Thank you for your interest in responding to West Virginia First Foundation's (the "Foundation"), Request for Proposals. We appreciate the thoughtful questions submitted and are excited by the level of engagement and curiosity around this opportunity.

At the heart of this RFP is a commitment to bold thinking and fresh perspectives. **We are intentionally leaving room for innovation and are not prescribing rigid formats or overly structured requirements.** Our goal is to create space for new ideas, novel approaches, and community-driven solutions that have the potential to transform how West Virginia prevents substance use disorder, supports recovery, and saves lives.

This notice provides the responses of the Foundation to questions submitted by respondents related to its requests for proposals for a Needs-Based Assessment. The responses from the Foundation are intended to provide clarity and general guidance to respondents in the preparation of their proposals. The Foundation's responses are general in nature and for informational purposes only. The Foundation's responses shall not be construed in any way as a directive or modification of the related RFP. The Foundation's responses are not expressly intended for the respondent presenting the question and therefore the responses shall be used for informational purposes only.

This notice cites questions from respondents. Certain similar questions have been combined into one question and/or reworded for cohesiveness. The names of the submitting respondents have been removed.

West Virginia First Foundation Needs Assessment - Q&A

Project Structure

- ***Have any organizations been identified to participate to date?***
  No organizational affiliations exist at the inception of this initiative.

- ***Who will be the point of contact for the project?***
  Romeo Tan, WVFF Chief Operating Officer.

- ***Will there be a steering committee for the project?***
  Yes, there will be a steering committee.

Data Access & Management

- **Will any established data collections be available to the consultant?**
  Database needs will be the responsibility of the respondent.

- **Does the Foundation maintain a database of provider contacts or existing communication channels?**
  Database needs will be the responsibility of the respondent.

- **Will the Foundation provide access to existing data sources?**
  Database needs will be the responsibility of the respondent.

- **Will the Foundation or its partners provide access to any existing data warehouses, systems, or APIs for integration?**
  Database needs will be the responsibility of the respondent.

Outreach & Engagement

- **How does the Foundation coordinate outreach at the local and regional levels?**
  The Foundation coordinates outreach at the local and regional levels by collaborating with various stakeholders throughout the state.

- **What level of community engagement is expected (e.g., town halls, surveys, interviews)?**
  Community engagement should be defined by the respondent.

- **Are there existing community or provider networks that can facilitate qualitative data collection?**
  Network needs will be the responsibility of the respondent.

- **Are there specific stakeholders that must be consulted as part of the needs assessment?**
  Informational needs will be the responsibility of the respondent.

Project Timeline & Deliverables

- **What is the expected timeline for completing the Needs Assessment?**
  Initial stages of the project are anticipated to begin in 2025.

- **What are the key project milestones and expected final deliverables?**
  The proposal should reflect respondent-identified milestones and deliverables.

Budget & Funding

- ***What is the budget range or cap for the project?***
  The cost should be reflective of the comprehensiveness of the assessment.

- ***Should respondents submit pricing as fixed price or time and materials?***
  Respondents may submit pricing as either fixed price and/or time and materials. We strongly encourage providing as much detail as possible, regardless of the pricing model selected, to ensure clarity and facilitate an informed evaluation.

- ***Should the RFP response include anticipated ODCs for hosting or licenses, or will those costs be managed directly by the Foundation?***
  All costs should be included in the proposal.

Dashboard & Technology

- ***What is the preferred software for the data dashboard?***
  No preference.

- ***Will the vendor be hosting a separate website or embedding a dashboard on the existing WVFF website?***
  Yet to be determined.

- ***Are there preferred technologies or platforms for the dashboard (e.g., Tableau, Power BI, custom solutions)?***
  No preference.

- ***Should the analytics include geospatial mapping (GIS), and if so, are there preferred tools (ArcGIS, QGIS, Google Maps API)?***
  No preference.

- ***Should the system include role-based access controls?***
  Yet to be determined.

- ***Should the system be cloud-based, on-premises, or a hybrid model?***
  No preference.

- ***Will the vendor be responsible for maintaining the hosting environment?***
  Yet to be determined.

- ***Will the dashboard allow public input of data, or only viewable access?***
  Yet to be determined.

Security, Privacy, & Compliance

- ***Are there specific data security or compliance requirements (e.g., HIPAA, state privacy laws)?***
  All applicable regulatory requirements must be followed.

- ***Will small cell suppression be required?***
  Yet to be determined.

- ***Will individual-level data need to be stored, and if so, will it be de-identified?***
  Yet to be determined.

- ***Are specific accessibility standards required (e.g., WCAG 2.1 compliance)?***
  All applicable regulatory requirements must be followed.

- ***Will IRB approval be required for human subjects research?***
  All applicable regulatory requirements must be followed.

Proposal Requirements

- ***Do examples of previous work count against the 25-page limit?***
  Yes.

- ***Can examples of previous work be included as an addendum?***
  No, they must be within the 25-page limit.

Additional Considerations

- ***Will WVFF assist the vendor in collecting state-based data sources?***
  Database needs will be the responsibility of the respondent.

- ***Has the Foundation developed preliminary definitions for Foundational Addiction Services, SUD burden, or Health Return on Investment (HROI)?***
  Yet to be determined.

- ***What is the expectation for knowledge transfer, documentation, and training for Foundation staff?***
  Yet to be determined.

- ***How long is the vendor expected to maintain developed solutions?***
  Yet to be determined.

Reporting & Decision-Making Framework

- **Are there specific reporting formats or key performance indicators (KPIs) that must be included?**
  Specific reporting formats and KPIs should be defined by the respondent in alignment with project objectives.

- **Will there be a need for ongoing monitoring or periodic updates beyond the initial assessment?**
  Yes, ongoing monitoring and periodic updates are anticipated to ensure the effectiveness and relevance of the assessment tool for both the scientific and public communities.

Competition & Selection Criteria

- **What are the key evaluation criteria for selecting the winning bid (e.g., cost, experience, innovation, capacity)?**
  Selection will be based on the comprehensive nature of the proposal. Proposals should address cost, experience, innovation, and capacity.

- **What are the weightings or priorities for evaluation (e.g., technical expertise vs. cost vs. past experience)?**
  The evaluation will prioritize technical expertise, past experience, and the overall value of the proposal, with an emphasis on the comprehensive nature of the assessment. Cost will also be considered but should align with the quality and depth of the proposed solution.

All submissions are due to RFP@wvfirst.org by 11:59 PM EST on **April 18, 2025**.