



Office of Management and Budget
Grants Coordination
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Carlos A. Gimenez, Mayor

DATE: June 15, 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. 2

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. Questions and Answers for the Week of June 11, 2012:

Questions may have been edited for clarity.

- Q. Can I get a copy of a successful proposal from the last Ryan White RFP process?
A. No. The County's retention record for federal documents is five (5) years. The last RFP process was conducted six (6) years ago.
- 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/rfp0313-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 I get a sample of a linkage agreement?
A. No. We suggest that you Google or use another search engine to obtain samples of linkage agreements and/or memoranda of agreement.
- Q. Can we just include a list of linkage agreements rather than include actual copies of such?
A. Yes. In the list, it would be helpful if you included information related to the nature of the linkage agreement (i.e., referral agreement, contractual agreement, bookkeeper subcontract, etc.).

Q. Are there a minimum number of clients that we can serve?

A. There is no minimum or maximum number of clients that any one organization can serve. Be realistic and use historical data to project clients to be served.

Q. I am completing the RFP for prescription drugs and I have printed the prescription drug formulary but I do not know where to include it in the proposal.

A. The Ryan White Prescription Drug Formulary as downloaded off of our Ryan White website is for reference only and is not requested to be submitted as part of the application.

Q. Where do I look for addenda?

All Addenda will be posted on www.miamidade.gov/Grants/rfp0313-emailLogin.asp

REMINDER: Eligible organizations are public and/or not-for-profit 501(c)3 organizations that have an IRS Letter of Determination and are registered as a not-for-profit organization on sunbiz.org. FOR PROFIT organizations are not eligible to apply and any application from a FOR PROFIT organization will not be considered or reviewed by an Evaluation/Selection Committee.

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 1st Street, 17th Floor, Suite 202, Miami, Florida 33128**