

**Request for Proposals
RFP No. 2008CNA-100
Pediatric Community Health Needs Assessment
Children's National Medical Center**

Response to RFP Questions

Companies were provided the opportunity through April 23rd to submit questions about Children's National Medical Center's Pediatric Community Health Needs Assessment RFP. The questions and the answers are provided below. This document also includes those questions that were proposed during the RFP orientation.

Question: Do we need to undergo our own IRB process and/or any special clearance for IRB?

Answer: The selected contractor will need to go through the appropriate IRB process in order to conduct the work. The contract will be between Children's National and the selected contractor. The company should provide the appropriate documentation indicating that they have gone through the IRB process and have an approved IRB.

Question: Can you describe the service areas? Are you interested in addressing national/international needs in the community needs assessment?

Answer: At this point Children's is concentrating primarily on the health status and access to care of children in Washington, DC. In addition, because there has not been a comprehensive pediatric health needs assessment conducted in the past, the concentration for this RFP will be on the Washington, DC area although our primary service area does go into Maryland and Virginia. There is a possibility for further opportunities that will include an assessment encompassing Prince George's County, Montgomery County, and Northern Virginia.

Question: Will Children's help facilitate data from satellite health centers?

Answer: Yes, Children's will facilitate access to data within the Children's National Medical Center system to include satellite health centers.

Question: Can we get some sense of the data sets available to use?

Answer: Most data sets that are available are clinically driven. Data sets that extend to capture other domains (i.e. social determinants) that may impact the clinical experience are limited. The existing data sets are largely clinical or administrative data sets for the purpose of business.

Question: In terms of the specific deliverables, is there something specific you want us to report? Do you want the raw data to go along with the report? Do want the raw data that can be used for further analysis?

Answer: We would like for you to report out on the specific deliverables outlined in the RFP; please refer to the RFP. Yes, we would like the raw data to accompany the report. This raw data may be used for further analysis.

Question: Concerning indirect costs, is there a limit imposed by CNMC or can we use our federally approved audited rate for preparing our cost estimates?

Answer: Children's will review all reasonable costs, including indirect costs and respond accordingly based on your cost estimates. If a particular company has a federally approved audited rate, then that rate should be used to prepare cost estimates.

Question: There is mention of a Proposal Application Identification Form noted on your Proposal Application Checklist. Is there a particular form that should be used or can the company supply their own?

Answer: Yes, the company can provide their own proposal application identification form to accompany the application.

Question: A number of applicants arrived at the orientation after the introductions. Can you please provide a list of all applicants?

Answer: We are not aware of those companies that will be applying as the due date for the submission of proposals is May 9th. Those companies that downloaded the RFP include in no particular order: Westat, Booz Allen Hamilton, Danya International, Inc., Rand Corporation, RTI International, and Macro International.

Question: Please confirm or clarify that we should exclude Prince George's, Montgomery, and Northern Virginia counties in the data analysis, and that only data for children residing in the District of Columbia will be collected and analyzed forming the basis for our technical proposal and pricing.

Answer: This particular community needs assessment will only include an assessment of the children residing in the District of Columbia.

Question: Please confirm or clarify Children's expectations that the contractor will develop and deliver a common data repository/tool, as development of a data repository was not mentioned in the RFP. If yes, should this tool include quantitative and qualitative data?

Answer: The contractor will need to develop a common data repository/tool along with this assessment. A component of this assessment will include the need to develop/use primary data sets; therefore, a repository/tool will need to be developed in order to accomplish this. Yes, this repository/tool should include quantitative and qualitative data.

Question: Can the "list of verifiable and successful experience with similar projects or contracts within the last three years" be specific to the proposed personnel and not the proposing entity?

Answer: Yes, the list of verifiable and successful experience with similar projects or contracts can include those specific to the proposed personnel as well as the proposing entity.

Question: You ask that we conduct an independent assessment of pediatric urgent and emergency care use in comparison with pediatric primary care use. Do you mean for Children's National only, or is it your expectation that we would assess and compare pediatric urgent and emergency care for all providers in the District?

Answer: The community needs assessment should include an assessment of pediatric urgent and emergency care among the pediatric population in the District of Columbia.

*****Note: To assure objective evaluation, please only use company letterhead for your cover letter and avoid using company name within the document.**