



DATE: June 21, 2023

TO: Prospective Proposers

FROM: Daniel T. Wall, Assistant Director, OMB
RFP Contracting Officer

SUBJECT: RFP No. EHE-2223, Ending the HIV Epidemic (EHE) HealthTec, Quick Connect, Housing Stability, and Mobile GO Teams Services

RFP SUBMISSION DEADLINE: 2:00 P.M., Wednesday, June 28, 2023

FORMAL ADDENDUM No. 2

This Addendum is and does become a part of the above-mentioned solicitation.

A. REVISIONS TO RFP DOCUMENTS

The following changes shall be incorporated in the subject solicitation as indicated below:

1. **DELETE the fourth (4th) sentence of the second (2nd) paragraph on page 16 under Section 1.10, Collusion, and REPLACE with the following:** Include the **Collusion Affidavit** as **Attachment 13e** of the RFP application, if submitting at the same time as the RFP submission.
2. **DELETE Section 4.17, Contents of Proposal, letter H, numbers 3) through 6) beginning on page 55 and REPLACE with the following:**
 - 3) All Proposers must complete and include the proposing organization's Subcontractor/Supplier Listing as a part of their proposal submission. See **Appendix D** and include this form as **Attachment 13c**. In accordance with 45 CFR 75.330 of the Uniform Guidance, this form must be submitted to identify and report the gender, race and ethnicity of the Proposer's subcontractors and suppliers, where applicable. This form must be completed and submitted by Miami-Dade County Ryan White Program subrecipients (i.e., successful Proposers) that have a Professional Services Agreement which involves expenditures of \$100,000 or more; all services combined. The Subrecipient shall not change or substitute first-tier subcontractors or direct suppliers or the portions of the contract work to

be performed or materials to be supplied from those identified, except upon written approval of the County. Enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

4) All Proposers must complete and include the proposing organization's Fair Subcontracting Form (including subcontracts and suppliers). See **Appendix D** and include this form as **Attachment 13d**. This form must be submitted to identify all first-tier subcontractors or subconsultants which will perform any part of the contract work and all suppliers which will directly supply materials to the selected Proposer for the work related to the Scope of Services. This form must also be submitted to provide a statement of the Proposer's subcontracting policies and procedures. This form must be signed by an authorized agent of the proposing organization.

For clarity as this requirement relates to services in this RFP Solicitation, "subcontractors" provide client services related to the proposed Scope of Services described herein to or on behalf of the proposing organization; "suppliers" provide goods and materials for the provision of services, such as medical supplies, pharmaceuticals, etc. Do **not** include general office supplies on this form.

IMPORTANT NOTE: Do not leave this form blank. Failure to complete this form in its entirety or indicate "Not Applicable (N / A)", where appropriate, on sections of the form may deem the proposal non-responsive.

5) Proposers must complete and submit a notarized Miami-Dade County Collusion Affidavit 1) as part of the proposal **OR** 2) within five (5) business days after the recommendation to award has been filed with the Clerk of the Board. See **Appendix D** and include this affidavit as **Attachment 13e**.

6) Proposers must complete and submit a notarized Public Entity Crime Affidavit. See **Appendix D** and include this affidavit as **Attachment 13g**.

3. DELETE the row "Appendix D" on page 69 under Section 7.0, Appendices, and REPLACE with the following:

Appendix D	COUNTY VENDOR AFFIDAVITS AND REQUIREMENTS (<i>i.e., Acknowledgment of Addenda, Lobbyist Affidavit, Subcontractor/Supplier Listing, Fair Subcontracting Form, Collusion Affidavit, Contractor Due Diligence Affidavit, and Public Entity Crime Affidavit</i>)	ATTACHMENTS 13a through 13f
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4. DELETE number 13 on page 71 under Section 8.0, Application Checklist, and REPLACE with the following:

