



Veteran Suicide Prevention Demonstration Project: Evaluation Capacity Building

Request for Proposals (RFP) Supplement

Non-Infectious Disease Programs

Date Issued:
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CDC FOUNDATION CONTACT
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This Supplement makes revisions to the Request for Proposals (RFP) for **Veteran Suicide Prevention Demonstration Project: Evaluation Capacity Building** issued on September 21, 2022, and addresses questions submitted to the conference call from and asked at the pre-proposal conference call on September 29, 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>

REVISED RESPONSE DEADLINE: Tuesday, October 11, 2022, 3:00pm EDT

Questions and Answers

Eligibility Questions

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

A: Applicants **must** meet all of the following eligibility criteria:

- 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 ongoing veteran-focused programs and activities that align with either the Community Integration Model or the Connectedness Model for upstream approach to suicide prevention that have been established for at least one year prior to application; and
- Have established relationships with veteran populations.

* 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. If you previously participated in the VSPE program, you are eligible to respond to this RFP provided that the organization is in good standing and in compliance with all aspects of former contracts with the CDC Foundation. Please note that proposals

from former VSPE grantees should be focused on new evaluation efforts and cannot be a continuation of previous VSPE efforts.

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

A: 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. If you previously participated in the VSPE program, you are eligible to respond to this RFP provided that the organization is in good standing and in compliance with all aspects of former contracts with the CDC Foundation. Please note that proposals from former VSPE grantees should be focused on new evaluation efforts and cannot be a continuation of previous VSPE efforts.

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: 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.

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

A: 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.

Q: While this was not my question, it made me wonder, this focused on a new aspect of evaluation model, not necessarily a new program, correct?

A: For returning grantees, it is not expected that you have a new or additional program aligning with the suicide prevention models to evaluate during this project. However, it is encouraged that all proposals reflect a new evaluation question, which focuses on a different aspect of the program's logic model and intended implementation. In this instance, the proposed evaluation should not be an extension or continuation of previous evaluation efforts. Please note that logic models, program descriptions, and/or previous evaluation products can be included in Appendix C: Supplemental Materials, to provide additional context to your proposed evaluation and how it is different.

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>.

Q: Is the submission deadline 12 noon or 12 midnight on October 5, 2022?

A: The submission deadline has been revised. All applications are due by 3:00 PM EDT on Tuesday, October 11, 2022.

Q: Hi, we will submit but are located in Jacksonville, Florida, and are currently getting the effects of Hurricane Ian as we speak. Another key partner is also here in Florida and will be out of the office through Monday. Sorry ... any way applicants in Ian's path can get a day or two extensions on submission deadline? Thanks!!!

A: Please see the revised submission deadline in the re-released RFP dated September 30, 2022. The revised submission deadline is 3:00 PM EDT on Tuesday, October 11, 2022.

Q: Is the expectation that the evaluation project would be complete, not just in process, before the end of the grant period?

A: Since this is intended to be a capacity building project, the entire process (including analysis and evaluation findings) is expected to be completed within the anticipated nine-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.

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: 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 nine-month project period as well as a staffing and onboarding plan. 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: This is a unique situation, but our Program Evaluation Manager is an active duty-Navy spouse and her family recently PCS'd to Japan. We are thankful we were able to maintain her "employment" however, we had to move her to a contractor role to enable her to be able to work from there. I know the RFP says contractors are not able to be included as part of the FTE hours, but I was wondering if there were any

exceptions. This same team member was our evaluation lead on our first VSPE grant and if familiar with the work.

A: In the particular instance described, the team member's relationship with the organization pre-existed the proposed work and is only classified as a contractor due to residency. This is different from an organization hiring an external evaluation contractor solely for the purpose of meeting the eligibility requirements. However, compensation for this team member should be reflected on the contractual line with a detailed explanation as to why the individual is classified and compensated in this manner.

