

**Wisconsin Tobacco Prevention and Control Program (TPCP)
Ethnic and Poverty Network RFP
Question and Answer (Q&A) Document**

Q. The RFP indicates that the proposal is to be typed in 12 pt times new roman but it does not indicate if it is to be double-spaced. What should the space be?

A. **The RFP application is to be spaced 1.5 lines.**

Q. When submitting a proposal what kind of coverage is expected, can a county apply or does it have to fall into a multi-jurisdictional area?

A. **There are limited funds to cover basic infrastructure for the networks and will not allow for entire coverage of the state. A county can apply along as they can meet the requirements of the RFP. The awarded agency will provide coverage where their network partners are located, which may not necessarily fall within one or more jurisdictions. As in all of our contracts and negotiated work plans, we expect all of our State and Local partners to collaborate and support each other's efforts.**

Q. What is the difference in Public Inspection and Public Information?

(Page 12) Part V-Awarding Funds Information, 5.4-Notice Of Intent To Award A Contract, paragraph 2- "After notification of awards are made, and under supervision of Division staff, copies of all proposals will be available for public inspection from Julie Morello from 9:00 am to 4:00 pm, Monday through Friday November 30, 2009 through December 7, 2009 at One West Wilson Street, Room 218."

(Page 12) Part V-Awarding Funds Information, 5.5-Public Information- "It is the intent of the state to maintain an open and public process in the submission, review and approval of awards. All material submitted by proposers will be made available for public inspection after notice of intent to award or not to award a contract based on the evaluation(s) of the application which were submitted. This information will be available for public inspection, under supervision, during the hours of 9:00 am to 4:00 pm CST, Monday through Friday (except holidays) until December 31, 2009 from Julie Morello at One West Wilson Street, Room 218."

A. **Upon review, public inspection and public information were determined to be one and the same. Therefore, the period for public inspection and public information will be Monday through Friday, November 30, 2009 through December 7, 2009 from 9:00 am to 4:00 pm at One West Wilson Street, Room 218. If award announcement can not be made November 30 the inspection period will take place during the 6 business days after the award announcement has been made.**

Q. When can proposals be inspected?

A. **Individuals interested in inspecting the proposals should contact Julie Morello by phone: 608-266-8526 or email Julie.morello@wisconsin.gov to make an appointment during the public inspection of proposal period from November 30 to December 7, 2009 or during the 6 business days after award announcement has been made. Walk-in appointments will not be allowed.**