

### **ADDENDUM NUMBER 1**

**Request for Proposal:** RFP# 2025-02-19-B Healthcare Communications Coach

**Addendum Issue Date:** Friday, March 14, 2025

**RFP Closing Date & Time:** Friday, March 28, 2024 (5:00 PM ET)

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#### **To All Potential Proponents:**

Addendum Number 1 is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby an official document of the RFP. Please attach this addendum to the original RFP package. As per the RFP, the Proponent shall acknowledge receipt of any and all addendums, if any, by listing the Addenda by number(s) and date(s) in their proposal.

Please note that certain questions have not been answered in this addendum. Answers to any outstanding or unanswered questions will be provided to the successful candidate upon the conclusion of the RFP process.

**1. When did this program begin and when it was last administered?**

**Ans.** The Healthcare Connections program was launched and has been in regular operation since 2017.

**2. How many hours per day are typically dedicated to programming? Could you please provide a specific breakdown of daily activities?**

**Ans.** Participants engage in 5 hours of training per day. Training involves a wide range of job readiness, career exploration and health sector-specific activities.

**3. How many participants are expected per cohort until March 31, 2026? What is the historical average number of participants per cohort?**

**Ans.** Cohorts range from 20 to 25 participants.

**4. On average, how many participants per cohort go on to seek 1-on-1 coaching? What is the typical duration and frequency of the coaching sessions?**

**Ans.** Coaching sessions are arranged through coordination between the coach and ACCES Employment staff based on the needs of clients, which vary by cohort. Typical coaching sessions are 60 minutes, with participants engaging in between 1 and 3 sessions.

5. How much time do you expect ACCES project coordinators would need to work with the proponent throughout the duration of the contract, supporting coordination and activities outside of the 90 hours of delivery? Could you provide an estimate of the weekly or monthly hours?

**Ans.** This could vary tremendously based on the experience of the proponent. It would be reasonable to assume that a skilled, experienced proponent would spend 7-9 hours during the duration of the contract coordinating with ACCES staff.

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