

# REQUEST FOR PROPOSALS FOR NAVIGATOR GRANT PROGRAM

## Addendum No. 1 – Questions and Answers

June 5, 2020

	<b>Question</b>	<b>Answer</b>
1.	Do you anticipate extending the bid due date?	Access Health CT does not anticipate extending the due date for submission of Proposals.
2.	What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?	Access Health CT will evaluate each Proposal based on how fully the responses meet the requirements of the RFP and the intended goals of the Navigator Grant Program.
3.	Was this bid posted to the nationwide free bid notification website at <a href="http://www.mygovwatch.com">www.mygovwatch.com</a> ?	The Exchange has not posted the Access Health CT Navigator Grant Program RFP on <a href="http://www.mygovwatch.com">www.mygovwatch.com</a> .
4.	Other than your own website, where was this bid posted?	The Access Health CT Navigator Grant RFP was posted to the Department of Administrative Services - Business Network at: <a href="https://biznet.ct.gov/SCP_Search/Default.aspx?Acclast=2">https://biznet.ct.gov/SCP_Search/Default.aspx?Acclast=2</a> .
5.	Under the Grant Award section on pg. 11 it states: "The total amount available for Navigator Grants is \$150,000, which may be awarded to one or more Respondents." Does this mean that multiple agencies may be awarded up to \$150,000 each (meaning the total pool of funds available is more than \$150,000); or that \$150,000 is the total pool of funds available, which may go to one agency or be split among multiple agencies if multiple awards are made?	The total pool of funds is \$150,000 and can be awarded to one or more Navigator Grant Program applicants.
6.	If only one award is made, will the expectation be that the agency would be able to provide coverage to the entire state, or at least all five identified communities (Stamford, Danbury, New Haven, East Hartford, New Britain)?	The applicant does not have to provide coverage to the entire state for the Navigator Grant Program. It is acceptable to cover a specific area/county.

7.	Please clarify how much funding is available for the Navigator Grant Program. Is \$150,000 available for all grantees combined? Or are multiple awards of \$150,000 available?	The total pool of funds is \$150,000 and can be awarded to one or more applicants for the Navigator Grant Program RFP.
8.	How many grants does Access Health CT plan on awarding?	Access Health CT will award one or more grants, subject to contract execution.
9.	Can one grantee have a navigator who works out of multiple agency sites serving different priority communities?	Yes, the applicant can have one navigator who works out of different sites serving multiple communities for the Navigator Grant Program.
10.	Who are the current Navigator Grant Program grantees and how much is each of their contracts?	Access Health CT currently has three Navigators – Community Renewal Team, Inc. (CRT), New Opportunities, Inc. (NOI), and the West Hartford-Bloomfield Health District. In the 2019-2020 Access Health CT Navigator Grant Program Year, each Navigator received a grant of \$75,000.
11.	Is there a budget or budget narrative template applicants should use?	There is no budget template recommended for use with the Navigator Grant Program. Each budget should be reflective of all necessary costs to perform Navigator duties for each project goal.
12.	On RFP page 18, #4, applicants are asked to provide “Offer of Gratuities Certification”. Where in the proposal would Access Health CT like this to be? Is there a specific form applicants should fill out or is Access Health CT just looking for applicants to include a statement in their proposals?	Proposal must include the Offer of Gratuities Certification. Respondents can include this statement in a cover letter to the Proposal.
13.	On RFP page 18, #5, applicants are required to have an authorized official sign the proposal. Is there a proposal cover page or a form Access Health CT would like applicants to use?	There is no specific form, but you may include a cover letter signed by an authorized signatory of your organization.
14.	In the Community Outreach Plan, for each goal applicants are asked to provide a detailed budget/cost to execute project (see RFP pages 10-11). Please clarify what Access Health CT is looking for with this proposal element. Typically, program budgets are broken down by expense rather than by goal.	We anticipate applicants may have one or more projects and each project may have specific costs associated with each project. The project narrative can provide further explanation for the individual project goal as part of the Navigator Grant Program RFP response.
15.	On RFP page 15 applicants are asked if they are the recipient of any grants. Is Access Health CT looking for all grants (state, federal, private) or just state? Can a list of grants be provided in an appendix?	Access Health CT is looking for all grants (state, federal, private) which can be listed within the Proposal or an appendix.

