

**Wisconsin Tobacco Prevention and Control Program (TPCP)  
Multi-Jurisdictional Coalitions RFP  
Question and Answer (Q&A) Document**

- Q.** Is the funding amount that can be requested to implement WI Wins separate from the \$130,000 to \$180,000 for Community Policy Interventions?
- A.** **Yes, the WI Wins allocation is in addition to the \$130,000 to \$180,000 Community Policy Intervention funding.**
- Q.** When we apply for funds do we include the WI Wins amount in the proposal as well?
- A.** **Yes, proposals must include the WI Wins allocation and activities for the jurisdictions covered by the proposal.**
- Q.** What are the expectations and requirements for an agency that partners with a MJC?
- A.** **The TPCP requires that partner agencies must commit to actively participate in the MJC. The specific expectations for active participation should be determined by individual MJCs.**
- Q.** Letters of support are required from the counties covered within the multi-jurisdictional coalition we are proposing. Do you want additional letters of support as well, such as; City Managers, Police Departments, Schools, etc?
- A.** **Letters of support must include representation from all jurisdictions covered by the proposal. The letters may be signed by health departments, schools, police departments, community agencies, etc.**
- Q.** Are Letters of Support included in the maximum page count of 11 pages? How many letters are allowed in a proposal?
- A.** **Letters of support are not included in page allowance (see page 10 of the RFP). There is no maximum number of letters of support allowed.**
- Q.** On the personnel portion of the RFP, there is no place to put fringe costs. Do you want fringe costs listed as a separate line item?
- A.** **Yes, please list fringe costs as separate items in the Personnel Services section of the budget.**
- Q.** The Template Objective attachment lists Objective #6 as “Other Tobacco Products Local Policy” but the Work Plan lists it as “Other Tobacco Products Sampling.” Which is correct?
- A.** **Template Objective #6 should be listed as “Other Tobacco Products Local Policy” in both attachments.**
- Q.** In regard to the format of the proposal, is it acceptable to use a larger size and different type of font for the cover page, the Table of Contents, Letters of Support, and attachments and headings for each section?
- A.** **It is acceptable to use a larger size and different type of font for the cover page, the Table of Contents, Letters of Support and attachments and headings for each section.**
- Q.** In preparing the statements of support, can it be a ratification document with all signatures on one page or do you need separate MOU's for each member/agency?

- A. Each MJC partnering agency must provide a letter of support. Individual letters of support or a MOU attached to a ratification document with signatures of support are both acceptable formats.**
- Q.** If an MJC writes for staffing to be 1 FTE and a .5 FTE position, can the .5 staff be housed outside the fiscal agency and/or in another county within the MJC?
- A. The .5 position can be housed outside of the fiscal agency and/or in another county within the MJC.**
- Q.** Could you please elaborate on what is meant by “a maximum of 10% of the Community Policy interventions allocations with prior approval from the TPCP Central Office” in Section 3.9 on Subcontracting?
- A. The TPCP is allowing up to 10% of activities that support negotiated community policy intervention objectives to be subcontracted. Funded agencies will negotiate final work plans and budgets with TPCP. Subcontracts must be proposed and approved by TPCP Central Office during these negotiations.**
- Q.** What are acceptable and unacceptable ways to allocate the 10% of subcontracted funds? Can these funds be used to involve partnering counties?
- A. Subcontracted funds must be used to support negotiated community policy intervention objectives and can be used to involve agencies in partnering counties.**
- Q.** Is it acceptable to subcontract for help with producing newsletters for the MJC?
- A. It is acceptable to subcontract for producing newsletters for the MJC as part of the 10% of Community Policy Interventions that can be subcontracted. Prior approval must be received from the TPCP Central Office.**
- Q.** When configuring the MJC, do the counties proposed need to be contiguous geographically?
- A. The intent is that counties within a MJC would be contiguous, however, if strong justification for a proposal with a non-contiguous county is provided, this configuration will be considered.**
- Q.** Can the Statement of Need exceed two pages if the MJC proposed in the application includes more than five counties?
- A. No, the Statement of Need cannot exceed two pages. It is recommended that tables and other layout formats that maximize the limited space be used to describe the proposed multi-jurisdictional area to be served under the RFP.**
- Q.** Section 5.0 says that applications should not exceed 11 pages not counting the required attachments which are Cover Page, Table of Contents, Letters of Support, Work Plan, Budget, Confirmation of Not Tobacco Status and 100% smoke-free Workplace Policy. Is this correct?
- A. Yes, this is correct.**
- Q.** Can the MJC job description required as part of the Staffing and Qualifications section be a separate attachment or does it need to be included within the 2 page limit for this section?
- A. The MJC job description can be submitted as a separate attachment and does not need to be counted within the 2 page limit for the Staffing and Qualifications section or the 11 page maximum for the narrative.**