13	AFFIDAVITS:	
	13a – Acknowledgment of Addendum/a	13e – Collusion Affidavit
	13b – Lobbyist Affidavit	13f – Contractor Due Diligence Affidavit – Public Entity Crime Affidavit
	13c – Subcontractor/Supplier Listing	13g – Public Entity Crime Affidavit

	13d – Fair Subcontracting Form	
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5. **DELETE the fourth (4th) row of the table under Section 1.2, Timeline on page 11 and REPLACE with the following:**

No later than Thursday, 6/22/2023	Final RFP Addendum posted to the following Miami-Dade County Office of Management and Budget – Grants Coordination (OMB-GC) webpage: https://www.miamidade.gov/grants/RFP/EHE-2223/EHE-2223-email-login.asp
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B. QUESTIONS AND RESPONSES

Below are the questions received since the posting of Addendum #1 on June 13, 2023, relative to the subject solicitation and the corresponding responses. Questions may have been edited for clarity and to eliminate unnecessary repetition.

Question 1: Appendix D and related attachments seem to be mislabeled. Please clarify the correct listing of the attachments.

Response: Please find the correct listing of attachments below. For additional guidance, please refer to the revised corresponding instructions related to Appendix D stated directly above in **Section A** of this addendum, **Revisions to RFP Documents**:

- a. Attachment 13a is the Acknowledgment of Addendum/a. Please submit it as part of the proposal.
- b. Attachment 13b is the Lobbyist Affidavit. Please submit it as part of the proposal.
- c. Attachment 13c is the Subcontractor/Supplier Listing. Please submit it as a part of the proposal.
- d. Attachment 13d has been renamed as the "Fair Subcontracting Form" and is not to be confused with Attachment 13c, Subcontractor/Supplier Listing form above. Please submit Attachment 13d as part of the proposal.
- e. Attachment 13e is the Collusion Affidavit (two-page form). Please submit it as part of the proposal. As clarified in Addendum #1, the last sentence in number 20 on page 50 has been deleted. Attachment 13e has now been corrected to the "Collusion Affidavit" and this *SHOULD* be submitted 1) as part of the proposal **OR** 2) within five (5) business days after the recommendation to award has been filed with the Clerk of the Board.
- f. Attachment 13f is the Contractor Due Diligence Affidavit. As mentioned during the Pre-Proposal Conference and clarified in Addendum #1, the Contractor Due Diligence Affidavit is NOT required as a part of your proposal submission.
- g. Attachment 13g is the Public Entity Crimes (two-page form). Please submit it as part of the proposal.

Question 2: During the Pre-Proposal Conference, it was mentioned that the last sentence in number 20 on page 50 would be taken out, which means that Attachment 13e *should not* be submitted in the Attachments. Please confirm.

Response: As clarified in Addendum #1, the last sentence in number 20 on page 50 has been deleted. Attachment 13e has now been corrected to the "Collusion Affidavit" and this *SHOULD* be submitted 1) as part of the proposal **OR** 2) within five (5) business days after the recommendation to award has been filed with the Clerk of the Board.

Question 3: Should my organization include, as a part of the proposal submission, its Vendor Registration, which is referenced on page 66 under Section 6.2?

Response: No. As stated in Section 6.2 on page 66, "it is not necessary to complete a vendor registration or complete vendor affidavits prior to submitting the application for this RFP Solicitation. These documents will only be necessary if the proposing organization is awarded funding under this competitive solicitation process."

Question 4: Policy Clarification Notice (PCN) No. 16-02 does not mention rent or utility assistance caps or inspection requirements. Is it correct that there no caps or inspections requirements for the applicable to EHE funds? If so, can the proposed project adopt policies that would cap rents to ensure clients can afford the rent after assistance ends and to conduct a minimum inspection to ensure the unit is safe and sanitary?