16.	Given that many people are losing employment and employment-based insurance due to the pandemic, does Access Health CT anticipate any additional funding for Navigators to assist individuals in signing up for insurance through the Exchange?	Access Health CT has a robust state-wide/year-round Community Outreach budget outside on this Grant Program, and at this time does not anticipate any additional funding outside of what is listed in the Navigator Grant Program RFP.
17.	Can a line item in the budget cover rental costs?	For purposes of the Navigator Grant Program RFP, the grant may not be used to pay for computers/laptops, office furniture, Wi-Fi, or parking at its business location. The grant money may be used for occupancy expenses like rent, etc. Ideally, Respondents will already have enough infrastructure, so that most of the grant can be used for program activities.
18.	Just for clarification are LLC's eligible to apply for funding (this RFP)?	Page 7, II. of the RFP lists the eligible types of entities which include business types which may or may not be an LLC. If an LLC falls into one of those categories, then it is eligible for consideration.
19.	Is it the expectation that organizations must have a person to start in the Navigator position on 7/1/2020, or is it allowable for a period after that date to engage in the hiring process?	The grantee may hire and train staff starting on or shortly after July 1, 2020.
20.	In order to develop an accurate 12 month Community Outreach Plan, what would be the approximate timeframe of the Navigator training period, including administration of the certification exam?	Access Health CT will provide ongoing training throughout the term of the Navigator Grant Program. Outreach, Brand, Marketing, certification for the 2020 plan year can begin as early as July with materials and training provided by Access Health CT. The certification to assist in the 2021 annual enrollment (November 1) period usually starts in August/September.
21.	On RFP page 17, III. Contents of Proposals, #3 applicants are asked to submit <b>completed forms a-e</b> . However, only a-d are provided: (a) IRS Form W-9; (b) Ethics Form 5; (c) SEEC Form 10; (d) Nondiscrimination Form A or C. Is there an additional form required?	Applicants must submit forms a-d: <ol style="list-style-type: none"> <li>1. IRS Form W-9</li> <li>2. Ethics Form 5</li> <li>3. SEEC Form 10</li> <li>4. Nondiscrimination Form A or C.</li> </ol>
22.	The following RFP Appendices are listed in the RFP Table of Contents (page 3) but were not included in the RFP: Appendix B (Ethics Form 1), C (Ethics Form 5), D (SEEC Form 10), and E (Nondiscrimination Certification).	We will post "Addendum No. 2- Required Forms" along with these Questions and Answers.

