Baby-Friendly Hospital Evaluation FAQ

1. What are the formatting guidelines (font, font size, margins, etc.) that you would like us to follow in our submitted documents?

There are none.

2. The Request for Qualifications states that the applicant may request up to $130,000 for the 10-month project; and the RFQ Applicant Review Tool, Part IV Budget states that applicants submitting proposals must develop a budget that does not exceed $35,000. Please clarify the budget guidelines.

Thank you for pointing out the error. It should be $130,000 on the review tool, as well. The corrected version has been posted.

3. The Statement of Qualifications includes a request for no more than five pages of Resume(s) or Curriculum Vitae(s) of key members of the team. Please clarify: is this no more than 5 pages for each member of the team; or no more than 5 pages in total of Resume or Curriculum Vitae for all members of the team.

Up to five pages for each team member.

4. Is this the first formal evaluation of the hospitals seeking BFH designation? Has there been an evaluator used previously?

This is the first evaluation the F5LA has done on its BFH program.

5. Are the participating hospitals currently tracking any data or would this be a part of the evaluation on our end?

Yes, the hospitals are currently tracking a number of data elements.

6. Has F5LA worked with an IRB previously? Is there a preference?

F5LA frequently requires its evaluation contractors to get IRB approval (or a waiver). It is left up to the contractor to decide which IRB would be the best to use.

7. If we’re on the R&E consultant pool already, do we still have to re-submit any of the required documents?

Yes, please. If you do not include all required documents, your application will be rejected at the Level 1 review.