



Office of Management and Budget  
Grants Coordination  
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19<sup>th</sup> Floor  
Miami, FL 33128  
305-375-4742 O 305-375-4454 F

Carlos A. Gimenez, Mayor

**DATE:** June 11, 2012  
**TO:** Prospective Proposers  
**FROM:** Theresa Fiaño, Contracting Officer  
**SUBJECT:** RFP No. 0313 – Health and Support Services for Persons Living with HIV/AIDS  
**PROPOSAL SUBMISSION DEADLINE:** 2:00 P.M., Friday, July 13, 2012

**FORMAL ADDENDUM No. 1**

This Addendum is hereby made a part of the Request for Proposals (RFP) No. 0313 for Health and Support Services for Persons Living with HIV/AIDS.

**Item 1. Clarification of Written Questions and Questions from Pre-Proposal Conference:**

***Questions may have been edited for clarity.***

Q. Can applicants include supporting documentation to support past performance such as newspaper clippings, magazine articles, letters of recommendation, etc.?

A. No, only include what is requested in the RFP guidance. Any extraneous materials will be discarded prior to submission to the Evaluation Committee.

Q. Will RFP documents be placed in WORD or other software for completion by the Proposer?

A. The Cover Page (Attachment 1) is a Word document. The Line Item Budget (Attachment 8a and 8b) is in Excel. The program narrative and budget justification narrative should be completed in Word. These documents are available to download on the website (<http://www.miamidade.gov/Grants/rfpno0313-emailLogin.asp>). All affidavits are in PDF format and will not be provided in Word as they are legal documents and cannot be changed.

Q. Can the copies be double-sided?

A. Yes.

Q. What Font size, spacing, and margins should we use?

A. 12 point font, single-spaced, 1" margins; use Arial or Times New Roman font. For tables, you may use 10 point font.

Q. Can "footers" be used (i.e., page numbering) within the proposal?

A. That is not required, but yes, they may be used for page numbers.

Q. Can organizations propose to provide program services from multiple locations, e.g., outpatient medical services from multiple clinics within Miami-Dade County?

A. Yes.

Q. In addition to those eligible to utilize Care Act funds as their primary coverage for medical care, can outpatient medical funding also be utilized for eligible clients that are in need of co-payment assistance (supplemental coverage) for their medical care?

A. No. First, Ryan White is the payor of last resort. Second, Ryan White funds cannot be used to cover uncompensated costs or to subsidize the difference between the provider's actual cost and the reimbursement received from Medicaid or other third party payors. However, if a service is not covered by Medicaid or other third party payors, Ryan White can cover the service if the client is Ryan White eligible.

Q. Under Section D - Service Experience, question 9 (on page 33 of the RFP), are organizations to include actual letters of commitment or list them as directed for the linkage agreements?

A. The organization can choose to do either a list of linkage agreements or letters of agreement/commitment.

Q. If an organization applies for outpatient medical funding that is to be provided in more than one clinic, are the 4 hours of services (weekly) required outside of regular business hours applicable to each clinic site?

A. Yes.

Q. Will there be a sweeps process for reallocation of underutilized funds?

A. More than likely. However, there is no guarantee that sweeps processes will definitely be conducted or that a sweeps process would provide additional funding to a particular agency.

Q. On page 35 of the RFP (Proposed Services Narrative section), are we to answer question 7 regarding prescription drug services, *only* if we are applying to provide Prescription Drug services, and if we are applying in additional service categories as well, we leave question #7 blank?

A. Question 7 is only to be answered if your organization is applying for prescription drug services. If your organization is not applying for these services answer Question 7 as N/A.

Q. Under the Prescription Drug services category, is there an expected average length of time that prescription drug services be provided per client?

A. No. However, Ryan White referrals for prescription drugs may not be longer than six (6) months. All Ryan White clients must be re-assessed for client eligibility every six (6) months.

Q. Can prescription drug funds be applied for co-pay assistance as well as full coverage?

A. No.

Q. Is an organization required to be a Minority Community-Based Organization to obtain MAI funding (per page 19 of the RFP)?

