

Q: What does “sole applicants are not guaranteed an award” mean?

A: In the event that the program only receives one application for the contract, that does not guarantee the applicant will be chosen. The program reserves the right to not award the contract.

Q: Does the applicant have to live in Cheyenne?

A: No, this contract does not require specific residence. This contract will require travel to facilitate partnership building throughout the state of Wyoming.

Q: Is this a full time position?

A: This contract is not a full time employment opportunity with the Wyoming Department of Health. This work will be outlined in the contract and the applicant is required to meet the contract deliverables. The program would expect the weekly hours of work would fluctuate based on activities performed that week.

Q: Is a WYCC member considered to have a conflict of interest?

A: WYCC members would not be considered to have a conflict of interest, however, WYCC Steering Committee members would be considered to have a conflict of interest. The awarded applicant will not be a voting member of the WYCC Steering Committee. In the event a WYCC Steering Committee member applies for this contract and is awarded, the member would need to renounce their position as a WYCC Steering Committee member.

Q: How would an individual apply for this vs. an organization?

A:

- Experience Section
 - An individual would utilize the experience section to outline any previous personal experience with each topic outline.
 - An organization would outline the organizations experience as a whole but could include individual experience if appropriate.
- Capacity Section
 - An individual would outline their plan to achieve each topic listed such as creating new policies, etc.
 - An organization would outline any policies and procedures the organization currently has regarding each topic.
- Project Proposal
 - Both individuals and organizations should outline their plan and timeline for how to achieve the activities outlined in the RFA.
- Budget
 - Budget should include all the expenses expected for this contract to include items such as salary, travel, and office supplies. The program covers the cost of all WYCC meetings, media, conference lines, etc.