Veteran Suicide Prevention Demonstration Project: Evaluation Capacity Building

Request for Proposals (RFP) Supplement (Round 2 Release)

Non-Infectious Disease Programs
RFP Round 2 Release: October 26, 2022
RFP Round 2 Supplement Release: November 7, 2022
This Supplement revises the Request for Proposals (RFP) for Veteran Suicide Prevention Demonstration Project: Evaluation Capacity Building issued on October 27, 2022, and addresses questions submitted in advance of the publication of this supplement to be released on November 7, 2022. All questions were submitted via form by 5:00 p.m. Friday, November 4, 2022.

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

Questions and Answers

Submitted Questions

Q: Our organization leads the Governor's Challenge for the State of Indiana. Would we be an approved recipient of the grant if it was awarded?

A: Yes, if an organization that participates in the Governor's Challenge AND meets the following eligibility criteria, they are eligible (as per Section: Basic Information on Page 3):

- Be a nonprofit, tax-exempt organization e.g., 501 (c)3 or 501 (c)19.
- Programs implemented in the United States or its territories.
- Have established relationships with veteran populations.
- Have ongoing veteran-focused programs and activities that align with either the Community Integration Model or the Connectedness Model for upstream approach to suicide prevention;
- (For process evaluations) Program of interest should have been established for at least one year prior to application;

* If the applicant is a subsidiary or affiliate of another organization, the relationship must be disclosed in the organizational experience and capacity section of the application.

*For Returning Grantees*: Previous Veteran Suicide Prevention Evaluation: Demonstration Project (VSPE) recipients are eligible to apply provided they have only participated and received funding for one (1) year or less of the VSPE program.
Response to this RFP must include a different formative or process evaluation question than evaluated in previous years.

Q: What is the max and min grant amount awarded for this RFP?

A: The total budget for all work related to the project is up to $45,000 per grantee (as per Section: Basic Information on Page 4). The final award amount is contingent upon submission of a detailed and reasonable budget to be approved by the CDC Foundation. There is no minimum grant amount detailed in this RFP.

Q: What is the duration of the grant? (1 year? more? less?)

A: CDC Foundation intends to fund up to three (3) VSOs for a seven-month term December-2022 through mid-June 2023 (as per Section: Basic Information on Page 3).

Q: In the new round 2 RFP, the budget instructions on page 13 state that the budget period is adjusted to 7 months for salary and fringe calculations. On the budget document, it shows 9 months as the budget period. Could you provide guidance as to the 7 months vs 9 months? Thank you.

A: The expected performance period is 7 months, December 2022 – June 2023 (as per Section: Basic Information on Page 3). All submitted budget materials should reflect the 7-month period. An updated budget template is posted on the CDC Foundation website to reflect the 7-month period.

Eligibility Questions

Q: Can members of a VSO network apply as well as the VSO network organization?

A: Yes, members of a VSO network can apply if they meet ALL all of the following eligibility criteria (as per Section: Basic Information on Page 3):

- Be a nonprofit, tax-exempt organization e.g., 501 (c)3 or 501 (c)19.
- Programs implemented in the United States or its territories.
- Have established relationships with veteran populations.
- Have ongoing veteran-focused programs and activities that align with either the Community Integration Model or the Connectedness Model for upstream approach to suicide prevention;
- (For process evaluations) Program of interest should have been established for at least one year prior to application;

* If the applicant is a subsidiary or affiliate of another organization, the relationship must be disclosed in the organizational experience and capacity section of the application.

*For Returning Grantees*: Previous Veteran Suicide Prevention Evaluation: Demonstration Project (VSPE) recipients are eligible to apply provided they have only participated and received funding for one (1) year or less of the VSPE program.
Response to this RFP must include a different formative or process evaluation question than evaluated in previous years.

**Q: Our organization has participated in a previous VSPE grant funding year, are we eligible for Year 5 funding?**

**A:** Yes, previous Veteran Suicide Prevention Evaluation: Demonstration Project (VSPE) recipients are eligible to apply provided they have only participated and received funding for one (1) year or less of the VSPE program. Response to this RFP must include a different formative or process evaluation question than evaluated in previous years (as per Section: Basic Information on Page 3).

**Q: We previously completed an evaluation on a program at our organization, can we submit a new evaluation project to be eligible for Year 5 funding?**

**A:** Yes, applicants with evaluation experience can submit a proposal for a new formative or process evaluation through this RFP. Please note that former VSPE grantees should be focused on new evaluation efforts and cannot be a continuation of previous VSPE efforts. An effort will be made to consider varying types of projects and organizations for participation in an effort to understand the accessibility and effectiveness of the technical assistance and resources made available (as per Section: Basic Information on Page 3).

**Q: Building off of our previous award, can we submit a proposal continuing evaluation efforts on the program and project we previously evaluated through VSPE?**

**A:** No, proposals from former VSPE grantees should be focused on new evaluation efforts and cannot be a continuation of previous VSPE efforts. An effort will be made to consider varying types of projects and organizations for participation in an effort to understand the accessibility and effectiveness of the technical assistance and resources made available (as per Section: Basic Information on Page 3).

