



ADDENDUM I

SUBJECT: Vaccine Education Outreach Services, (RFP 24-048, 6100017638), Scheduled to Close: April 22, 2024; Date of Issue: March 8, 2024.

FROM: Jessie Hinojosa
Procurement Manager

DATE: March 29, 2024

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATION:

Question 1: The budget requires an estimated cost per participant, but is there a minimum or maximum amount of funding that can be requested?

Response: There is no minimum threshold for an award proposal but the maximum award is \$100,000. The payout per participant was estimated at \$125 per person.

Question 2: Are there any restrictions on what can be included in the cost-per-participant calculations (such as employee time)?

Response: Respondents can include all costs associated with providing the presentations to participants (including employee time) in their estimated cost-per-participant. This can also include indirect cost if they have an approved indirect cost rate plan with their assigned cognizant federal agency.

Question 3: Does this RFP only allow expenses for outreach sessions, nothing else? What about salaries, travel, supplies, etc.? Is there a total budget?

Response: The payout will be made per participant that completes the session and required documentation (such as the pre- and post- tests and evaluation). The payout per person would account for all costs associated with providing the educational session to include salary, travel and supplies.

Jessie Hinojosa
Procurement Manager
Finance Department - Procurement Division