

**Maryland Department of Health**  
**-Maryland Youth Risk Behavior Survey and Youth Tobacco Survey (YRBS/YTS)**  
**MDH/OCMP # 22-19322**  
**November 3, 2021**  
**Q&A**

1. Section 2.3.3.E states, "Upon return of the jurisdiction packets by the CDC Data Agency, the Contractor shall retain the packets in secure storage for a period of at least five (5) years from receipt from CDC Data Agency, ensuring that they are accessible to the Department." Section 24 of the sample contract states, "24. Retention of Records The Contractor and subcontractors shall retain and maintain all records and documents in any way relating to this Contract for (i) three (3) years after final payment by the State hereunder,..." Please confirm if the records retention is for three or five years and at what point the retention timeline begins (data receipt or end of contract).

**Response:**

Retention of all records and documents will be for three years after the end of the contract.

2. Section 2.3.5 Additional Responsibilities states, "A. Monthly Reports. The Contractor shall submit monthly reports with monthly invoices providing a summary of deliverables completed. Reports shall be submitted no later the 15th of the month for the month prior." However, this does not match the invoicing requirements in section 3.3.2 Invoice Submission Schedule. Please clarify which invoicing schedule is correct.

**Response:**

There are no monthly invoices. An amendment will be made to correct section 2.3.5. Monthly reports will be due no later than the 15<sup>th</sup> of the month for deliverables completed for the month prior. An Addendum to the language will be issued.

- Section 2.3.5.B the State outlines a task associated with creating 24 jurisdiction-level trend reports and references examples of these reports on the Maryland.gov website ([Pages - YRBS2018 \(maryland.gov\)](#)) In reviewing this website, there are two types of “trend” reports. One is labeled Trend Report (available at the state level and each county (jurisdiction), and the other is labeled Trend Analysis (available at the state level). Please confirm the Trend Report listed under the County Level Data, will be the responsibility of the contractor. Also please confirm the contractor is **not** responsible for creating other county level data products listed under County Level Data including

### State Level Data, 2018-2019

#### High School Data

[Detail Tables](#)  
[Summary Tables](#)  
[Summary Figures](#)  
[Risk Behaviors and Sexual Identity Report](#)  
[Trend Report](#)  
[Trend Analysis](#)

#### Middle School Data

[Detail Tables](#)  
[Summary Tables](#)  
[Summary Figures](#)  
[Trend Report](#)  
[Trend Analysis](#)

### County Level Data, 2018-2019

#### Allegany County

##### High School

[Detail Tables](#)  
[Summary Tables](#)  
[Risk Behaviors and Sexual Identity Report](#)  
[Trend Report](#)

##### Middle School

[Detail Tables](#)  
[Summary Tables](#)  
[Trend Report](#)

Detail Tables, Summary Tables, and the Risk Behaviors and Sexual Identity Report.

#### Response:

The ‘Trend Report’ listed under the County Level Data, will be the responsibility of the contractor. The Contractor will not be responsible for any other county-level reporting.

- Section 2.3.5B also states, “The Contract Monitor will send the final data set received from CDC to the Contractor anticipated by the end of November.” The section further states, “CDC will provide technical assistance for trend analysis to the Contract Monitor, which will be shared with the Contractor and/or its subcontractor(s) developing this report.” Please confirm the code developed by CDC to generate the 24 jurisdiction-level trend reports will be provided to the contractor as part of CDC’s technical assistance.

#### Response:

The CDC will provide the code needed to generate the 24 jurisdiction-level trend reports.

- Section 2.3.6 Added Value requests contractors to suggest additional services as added value to the proposed contract. Are these services and products intended to be provided at no additional cost to MDH?

#### Response:

Correct, the Contractor's chosen added value services and products are provided at no additional cost to MDH. This section is optional.

6. Section 2.5 optional features or services states, "The deliverables mentioned in this section will be in addition to the deliverables mentioned above and will remain a separate section in the Offeror's technical and financial proposals." While MDH has provided some description of the work to be provided under Section 2.5, there is no list of numbered tasks or deliverables provided in this section. For budgeting purposes and to avoid artificially inflating our estimate please detail the specific tasks and deliverables to be included in this part of the technical and financial proposals. Also, please list any tasks and deliverables not to include in the estimate for 2.5 (e.g. printing survey booklets which is part of the primary SOW 2.3.1.G).

**Response:**

Please refer to Appendix 3. 2021 Youth Risk Behavior Survey (YRBS) Web-based Administration Application Form on page 119 for all tasks and deliverables associated with web survey administration. All tasks and deliverables listed in the statement of work are not included in Section 2.5.

7. Section 2.5.1 states that "the Contractor shall build and implement web-based Survey Administration capabilities in classrooms, in addition to the existing paper and pencil surveys, giving schools the flexibility to choose how to implement the survey based on comfort level, safety protocols (that differ by school) and school technological capacity and resources." Please confirm the Offeror should print 100% of the paper materials (e.g. questionnaires and other fielding materials) as back-up to the web-based survey administration.

**Response:**

Correct, the Offeror should be prepared to print 100% back-up of the paper materials.

8. Should the state opt for a web-based survey administration, please confirm that only a single primary mode of data collection (i.e., web or paper/pencil) is anticipated in each school.

**Response:**

Correct, the Contractor should anticipate for a single primary mode of data collection in each school. However, the Data Collector should come prepared to offer the survey by paper/pencil if a school has chosen to conduct the survey via web administration but is unable to do so during the day of survey administration.

9. Section 3.3.5 Travel Reimbursement states, "Travel will not be reimbursed under this RFP." Typically, field staff are reimbursed for use of their personal vehicle and other legitimate project-related travel costs while on data collection assignments. Please confirm that this statement in the RFP is not applicable and that data collector will be reimbursed for travel under this RFP.

**Response:**

This section does not apply to sub-contractors or employees of the Offeror. This statement applies to the Offeror only. Travel costs for Data Collectors should be budgeted into the overall cost of conducting a complete cycle of the survey.

10. Section 3.7.2 Security Clearance / Criminal Background Check states, “The Contractor shall provide certification to the Department that the Contractor has completed the required criminal background check described in this RFP for each required Contractor Personnel prior to assignment, and that the Contractor Personnel have successfully passed this check. Refer to Section 2.3.1.8 for other required screenings and background checks.” Please confirm that key personnel and data collectors are required to undergo criminal background checks as described in the RFP. Also, here is no Section 2.3.1.8 in the RFP. Please confirm the correct reference is to Section 2.3.1.H

**Response:**

Yes, key personnel and data collectors are required to undergo criminal background checks as described in the RFP. Also, the correct reference for 2.3.1.8 is 2.3.1.H. An Addendum will be issued.

11. Section 5.3.2.P Technical Proposal – Required Forms and Certifications includes as one of the required forms, B-1 Financial Proposal Form (Attachment B – Financial Proposal Form YRBS\_YTS\_3). Please confirm the Financial Proposal form should be submitted separately from all technical responses.

**Response:**

Yes, the B-1 Financial Forms should be submitted separately from all technical responses.

12. Would MDH consider answering questions on a rolling bases as opposed to waiting until all questions are received by 11/17? With the due date of 11/30 and the holiday in between these two dates, it does not leave a lot of time for contractors to make adjustments in their responses based on answers to questions.

**Response:**

Yes.

13. What is the current contract amount?

The original contract amount for a two year survey cycle was \$1,179,859.00.

End of Questions