



**DATE:** December 4, 2019

**TO:** Prospective Proposers

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

**SUBJECT:** RFP No. RW-DS-0320 – Core Medical and Support Services for People with HIV [Ryan White Part A Program, including Minority AIDS Initiative (MAI) Funding]

**SUBMISSION DEADLINE:** 4:00 P.M., Monday, December 16, 2019

**FORMAL ADDENDUM No. 1**

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 Section 2.9, Disqualification of Proposals, pages 17-18, in its entirety, and REPLACE with revised Section 2.9, Disqualifications of Proposals, to read as follows:**

**2.9 Disqualification of Proposals**

Due to Federal requirements, the Proposer(s) **must** submit a categorical (line item) budget (**Attachment 11a**), Federal Negotiated Indirect Cost Rate Agreement (if applicable) (**Attachment 11b**) and narrative budget justification (**Attachment 12**) using the object class categories listed below. **Appendices B.1, B.2, and B.3** provide a set of guidelines for the preparation of a line item budget and a narrative budget justification as well as examples of program-allowable direct and indirect/administrative costs for each service category. All expenses associated with the provision of the proposed service(s), including indirect/administrative costs, must be presented on the budget form using the object class categories identified below. A separate budget form is required for EACH service category and funding type (Part A or MAI). Failure to submit the categorical budget with the

proposing organization's submission will **DISQUALIFY** the proposing organization's application from consideration by the Evaluation/Selection Committee for funding award recommendations.

**Object Class Categories:** 1) Personnel (Salaries and Fringe Benefits); 2) Contractual; 3) Supplies; 4) Travel (limited to local travel only, unless specifically approved otherwise by OMB-GC management for specific HRSA, program-related trainings/meetings which are subject to federal travel limitations); 5) Equipment (**NOTE:** purchases over \$5,000 per item must be pre-approved by OMB-GC management); 6) Other Direct Service Costs; and 7) Indirect/Administrative Costs. Indirect/Administrative Costs **may not exceed ten percent (10%) of the total funding require per service category. Please see Appendix B.3, Budget Narrative Instructions, for more details.**

2. **In Section 3.4, Client Eligibility Criteria, page 20, ADD to the 1<sup>st</sup> sentence of the 1<sup>st</sup> bullet under "PLEASE NOTE" the following statement: "See Appendix J."**
3. **In Section 3.19, Scope of Services to be Funded, DELETE the phrase "budgets, narrative budget justifications, and price forms" from the following paragraphs and REPLACE with the following phrase "budgets, and narrative budget justifications." This is necessary to remove reference to the phrase "price forms", which have been discontinued:**
  - a. Page 32, 5<sup>th</sup> line of 3<sup>rd</sup> paragraph from the bottom of the page;
  - b. Page 34, 3<sup>rd</sup> line of 2<sup>nd</sup> paragraph above the box titled "3.19.3 Food Bank (Part A)";
  - c. Page 37, 4<sup>th</sup> line of 2<sup>nd</sup> paragraph above the box titled "3.19.6 Medical Transportation (Part A and MAI)";
  - d. Page 38, 3<sup>rd</sup> line of 2<sup>nd</sup> paragraph above the box titled "3.19.7 Mental Health Services (Part A and MAI)";
  - e. Page 39, 1<sup>st</sup> line at top of page;
  - f. Page 41, 2<sup>nd</sup> line from bottom of page;
  - g. Page 43, 2<sup>nd</sup> line from bottom of page; and
  - h. Page 44, 3<sup>rd</sup> line of 1<sup>st</sup> paragraph above the box titled "3.19.13 Substance Abuse Services (Part A)".
4. **DELETE Section 4.7, Minimum Submission Requirements, item 2, page 48, in its entirety, and REPLACE with revised Section 4.7, Minimum Submission Requirements, item 2, to read as follows:**
  - 2) Must submit the proposing organization's last completed fiscal, certified audit including related management letter and/or financial statements (as **Attachment 5**), annual agency-wide operating budget (as **Attachment 16**), and a description of how the program will be implemented on a reimbursement basis; (if the non-Federal entity elects "pay in advance", the proposer must describe how their organization complies with the Federal requirements for advance payment stated in 45 CFR 75.305) and plans to comply with contractual audit requirements if only the financial statements are available at the time of the application submission.

