Responses for Questions to RFF 2018-08  
Support Services for Indiana’s Synar Program

1. **What is the time commitment expected to execute this project?** I understand new staff must be hired, so I am curious the time commitment so I know how to create the job description and position requirements, as well as structuring the budget. It is estimated that this position will spend an average of 12 hours a week on this project. The project has a natural ebb and flow with times of 30-40 hours a week and times with little to no work. For example, reporting of the statistical information is due at the end of December and that month tends to have an increased workload.

2. **How many store audits need to be performed each month?**
   Indiana must do 600 checks across the state per federal fiscal year.

   This position would not be charged with conducting the checks but with coordination with the Alcohol and Tobacco Commission to assure that the checks are completed.

3. **Is there a resource I can access to learn more about SYNAR and this project, in order to help make an informed decision about applying?**
   For a federal perspective on this program, refer to the following website: https://www.samhsa.gov/synar

   To assess Indiana specific efforts, see the Synar tab and Indiana resources at the following website: https://www.in.gov/fssa/dmha/4484.htm

4. **About how many youths should be used for the store audits? Is there guidance given on details such as this?**
   At a minimum, there should be two youth inspector (male and female) in each of the Synar regions.

5. **Are there required monthly trainings for the employee that is hired to perform the duties for this grant?**
   No

6. **In addition to store audits can you tell me more about the requirements of this project or point me toward a resource so that I may learn more?**
   This would require competition of the statistical portion of the Annual Synar Report, state agency coordination, employment of youth inspectors and ongoing consultation with DMHA and ATC.
7. Is there any technical assistance provided? Although questions and support would be part of the duties of the contract manager, there are no provisions for specific technical assistance.

8. Are outside evaluation services needed? This contract does not require outside evaluation services.

9. Will the staff report monthly and quarterly in a format similar to Corkboard? No

10. Is this grant based on monthly deliverables? If so, what does the payment schedule look like? It will be paid on deliverables format but all tasks will be related to completion to the Synar program support needs.

11. Bullet point #2.a under “Scope of Work” required employment and training of youth inspectors.

   Employment. IU-IPRC already employs the youth inspectors under contract with Indiana State Excise Police (ISEP). These are the youth ISEP use to conduct TRIP inspections funded by DMHA. ISEP officers are currently recruiting these youth and forwarding contact information to IU so they can be hired. Would it be acceptable for a contractor to propose expanding the racial and ethnic diversity of the existing pool of youth being recruited by ISEP? The contractor could actively recruit diverse youth where needed throughout the state so that youth inspectors reflect the ethnicity of the population in that part of the state (as specified by SAMHSA/CSAP guidance documents). ISEP could then continue their general recruitment elsewhere, allowing them to maximize efficiency in getting referrals and finding youth conveniently located for their inspection teams. Yes

   Training. Since 2000, when use of youth tobacco inspectors began in Indiana, the police officer conducting the inspection has always been responsible for training the youth inspector. ISEP has been no exception in this practice. As the supervisor of the youth, the officer is in the best position to explain the process and offer immediate feedback during the youth’s earliest inspections. Would it be acceptable for the contractor to propose providing youth training material and assistance to ISEP? This effort will need to be coordinated with DMHA and ISEP. At this time, ISEP has an MOU with DMHA which will begin October 1, 2018 to conduct the compliance checks. They are using the Tobacco Retailer Inspection Protocol (TRIP) which includes on the job training for the youth inspectors but it would be possible to share and or coordinate this duty.
12. Bullet point #2.c under “Scope of Work” required completion of the Annual Synar Report. The scope of work in the RFF only covers the section of the Annual Synar Report addressing the Synar survey of retailer compliance. **Would it be acceptable for the contractor to accept responsibility for the sections of the Annual Synar Report that address the “Synar Survey Methods and Results”?**
Yes

13. Bullet point #2.e under “Scope of Work” required completion of a retail Census during FFY2020. SAMHSA/CSAP guidance documents require a coverage study be conducted, which is significantly less work than conducting a census of every store in the state. **Would it be acceptable for the contractor to propose conducting a coverage study that follows the instructions of the most recent SAMHSA/CSAP Synar guidance for coverage studies?**
Yes