

Michigan Department of Community Health  
Division of Family and Community Health  
Request for Proposals (RFP) for Title X Family Planning Grants

## Frequently Asked Questions

Questions on this RFP for Title X Family Planning Grants will be responded to in writing in this document. All questions must be received either by email, [charestd@michigan.gov](mailto:charestd@michigan.gov), or by fax, 517-335-8822. Questions received after January 10, 2014 at 5:00 p.m. will not receive a response. It is the applicant's responsibility to regularly check this correspondence for updates.

The most recent responses will be posted at the top of this document under the heading, "Recent Questions."

**The RFP Process is now closed for questions. The deadline for submitting questions was January 10, 2014.**

### **Recent Questions:**

**Q: For Section C, Clinical Management, Question 9, are we required to list the national organization we are following for physical exam guidelines (including pelvic exam and breast exam)? Or only for cervical cancer screening guidelines?**

**A:** Please list the nationally recognized standard of care that the applying agency intends to follow for all aspects for clinical care. This will include physical examination along with other clinical services. Example: for the physical examination an agency may follow American College of Obstetricians and Gynecologists (ACOG) and the United States Preventive Services Taskforce (USPSTF). For colon cancer screening, an agency may follow American Cancer Society (ACS).

**Q: There are three forms in the RFP that instructions are not included. The forms are mixed in with the budget information. The documents are: DCH-0665 "Statement of Work" Attachment A; DCH-0665 "Equipment Inventory Schedule" Attachment B; and DCH-0665 "Performance/Progress Report Requirements" Attachment C. Do these need to be completed for submission with the grant, or are they a reference for future reporting requirements?**

**A:** No, these forms do not need to be completed for this grant submission. The forms are attached for reference only.

**Q: We are a Local Health Department in a County where both the Local Health Department and Planned Parenthood receive some Title X funds. Is this year's process more competitive than other years? Also, does it make any sense to provide one another a letter of support since we do work collaboratively and have a good relationship?**

A: This is a competitive RFP process. The funding available for each county is listed in Reference 2 "By County Caseload and Funding Distribution for FY 2015." At this time, this is estimated anticipated funding available for each county. If a county has more than one agency successfully compete for funding, then the funding will be divided as determined by the grant reviewers and MDCH administration.

It is the applicant's discretion if they wish to provide a letter of support from another Title X provider; however, this is not required. Letters of support are required from the provider types as listed in Section D, Community Education and Outreach, question #6.

**Q: In the Financial section of the RFP, is a question pertaining to recent audits. Is this question referring to: 1) audits of the county by an external private firm (which includes all county departments/programs), or 2) audits of only the Family Planning Program by MDCH?**

A: The question in the Financial Section, #3, is referring to the external financial audit of the organization by a private auditing firm. The federal Office of Management and Budget (OMB) circulars require either a Single Audit or a program specific audit or a financial statement audit based on how much federal funding an agency receives. For this RFP question, applicants should describe their two most recent audits and discuss any exception and findings as well as the corrective plan of action.

#### **Older Questions and Responses:**

**Q: Under the Goals, Objectives, and Work Plan Section, are we required to have a TOTAL of 10 objectives (2 administrative, 2 financial, 3 clinical mgt., 2 education and outreach, and 1 Federal Priorities, legislative mandates and key issues)?**

A: Yes, each application must provide a minimum of 10 objectives as described in the question. This is only a minimum and work plans are welcome to include more than 10 objectives if desired.

**Q: "Fiscal Review Questionnaire" Attachment D: Our agency has already submitted a 2014 Fiscal Review Questionnaire through E-grams. Will the review board have access to E-grams and is it sufficient to indicate this in our proposal, rather than complete and submit the written form?**

A: No, the reviewers will not have access to any documents submitted through E-grams. All attachments and forms requested in this RFP must be submitted according to the RFP instructions in order to be considered. Applicants should complete this RFP as if the reviewers have no previous knowledge of the applying agency or program.