As per the submission guide in Section 4.5 of this RFP Solicitation document, submit one copy of the audit with the hardcopy original proposal and one with the complete proposal copy.

**5. DELETE Section 4.7, Minimum Submission Requirements, item 4, page 48, in its entirety, and REPLACE with revised Section 4.7, Minimum Submission Requirements, item 4, to read as follows:**

- 4) Must submit as **Attachment 17** the two (2) most recent independent site visit monitoring reports issued by applicable funding sources; or an explanation of why such a report is not available. Submit the two (2) monitoring reports with the hardcopy original proposal and with the complete proposal copy.

**6. DELETE Section 4.7, Minimum Submission Requirements, item 5, page 48, in its entirety, and REPLACE with revised Section 4.7, Minimum Submission Requirements, item 5, to read as follows:**

- 5) Must submit one (1) signed hardcopy original proposal and one (1) complete proposal copy as described in Section 4.5 above;

**7. DELETE Section 4.7, Minimum Submission Requirements, item 6, page 48, in its entirety, and REPLACE with revised Section 4.7, Minimum Submission Requirements, item 6, to read as follows:**

- 6) Must submit as **Attachment 15** the proposer's most current tax return in the full legal name of the proposing organization with the hardcopy original proposal and with the complete proposal copy;

**8. DELETE Section 4.7, Minimum Submission Requirements, item 7, page 48, in its entirety, and REPLACE with revised Section 4.7, Minimum Submission Requirements, item 7, to read as follows:**

- 7) Must submit as **Attachment 14:**

A current Certificate of Status from the Florida Department of State - Division of Corporations (FDOS-DOC) ([www.sunbiz.org](http://www.sunbiz.org)) certifying the proposing organization is organized under the laws of the State of Florida or authorized to conduct business in the State of Florida, the date of filing, that all fees and penalties have been paid, that the Proposer's most recent Annual Report has been filed with the FDOS-DOC, that the status is active, and the Proposer has not filed Articles of Dissolution or a Certificate of Withdrawal;

**OR**

A copy of the Proposer's "Detail by Entity Name" page accessible at [www.sunbiz.org](http://www.sunbiz.org) and a copy of the most current Annual Report from the same webpages, showing the Proposer's FEI/EIN Number, status as "Active", and the "Filed Date" of the most current Annual Report must be within this current calendar year.

Submit these documents with the hardcopy original proposal and with the complete proposal copy.

9. **DELETE Section 4.14, Preliminary Screening and Due Diligence Review, page 50, in its entirety, and REPLACE with revised Section 4.14, Preliminary Screening and Due Diligence Review, to read as follows:**

**4.14 Preliminary Screening and Due Diligence Review**

All proposals will be screened by the Office of Management and Budget - Grants Coordination for compliance with minimum criteria as described in Section 4.8 of this RFP Solicitation. Proposals that meet the minimum criteria will be considered reviewable.

A due diligence search and organizational review will be conducted by OMB staff for each Proposer and any proposed subcontractors utilizing a standard checklist developed for this purpose (**Appendix F**). The results of this due diligence and organizational review for each proposal will be shared with the. The results of this review will be taken into account by the Evaluation/Selection Committee(s) when scoring and making award recommendations.

10. **DELETE Section 4.17, Contents of Proposal, subsection A, Application Cover Sheet, pages 50-51, in its entirety, and REPLACE with revised Section 4.17, subsection A, Application Cover Sheet, to read as follows:**

**A. *Application Cover Sheet***

Include on the **Application Cover Sheet (see Appendix A, Page 1, of this RFP Solicitation and include this form as Attachment 1.1)** the services to be provided (i.e., official title of the service category or categories the Proposer is requesting to be funded under this Solicitation – listing Part A requests on a separate line from the Minority AIDS Initiative funding requests), the amount of funds being requested to provide these services, and the name/contact information for the Subrecipient's program coordinator or program liaison. Complete and include the **Proposal Submission Certification (see Appendix A, Page 2, of this RFP Solicitation and include this form as Attachment 1.2)**.

