

RFP #2024-03 FAHSC Needs Assessments for the P-3 Population

Questions & Answers (Q&A)

Posted 1-7-25

1-7-25 Q&A Posting:

Please note that the RFP is being revised and streamlined to remove zip code data, reduce the number of data points that require race and ethnicity data, and provide other needed clarifications. Please check the website for the posting of the revised RFP.

1. Does the “state level” document include data on all 67 Florida counties or just the 57 counties in the participating 26 HS Coalitions?

- **Answer:** Please provide Florida totals, not 67 individual counties.

2. The RFP refers to “research” – however, without a hypothesis and null hypothesis, this is not “research” but assessment. If the intent is for the project to be a research project, what are the assumptions? Assessments do not use terms such as “statistically significant” and “research questions” (used on p. 3, 4, p. 7). Can these terms be replaced (e.g., notable differences, questions)?

- **Answer:** We agree this is not a research project. Yes, these terms will be redefined in the revised RFP.

3. As stated, the consumer survey will collect only qualitative data. Is this the intention (i.e., all questions will be open text, no numerical data generated)?

- **Answer:** We are relying on the expertise of the vendor to develop a tool that answers the questions listed in the RFP and to recommend additional demographics and other data that is normally included in the tools/surveys being developed. We need the vendor’s expertise to build a tool for Coalitions to not only compile, but also analyze the responses. For example, a question may ask about barriers to accessing care and the tool may need a subsection to tease out the responses.

4. Quantitative data analysis (p. 4) – are the indicators listed the exact and only indicators required?

- **Answer:** Yes. This is meant to be a minimum data set provided for participating Coalitions. They may gather additional data at the local level if they wish.

5. Quantitative Data Analysis by County:

- Do you want age-adjusted rates for the Coalitions as well as the county rates in the individual reports?
- **Answer:** We are NOT requesting age-adjusted rates. Please note this is contrary to what was stated on the bidder’s Zoom meeting.
- Are these the correct years for the 3-year rolling average for the 5-year period?
 - 2017 – 2019
 - 2018 – 2020
 - 2019 – 2021
 - 2020 – 2022

RFP #2024-03 FAHSC Needs Assessments for the P-3 Population

Questions & Answers (Q&A)

- 2021 – 2023

- **Answer:** These are the correct dates.

- Please note: The Census Bureau strongly recommends against comparing estimates in overlapping rolling averages since much of the data in each estimate is the same. Do you need trend data for the general population? Given that the Census recommends against comparing rolling averages, using the 5 year ACS data would be more appropriate (if you need trend data for the general population).

- **Answer:** We understand the concern raised about the Census recommendation; however, we want the 3-year rolling averages for some of the data specified in the RFP because many of the counties are smaller and it is difficult to see the trends with the wider variances when single year data points are used.

The primary data source will be Florida Vital Statistics data available on the Florida CHARTS website. ACS data may be used if the data is not available on Florida CHARTS (i.e., data on Grandparents as caregivers).

6. 4.B. Maternal Health: Do you want zip code maps for the Coalitions and the state? Please keep in mind, 931 zip codes will be difficult to view. Statewide maps using county-level data will be easier to view and interpret.

- **Answer:** Zip code maps and data have been deleted from the RFP and are no longer being requested so the workload for the vendor is more manageable.

7. 4.C. Infant Health iv. (p. 5):

- Higher rates of premature births by zip codes compared to what? (e.g., state, participating FAHSC counties, nation, peer counties)?

- **Answer:** The zip code map has been deleted from the RFP.

- Premature Births Zip Code Map – there are 931 regular zip codes in Florida. It will be very difficult to show all 931 on statewide map.

- **Answer:** The zip code map has been deleted from the RFP..

8. 4.C. Infant Health vi (p. 6) -higher rates of infant mortality by zip codes compared to what? (same as above)

- **Answer:** The zip code map has been deleted from the RFP..

9. 4.C. Infant Health vi and vii (p. 6) are these meant to be separate?

- **Answer:** No, these are meant to be combined. There was a typo that has been fixed in the revised RFP.

10. 4.C. Infant Health ix. (p. 6) – can you define “snapshot”? Is this a narrative? Data tables/graphs? Both?

- **Answer:** Snapshot means to use the data from the most recent ACS survey year available. No rolling averages or trends are required.

RFP #2024-03 FAHSC Needs Assessments for the P-3 Population

Questions & Answers (Q&A)

11. Some data, such as the top five causes of maternal death, are not publicly accessible. Does FAHSC have access to those data and how will the selected Consultant be granted access to data? (This includes data from the Florida Prenatal Screening, Medicaid emergency alien deliveries, Healthy Start screening forms).

