



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

DATE: June 26, 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. 3

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 18, 2012:

Questions may have been edited for clarity.

Q. What is the per diem for residential substance abuse?

A. The per day rate is \$125.

Q. I wanted to verify that there is \$17 million in funds and prescription drugs is allotted 3.1% of that amount. Therefore, there is \$527,000 available for prescription drugs. Is that correct?

A. The County is estimating that there will be \$17 million available in Part A funding and, yes, the calculation for prescription drugs is correct. However, please remember that the amount available is a projection and not a guarantee of what the County's final award will be from the Health Resources Services Administration.

Q. Should I apply for both Part A and MAI funding?

A. That decision is up to your organization and should be based on the population(s) your organization serves.

Q. Section 6.7 – reference "G", page 21 of 54 in the sample contract states "conduct non-targeted marketing promotions or advertising about HIV services that target the general public (e.g., poster campaigns for display on public transit, TV, or radio.)" Given that we would be a new Ryan White provider we would need to promote our services. Are all marketing costs unallowable costs?

A. This clause in the sample contract (Exhibit 1) refers to broad scale marketing of HIV prevention services. You may promote your new program and reasonable advertising costs may be included as a direct cost in your budget.

Q. Our Legal Counsel was reviewing the sample contract and noticed a reference in the contract about adherence to Affirmative Action, which is in conflict with the Affirmative Action waiver. Our institution does not have an Affirmative Action Plan and was planning to complete the waiver form, but as I mentioned, the contract is not complimentary to the form. Will that be adjusted at the time the contract is signed?

A. Executive Order 11246, "Equal Employment Opportunity," as amended by Executive Order 11375 states:

The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

It is the County Attorney's Office opinion that there is no conflict between County Ordinance No. 98-30 as codified in Section 2-8.1.5 of the Code of Miami-Dade County, which states:

Entities with annual gross revenues in excess of \$5,000,000 seeking to contract with the County shall, as a condition of receiving a county contract, have: i) a written affirmative action plan which sets forth the procedures the entity utilizes to assure that it does not discriminate in its employment and promotion practices; and, ii) a written procurement policy which sets forth the procedures the entity utilizes to assure that it does not discriminate against minority- and women-owned businesses in its own procurement of goods, supplies and services. Such affirmative action plans and procurement policies shall provide for periodic review to determine their effectiveness in assuring the entity does not discriminate in its employment, promotion and procurement practices. The foregoing notwithstanding, corporate entities whose boards of directors are representative of the population make-up of the nation shall be presumed to have non-discriminatory employment and procurement policies, and shall not be required to have written affirmative action plans and procurement policies in order to receive a county contract. The foregoing presumption may be rebutted.

The requirements of this section may be waived upon written recommendation of the County Manager that it is in the best interests of the County to do so and approval of the County Commission by majority vote of the members present.

If your organization does not have such a plan then your organization can always seek an exemption by submitting the Affirmative Action waiver. However, the Board of County Commissioners, upon recommendation by the County Mayor (as so designated under the County's current structure), must still waive the provisions of Ordinance No. 98-30.

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**