The original copy of these forms must be signed by an officer of the Proposer(s) who is legally authorized to enter into a contractual relationship in the name of the Proposer(s). The Proposer(s) must affix the proposing organization's corporate seal to the original copy of these documents, and in the absence of a corporate seal these forms must be notarized by a Notary Public. The ORIGINAL hardcopy proposal should be clearly marked as such on **Attachment 1.1 - Application Cover Sheet**.

Submit these documents with the hardcopy original proposal and with the complete proposal copy.

11. **DELETE Section 4.17, Contents of Proposal, subsection B, Table of Contents, page 51, in its entirety, and REPLACE with revised Section 4.17, subsection B. Table of Contents, to read as follows:**

**B. Table of Contents**

A Table of Contents should be included with the application in response to this RFP. The Table of Contents should outline in sequential order the major areas of the proposal. All pages of the proposal including the attachments must be clearly and consecutively numbered and keyed to the Table of Contents. Attachments can be numbered differently/separately, but each page with the attachment should be numbered sequentially. Include the Table of Contents as **Attachment 1.3**.

12. **DELETE Section 4.17, Contents of Proposal, subsection D, Abstract for the Proposed Service(s), page 51, and REPLACE with revised Section 4.17, subsection D, Abstract for the Proposed Service(s), to read as follows:**

**D. Abstract for the Proposed Service(s)**

The abstract(s) must include the **full, legal name of the proposing organization**; corporate/tax status of proposing organization (i.e., not-for-profit or for-profit); a brief description of the proposed service(s) and the amount of the total budget request for each service. **(Limit 1 page per proposed service category.)** Submit the Abstract(s) as **Attachment 1.4**, and number them as follows: 1.4a, 1.4b, 1.4c, etc.

13. **DELETE Section 4.17, Contents of Proposal, subsection E, Organizational Longevity, etc., item 2, page 52, in its entirety, and REPLACE with revised Section 4.17, subsection E, Organizational Longevity, etc., item 2, to read as follows:**

- 2) Submit as **Attachment 5** to the RFP application the proposing organization's most current, annual certified audit (including Single Audit, if applicable) verifying that the agency is on sound financial footing and able to implement the funded service(s) on a reimbursement basis. Financial statements alone do not represent a complete audit. Therefore, if a complete certified audit is not available, financial statements and detailed plans to comply with contractual audit requirements in accordance with the federal Uniform Guidance, as detailed in **Appendix H**, Professional Services Agreement (i.e., draft form Agreement template), Article VI, Sections 6.1 and 6.2, as well as Article VII, Section 7.5 (C), OF THIS RFP solicitation packet **MUST** be submitted as part of the proposal narrative in response to this item. At a minimum, non-profit organizations must submit as **Attachment 15** a copy of their most current IRS Form 990.

Submit Attachment 15 with the hardcopy original proposal and with the complete proposal copy.

14. **DELETE Section 4.17, Contents of Proposal, subsection G (1), Line Item Budget, pages 58-59, in its entirety, and REPLACE with revised Section 4.17, subsection G (1), Line Item Budget and Narrative Budget Justification, to read as follows:**

**G. Line Item Budget and Narrative Budget Justification**

- 1) Due to Federal requirements, the proposing organization **MUST** submit a categorical line item budget (**see Appendices B.1 and B.2** of this Solicitation) and narrative budget justification (**see Appendix B.3** of this Solicitation) for each direct and indirect/administrative cost associated with the proposed service, using the object class categories listed below. Unless the proposing organization has a negotiated Federal Indirect Cost Rate Agreement (FICRA), a total dollar amount for indirect/administrative charges without a detailed breakdown on the budget form will not be accepted. Failure to submit the categorical line item budget with the proposing organization's proposal will **DISQUALIFY** the proposer from further consideration by the Evaluation/Selection Committee for award of funds. The proposing organization must also submit its current agency-wide budget, as **Attachment 16**. Submit a categorical line item budget form, narrative budget justification, and corresponding price form(s) – one for each service category and funding component (Part A or MAI) in the Proposer's application – as **Attachments 11a and 12, respectively**, to the RFP application. If applying for multiple service categories, number the line item budget forms as Attachments 11a.1, 11a.2, 11a.3, etc.; and number the corresponding narrative budget justifications as 12.1, 12.2, 12.3, etc.

