

**State of Vermont**

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**RFP#111: Analysis of Vermont Population Data  
on Mental and Behavioral Health of Children,  
Youth and Families**

**TO: Bidders and Interested parties**

**FROM: Department of Mental Health**

**DATE: February 23, 2024**

**RE: RFP Questions and Responses**

**ISSUE DATE: 02/09/2024**

**QUESTIONS DUE: 02/19/2024, 4:30pm ET**

**RFP RESPONSES DUE BY: 03/08/2024, 4:30pm ET**

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**1. Who was awarded the Contract resulting from RFP63 for the same content?**

a) Vermont Child Health Improvement Program, Larner College of Medicine, University of Vermont

**2. What was the contract value of RFP63?**

a) Initial contract value was \$32,116 for period of 1/15/21 - 6/30/22. Annual break down:

- FY21 partial year (1/15/2021 - 6/30/2021): \$14,118
- FY22: \$17,998
- FY23: \$26,317
- FY24: \$71,216 included additional scope for First Episode Psychosis

**3. As a for-profit consulting company, we typically provide fully-burdened market-based hourly billing rates by labor category (for example, Principal - \$xxx/hour, Senior Consultant - \$xxx/hour, etc.) We do not base our hourly billing rates on salaries, fringe, and other direct and indirect cost categories, which is more typical in the not-for-profit and educational arenas. Please confirm whether labor category billing rates may be used instead of salary, overhead, fringe, and other breakdown categories. Instead of providing salary information, if we provide our fully-burdened pricing, the fully-burdened hourly billing rate, and number of hours for each consultant, would that cause our proposal to be disqualified or eliminated from consideration?**

a) Providing an hourly rate is appropriate but would need to accompany an expected number of hours to accomplish the task to build the budget. This approach would not impact the bidder's consideration.

**4. Are organizations affiliated with public universities outside of VT eligible, as long as they are able to sign a contract with the state of Vermont? Would such organizations be able to obtain a Contractor's Business Account number in VT?**

a) Yes.

**5. Is this a new project or is this RFP an update of RFP63 from 2020? If this is an update, could you please share who was the previous contractor? Are you able to share the cost allocation for the**

**previous contract?**

a) This is part update from RFP63 and additional scope of work for analytics related to early serious mental illness, including first episode psychosis. Please see responses to #1 & 2.

**6. Can the state provide any additional information on the level of funding allocated for this contract?**

a) Annualized amount is anticipated to be around \$72,000; however, given the State has less historical experience with conducting analyses pertaining to early serious mental illness, including first episode psychosis, this may be adjusted slightly if additional needs arise.

**7. What budget assumptions should bidders make regarding the number and scope of requests for analytic assistance referenced in Task 2.1?**

a) Please see # 2 & 6.

**8. Please define the State's definition of "periodic". I.e. The State of Vermont is interested in obtaining bids to meet the following business need(s): a knowledgeable and skilled individual or entity to provide *periodic* analytic assistance to the Division on the analysis of population-level data relating to the mental and behavioral health of children, youth, and families using several identified large data sets.**

a) Analyses use annual or bi-annual data sets and are conducted and reported on annual basis. Monthly meetings with State will review analysis questions/inquiry, preliminary results, and final products; work occurs between meetings and updates shared over email when possible.

**9. RFP states: Section 4. CONTENT AND FORMAT OF RESPONSES: The content and format requirements listed below are the minimum requirements for State evaluation. These requirements are not intended to limit the content of a Bidder's proposal. Bidders may include additional information or offer alternative solutions for the State's consideration. However, *the State discourages overly lengthy and costly proposals*, and Bidders are advised to include only such information in their response as may be relevant to the requirements of this RFP. Question: Does the State have page limits bidders should meet for the technical response**

a) No; however, responses should be clear and concise for review.

**10. RFP states: 4.5. REPORTING REQUIREMENTS: Provide a sample of any reporting documentation that may be applicable to the Detailed Requirements of this RFP. Question? Please provide examples of the types of reporting samples DMH would like bidders to submit with their proposals.**

a) Reporting samples may include data tables and other visualizations, data briefs, slide decks, or infographics that display data summaries and interpretations.

**11. DETAILED REQUIREMENTS/DESIRED OUTCOMES: We believe that the State of Vermont shall help us get access to the secure data held in the respective systems under consideration (VHCURES, YRBS, NSCH etc)**

a) Either the bidder would show they have access to the systems and could successfully work with the data sets in a timely manner. Or, if a bidder does not yet have access to one of the datasets, they would outline the plan to gain access in a timely manner. The bidder would need to submit direct requests to the respective entities requesting access to the data sets. DMH may provide written support for the request; however, the bidder must be able to fulfill all requirements for access.

**12. DETAILED REQUIREMENTS/DESIRED OUTCOMES: What is the expected form of output that must be produced by the consulting team?**

a) Preliminary and final data analyses results are provided to State in Excel workbook, including charts and tables. Product development will include one of the following for each scope, as determined through planning meetings: data brief, slide deck, or infographic that display data summaries and interpretations.

- 13. DETAILED REQUIREMENTS/DESIRED OUTCOMES: Are you looking for a population health analytics product that can seamlessly integrate with the data source and produce desired reports/analytics on the data?**
- a) No, we are seeking an analyst to conduct analyses of the identified external datasets and provide results of the analyses.
- 14. DETAILED REQUIREMENTS/DESIRED OUTCOMES: Do you require technical support in the development and maintenance of the analytics platform apart from the consulting engagement?**
- a) No, see #13.
- 15. DETAILED REQUIREMENTS/DESIRED OUTCOMES: Does state have a finite list of reports/analytics and their respective format? This will help us to submit precise quotation.**
- a) Please see #12.
- 16. GENERAL REQUIREMENTS: Can we utilize some offshore team members for this project? Can team members work from anywhere, or do they need to be based in the US or Vermont?**
- a) Team members do not need to be based in VT. However, having a team member based outside of the US is not preferred and may require additional insurance coverage.
- 17. 2.1 & 3.2: To how many bidders does the State anticipate awarding contracts?**
- a) A single contract may have more efficiency; however, this will be determined based the quality and content of responses received.
- 18. 2.2: Will the State assist the vendor to obtain access to the VHCURES?**
- a) See # 11.
- 19. Budget Attachment: The budget attachment template requests FTEs, salaries, direct program/operating costs, hours, direct and indirect allocation, rather than rates by title. Does the State have guidance on how/where bidders provide rates by title?**
- a) The Budget template should be used to the best of your ability. If a different or supplemental budget layout is needed, it can be included as well.
- 20. Budget Attachment: Should the total cost (direct and indirect) on the budget attachment reflect the bidder's not-to-exceed amount? Given the scope is not fully defined, does the State have any guidance on how to complete the attachment?**
- a) Please review the responses to other questions and develop the budget for your best effort proposal based on the information you have.
- 21. 3.5.1 May bidders provide illustrative timeline(s) since the scope of work is not fully defined?**
- a) Yes.