

## Questions & Answers

### Solicitation 20-10024 California Youth Tobacco Survey

- 1. Section: Solicitation, Objective 1. Submission of a Sampling and Recruiting Plan. Location: Page 6, 3rd paragraph. Problem: The Solicitation states that “the sample size will be sufficient to provide statewide tobacco use prevalence estimates as well as tobacco use estimates for each of the 58 counties in California.” However, the Solicitation does not specify the acceptable margin of error for these calculations. Solution: Although it is possible to conduct sample size calculations without this information, it would be helpful if CDPH/CTCP would provide a margin of error for these calculations to ensure that the Contractor can sufficiently meet CDPH/CTCP’s needs for data collection.**

A: CDPH/CTCP does not have a specific requirement for the margin of error and should be proposed by the applicant in the application. However, please refer to the 2017-2018 California Student Tobacco Survey final report for an example of what CDPH/CTCP considers to be a scientific and reasonable margin of error:

<https://www.cdph.ca.gov/Programs/CCDC/DCDC/CTCB/CDPH%20Document%20Library/ResearchandEvaluation/Reports/2017-18CaliforniaStudentTobaccoSurveyBiennialReport.pdf>

- 2. Section: Solicitation, Objective 3. Recruitment and Survey Administration. Location: Page 7. Problem: The solicitation states that data collection must be administered “online, on school grounds, and during normal school hours.” Given potential school closures, reductions in in-school instruction, and other extenuating circumstances due to COVID-19 and/or other unexpected events, such as natural disasters, it may not be possible to conduct the survey in schools. However, the Solicitation does not mention this possibility. Solution: It would be helpful if CDPH/CTCP could specify its expectations for the Contractor if in-school data collection is not possible.**

A: CDPH/CTCP understands that circumstances such as COVID-19 or other unexpected events may happen during the contract period. The recruiting plan and MOU that the Contractor develops with each school district/school for data collection should include terms for alternate data collection, such as online, and the use of incentives for this purpose. Please be aware that data collection is expected to begin in September 2021.

- 3. Section: Solicitation, Objective 3. Recruitment and Survey Administration. Location: Page 7; Problem: The Solicitation specifies that “The Contractor shall coordinate with the local department of education, school districts, school administrators, public health departments, and California Department of Education Tobacco Use Prevention Education (CDE/TUPE) coordinators, as needed, to recruit schools to participate and to schedule the survey.” However, the Solicitation does not specify whether the Contractor will receive a point of contact to work with county public health departments (for each of the 58 counties) and the California Department of Education Tobacco Use Prevention Education Coordinators, if needed for recruitment efforts. Solution: We would appreciate any clarification on this point.**

A: CDPH/CTCP will provide the contact information of county public health departments and the California Department of Education Tobacco Use Prevention Education coordinators before the Contractor starts the recruitment.

- 4. Section: Appendix 5, Activity # 3.1 and 3.2. Location: Pages 5 and 6. Problem: Appendix 5 includes timelines for the initial school recruitment (6/1/2021-1/30-2022) and first survey administration (9/1/2021-6/30/2022). This schedule may require the Contractor to recruit districts (and schools) starting June 1, 2021 and be prepared to conduct the first survey round in September 2021. Solution: We would like clarification regarding whether this is an expectation for the data collection.**

A: The Contractor should start recruitment before the 2020- 2021 school year completes in May/June 2021. The data collection should start in September 2021.

- 5. Section: Solicitation. Location: Page 6. Problem: The solicitation contains the statement, “the sample size must be sufficient to generate tobacco use estimates among key subgroups, including gender identity, sexual orientation, and race/ethnicity.” However, the most recent publicly available CYTS survey (2015-2016) does not contain gender identity or sexual orientation variables. To conduct power calculations to ensure that the Contractor can provide estimates for these specific groups, ideally, the Contract would have the categories of gender identity and sexual orientation that CDPH/CYTS intends to use. Solution: If possible, please list the categories of gender identity and sexual orientation for which CDPH/CTCP is interested in making specific estimates.**