**Object Class Categories**, as referenced in Appendices B.1 through B.3, include: Personnel (salaries and fringe benefits), contractual expenses, supplies, travel, equipment, other direct costs, and indirect administrative charges. The line item budget should include all program related expenses for which funds are being requested.

**A narrative budget justification must be included** as part of this section. This narrative should specify how each line item is directly related and/or necessary to the provision of the proposed services. **Indirect/Administrative costs are capped at 10%, regardless of the proposing organization's approved, negotiated FICRA.** In the proposal responses, proposing organizations are required to follow the budget limitations (not to exceed maximum available funds) established by the Miami-Dade HIV/AIDS Partnership and/or the County, as identified in this RFP Solicitation under **Section 3.0, Scope of Services. If applicable, a copy of the proposing organization's FICRA must be included with the submission as Attachment 11b.**

**In the opening paragraph of the narrative budget justification, describe** the proposing organization's financial capability to undertake the proposed scope of work on a reimbursement basis (i.e., providing the service then submitting an invoice to the County by the 20th day of the month following the month of service, to be paid within thirty (30) days of

contract execution and submission of a complete and accurate invoice after the contract has been executed).

In the case of a non-Federal entity which elects “**pay in advance**”, describe the proposing organization’s method for ensuring compliance with the Federal requirements for advance payments under 45 CFR § 75.305, Payment, of the Uniform Guidance.

Submit these documents with the hardcopy original proposal and with the complete proposal copy.

**NOTE:** Reimbursement basis is the preferred method of payment if the requirements of “pay in advance” cannot be met, there is a specific award condition set by the Recipient, or the subrecipient requests to be paid on a reimbursement basis.

**Price Forms are no longer required.** The County’s new data management information system, Groupware Technologies’ Provide® Enterprise, will track each subrecipient’s contract award, the unduplicated number of clients served, the number of service units provided, the unit cost, and the amount to be reimbursed for each service. **In lieu of the Price Forms, in the opening paragraph of the budget narrative for each service category in this RFP application also include: the proposed number of unduplicated clients to be served and the total number of service units planned.**

**For reference, Service Unit Definitions are as follows:**

Applicable Units of Service are defined as follows:

<b>Service Category</b>	<b>Service Unit Definition (1 unit = )</b>
Medical Case Management, including Treatment Adherence Services	1 Medical Case Management encounter*
Outpatient/Ambulatory Health Services	1 medical visit
Oral Health Care	1 oral health care (dental) visit
AIDS Pharmaceutical Assistance (Local Pharmaceutical Assistance Program)	1 filled prescription
Health Insurance Premium & Cost Sharing Assistance	1 health insurance payment (copayment or deductible)
Mental Health Services	1 individual or group encounter*
Substance Abuse Outpatient Care	1 individual or group encounter*
Food Bank	1 bag of groceries
Outreach Services	1 individual encounter*
Medical Transportation	1 medical transportation voucher

<b>Service Category</b>	<b>Service Unit Definition (1 unit = )</b>
Substance Abuse Services (Residential)	1 day of residential substance abuse services
Emergency Financial Assistance	1 filled prescription
Other Professional Services (legal services and permanency planning)	1 hour of legal assistance

*\*NOTE: An encounter (“enc.”) is defined as all activities or services provided to a client within a given service category during a unique, uninterrupted block of time; more than one encounter may occur on the same day.*

**See also Appendix G, FY 2020 Cost and Eligibility Summary, of this RFP No. RW-DS-0320 Solicitation document.**

- 15. DELETE Section 4.18, Audit Requirements, page 60, in its entirety, and REPLACE with revised Section 4.18, Audit Requirements, to read as follows:**

