of secondary schools), is the distance measured from the school building or the school property?**

The distance is measured from the school property.

6. **Is there going to be an RFP issued to address the dangers of e-cigarettes and smokeless tobacco products (as mentioned on the QA #3)? If so, when will the RFP be released?**

At this time, MSDH OTC does not have information to share regarding the future release of a RFP for e-cigarettes and/or smokeless tobacco. Any notices of RFPs will be made available via the agency's website.

7. **Is there going to be a RFP issued to address the younger students (K-8<sup>th</sup> grade) and college? If so, when will the RFP be released?**

At this time, MSDH OTC does not have information to share regarding the future release of a RFP for tobacco activities regarding k-8 grades and colleges. Any notices of RFPs will be made available via the agency's webpage.

8. **Are smoking/nicotine cessation programs/activities for 9<sup>th</sup>-12<sup>th</sup> grade students able to be included (and funded) in this proposal?**

The proposer is required to detail any/all proposed programmatic activities their organization intends to implement to achieve the outcomes as outlined in the RFP. **(Please see page 16 in the Request for Proposals for more information)**

9. **Will the current grantee continue to work with the future grantee? (Will they work together or is it a completely different grant?)**

The proposer is required to provide details on programmatic activities and any events required to support those activities. This will include a list of potential partners and collaborators to assist in the implementation of the proposed activities. **(Please see page 19 in the Request for Proposals for more information.)**

- 10. Is it advised to use current activities/activity books or design new activities/activity books?**

The proposer is required to detail any/all proposed programmatic activities their organization intends to implement to achieve the outcomes as outlined in the RFP. **(Please see page 16 in the Request for Proposals for more information)**

- 11. Will the Generation Free teams, who are already in place, be utilized?**

The proposer is required to provide details on programmatic activities and any events required to support those activities. This will include a list of potential partners and collaborators to assist in the implementation of the proposed activities. **(Please see page 19 in the Request for Proposals for more information.)**

- 12. Will proposers be allowed to utilize Merchant Training information that is provided by the Mississippi State Department of Health?**

The proposer is required to detail any/all proposed programmatic activities their organization intends to implement to achieve the outcomes as outlined in the RFP. **(Please see page 16 in the Request for Proposals for more information)**

- 13. Will collaboration continue with the tobacco free coalitions in the same capacity?**

The proposer is required to provide details on programmatic activities and any events required to support those activities. This will include a list of potential partners and collaborators to assist in the implementation of the proposed activities. **(Please see page 19 in the Request for Proposals for more information.)**

- 14. The Department of Health mentions this solicitation will “primarily target high poverty, high-risk secondary schools in Mississippi.” Does the Department of Health have a predefined list of schools that it wants to engage?**

The MSDH OTC, stakeholders and the selected sub-grantee will work together to identify secondary schools to engage based on the criteria found on page 3 in the Request for Proposals.

- 15. RE - OTC Logic Model: Statewide Tobacco Prevention Program - Does the acronym S.T.O.M.P. represent an existing youth engagement program that the Department of Health can share?**

S.T.O.M.P. does not represent an existing youth engagement program.

- 16. Creative Examples - Is the Department of Health open to reviewing an online portal that would house creative developed for the proposer's existing youth engagement campaigns to show the breadth and depth of the proposer's experience and capabilities?**

If selected for an oral presentation, the proposer will have an opportunity to present creative examples to the review panel.

- 17. RE - Attachment 2, Grant Application - Is this attachment to be filled out directly as the narrative or does it serve as an outline for which the proposer's narrative should be structured?**

Attachments 1, 2, 3 and 4 do not have to be filled out directly. These attachments serve as outlines for which the proposer's narrative should be structured.

- 18. RE- Attachment 3, Budget - Is this attachment to be filled out directly or does it solely indicate the information that the Mississippi Department of Health needs to evaluate and the proposer can make their own version?**

Attachments 1, 2, 3 and 4 do not have to be filled out directly. These attachments serve as outlines for which the proposer's narrative should be structured.

- 19. RE- Attachment 3, Budget - Should all personnel be grouped together or individuals be line items with unique detail?**

Please list all personnel as individual line items with unique detail.

- 20. RE - Attachment 3 - Budget - Our agency typically uses fully loaded hourly rates to calculate staff labor costs, including salary, benefits, operating expenses, indirect and other fringe or overhead costs. Can we use fully loaded rates in the costs section of the cost proposal, instead of separate salary, benefits, operating expenses, indirect and other staff costs?**

The proposer is required to submit a budget for personnel that reflects gross salaries, and wages including the number of hours that will be dedicated to the program. Fringe benefits must not exceed 34% of salary.

- 21. Should this grant application be written on 12 months or 60 months?**

The proposer should submit a narrative and budget for year one of this program. The contract period will begin July 1, 2019 and conclude June 30, 2020. This is a 5-year program. Annual renewals will be based upon the availability of funds and quality of work. **(Please see page 6 in the Request for Proposals for more information.)**

**22. Youth Engagement Pathway: Question 3- Are we required to engage one thousand youth in EACH of the three?**

Twenty (20) youth (grades 9-12) will work collectively to engage a total of 1,000 youth (grades 9-12) in 3 tobacco prevention activities.

**23. Tobacco-Free Community Pathway: Question 3-Do you have any suggestions on how we can measure this?**

The proposer is required to develop and implement programmatic activities to support the expected outcome as outlined in the RFP. To measure the effectiveness of the proposed activities, the proposer will need to explain their process for evaluating those activities (i.e. metrics and evaluation tools that will be used). **(Please see page 19 in the Request for Proposals for more information.)**

**24. Brand Affinity Pathway: Question 2 Are we required to test AFTER we have created the brand?**

The proposer is required to develop and implement programmatic activities to support the expected outcome as outlined in the RFP. To measure the effectiveness of the proposed activities, the proposer will need to explain their process for evaluating those activities (i.e. metrics and evaluation tools that will be used). **(Please see page 19 in the Request for Proposals for more information.)**

**25. Where do we include the theory of change model when it is not requested in the project or budget narrative?**

A Theory of Change is not required per the RFP instructions. Any additional documentation that you would like to submit as a part of your proposal may be submitted as a part of the appendices.

**26. Will you provide data/statistics regarding tobacco levels in Mississippi?**

It is the responsibility of the proposer to conduct any research necessary for completion of the proposal.

**27. What is the time length for MSDH to issue reimbursements following the monthly invoices?**

All requests for reimbursements are to be submitted monthly. After receipt of invoices and supporting documentation, the MSDH OTC will review and submit reimbursement requests to the Department of Finance and Administration for

payment. Reimbursements can take up to 45 days (or longer in some instances [i.e. holidays, etc.]) for completion.

**28. Will more than one (1) grant be awarded to fiscal agents in the state?**

The MSDH OTC will award one grantee to execute the activities associated with this RFP.

**29. Is the target area considered to be only the secondary schools in the county in which the fiscal reside or can it include schools in surrounding counties to make up the 1000 at-risk youths in 9th-12th grade?**

The selected grantee can target any secondary school in Mississippi that meets the criteria on page 3 in the Request for Proposals.

**30. Figure 2 in the inputs category, can you please define the roles of the Division Director and Branch Director?**

**Division Director II:** This individual will provide oversight regarding facilitation of the project.

**Branch Director II:** This individual will monitor the day-to-day operations and provide technical assistance to the grantee.