Response: Proposing organizations must describe their experience implementing housing placement procedures including inspections as well as their methodologies for determining rent, utility subsidies, and inspections. EHE-funded housing services may adopt policies that would cap rents to ensure clients can afford the rent after assistance ends. Organizations funded through this RFP solicitation will be given additional guidance and technical assistance related to rent and utility subsidies and minimum inspection requirements.

Question 5: Can we include the cost of gift cards (such as Publix gift cards and other non-credit card type cards) in our EHE budget to provide gift cards for participation on a Consumer Advisory Committee composed of persons with lived experience of homelessness or unstable housing to further the goals and objectives? If yes, is there a maximum allowable amount that can be issued for a gift card incentive for each meeting that the Consumer Advisory Committee member attended?

Response: Pre-approved incentives, such as gift cards, can be provided to program eligible EHE clients only. As stated under Section 1.1, Purpose, page 9 for the EHE Initiative, the only requirement for determining eligibility for service provision is that the individual has a documented HIV diagnosis. Proposing organizations should include the breakdown of costs for such incentives, including maximum per client dollar value of gift card incentives, in each service category budget and an explanation should be included in the budget narrative justification. There are no established maximum allowable gift card amounts that can be issued.

Question 6: How will Advance Payment amounts be determined? Is it 1/12th of the total award amount or a pre-determined percentage of the total award amount?

Response: Advance Payments may only be provided as described in **Section 3.13 on page 34** of the RFP solicitation document and under **Article IX, Project Budget and Method of Payment, Section 9.1, on page 62** of the **corresponding draft agreement (Appendix H)**.

Organizations funded through this RFP solicitation will be issued payment in the form of a Monthly Allowance, which is not to be confused with Advance Payment. As an example, payment for services rendered during the month of March 2024 would equal to 1/12th of the total annual award, to be paid upon receipt of a corresponding approved invoice. During grant closeout at the end of the fiscal year, Subrecipients will be required to submit a Final Line Item Expenditure Report (FLIER), which is a report accounting for actual expenditures of approved budgeted line items. The FLIER will be used to determine if any overpayments were issued to the organization. The County will recoup payment through the final invoice or by way of payment issued from the organization to the County.

Question 7: For transportation services under the Housing Stability program, are we allowed to use providers such as Uber and Lyft?

Response: Yes. Proposers should identify the most cost-effective solutions that give clients appropriate access to proposed EHE Initiative services only. The proposing organizations' narrative should clearly describe why the inclusion of such rideshare providers is necessary or beneficial to the client and how clients' access to transportation services would be limited to EHE program-specific purposes.

Question 8: Can a nonprofit recently established that does not have a financial audit history physically sponsor a for-profit company to apply for this RFP No. EHE-2223 using the for profit financials?

Response: A prior audit is not a requirement in order to respond to this RFP solicitation. However, **Section 4.18, Audit Requirements, on page 56 identifies** information that must be provided should an audit not be available. A not-for-profit cannot apply as a sponsor for a for-profit entity simply for the purpose of meeting the eligibility requirement. A not-for-profit cannot simply propose to pass through all of the dollars to a for-profit entity. A for-profit company applying either as an applicant or a subcontractor must meet the requirements in **Section 2.1 under Eligibility to Apply, For for-profit organizations.**

Question 9: Can funds from this RFP No. EHE-2223 be used as allowable costs to maintain individuals in compliance and expand resources through an app?

Response: We understand your reference to "compliance" in your question to mean "adherence to treatment". If the applicant feels it can use an app as one methodology within one of the service categories in meeting ALL of the program requirements including outcomes, then the applicant may explain / justify the use of such app within its proposal submission. The proposal would have to identify how all other program components would be offered, integrated with the use of the app and how all program components for said service category including outcomes will be met.

All terms, covenants and conditions of the subject solicitation and any addenda issued thereto shall apply, except to the extent herein amended.

Miami-Dade County,

Daniel T. Wall
Assistant Director
RFP Contracting Officer

c: Clerk of the Board