**4.18 Audit Requirements**

Proposers must submit, as directed in Section 8.0 of this RFP Solicitation, the proposing organization's most current, annual certified audit (Single Audit, if applicable), including but not limited to related management letters, verifying that the agency is on sound financial footing and able to implement a funded service on a reimbursement basis, in accordance with the audit requirements as detailed in **Appendix H**, Professional Services Agreement (i.e., draft form Agreement template), Article VI, Sections 6.1 and 6.2, as well as Article VII, Section 7.5 (C), OF THIS RFP solicitation packet. Financial statements alone do not represent a complete audit. Therefore, where applicable, if an annual certified audit is not available, the proposing organization may submit financial statements and an annualized agency-wide operating budget (**Attachment 16**). The proposing organization must also address in Section E. 5) of the proposal narrative how it will comply with contractual audit requirements in accordance with the federal Uniform Guidance and the County’s Professional Services Agreement (contract).

- 16. STRIKE the phrase “unit cost calculations are reasonable on the price forms” from the 4<sup>th</sup> line of first bulleted paragraph under item #3, page 63; with no replacement in Section 5.2, Evaluation Process and Criteria, subsection A., Proposal Evaluation Criteria.**
- 17. DELETE Section 7.0 Appendices, page 70, in its entirety, and REPLACE with the attached revised Section 7.0 Appendices, to clarify the Appendices that have a corresponding Attachment for the proposal submission versus the Appendices that are for reference only.**



18. **DELETE Section 8.0 Application Checklist, page 71, in its entirety and REPLACE with the attached revised Section 8.0 Application Checklist – REVISED PER ADDENDUM 1 to RFP NO. RW-DS-0320, to reflect the following changes:**
- a. **DELETE the entry titled “ATTACHMENT 1.2 – Proposal Submission Checklist” and REPLACE with item “1.2 – Proposal Submission Certification”**
  - b. **ADD the following documents to the list of Required Attachments:**
    - 1.3 – Table of Contents
    - 1.4 – Section 4.17 D – Abstracts [include as 1.4a, 1.4b, 1.4c, etc.; separate for each service category and funding type (Part A or MAI)]
    - 1.5 – Section 4.17 E – Narrative (organizational longevity, experience, etc.; submit once)
    - 1.6 – Section 4.17 F – Narrative (proposed services; include as 1.6a, 1.6b, etc.; separate for each service category and funding type (Part A or MAI)]
    - 14 – Certificate of Status from the State of Florida, Division of Corporations
    - 15 – Proposing organization’s current tax return [e.g., IRS Form 990 (if Proposer is a non-profit), etc.]
    - 16 – Proposing organization’s agency-wide operating budget
    - 17 – Proposing organization’s two (2) most recent site visit monitoring reports and related corrective action plans
  - c. **STRIKE the entry titled “ATTACHMENT 12b – Price Form(s)” in its entirety; with no replacement.**
  - d. **CLARIFICATIONS were ADDED to the following items:**
    - 11a – Budget Form(s) [include as 11.a.1, 11.a.2, 11.a.3, etc.; separate for each service category and funding type (Part A or MAI)]
    - 12 – Narrative Budget Justification(s) [include as 12.a.1, 12.a.2, 12.a.3, etc.; separate for each service category and funding type (Part A or MAI); corresponding to the budgets as numbered in Attachment 11a]
  - e. **DELETE the entry titled “ATTACHMENT 3 – Corporate Tax Status Proof and IRS Form 990 (if Proposer is a non-profit)” and REPLACE with item “3 – Corporate Tax Status Proof”.**

## B. RFP WEBSITE POSTING CLARIFICATION

- a) Under **Appendix D**, the Public Entity Crime Affidavit was included in the Complete document at this weblink: <https://www.miamidade.gov/grants/RFP/RW-DS-0320/RW-DS-0320-email-login.asp>. However, this affidavit was missing from the individual document links directly below the Complete document at the aforementioned weblink. This affidavit has been added as an individual link under Appendix D. Also, attached please find a copy of this affidavit and include it with the proposing organization's RFP application submission as **Attachment 13g**.

