

**Request for Proposals Supplement #1**

**Building the Business Case for Hypertension Control – Research, Evaluation, or Analytics Firm**

Date Issued: December 1, 2022 **(REVISED DECEMBER 13, 2022)**

Due Date: December 22, 2022, by 11:59 pm Eastern Time

This Supplement revises the Request for Proposals (RFP) for **Building the Business Case for Hypertension Control** issued on December 1, 2022, and addresses questions submitted during the inquiry period from December 1st to December 8th.

Failure to comply with any amended requirements and instructions included in this Supplement may result in a proposal being deemed non-responsive and ineligible for consideration for funding.

*Please note that only communication received in writing from the RFP Contact on behalf of the CDC Foundation shall serve to supplement, amend, or alter in any way, this RFP released by the CDC Foundation. Any other communication is not binding and should not be relied upon by any party in interpreting or responding to this RFP.*

For a copy of this Supplement or the Request for Proposals, please go to: <https://www.cdcfoundation.org/request-for-proposals>

**Revisions to the RFP**

The changes listed below are made to the RFP (**REVISED December 13, 2022**):

6c. Budget Guidelines (page 10)

* We revised the following sentence to correct an error describing the project period: “Ensure that the budget duration is adjusted to 5 months (January 30, 2023 – June 30, 2023) for salary and fringe calculations. (page 10)

**Questions and Answers**

**Q: What types of staff from the CDC Foundation will be engaging with the contractor for this project?**

**A:** The contractor will engage with CDC Foundation program staff from the Non-Infectious Disease department. There will also be some interaction with staff at CDC's Division on Heart Disease Control and Prevention.

**Q: Are there similar initiatives for other chronic conditions with which this project will need to align?**

**A:** At this time, there are no similar initiatives with which the contractor will need to align. The contractor may address the impact of comorbid chronic conditions in their model.

**Q: Is the budget impact model meant to quantify the cost impact of hypertension and the cost impact of potential hypertension interventions, or just the cost impact of hypertension? If modeling both the cost impact of hypertension and potential interventions, are there specific interventions to be modeled?**

**A:** The budget impact model is for the cost impact of hypertension on employers and their employees. Interventions do not need to be modeled.

**Q: Deliverables: The findings from Task 1 and Task 2 (page 5) will be summarized in two separate reports whose main audience is the CDC Foundation. Separately, the offeror will produce a third report on the business case for hypertension control whose main audience is employers, benefit consultants and other stakeholders (Deliverable 1 under heading 3e. “Outputs”, page 7). Is this understanding correct?**

**A:** Yes. The summary reports for tasks 1 and 2 are primarily for internal use but will inform the public-facing deliverables in the other tasks.

**Q: Does CDC Foundation plan to share any data or information about data structures (e.g., data dictionaries) to support any of the tasks?**

**A:** No, CDC Foundation does not plan to share any datasets. Contractors are welcome to utilize other data resources they may have at their disposal.

**Q: Does CDC Foundation expect the offeror to use any data sources outside of literature reviews to support any of the tasks?**

**A:** No, however, the firm should plan to solicit user feedback and guidance from employers regarding the budget model and communication materials to be developed.

**Q: For Task 5 (page 6), can CDC Foundation provide additional information about the potential number and mix of creative materials that may be needed?**

**A:** We expect the firm, in consultation with the CDC Foundation, CDC, and industry experts, to recommend the best materials that should be created to effectively engage the end user. We are open to deciding the exact products after Tasks 1-3 are complete. Given time and resource constraints, we assume materials will include some mix of action briefs (PDF), infographics, presentations, and/or short videos, which will be posted on a website. Please do not include printing, digital advertising, or media distribution costs.

**Q: Is there a page limit to Appendix C, “Sample work products”?**

**A:** There is no page limit for Appendix C.

**Q: Should the narrative proposal and appendices be uploaded as 6 individual files or should offerors upload 1 file with the 6-page Narrative proposal and appendices."**

**A:** Please upload the narrative and appendices separately as 6 PDF files.

**Q: The RFP states: “Due to the amount of funding available and the short duration of the project period, applicants are encouraged to refrain from budgeting indirect costs (costs of doing business that are not readily identified with the objectives of this grant - e.g., utilities, insurance, payroll taxes, capital expenditures for general purpose equipment, etc.) and include direct costs (e.g., salary, fringe benefits, supplies, travel (meal and incidental expenses), contractual, consultant costs, etc.) required to execute the grant instead.” Does this mean that CDCF will only fund direct costs and will not fund indirect costs? If so, is the funding cap just for direct costs or should the applicant include indirect costs within the funding cap?**

**A:** If indirect costs are included, they must be broken out separately in the budget and must use your organization’s negotiated indirect cost rate (if applicable) and provide a copy of your NICRA or use the 10% de minimus calculation.

**Q: Please provide clarification on the project period. In multiple places on the RFP (and budget narrative template), this is stated as a five-month project, but applicants are instructed to indicate that the budget duration should be adjusted to 6 months for salary and fringe calculations. Is this inconsistency on purpose? Is the grantee being asked for a six-month budget calculation, and the work is to be completed in five months? This has implications for the budget as well as the timeline.**

**A:** The project is scheduled to begin on January 30, 2023, and end on June 30, 2023. This is a five-month project, and your budget should cover this period.

**Q: The budget guidelines state that the "costs should be broken down by task." Where would you like to see the budget divided by task?**

**A:** You may include the cost per deliverable in the narrative, in the project plan, timeline, or approach. Please refer to the task descriptions in the RFP to see the suggested distribution of time and effort by task.

**Q: "Under #5 in Task 5, the RFP states that “Using this information, develop all creative materials and assets for the target audience.” Since it is not possible for us to know the extent of the “creative materials” you have in mind (e.g., brochures, print advertising, digital advertising, video, etc.) we cannot develop a budget for this task. Is it acceptable to say the budget will be determined after consultation with CDCF should we be awarded the contract?**

**A:** We expect the firm, in consultation with the CDC Foundation, CDC, and industry experts, to recommend the best materials that should be created to effectively engage the end user. We are open to deciding the exact products after Tasks 1-3 are complete. Given time and resource constraints, we assume materials will include some mix of action briefs (PDF), infographics, presentations, and/or short videos, which will be posted on a website. Please do not include printing, digital advertising, or media distribution costs.

**Q: Under Appendix A: Budget, the RFP requires a detailed budget using the Budget Preparation Guidelines. Several components such as Fringe Benefits, Equipment, and Travel are not applicable for us. Should we skip it by not submitting these components? Or should we submit and state “N/A”.**

**A:** Please indicate $0.00 or N/A for the sections of the budget that do not apply to your proposal.

**Q: Under Appendix E: Financial Statement, the RFP requires a Single Audit Report or Audited Financial Statement. We are a small minority-owned company, and we don’t have an audited financial statement. Will we be disqualified immediately?"**

**A:** Lack of audit reports or audited financial statements does not disqualify. If you don’t have audited financial statements, please send your most recent balance sheet or any other documentation available to assess your financial standing. Factors include total assets, total liabilities, current assets, current liabilities, change in net assets, total debt, total equity, and total revenue.