**Q: Section XIV Goals, Obj. and Work Plan #5 question: Will you please clarify the statement – “This includes but is not limited to partnering with primary care providers.” What is meant by partnering? Is this a formal contract or formal written agreement? What is the purpose of partnering with primary care providers?**

A: The Affordable Care Act (ACA) provisions, once implemented, will mean significant long term changes in health care and in how Title X programs serve our clients. Therefore, this RFP requires all applicants to write one work plan objective addressing how their organization is preparing for ACA and a changing health care environment. Each applicant will make individual choices on how to best prepare based on their desired role. The key to this objective is to get applicants to think strategically about these changes.

Applicants are not required to include partnering with primary care providers in this objective. It was provided as an example. There are numerous strategies an applicant can employ to adapt to a changing health care environment. However, formal written agreements/contracts with primary care providers will be critical for Title X agencies. Once individuals are insured through ACA and the Marketplace, they may be moved toward primary care providers and medical homes. These primary care providers will be looking for other community partners, like family planning programs, to help them meet the care needs of this expanding newly insured population. The literature on this issue recommends formal contracts versus the more informal referral systems family planning providers have used in the past.

**Q: Background and Need Section, Service Area and Target Population Demographics Worksheet, Attachment C: Using the link provided in the RFP, I can find data by race/ethnicity and age and data by race/ethnicity and gender. However, I cannot find race/ethnicity data by age and gender. Can you please clarify where that data is available?**

A: The data is available by following the link provided in the worksheet. Population is broken down a couple ways on that website. For most applicants, looking under the category “population by county,” then by race and gender will be most useful. The data is further broken down by clicking on the hyperlinks in the columns. For example, under the column “White,” applicants can click on male and obtain some age breakdowns for white males in each county in Michigan. Then you click on each of those age ranges for further breakdown.

For some applicants, using the “population by health department” category on the website may be more helpful.

**Q: For the “Cases and Rates for Syphilis by Gender and Age Group” table, do you want data for primary and secondary syphilis or for all syphilis cases?**

A: Attachment C, Service Area and Target Population Demographics Worksheet, requests primary and secondary syphilis data. This is detailed on the worksheet in the text box for this data item.

**Q: To whom should letters of support be addressed?**

A: The RFP did not specify to whom letters of support should be addressed; therefore there is not a specific requirement. Applicants who choose to can have letters addressed to Brenda Fink, Director, Division of Family and Community Health, Michigan Department of Community Health.

**Q: On the RFP check list it asks for a map of all clinics and satellite sites. Does this mean a map of location of the clinic?**

A: Yes. A map of all proposed clinic locations is required including any satellite clinic sites. This requirement appears in the Clinical Management Section, Question #2.

**Q: If we have contracts with the Medicaid Health Plans in our counties, does that suffice as evidence of our relationship with them or do we also need letters of support (as requested in Section D, Community Education and Outreach, #6)?**

A: Yes, a letter of support is required from each type of provider listed, including Primary Care Services (such as Medicaid health plans, FQHC, county health plan, etc.). A current signed letter of support shows a commitment from that agency/plan to help coordinate care of the applicant’s family planning clients for the years of this grant cycle. A letter of support is not required if the applicant agency provides the type of service listed; just indicate that in the narrative.

**Q: I am very new to Family Planning and have never completed the RFP before. Do we basically fill out the RFP attachments and forms that are listed on the Family Planning website?**

A: The primary guidance for this RFP is the “Request for Proposals (RFP) for Title X Family Planning Grants” document. This can also be found on the website at [www.michigan.gov/familyplanning](http://www.michigan.gov/familyplanning). It is a PDF document. Please read this document completely. This document provides a program overview, description of funding available, a detailed description of what needs to be provided in the grant application, and applicable reference documents and forms. Throughout this document, it references various forms and charts that need to be completed. An electronic version of these documents is also available on

the website and titled RFP Attachments and Forms. However, much of the information requested will need to be provided in a narrative form.

**Q: Does the Proposal Summary, Background and Need statement and Program Narrative have page limits?**

A: With the exception of the Proposal Summary, this RFP does not have a page limit. The Proposal Summary has a 2 page limit. While it was omitted from the Required Application Format section, please double space the application including the Proposal Summary.