A. No. However, an organization applying for MAI funds should ideally be reflective of the target population(s) they propose to serve. See page 20 of the RFP for further clarification.

Q. Please clarify that Attachment 3, the Affidavit for Oral Presentation, is to be submitted with the application only and not completed as a separate filing.

A. Attachment 3 must be submitted with the original application.

Q. Per page 36 of the RFP, Appendix 7 asks for each key staff's resume, job description, and applicable licenses, but there is a one page maximum per person – please clarify.

A. Include either key staff's resume (if the position is filled) or a job description (if not filled). Try to keep these attachments to one page, if possible.

Q. On Attachment 13 – there is an asterisk that states there is an 8-page limit; does this refer to the narrative as well as the budget and budget narrative sections? Both sections contain an asterisk.

A. There is no page limit for the line item budget and narrative budget justification. That was an error. However, the asterisk does signify that the budget and narrative budget justification have to be completed once for each service requested.

Q. Are we to provide the required Affidavits and Acknowledgments once within the application package regardless of the number of proposed service categories for which we are applying?

A. Yes, only include once with the ORIGINAL proposal.

Q. Should the Table of Contents mirror the order of the proposal sections per Attachment 13 – Proposal Submission Checklist?

A. Yes, as closely as possible.

Q. Will application packages be accepted via Fed Ex?

A. Yes, as long as the package is submitted by the deadline (Friday, July 13, 2012 by 2:00 pm EST).

Q. What is the cultural makeup and experience of proposal reviewers?

A: The Mayor will appoint Evaluation/Selection Committee members and all efforts will be made to convene gender and racially balanced panels; members will have health and human service experience.

Q. Should the line item budget contain employee names?

A. If employees are already hired, then yes. If not hired, use TBD (to be determined). For HIV+ Peers use only initials.

Q. What drugs does the prescription drug category cover?

A. The Ryan White Formulary offers a broad range of medications including antiretrovirals, medicines for opportunistic infections, nutritional supplements, etc. The formulary can be found on the OMB website.

Q. Is there a page limit for the narrative budget justification?

A. No.

Q. Must providers of pharmacy services provide delivery to clients?

A. Yes, if the client is homebound.

Q. What does the service category outreach include?

A. The Fiscal Year 2012-13 Service Delivery Guidelines, which can be found on the OMB website, contain a very lengthy description of outreach. Staff highly recommends that all potential proposers read the service definitions contained in the guidelines for any service they plan to apply for.

Q. Are the affidavits available in Word?

A. No, they are available only in PDF format, as they are legal documents and cannot be changed.

## SUBMISSION INSTRUCTIONS

### *For a single program submission*

ORIGINAL (marked as such)	COPIES (15 total)
Proposal Title Page, Attachment 1 with Corporate Seal or Notarized	Proposal Title Page, Attachment 1 with Corporate Seal or Notarized
Table of Contents	Program Abstract
Appendix 1: IRS Letter of Determination/Proof of 501(c)(3) not-for-profit status	Proposal Narrative: <b>PROGRAM REQUEST</b>
Current copy of Certificate of Status from the Division of Corporations, FL Department of State: <a href="http://www.SunBiz.org">www.SunBiz.org</a>	D. Service Experience (Questions 1 – 17)
Current Articles of Incorporation	E. Proposed Service (Questions 1 – 10)
Current By-Laws	F. Line Item Budget Form and Narrative Budget Justification and Question 2
Proposal Narrative: <b>PROGRAM REQUEST</b>	<b>APPENDICES</b>
Program Abstract	
D. Service Experience (Questions 1 – 17)	Appendix 2: Linkage Agreements, Letters of Commitment
E. Proposed Service (Questions 1 -10)	Appendix 5: Current Board of Director's List with Demographic Breakdown
F. Line Item Budget and Narrative Budget Justification and Question 2	Appendix 6: Funding Source Summary Form
<b>APPENDICES</b>	Appendix 7: Resumes and/or Job Descriptions for <u>KEY</u> Staff
Appendix 2: Linkage Agreements, Letters of Commitment	
Appendix 3: Most recent Certified Financial Audit, Financial Statements, Management Letter, and/or IRS Form 990	
Appendix 4: Organization's Grievance Policies and Procedures	
Appendix 5: Current Board of Director's List with Demographic Breakdown	
Appendix 6: Funding Source Summary Form (Attachment 14a)	
Appendix 7: Resumes and/or Job Descriptions for <u>KEY</u> Staff	
<b>ATTACHMENTS</b>	
Attachment 2: Acknowledgement of Addenda	
Attachment 3: Lobbyists Registration	
Attachment 5a: Subcontractor/Suppliers Listing	
Attachment 5b: Disclosure of Fair Subcontracting Policies	
Attachment 6: Affirmative Action Plan Affidavit	
Attachment 7: Affirmative Action Plan Exemption Affidavit	
Attachment 15: Collusion Affidavit	

