

Questions and Answers

FAMILY PLANNING PROGRAM

PUBLIC HEALTH DIVISION

FAMILY HEALTH BUREAU

OF THE

DEPARTMENT OF HEALTH

REQUEST FOR PROPOSALS (RFP)

YOUTH DEVELOPMENT PROGRAMS TO PREVENT UNINTENDED TEEN  
PREGNANCY



**RFP# 665-2023-TPP-01**

**Release Date:** Monday, February 7, 2022

**Due Date:** 4:00 PM, Tuesday, March 8, 2022

**Questions from Offerors**  
**RFP Youth Development Programs to Prevent Unintended Teen Pregnancy**

1. Is the budget going to be the same?  
**Yes, as far as we know. The budget was currently in the Legislature as of last night. The Governor still needs to sign for final approval. In the coming days we will know for sure. The budget for one TOP club (9-month program) is \$50,150.00. The budget for 4 sessions of TCP (Fall and Spring) is \$50,150.**
2. What is TCP?  
**It's a Wyman based program for high school aged teens. Also, one TCP contract requires 4 Groups per year, 2 in the Fall Semester and 2 in the Spring Semester. Please refer to RFP Page 47, Appendix F – Description of Teen Pregnancy Prevention Programs, Teen Connection Program for full description.**
3. Can you apply for both TOP and TCP programs?  
**Yes, make it clear in the proposal that your organization is applying for both programs. Fill it out like you are applying for both.**
4. Do I need to submit two proposals if applying for both TOP and TCP?  
**No, one proposal is sufficient. Just clarify that your organization is applying for both programs. On the forms that are curriculum specific, you will need to fill out a form for each curriculum you are applying for.**
5. Can you apply for more for more than one TOP club?  
**Yes, you can apply for what your organization can handle. However, the committee will have the final say. If an organization asks for ten clubs the committee may suggest a contract for two clubs, not ten.**
6. Can we submit hyperlinks?  
**It is up to the organization whether to insert hyperlinks. Suggestion would be to stay away from hyperlinks because the proposals will be read by a committee member and firewalls may prevent the reader from entering the site.**
7. Can we submit a justification asking more for travel?  
**No, right now we are operating as the budget allows and the contracts will be a set amount for every organization. We will not know that until the budget gets signed by the Governor. Legislature is still working on that as of last night.**
8. Section III Response Format and Organization, regarding proposals containing confidential information which suggests that information must be submitted as two separate attachments: Unredacted and redacted versions. Please explain how to separate the two versions. How does an organization break it down?  
**An organization does have the option to submit two versions if there is confidential or proprietary information within their proposal. If there is something you do not want to be public knowledge, then submit the redacted version. Submit the original version with no redactions along with a second version with redactions. The proposals will be saved for the entire length of the 4-year contract.**

9. If an organization is applying for both programs, does the organization submit one budget or two budgets?

**We would take one per organization. In the RFP it talks about that. One budget is fine, the same organization would have the same budget and audit. Regarding forms that are curriculum specific, you will need to submit one form for each curriculum you are proposing to implement.**

10. If an organization is applying for both TCP and TOP, is it the recommendation to submit one proposal?

**Yes, you can submit one proposal, however, some forms will require you to submit one copy for each curriculum you are proposing to implement. For curriculum specific forms, the organization would do one for TOP and one for TCP. If it asks to list staff, you will want to submit two different sheets as you will need to list the staff for each curriculum. One proposal, two curriculums within the one organization. Proposals will vary amongst organizations depending on which curricula they are proposing to implement.**

11. Are we obligated to do programming at a specific school? If we write the proposal to do programming at a specific school but then school does not pan out, can we change it to a different school?

**Yes, just let the Family Planning know of the change.**

12. Since TCP is 4 sessions, can they be in different locations?

**That is fine, as long as the move does not happen in the middle of programming. In other words, TOP requires a commitment of 9 months, and TCP will require a minimum of 12 weeks per group. For TCP, you can't change locations between Lessons 5 and 6, but Groups 1 and 2 can be implemented in a different location than Groups 3 and 4.**

13. Does it have to be the same group of students for both semesters?

**For TOP it will be the same group students for 9 months.  
For TCP it will be a new group of students for each of the 4 Groups.  
Teens cannot be in both TOP and TCP in the same fiscal year.**

14. How long is a TCP session?

**For TCP, each complete session is 12 weeks with a set number of lessons, in the set order. It's not a complete program until 12 lessons are finished. Usually, one lesson per week unless there is a break in programming such as for a snow day or spring break.**

15. Would we be able to do this virtually?

**Yes, for TCP and TOP. We have had to adapt due to the pandemic.**

16. For the language in submitting the proposal should the organization use virtual or in person for implementation of programming? Do we write it one way or the other?

**There is not a recommendation or requirement one way or the other. The committee will be reading the proposal and awarding the contracts. Since we are still in the pandemic it would probably be a good idea to mention both.**

17. Do organizations need to have a letter of support from school administration?

**Yes, if you plan to implement during the school day or after school, on school grounds, a letter from the school's administration is required stating that they will be a partner and will allow**

**your organization to use their facilities. The letter must be from an authorizing official from the school.**

18. Is a letter from the High School Principal okay for a letter of support?

**The letter must be from the administration of the school and/or the person or body that has authority in your school district. That may be a Superintendent, School Board, or Principal. Check with your local school districts.**

19. Referring to the line-item budget form for Travel. Can organizations go above what was asked for in the past?

**You can write your proposal for the amount you'd like to request. However, as previously stated, the contracts will be for a set amount. Right now, we are operating as if contract amounts will remain the same, but this will not be set until the budget is signed by the Governor. It may change. You need to write your proposal for what you think your organization can do, what it will need to implement the program, and what will help the committee decide to award your organization a contract.**

20. Are there going to be travel mandates? If so, do we put travel in the budget?

**The Annual Contractors Conference/Training will be probably virtual but may change. There is never a conference fee for that meeting. However, if you need to order new sets of curricula, that will need to come from the organization. As far as training, that depends on what the organization needs. To run TCP and TOP the facilitators must be trained. TCP will need to be Wyman trained. If we must ask Wyman to help, we will help you facilitate that. Wyman is the only one in country who can train TCP Facilitators. I can train TOP Facilitators, and will not require a training fee, again you will be responsible for sets of curricula.**

21. Can an organization invoice for travel?

**No, the contract has set deliverables which are tied to a budget. The deliverables table is in the Sample Contracts in the RFP. This is also the format that will be used for the Invoice template. Example: The bulk of the budget falls under programming. This line is to be used for whatever your organization needs to implement programming. This can be anything from markers to salary for Facilitators, etc.**

22. For Appendix G do we put both line items for TOP and TCP?

**Yes, do one for each.**

23. If an organization is applying for both curriculums, which will add to their page count, and they go over the page limit is this okay?

**When applying for both curriculums and the page limit is reached, please contact Genevieve Lujan by email at [Genevieve.lujan@state.nm.us](mailto:Genevieve.lujan@state.nm.us) and we will see what we can do. In the proposal, please let us know you are applying for both. If one organization is applying for both curricula there is no need for two proposals. Let's try to avoid duplicates.**