

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



**Ron DeSantis**  
Governor

**Joseph A. Ladapo, MD, PhD**  
State Surgeon General

**Vision:** To be the **Healthiest State** in the Nation

## Questions and Answers

**RFA23-001**

### Hillsborough County Community Health Assessment Process

**DATE:** August 24, 2023

**TO:** Applicants

**FROM:** Division of Community Health / Hillsborough County Health Department  
Florida Department of Health

**SUBJECT:** Questions and Answers: RFA #23-001

Question #1. Has the Florida Department of Health in Hillsborough County conducted, or will they conduct, Phase 1-Building the Community Health Improvement Foundation- which includes the starting point assessment, stakeholder analysis, mission, vision and values and administrative structure? Are there any elements of this phase that the bidder is expected to provide?

**Department Response: The Florida Department of Health in Hillsborough County is in the process of conducting Phase 1, Building the Community Health Improvement Foundation. It is not anticipated the successful bidder will provide many contributions to this Phase, as it is anticipated that most or all of this Phase may be completed by the Florida Department of Health in Hillsborough County and partners by the date of contract execution. If any elements are incomplete, it is expected the successful bidder will attend partner meetings during this phase to become familiar with the partners engaged in the process and the work completed to date.**

Question #2. Are the current accreditation standards expected to change before the project is complete?

**Department Response: No.**

Question #3. Required forms are not included in the posting. Where can they be found?

**This is not a competitive solicitation subject to the notice or challenge provisions of section 120.57(3), Florida Statutes.**

**Department Response: These forms are required from the successful bidder after award of the contract.**

Question #4. Page 7 indicates a different deadline for submission which has already passed. Likewise, the posting of award date on page 9 does not match the timeline. Please confirm the timeline.

**Department Response: The required deadline for submissions is 9/14/2023 at 12pm. The anticipated award date is 10/20/2023.**

Question #5. RFA does not list local travel as allowable or unallowable. If in-person meetings are held, can mileage reimbursement at the State rate be provided?

**Department Response: Travel is an allowable expense, however the contract is a fixed rate reimbursement contract, so there are no additional travel reimbursements over the total contract amount.**

Question #6. Are indirect costs allowable, and if so at what percent?

**Department Response: Indirect costs are allowable at up to 10%, however the contract is a fixed rate reimbursement contract, so there are no additional reimbursements over the total contract amount.**

Question #7. Should the budget be prepared by fiscal year or as a total?

**Department Response: The budget should be prepared by the state fiscal year.**

Question #8. Does DOH Hillsborough currently have data sharing agreements in place with community partners for any information not available in the public domain?

**Department Response: No.**

Question #9. Is community input expected in languages other than English and Spanish? If so what languages?

**Department Response: Community input is expected in English, Spanish and Creole.**

Question #10. If the successful bidder is able to obtain donated gift cards equal to or in excess of \$15 for focus group participants is this permitted?

**Department Response: Donated gift cards in the amount up to \$15/item for focus group participants are permitted. Ensuring that incentives, such as food coupons or gift cards are approved as client incentive items if the merchant sells food ONLY items (i.e. Subway, McDonalds, Burger King, etc.). Merchants promoting healthy food choices are encouraged. Most food coupons offer one use, so small dollar denominations are recommended. Disallowed gift card purchases include superstores, grocery, specialty or convenience stores, or any store offering items other than food. Purchase food or food coupons from merchants that will restrict use by prohibiting redemption for cash, tobacco products, consumable alcohol, and firearms or ammunition.**

Question #11. Other than the \$15/unit incentive, are there any other restrictions on the type of incentives that may be offered? For example, can incentives have logos if partners provide them? Can multiple items from various partners be given to recipients if total value exceeds \$15?

**Department Response: Please see answer to question 10 regarding restrictions on gift cards. Incentive items are encouraged that advance community/public health. Incentives can have logos if partners provide them. Incentives for recipients should be limited to a total value of \$15/person.**

Question #12. To what extent are DOH Hillsborough staff or partner organizations available to be involved in the process? For example, co-facilitating sessions/meetings for CPA/CCA/CSA, serving in support roles for meetings, providing translation services for survey instrument, revising language for tools such as the CPA as needed, etc.

**Department Response: It is anticipated that DOH Hillsborough staff and partner organizations will be involved in the process, such as serving in support roles for meetings (e.g. assisting with scheduling with community partners, assisting with developing meeting agendas, assisting with partner outreach and engagement) and revising languages for tools such as the CPA as needed.**

Question #13. Are copying costs for paper surveys to be covered under this agreement? Are costs for entering data from paper surveys expected to be covered under this agreement? If so, what percent of survey responses do you expect to be paper, and how many pages do you anticipate each survey to be?

**Department Response: Copying costs for paper surveys are to be covered under this agreement. Costs for entering data from paper surveys are expected to be covered under this agreement. We expect at least 10% of survey responses will be on paper. It is still to be determined how many pages each survey will be.**

Question #14. Will DOH Hillsborough public information staff take lead on press releases, social media content development (and approve sites that can be used), focus group recruitment outreach materials, etc. or will successful bidder manage this? Will there be a pre-approved set of images, text, graphics, etc. provided if this responsibility falls to the successful bidder?

**Department Response: It is anticipated the successful bidder will work in partnership with DOH Hillsborough MAPP and public information staff for developing and disseminating information, although DOH-Hillsborough will take the lead on dissemination. This will ensure that information (text, images, graphics, social media sites, etc.) sent out by DOH Hillsborough follows the pre-approval required through established DOH processes.**

Question #15. How many priority issues/subcommittees are anticipated for the CHIP portion of the project?

**Department Response: We anticipate a minimum of three priority issues/subcommittee for the CHIP portion of the project.**

Question #16. Are there existing relationships/agreements with the planning departments for the county and the three cities in the county that can be leveraged for the Built Environment domain for the COA? Is there GIS capacity within DOH Hillsborough that could be utilized for the COA if needed for the built environment section?

**Department Response: There are some existing relationships with the county's planning agency that may be leveraged for the Built Environment domain but will be dependent upon further consultation with the county's planning agency. There is some GIS capacity within DOH Hillsborough that could be utilized if deemed necessary for the built environment section.**

Question #17. Is IRB approval needed for any activities, and if so, how will that be handled? (Is the successful bidder responsible for initiating and shepherding the process, or will DOH Hillsborough manage it?)

**Department Response: IRB approval is not anticipated to be needed based on past community health assessments, as the community health assessment process is to inform community planning efforts vs. human subject research. If IRB approval is needed, DOH Hillsborough would manage this.**

Question #18. To what extent do you anticipate the practices from the optional Power Primer to be utilized in the MAPP process?

**Department Response: We do not anticipate using practices from the optional Power Primer in our MAPP process.**