- **Answer:** Below are the sources of data. They are all available to the public. The vendor is not required to compile any data from the Well Family Data System.
 - Florida CHARTS.gov—Florida Vital Statistics data, Emergency Medicaid Deliveries, and maternal deaths.
 - www.flpublichealth.com/HS --Select “Screening Reports”
 - For RFP Section B.ii. maternal deaths (number and top five causes of maternal deaths in Florida), data sources are:
 - FloridaCHARTS.gov—maternal mortality
 - <https://www.floridahealth.gov/statistics-and-data/PAMR/FLMMRC-2020-update.pdf>--top five causes of maternal deaths in Florida

12. Item 5. Primary Data:

- A. Paternal Health Surveys: are those the only questions of interest of the survey? What is the purpose of the survey? How many questions should be included? Will the questions be the same for all coalitions? Should demographic and socioeconomic questions be included?
 - **Answer:** All participating Coalitions will use the same survey tools/instruments. We are relying on the expertise of the vendor to develop a tool that answers the questions listed in the RFP and recommend additional demographics and other data that is normally included in the tools/surveys being developed. We need your expertise to build a tool for Coalitions that will allow them to summarize the responses for ease of analysis. Surveys should only take 10-15 minutes to complete. FAHSC will translate the tools/surveys to Spanish and Creole.
- B. Focus Groups: What is the intended time length of focus groups? Will pregnant and postpartum mothers and fathers be in the same or different focus groups? Collecting demographic survey at focus groups? Who is responsible for writing consent forms?
 - **Answer:** Focus group length should be 30-45 minutes. Mothers and fathers will be in different focus groups. Standard demographics should be collected. FAHSC will prepare the opening script and consent forms.
- C. Key Stakeholder Interviews: Collecting demographic survey for interviews? If needed, who is responsible for drafting demographic surveys?
 - **Answer:** Vendor is responsible to develop the complete interview tool including demographics.
- D. Consumer Surveys: How will surveys be collected? (paper, online-only, what platform will be used?) Should demographic and socioeconomic questions be included?

RFP #2024-03 FAHSC Needs Assessments for the P-3 Population

Questions & Answers (Q&A)

- **Answer:** Vendor is responsible to develop the complete survey tool in English including any recommended demographic and socioeconomic questions. Vendor will create the tool on paper. FAHSC/Coalitions will be responsible for creating Survey Monkeys or other platforms they wish to use to administer the surveys. FAHSC will translate them into Spanish and Creole.
 - A. and D.: Are the paternal and consumer surveys to be created only in English? Or both English and Spanish? Is there a need for a Creole language version?
 - **Answer:** Vendor is responsible to create the tools/surveys in English. FAHSC will translate them into Spanish and Creole.
 - For all primary data tools – what will be the review and approval process?
 - **Answer:** Vendor will draft the questionnaires/tools and the FAHSC Needs Assessment Workgroup will provide feedback.
13. Is there a specific template or colors that should be utilized in the development of the Needs Assessment document for the state and for each coalition?
- **Answer:** No specific colors are required.
14. V. Budget: Estimated hours for the needs assessment are dependent on the number of coalitions, counties, and zip codes included in the assessment. While the time dedicated to the development of primary data tools is not impacted by county size or zip codes, secondary data analysis and mapping is highly impacted by the volume of zip codes. How should this be addressed in the budget?
- **Question:** list budget for each Coalition? FAHSC will allocate based on zip codes or counties or other criteria will be decided and implemented by the workgroup.
 - **Answer:** Please provide your estimate based on the current number of Coalitions provided in the RFP. The final number will be confirmed after proposals and cost estimates are received. The final contract amount will be renegotiated with the selected vendor based on the final number of participating Coalitions/Counties.
15. IX. Timeline: 3rd bullet – Are questions about the RFP being accepted from December 18-January 20, 2025, as stated?
- **Answer:** Yes.
16. Primary data tools, what is the intended process for finalizing the survey tools. Will the workgroup approve?
- **Answer:** Vendor will draft the tools and the FAHSC Needs Assessment Workgroup will provide feedback.
17. What is the timeline for Coalition analysis?
- **Answer:** Please see the RFP deliverable timeline. These dates will allow the Coalitions to submit their individual Needs Assessments to DOH before December 31.

RFP #2024-03 FAHSC Needs Assessments for the P-3 Population

Questions & Answers (Q&A)

18. Will access to the vital statistics data sets be provided to the vendor?

- **Answer:** No. All data sources the Consultant will be responsible for are accessible by the public.

19. Will an IRB be needed.

- **Answer:** No.

20. How should the vendor handle small number suppression in FL Charts?

- **Answer:** If this is an issue, please place a note below the chart created; however, it may not be a significant issue. For example, maternal mortality on Florida Charts reports zeroes in small counties so this may not be a significant issue.