**For multiple program submissions**

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F. Line Item Budget and Narrative Budget Justification and Question 2	Appendix 6: Funding Source Summary Form
Proposal Narrative: <b>PROGRAM REQUEST 2</b>	Appendix 7: Resumes and/or Job Descriptions for <u>KEY</u> Staff
Program Abstract	Program Abstract
D: Service Experience (Questions 1 – 17)	Proposal Narrative: <b>PROGRAM REQUEST 2</b>
E: Proposed Service (Questions 1 – 10)	D. Service Experience (Questions 1 -17)
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Attachment 2: Acknowledgement of Addenda	
Attachment 3: Lobbyists Registration	

Attachment 5a: Subcontractors/Suppliers List	
Attachment 5b: Disclosure of Fair Subcontracting Practices	
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Attachment 7: Affirmative Action Plan Exemption Affidavit	
Attachment 15: Collusion Affidavit	

### Request for Proposal Submission Hints

- 1) Read RFP guidance completely before starting the application;
- 2) Make sure that your organization is eligible to apply before starting the application (public or private, non-profit organizations ONLY);
- 3) Make sure that the services that your organization provides are funded under this RFP;
- 4) Make sure that the proposed program addresses/provides all aspects/components of the service category (Example 1: if your organization provides only durable medical equipment services, your organization would not be eligible to apply for outpatient medical services; Example 2: for medical case management services, your organization would need to provide both medical case management and peer support);
- 5) Complete an individual Project Abstract for EACH service category for which funding is requested;
- 6) Complete all of section D (Questions 1 through 17) only ONCE to describe your organization's service experience and include in the original and all copies;
- 7) Complete all of sections E (Proposed Service) and F (Line Item Budget and Narrative Budget Justification) for EACH service category for which funding is requested;
- 8) Write your application as if no one has ever heard of your organization or services, be clear, concise, answer each question completely and in the sequence outlined;
- 9) Fill out all required forms and submit them in the order requested; make sure that all forms requiring either your organization's Corporate Seal or a notarized stamp are completed;
- 10) Include a Table of Contents, as required;
- 11) Spell check your application before submission;
- 12) Check the accuracy of any mathematical calculations, such as your budget and narrative budget justification;
- 13) Have someone else read the proposal for clarity and completeness before submission;
- 14) Make sure that all required attachments/affidavits are included;
- 15) Include a copy of your most recent completed audit and/or audited financial statements with your ORIGINAL ONLY;
- 16) Number your pages;
- 17) Do not exceed specified page limitations and do not include extraneous information or attachments that are not requested;

- 18) Follow Proposal Submission Requirements detailed on page 38 of application; make sure to include the original and 15 unbound copies (for a total of 16) and clearly mark the original as the ORIGINAL;
- 19) Review the Evaluation Criteria (pages 39-40) so that you are clear on what the Selection Committees will be evaluating and scoring, and;

**SUBMIT THE RFP ON TIME!!!**

**RFP Submission Deadline is Friday, July 13, 2012 by  
2:00 P.M. at Clerk of the Board of County Commissioner Office,  
111 NW 1<sup>st</sup> Street, 17<sup>th</sup> Floor, Suite 202, Miami, Florida 33128**