



## Department of Procurement and Contract Compliance

### **Addendum #2**

### **RFP R41352**

### **Evaluator for Personal Responsibility Education Program (Wyandotte County Sexual Health Information for Teens”)**

Release Date:  
January 13, 2025

**Refer All Inquiries to:**  
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## RFP R41352

### Evaluator for Personal Responsibility Education Program (Wyandotte County Sexual Health Information for Teens”)

Please be advised of the following changes/clarifications to subject solicitation. This solicitation is hereby changed accordingly. *Answers to Questions.*

1. Regarding the IRB,
  - a. Is the anticipation to request a waiver? And do you have a program/university you are already working with on this process?

**Yes, we will seek an exemption from the IRB process. We are not working with any university or program at the moment. We budgeted funds to use a private company, for the sake of speed.**

- b. Considering program services were slated to have started about a week or so ago, per Federal program guidelines, has there been an extension or work with program officer regarding survey administration?

**We are in communication with our program officer about the schedule. The schedule for delivering the curriculum to students in the school is set by our program, not by Federal program guidelines, as long we deliver the curriculum with fidelity and hit our targets for the year. We will ask the evaluator to submit the IRB immediately upon selection, due to the expedited timeframe, with the intent to administer the survey in early February.**

- c. Do you anticipate doing “research” that you believe requires IRB approval?

**No.**

2. As the program funding started October 1st,
  - a. Have classes/education started?

**No.**

- b. If so have facilitators have been keeping attendance records/administering surveys?
3. Although the time between Oct-Dec isn't submitted to the portal, have they been collecting entry and exit surveys?

**We will administer surveys in early February.**

4. What platform(s) are being used to collect entry and exit surveys?
  - a. If planning on an IRB approved “research” program are the individual student surveys being blindly matched?

**That is up to the evaluator selected.**

5. Is the project also collecting data from other USD 500 students who are not being taught “Love Notes”?

**That is not the plan.**

6. Have program directors been meeting with stakeholders and collecting meeting minutes?

**Yes, the Project Director has met with stakeholders and has kept minutes of those meetings.**

7. Is it possible for applicants to review the Project WYCO SHIFT Logic Model for implementation, inputs, proposed outputs to more accurately respond to our strengths in conducting the evaluation plan and estimate timelines and hours?

**Sure, please see attached below.**

8. May applicants review the proposed grant program timeline in order to develop workflow and audit expectations?

**Yes, please see attached below.**

9. Has the Project Director already created a satisfaction survey/is it already included in the Love Notes materials or would the contractor be collaborating with PD to develop satisfaction survey?

**We have not yet created a satisfaction survey and would welcome discussing the addition of that with the evaluator who is selected.**

10. What is the mechanism by which the stakeholders will review the data using the reflection questions?

**Within a meeting hosting by the Project Director and Evaluator.**

11. Are students given an ACES score or are those included in Mind Matters programming referred by school counselors?

**I don't believe assessing and giving ACEs scores are part of the Mind Matters curriculum. We would welcome discussing adding that option with the evaluator selected.**

12. On page 31 does it sound like there are multiple fidelity observations over each two-week period? Is the expectation that the evaluator observe multiple times per week?

**We wrote the grant so that the Health Educators hired under the grant have some responsibilities for data collection and coordination. One of the Health Educators will serve as a Lead Facilitator and will be assisting with fidelity observations. The evaluator will train this staff person in conducting these observations.**

13. As this is the third cycle of this program (7<sup>th</sup> year?) how has the program been previously evaluated?

**This is the first year the Health Department/Unified Government has had this program.**



WYCO SHIFT Logic  
Model.docx



WYCO SHIFT Project  
and Evaluation Time

**ATTACHED SIGNATURE PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

In other respects, except as specifically stated above, the subject Request for Proposal remains unchanged.

**SIGNATURE PAGE**

Offerors are asked to acknowledge receipt of Addendum Two (2), by completing the information requested below and submitting this information with their proposal. Failure to do so may subject the proposer to disqualification.

ALL OTHER SPECIFICATIONS AND CONDITIONS REMAIN UNCHANGED.

RECEIPT OF THIS ADDENDUM IS HEREBY ACKNOWLEDGED

NAME OF BUSINESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, STATE: \_\_\_\_\_, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME & TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

All questions should be directed to the Purchasing Department at (913) 573-5440