**Q: Are Letters of Support required?**

A: Yes, please see Section D. Community Education and Outreach, question #6 for additional guidance on this requirement.

**Q: Title X Family Planning Annual Report (FPAR) forms are attached to the RFP. Do these need to be completed?**

A: No, the FPAR forms are attached as a reference only. The forms do not need to be completed with this application. However, all successful applicants will need to have the ability to collect and report on the information contained in these tables.

**Q: Is the Title X Fiscal Review Questionnaire required for this RFP?**

A: Yes, applicants are expected to complete and submit the Fiscal Review Questionnaire. This requirement can be found in Section B. Financial Management, Question #1. The Fiscal Review Questionnaire can be found in Attachment D and an electronic version can be found at [www.michigan.gov/familyplanning](http://www.michigan.gov/familyplanning).

**Q: Will there be additional caseload and funding available for this RFP? Or is this the entire federal and state monies available?**

A: Funding support for the Michigan Title X Family Planning Program include the Title X Federal grant, State of Michigan appropriations, and revenue from first and third party collections and donations. Annually, the Federal grant award and State appropriations are determined and funds are distributed to sub recipients based on a funding formula. Federal Title X allocation and State of Michigan appropriations for Fiscal Year 2014-15 are unknown at this time. However, based on historical awards and allocations, an estimated \$7.1 million will be available in Fiscal Year 2014-15 to fund at least one agency to deliver Title X Family Planning services in each Michigan County and the city of Detroit. Applicants responding to this RFP should use the county funding listed in Reference 2 "By County Funding and Distribution for FY15" to complete the application. This is our best estimate of money available per county and the city of Detroit. Once funding is known, by county distribution will be recalculated using the

distribution formula used to provide estimates in Reference 2 cited above and in the best interest of the program.

**Q: Should this grant be double spaced? It is not referenced in the Required Application Format Section.**

A: Yes, please double space the narrative portion of the grant application including the Proposal Summary (which has a 2 page limit). The mandatory attachments and forms, work plan and any appendices do not need to be double spaced.

**Q: The demographic table (Attachment C, Background and Need Section of the RFP) for “Number and Percent of Chlamydia, Gonorrhea and Syphilis” cases asks for “County 3 YR Avg. # of cases (2007-2011). Do we need to input a 3-year average (i.e. 2009-2011) or a 5-year average (2007-2011)?**

A: Please use the 5-year average from 2007-2011. This data is calculated for each county and located at [http://www.mdch.state.mi.us/pha/osr/CHI/std\\_h/frame.html](http://www.mdch.state.mi.us/pha/osr/CHI/std_h/frame.html) . Trends from 2007-2011 versus 2012 is available in the left side bar of the website.

**Q: The link provided for Hispanic Origin by Age and Gender on Attachment C (Background and Need Section of the RFP) does not provide a breakdown by age. The link only provides County/Michigan Hispanic and Non-Hispanic population breakdowns. Where do we go to get Hispanic Origin, by county, gender and age?**

A: The Hispanic Origin by Age and Gender for each Michigan County was removed from the MDCH Vital Statistics website as linked in Attachment C. This data has been placed on the family planning website, [www.michigan.gov/familyplanning](http://www.michigan.gov/familyplanning), click on “Background and Need Data Source: Hispanic Origin by Age and Gender.” This source can be used to complete the Hispanic Origin Table in Attachment C.

**Q: Is there a page limit for the proposal? I only see a 2 page limit for the Proposal Summary, not the remaining sections.**

A: This RFP does not have a page limit, however, applicants are encouraged to follow the application content closely and be clear and succinct with responses. Attachments and appendices should also be limited and relevant.

**Q: Is this RFP for current Title X providers? Or is this supplemental money?**

A: This RFP is for all Michigan Title X funding available for Fiscal Year October 1, 2014 – September 30, 2015. All agencies that plan to operate a Title X program in Michigan in FY 14-15 must successfully complete this application. This includes current Title X agencies and new agencies.