Q. Can you provide a definition or general understanding of what a \$180,000 award would look like?

A. **No, the TPCP does not have a standard definition of award categories. Award categories will be determined based on responses to Section 6.0 which include the Statement of Need, Agency Capacity and Experience, Work Plan, Policy Capacity and Experience, Staffing and Qualifications and Budget.**

Q. If the MJC proposed in the application includes more than five counties with a fairly large geographical spread and all interventions are addressed, would that merit a \$180,000 award?

A. **Application awards will be based not only on geographic coverage but also on the responses to required criteria listed in Section 6.0 which include the Statement of Need, Agency Capacity and Experience, Work Plan, Policy Capacity and Experience, Staffing and Qualifications and Budget.**

Q. Do you require the county as a unit of government to sign Attachment V or if it is Health Department applying, can they sign?

A. **If a Health Department is applying as the lead agency, the signature of the Health Officer is acceptable for Attachment V, Confirmation of No Tobacco Status.**

Q. Are subcontractors required to sign Attachment V for the application or are they only required to sign the form if the application is accepted?

A. **Subcontractors are not required to sign Attachment V, Confirmation of No Tobacco Status. It is the responsibility of the lead agency to assure that all subcontractors meet all TPCP requirements.**

Q. 2 of the counties we are considering for inclusion in our proposed MJC will be included as partners on another application. If both applications are funded, we have agreed that the 2 counties will partner with the other entity. Does this mean we will need to renegotiate our contract activities?

A. **Specific contract activities and work plans will be negotiated once awards have been made and MJC configurations are finalized.**

Q. Could you please check the WI Wins allocation for the City of Racine as it appears to be too low?

A. **The correct allocation for the City of Racine is 63 checks for \$4,095.**

Q. When can proposals be inspected?

A. **Individuals interested in inspecting the proposals should contact Julie Morello at 608-266-8526 to make an appointment during the public inspection of proposal period from December 7 to December 11, 2009.**

Q. Should the WI Wins amount be added to the Community Policy Intervention funding we are requesting?

A. **Yes, both the WI Wins amount and the Community Policy Intervention funding amounts should be included in the budget submitted with the application.**

Q. Should we develop strategies and activities for the Other Tobacco Product (OTP) objective?

A. **No, if the optional OTP objective is selected, strategies and activities should not be entered for it. The TPCP will provide a 2010 High Impact Strategies and Activities Addendum for this objective to funded agencies.**

- Q. Does an agency applying need the permission of the local health departments to include the jurisdictions its application covers?
- A. **The RFP does not require applicants to provide a letter of support from each health department within the jurisdiction the application covers, however, the TPCP is looking for applications that show collaboration among partners within the MJC area wherever possible.**
- Q. Will WI Wins compliance checks require mandatory fines or penalties for non-compliant checks?
- A. **No, WI Wins compliance checks do not require mandatory fines or penalties for non-compliant checks, however, municipal or county level law enforcement agencies must be actively involved in collaborative efforts with all WI Wins tobacco compliance efforts.**
- Q. If an application is postmarked before November 13, 2009 will it be accepted even if it is not received by November 13, 2009?
- A. **An application must be received by 11:00am CST on November 13, 2009. Applications may be mailed or hand delivered. Please keep in mind that November 11, 2009 is a federal holiday and post offices will be closed so applicants must plan accordingly.**
- Q. If an agency hires a .5 staff intern for a limited time (i.e. 15 weeks), is that considered a .5 position? Or does the .5 position need to be .5 for the entire year?
- A. **If the requirement of one FTE has been met, hiring an intern for a limited term .5 position would be acceptable.**