23.	Can applicants charge the grant for office space and related expenses (utilities, cleaning, security) required to house the program?	Yes, those are reasonable expenses and may be included in Navigator Grant Program budget.
24.	Please clarify what Access Health CT looking for in the Federal and Nationwide background checks for new employees. How are these different? Is it sufficient for contractors to do background checks in areas of the US where applicants have lived?	National criminal background checks usually involve a search of a collection of databases and sources. Federal background checks involve criminal record checks in federal jurisdictions. Respondents should include checks in each county/local jurisdiction of residence. Background check service providers should have the capability to conduct these different background checks.
25.	Are there guidelines or requirements surrounding the provision of navigator assistance in person vs. remotely? In particular, is it acceptable to provide navigator assistance by phone and/or video conference due to the COVID-19 pandemic and social distancing recommendations? In addition, as the situation with COVID-19 changes over the grant year, will the grantee organization(s) have the ability to increase or decrease face-to-face meetings for navigator assistance or will Access Health CT provide guidelines/expectations re: in-person meetings? Along the same lines, is Access Health CT still planning to deploy staff from the Exchange Call Center to work on-site at the navigator organization's office? Is this optional if there is limited office space due to social distancing.	<p>Yes, it is acceptable to provide Navigator assistance remotely with social distancing guidelines and community mitigation strategies in mind.</p> <p>Access Health CT is in the process of developing a Community Outreach plan that considers the current crisis and will share with the Navigators when completed. It is our expectation the Navigator(s) will have their own plan/guidelines as well.</p> <p>We see the grant as fluid, as long as any changes are approved in advance, in writing, by appropriate Access Health CT staff. As stated in the RFP, Access Health CT may provide staff to assist in Open Enrollment. We will assess Open Enrollment staffing needs once Navigators have been identified.</p>
26.	Can you provide any additional guidance around the amount of funding that is appropriate/acceptable to request in our proposal? Is it possible, for example, to share the grant awards that have been provided in the past so that we have an idea of what might be funded? Alternatively, do you know approximately how many organizations/programs will be funded with the \$150,000 that is available?	<p>The total pool of funds is \$150,000 and can be awarded to one or more applicants as detailed in the Access Health CT Navigator Grant Program RFP. Your budget should be based on your plan's needs.</p> <p>Access Health CT currently has three Navigators – Community Renewal Team, Inc. (CRT), New Opportunities, Inc. (NOI), and the West Hartford-Bloomfield Health District. In the 2019-2020 Access Health CT Navigator Grant Program Year, each Navigator received a grant of \$75,000.</p>

27.	Are there any targets or goals (suggested or required) for the number of individuals that each program is expected to engage (i.e., have contact with to offer assistance), serve (i.e., provide direct assistance), or enroll (i.e., enroll in insurance with our assistance)?	<p>There are not specific goals with respect to the number of individuals that each program is expected to engage since every project and tactic is very different. Access Health CT seeks the applicant's expertise to address how targeted individuals will be reached by project goals.</p> <p>Note: In the past Annual Open Enrollment, Access Health CT assisted over 5,000 individuals in community outreach efforts including enrollment fairs, enrollment centers and Navigators.</p>
28.	Are there any guidelines or limits for the length of the proposal?	Access Health CT has no guidelines for the length of the Navigator Grant Program Proposal.
29.	What do you want us to submit for the program budget? Does a detailed narrative suffice or would you like to have an Excel spreadsheet to share those details?	Applicants should use an Excel spreadsheet to share those details as shown in the RFP (p. 10 & 11).
30.	Can we put budget details about proposed community projects in section vi, along with details of the overall RFP budget, or does the budget for the community projects need to be separated out in section v?	Applicants should use an Excel spreadsheet to share those details as shown in the RFP (p. 10 & 11).
31.	Can multiple grants of \$150,000 be awarded OR do multiple grant awards all total no more than \$150,000 combined? The wording here is ambiguous. Please clarify. Thank you.	The total pool of funds is \$150,000 and can be awarded to one or more applicants as detailed in the Access Health CT Navigator Grant Program RFP. Your budget should be based on your plan's needs.
32.	Can more than one grant be awarded in the targeted areas?	Yes, you may be awarded sufficient funds to cover one or more projects in your Navigator target areas(s).
33.	Would AHCT ever consider combining two or more entities applying within the same targeted area into a partnership?	Access Health CT supports the idea of entities working together.
34.	If the selected Navigator wanted more than one or two staff members to do enrollments, for instance at an enrollment fair, would AHCT provide additional secure laptops, since purchase of computers/laptops are not eligible expenses? Please advise.	Access Health CT will provide laptops for enrollment purposes only.

35.	Who would be the person to inquire about specific concerns regarding potential conflicts of interest, prior to even submitting the Navigator grant application?	You can submit specific concerns to: Ellyn Laramie, Outreach Coordinator, at <a href="mailto:Ellyn.Laramie@ct.gov">Ellyn.Laramie@ct.gov</a> .
36.	Are local health department's eligible to apply for funding for the Navigator Program?	Yes, local health departments are eligible to apply. Page 7, II, of the RFP lists eligible types of entities.