

# Responses to questions submitted under RFP: Behavioral Risk Factor Surveillance System (BRFSS)

## Vendor #1

### **Q1: Will the BRFSS RFP be posted on MN SWIFT?**

A: We are not posting the RFP in SWIFT. The BRFSS RFP has been posted in the Minnesota State Register, the official publication of the State of Minnesota's Executive Branch of government.

## Vendor #2

### **Q1: With the continual decline in response rates it is unknown at this time the level of effort required to conduct landline and cell phone interviews three years out. Will there be the opportunity to modify the contract and cost with the contract extension if a significant decline continues?**

A: The initial contract is for 2 years, and it is expected that the responder will have a cost proposal that covers the 2 years. There will be an opportunity to modify the contract after the 2nd year, if necessary, (i.e., in the 3rd year extension).

### **Q2: The RFP states "As this is a new product request..." What part of this RFP is a new product request for 2018?**

A: The sentence that started with "As this is a new product request..." and ended with "provide regular status updates." This sentence is a required in the format of the RFP, but for this RFP, there is no new product request for 2018.

### **Q3: Can you please clarify the need for sample size justification based on American Indian/White comparisons given the Minnesota is less than 2% American Indian? Are you asking for a specific American Indian oversample?**

A: The sample design for the 2019 BRFSS requires the achievement of annual effective sample sizes for various non-Hispanic minority populations, as well as non-Hispanic American Indians. It will be up to the respondent to suggest a proposed methodology that will achieve these numbers while keeping the design effect for the entire BRFSS below 2.5.

### **Q4: What percentage of partial completes may be counted toward the total number of completed interviews for invoicing?**

A: We should be invoiced only for completed interviews.

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**Q5: Is there a difference between the CATI pre-test (II.C.5 page 8) and the pilot test (III.C page 9)?**

A: There is no difference.

**Q6: Please confirm that we do not need to submit Appendices G, H, & I.**

A: You do not need to submit Appendices G, H, and I. Appendices H and I are for information only.

**Q7: The RFP states that the technical proposal should be no longer than 32 pages excluding appendices and attachments. Given the page requirements listed for technical sections A. Cover Letter (1 page), B. Organizational Capacity (6 pages), C. Detailed Workplan (15 pages), and D. Project Administration (3 pages), can the remaining 7 pages be used at our discretion for any sections A-D that require additional space or are these 7 pages for an additional requirement?**

A: The technical proposal should be no longer than 31 pages, including the cost proposal, which should be submitted separately, as cited in the RFP. The proposal should use Times New Roman font, with a minimum size of 12 point and double-spaced.

**Q8: Can we individually bind the 5 copies of the technical and cost proposals?**

A: The original of the technical proposal as well as the cost proposal should be unbound and submitted separately. As for the 5 copies of the technical proposal, they can be bound. The same for the cost proposal. Each proposal's copies should be submitted separately.

**Q9: How should we submit the unbound original of the technical and cost proposals - with a removable clip, in a separate envelope, or can we 3-hole punch the proposals and insert them into a binder?**

A: The unbound original of the technical and the cost proposal should be submitted with a removable clip in a separate envelope.

**Q10: Will a cost reimbursement or cost plus fixed fee contract will be considered?**

A: Either one is acceptable as long as it defines the content of the cost estimates. In addition, you need to be sure that you respond to all items requested in the language provided about the cost proposal.

**Q11: Is there a diverse small business subcontracting requirement for this contract?**

A: No, it is not required. However, if you use diverse small business subcontracting, you must track and report, on a quarterly basis, the amount you spend with diverse small businesses.

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