## C. QUESTIONS AND RESPONSES:

Below are the questions and answers received to date relative to the subject solicitation. Questions may have been edited for clarity and to eliminate unnecessary repetition.

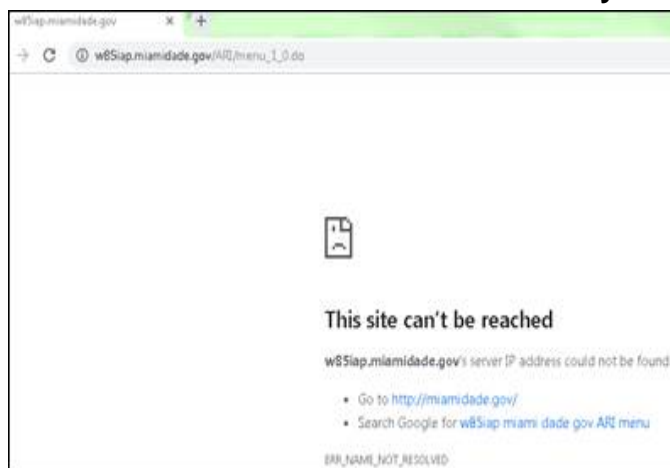
### Received Prior to Pre-Proposal Conference:

**Question 1:** Will there be a call-in number at the Miami-Dade Library for those unable to attend the Pre-Proposal Conference in person?

**Response:** Unfortunately, we are not able to accommodate [this] request. However, it is our intention to share all the questions and answers via a [written] addendum.

**Question 2:** Regarding the Appendix F, Due Diligence Checklist, are our services and the services included in the RFP considered social services? We learned that Appendix F, Due Diligence Checklist, is for information purposes only and that it need not need to be address and submitted with the application. Please confirm.

Appendix F, page 1 of 5, the Due Diligence Checklist, #7 – Delinquent Contractors – When clicking on the link, this is the response we receive in both Google Search and Internet Explorer. Please provide the correct web address in order to satisfy this requirement.



**Answer:** Appendix F, the Miami-Dade County Ryan White Program Due Diligence Checklist, is included in the RFP for reference purposes only. Please do

not complete and do not submit this checklist as part of your application. However, please know that as part of our due diligence process, OMB staff will reach out to other County Departments and local funders related to any other similar contracts they may have with your organization which would include health care and/or social services as applicable (i.e., service categories included in this RFP solicitation). The Delinquent Contractors link at the following weblink is an internal Miami-Dade County weblink that is only accessible on the County's intranet (i.e., internal website) to County staff:

[http://w85iap.miamidade.gov/ARI/menu\\_1\\_0.do](http://w85iap.miamidade.gov/ARI/menu_1_0.do)

As a reminder, this is a review County staff conducts after contract award, but prior to contract execution.

**Question 3:** I am interested in finding out more information regarding this grant opportunity. Would this be discussed at the pre-proposal conference?

Answer: Yes, the RFP and related "criteria" were discussed at the Pre-proposal Conference. The RFP may be downloaded at the link provided below. Eligibility criteria may be found on page 14 and the proposal evaluation criteria may be found on page 61 of the RFP document.

**Link provided in response:**

[https://www.miamidade.gov/global/news-item.page?Mduid\\_news=news1574103148359931](https://www.miamidade.gov/global/news-item.page?Mduid_news=news1574103148359931)

**Better link to RFP document [as noted in the advertisement]:**

<https://www.miamidade.gov/grants/RFP/RW-DS-0320/RW-DS-0320-email-login.asp>

**Question 4:** Could you please email me the RFP/RFP Document for Core Medical and Support Services for People with HIV [Ryan White Part A Program, including Minority AIDS Initiative (MAI) Funding]?

Answer: The weblink to access the RFP No. RW-DS-0320 solicitation document is: <https://www.miamidade.gov/grants/RFP/RW-DS-0320/RW-DS-0320-email-login.asp>. Once you enter your email address at this link, you will have access to the documents.

**Question 5:**

- 1) Is Miami-Dade County looking for a single vendor for this opportunity?
- 2) Would a URAC [Utilization Review Accreditation Commission] accredited Independent Review Organization be an appropriate vendor or sub vendor for this opportunity?