Generally, 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 that was hired solely to be eligible for this project funding. Staffing plans must include at least one (1) FTE (40 hours per week) of staff time. The intent of this requirement is to ensure sustained organizational capacity for evaluation after the project period and that skills developed remain within the organization.

If any consultants or contractors are used to meet the staffing requirement, please detail the organizational plan to ensure that the capacity built will remain with the organization post consultant/contractor departure. It is expected that all staff working on this project will be onboarded prior to the performance period starting.

Q: Would you like content (including a logic model) directly related to the proposal, or is the purpose to understand how we've approached evaluation previously?

A: A logic model is not a requirement of the RFP proposal. In Section III: Applicant Evaluation Approach, applicants should demonstrate a clear sense of what they aim to assess and justification as to why evaluation needs to be conducted.

In Appendix C: Supplemental Materials, previous grantees have the option to submit a logic model or other evaluation materials to support their proposal.

Q: We have not had a VSPE grant before, but we do have a logic model for something we want to do. Should we submit it?

A: Submission of a logic model is not a requirement of the RFP however there is the option to include it in Appendix C: Supplemental Materials. Please note the list of examples is not exhaustive and if there are other materials not listed that would aid in the review of the proposal, please submit them accordingly.

Q: Would this be building off the logic model we built previously focused more on the evaluation side (if some elements already incorporated that can we keep those)?

A: 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. In Appendix C: Supplemental Materials, previous grantees

have the option to submit a logic model or other evaluation materials to support their proposal.

Budget Questions

Q: When are awards announced?

A: Awards are expected to be announced in mid-October 2022. Applicants will be notified of their selection to participate by email.

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.

Q: How do we account for volunteer time - we have a Board Member heavily involved in our program evaluation work who brings expertise in this particular area as she is a Professor at Clemson University and has assisted other non-profits with this type of work as well.

A: All project team members should be included in the proposal narrative section IV. Organizational Capacity. In this section, please note the roles and responsibilities of each team member. Additional context for volunteer or in-kind work can also be noted in this section. Please note that a resume or CV should be included for all project team members.

In the budget narrative, only direct costs should be reflected for the project. This should include direct costs of staff time, partial coverage of time, or other direct costs like volunteer stipends. It is not required that 100% of staff time related to this project be covered through grant funding and partial coverage of salaries or supplemental funding for the project can be noted in the "Other" section of the budget narrative.

Q: Can two VSOs grantees submit a joint funding proposal? If so, can we assume the total project budget must be \$90k? Can the proposed evaluation be on a joint program between the two VSOs?

A: Yes. Organizations are welcome to submit a joint proposal. Only one proposal would be submitted. One organization would be named as the lead and the proposal would be submitted in their name. An organization may not submit as part of more than one proposal (either as the lead or partner on a joint proposal and an individual proposal or as more than one joint proposal). The proposal would need to describe how the two organizations will work together and specify how the funding will support this project's goal of building evaluation capacity in each organization. Please note that since this is a joint proposal, the total budget must not exceed \$45,000.00.

Q: Are funds for marketing permissible as part of the project budget?

A: 2 CFR 200.421 details applicable regulations related to advertising and public relations. Generally, advertising costs for program outreach and other specific purposes necessary to meet the requirements of the Federal award are allowable. Costs including, but not limited to, promotional items and memorabilia, including models, gifts, and souvenirs; and costs of advertising and public relations designed solely to promote the subrecipient entity are unallowable. As this is process or formative evaluation, we do not believe marketing will be applicable for this project.

Q: Does the total project really 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: Per the RFP, staffing plans must include "Staffing plans must include at least one (1) FTE (40 hours per week) 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."
The "at least 1 FTE" is for total combined staff. An example would be – 0.3 FTE manager, 0.5 FTE lead evaluator, 0.2 admin or communications.

Q: Do we need a full 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 required 0.5 can be compromised of any combination of staff the applicant feels appropriate. Demonstrating less than 1.0 FTE staffing, or less than 0.5 FTE for evaluation staffing, would affect scoring as these are requirements in the RFP.

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.