A: The Applicant can refer to the 2017-2018 California Student Tobacco Survey final report for past categories of gender identity and sexual orientation on pages 9 and 12:

<https://www.cdph.ca.gov/Programs/CCDC/DCDC/CTCB/CDPH%20Documents/20Library/ResearchandEvaluation/Reports/2017-18CaliforniaStudentTobaccoSurveyBiennialReport.pdf>

The followings are gender identity and sexual orientation survey questions from the 2017-2018 CSTS and which are required by CDPH to be asked in this manner:

a) **What is your gender?**

- A. Female
- B. Male
- C. I identify my gender in another way
- D. I prefer not to answer

b) **Do you identify yourself as LGBTQ?**

- A. Yes
- B. No
- C. I prefer not to answer

c) **Which do you identify as? (Select All that apply)**

- A. Lesbian
- B. Gay
- C. Bi-sexual
- D. Transgender
- E. Queer
- F. Intersex/Intergender
- G. Gender nonconforming/Genderqueer
- H. Gender fluid/not exclusively male or female
- I. Other \_\_\_\_\_
- J. I prefer not to answer

6. **Section: Solicitation and Appendix 6. Location: Page 10 of Solicitation, Page 1 of Appendix 6. Problem: Appendix 6 indicates that we are to list the fully loaded costs to complete each of the specified services for each fiscal year, yet page 10 of the RFP indicates a more detailed breakdown of a subcontractor's costs including items such as indirect costs. Please confirm that offerors are only to provide a fully loaded costs for both their estimates and their subcontractors.**

A: Yes, proposers are only required to provide the fully loaded costs to complete each of the specified services for each fiscal year for both their agency and subcontractor(s), as instructed in Appendix 6 *Budget Proposal*. The budget breakdown for subcontractors provides the details needed to complete Appendix 7 *Cost Proposal and Narrative*, which requires a detailed justification.

7. **Section: Solicitation and Appendix 6. Location: Page 5 of Solicitation, Page 1 of Appendix 6. Problem: The Solicitation indicates there is ceiling of up to \$5M for the life of the 5-year project. Appendix 6 shows the breakdown of each Budget Year. Are there price ceilings per Budget Year and Objective that offerors should adhere to?**

A: No. There are no price ceilings per budget year and/or objective. Funding needs to sustain necessary activities and costs during the term of the contract.

8. **Section: Solicitation. Location: Page 33. Problem: Please confirm the contract type that will allow contractors to invoice the fixed hourly rates based on time expended and other direct expenses at-cost.**

A: Exhibit B *Budget Detail and Payment Provisions* provides invoicing and payment requirements. Per the Solicitation, *Part IV. Contract Award, Section G. Contract Forms & Exhibits*, page 30, state contract forms and exhibits are available under "Contract Documents" in the Solicitation on the Funding Opportunity page of the TCFOR website. Proposers should read these documents carefully to ensure that they will be able to comply with state contract terms. **The terms and conditions in the contract forms and exhibits are not negotiable.** The contract resulting from this Solicitation will be prepared on a "Standard Agreement" (Form STD 213).

9. **Section: Solicitation. Location: Page 5. Problem: Aside from the \$5M ceiling, are there other cost restrictions offerors should be aware of when preparing their budgets?**

A: Proposers must follow the guidelines specified in Appendix 6 *Budget Proposal*, Appendix 7 *Cost Proposal and Narrative* as well as throughout the Solicitation when preparing their budgets.

10. **What kind of support does a contract from the California Tobacco Control Program provide in terms of overhead/indirect costs? Or can you share a resource with projects funded in the past?**

A: Pursuant to Appendix 7 *Cost Proposal and Narrative*, the indirect cost rate does not have to be identified. However, for your reference, CDPH/CTCP typically limits the Indirect Cost Rate of other agreements to 25 percent of Personnel & Fringe or 15 percent of Total Allowable Direct Costs which is subject to State Contracting Manual 3.06 restrictions on subcontract administrative overhead fees and which states that only the first \$25,000 for each subcontract may be included in the calculation of Total Allowable Direct Costs.