**Evaluation Scope of Work Questions**

**Q: We previously completed an evaluation on a program at our organization, can we submit a new evaluation project to be eligible for Year 5 funding?**

**A:** Yes, applicants with evaluation experience can submit a proposal for a new formative or process evaluation through this RFP. Please note that former VSPE grantees should be focused on new evaluation efforts and cannot be a continuation of previous VSPE efforts. An effort will be made to consider varying types of projects and organizations for participation in an effort to understand the accessibility and effectiveness of the technical assistance and resources made available (as per Section 4: Scope of Work on Page 9).

**Q: Is the expectation that the evaluation project would be complete, not just in process, before the end of the grant period?**
**A:** Yes, this is intended to be a capacity building project, the entire process (including analysis and pre-liminary evaluation findings) is expected to be completed within the anticipated seven-month project period. Award recipients will determine the scope of the evaluation in conjunction with technical advisors to ensure the evaluation can be completed within the allotted timeframe (as per **Section 4: Scope of Work** on Page 9).

**Q:** Is it required to submit a logic model or other supplemental materials as part of our proposal?

**A:** No, A logic model is not a requirement for new applicants of the VSPE of the RFP proposal. However, if one has already been developed for the program you intend to evaluate, please submit it in Appendix C: Supplemental Materials, previous grantees have the option to submit a logic model or other evaluation materials to support their proposal.

For all returning VSPE grantees a logic model is required in Appendix C: Supplemental Materials (as per **Section 5.1 Submission of Proposals** on Page 11).

**General Application Questions**

**Q:** How do you submit a proposal?

**A:** All proposals should be submitted through the Smartsheet submission form online: https://app.smartsheet.com/b/form/0ffb2a06aee744948ad885300d34b869 (as per **Section 5.1: Submission of Proposals** on Page 10).

**Q:** What is the submission deadline?

**A:** All applications are due by 3:00 PM EDT on Tuesday, November 15, 2022 (as per **Section 5.1: Submission of Proposals** on Page 10).

**Q:** When are awards announced?

**A:** Awards are expected to be announced in Mid-late November 2022. Applicants will be notified of their selection to participate by email (as per **Section 5.3: Anticipated Timeline** on Page 15).

**Q:** If awarded, how will grant funding be disbursed? Reimbursement? Installments?

**A:** Grant funding will be dispersed through a cost-reimbursable model. Payment for resulting agreements will be based on the reported expenditures that conform to the approved budget.
Budget Questions

Q: Do we specifically have to name the staff, contractor or consultant in the proposal if we do not have one currently hired but would like to take one on as a part of this project?

A: No, naming the specific contractor is not necessary as part of the application, but please identify when a contractor/consultant would be on board since this is only a seven-month project period as well as a staffing and onboarding plan (as per Section 5.1: Submission of Proposals on Page 12). It may be helpful to include a brief position description (can be included in the budget narrative) for the contractor/consultant to demonstrate what capacity they would bring to the team (capacity to perform work). Only information included in the proposal can be considered when scoring the application.

Q: Does the total project have to max out at $45k.? A FTE equivalent and lead investigator at .5 FTE leaves little to no budget for any other activities.

A: Yes, Per the RFP, staffing plans must include “Staffing plans must include between .75 and 1 FTE of staff time. The lead evaluator must dedicate at least 50% (0.5 FTE) of time to this project and should not be an external consultant or contractor. It is expected that all staff working on this project will be onboarded prior to the performance period starting (as per Section 5.1: Submission of Proposals on page 12).”

Q: Do we need 0.75 – 1.0 equivalent of a FTE assigned to this project, does that full position need to be funded through the grant budget or can a portion of that be funded in-kind or funded elsewhere?

A: The staff associated with this project do not have to be funded through the grant, fully or partially. The key personnel working on this project, including the evaluator and who will manage the project, should be included in the grant proposal narrative along with your budget justification. The proposal should demonstrate your organizational capacity to commit 40 hours per week to the project from staff, including at least 0.5 FTE of dedicated time from the lead evaluator. The additional staff time to meet the required 0.75 – 1.0 FTE can be compromised of any combination of staff the applicant feels appropriate (as per Section 5.1: Submission of Proposals on Page 12).

Q: Where will be the reverse site visit be held (regarding calculating per diem and travel costs into the proposed budget)?

A: The reverse site visit will be held virtually or in Atlanta, GA. Travel for one (1) reverse site visit should be included in the budget. Up to two people, ideally the evaluation lead and a representative from the VSO leadership, would attend the reverse site visit for two days and one night. Should travel and in-person meetings
remain restricted due to COVID-19, the in-person meeting will be converted to a virtual meeting, and budgets will be adjusted post-award (as per Section 5.1: Submission of Proposals on Page 13).