



Wes Moore, Governor · Aruna Miller, Lt. Governor · Laura Herrera Scott, M.D., M.P.H., Secretary

**REQUEST FOR PROPOSALS (RFP):  
 COMPREHENSIVE PROGRAM EVALUATION MARYLAND  
 TOBACCO CONTROL PROGRAM**

**Solicitation #: MDH/OCMP 24-20956/ eMMA #BPM040435**

**Questions and Answers (Q & A)**

**Issue Date: November 14, 2023**

Questions	Answers
1.) What is the anticipated annual budget for the evaluation?	The Department is unable to disclose the annual budget for the evaluation because the nature of this request is a proposal. We kindly ask that you submit your proposal including the financial documents to the best of your ability.
2.) Section 2.2.3.D (page 5 of 124) mentions “adult surveys.” What surveys, besides BRFSS and the Quit Line survey, have collected data from adult Marylanders? Is a large-scale survey of adult Marylanders an expected part of this evaluation work?	A large-scale survey of adult Marylanders is not an expected part of the evaluation. However, the Contractor may propose an adult surveillance project as part of the Special/Emerging Evaluation Project described in the Scope of Work.
3). For the training expectation set in 2.2.4 (page 5 of 124), what is the preferred format (for example, virtual or in-person)? If virtual, do the program and partners have a preferred platform?	There will be opportunities to attend meetings in person or virtually (as needed). These opportunities may include the twice a year Local Grantee Meeting/Training with Local Health Departments and/or the Annual Tobacco Control Resource Conference held once per year. The Local Grantee Meetings and the Annual Conference are one (1) day events, typically held between the hours of 9:30 am-4 pm EDT in/near Baltimore City. The Department uses Google Meet for virtual attendees. The

	<p>Contractor may be asked to pre-record a training video for the Annual Tobacco Resource Conference if the Contractor cannot attend in-person and if virtual attendance is not available.</p> <p>If the Contractor is to schedule a training independent of the opportunities previously described platforms such as Zoom, Webex, or another platform recommended by the Contractor may be accepted.</p>
<p>4). In 2.2.4.B (page 5 of 124), there is mention of “local and/or virtual conferences.” How many of these conferences are planned for the contract period? How long will they be? For how many would the evaluator be expected to budget in-person attendance (as opposed to reducing costs by attending virtually)?</p>	<p>There will be opportunities to attend meetings in person or virtually (as needed). These opportunities may include the twice a year Local Grantee Meeting/Training with Local Health Departments and/or the Annual Tobacco Control Resource Conference held once per year. The Local Grantee Meetings and the Annual Conference are one (1) day events, typically held between the hours of 9:30 am- 4 pm EDT in/near Baltimore City. The Department uses Google Meet for virtual attendees. The Contractor may be asked to pre-record a training video for the Annual Tobacco Control Resource Conference if the Contractor cannot attend in-person and if virtual attendance is not available.</p> <p>If the Contractor is presenting at the Local Grantee Meeting the duration of the presentation is no more than 30 to 45 minutes. If the Contractor is presenting at the Annual Conference the duration of the presentation may be 60 to 120 minutes as needed.</p>
<p>5)Would university-based evaluation centers be declared ineligible if an on-campus retailer, independent from the center, has sold tobacco products after 1998 but does not currently sell tobacco products?</p>	<p>This <b>would NOT</b> declare the university center ineligible as the retailer is independent of the center. The university center is still eligible to submit a proposal.</p>
<p>6)With regards to recurring meetings and engagements, are these intended to be in-person, virtual, or a combination?</p>	<p><b>Clarification:</b> Monthly meetings with the contract monitor and all other needed MDH staff will be 100% virtual. However, there will be opportunities for in-person engagement. These opportunities may include the twice a year Local Grantee</p>

	<p>Meeting/Training with Local Health Departments and/or the Annual Tobacco Resource Conference held once per year. The Local Grantee Meetings and the Annual Conference are one (1) day events, typically held between the hours of 9:30 am- 4 pm EDT. The Department prefers to use Google Meet for virtual meetings. It is the Contractor's responsibility to schedule recurring monthly meetings.</p>
<p>7) Since this contract is a review of other contracts and products, will we have access to those contractors and product/program owners?</p>	<p>The Contract Monitor will work with the Contractor to coordinate meetings with MDH staff and other contractors as needed. Communication with MDH staff, local health department staff, and other contractors will be encouraged.</p>
<p>8) I understand that as an MBE, I can count for 50% of the total MBE requirement, as a VSBE, can I count as 100% of the VSBE requirement? And if my company is both an MBE and VSBE, can I count as 50% of the MBE requirement and 100% of the VSBE requirement? (Initial answer was given, wanted to research and confirm)</p>	<p>The Offeror can be used to meet both goals.</p>