Answer: 1) As stated on page 5 of the solicitation document, "Miami-Dade County ... is soliciting proposals from one or more qualified and experienced, public or private, non-profit and other, health and/or support service

providers (subrecipients), hereinafter referred to as the “Proposer,” to provide program-allowable services to program-eligible people with HIV in Miami-Dade County...” through one or more service categories as listed in the RFP.

- 2) This RFP solicitation is for the provision of direct services (i.e., primary medical care, specialty care when related to HIV, and support services) for the ongoing care and treatment of people with HIV. This solicitation is not intended to fund organizations whose purpose (mission, vision, etc.) does not include the direct provision of ongoing medical care and/or support services to people with HIV. If your organization has medical practitioners located within the geographic boundaries of Miami-Dade County to provide the medical care described in the program’s Service Delivery Guidelines, Section I – Service Definitions ([www.miamidade.gov/grants/ryan-white-program](http://www.miamidade.gov/grants/ryan-white-program)), please consider submitting an application. HRSA, our funding source, limits our ability to contract with for-profit organizations. For related information, please see: <https://hab.hrsa.gov/sites/default/files/hab/Global/habpl1102.pdf>.

**Question 6:** In Section 4.7, point 5) states that we must submit two signed hard copy originals as described in Section 4.5, yet section 4.5 asks for one original with original signatures and one copy of the original. Please clarify the discrepancy.

Answer: See Section A of this Addendum, Revisions to RFP Documents, item #6, above. Submit one (1) signed hardcopy original and one (1) complete copy.

**Question 7:** Where are the following items to be included in the submission? They are not mentioned in the Applicant Checklist.

- a. Certificate of Status from the Division of Corporations,
- b. The most current tax return,
- c. The annual agency-wide operating budget, and
- d. The copies of the two (2) most recent site visit monitoring reports.

Answer: See Section A of this Addendum, Revisions to RFP Documents, item #18b, above. Submit these documents as noted below. A revised Section 8.0, Application Checklist, is attached to this Addendum.

- 14 – Certificate of Status from the State of Florida, Division of Corporations
- 15 – Proposing organization’s current tax return
- 16 – Proposing organization’s agency-wide operating budget
- 17 – Proposing organization’s two (2) most recent site visit monitoring reports and related corrective action plans

**Question 8:** The Application Checklist lists Attachment 12b – Price Form(s). We were unable to find Appendix B.4 where it Price Forms are to be found. Then, on Page 59, the RFP states that Price Forms are no longer required. Please advise of the location of the Price Forms and whether they are required for this submission.

Answer: Price forms are not available in this RFP as the use of the price forms have been discontinued with this RFP and for FY 2020. See Section A of this Addendum, Revisions to RFP Documents, item #3, 13, 16, and 18, above. A revised Section 8.0, Application Checklist, is attached to this Addendum.

**Question 9:** Under Section, 2.2 Multiple Applications, Proposers may NOT submit multiple applications and will not receive more than one contract award under this RFP. Proposers wishing to apply for one or more service categories must do so in the same RFP submission as directed herein. Please confirm: Applicants applying for multiple core services are considered as one application.

Answer: Yes, proposing organizations wishing to apply for one or more service categories (core medical and/or support services) must do so under one application per organization. For example, submit one complete application for medical case management services, outpatient/ambulatory health services, medical transportation, mental health services, etc. combined in the same application. Remember that a separate budget, narrative justification, and response to Section ; instead combine all services in the same application. Remember to submit a separate response to Sections 4.17 F and G for each service category. Also, in response to Section 4.17 D., include an abstract for each service category in the application.

**Question 10:** Section 4.17 (page 51), Item E, states a page limit of 12 pages.

- a. Confirm questions 1-23 are all within 12-page limit?
- b. Are the attachments required in questions 1-23 considered a form and/or appendix which is excluded from page limit?

Answer: a. Yes, Questions 1 through 23 under Section 4.17 are limited to 12 pages in total.

b. Required appendices and attachments for Section 4.17 E are not included in the 12-page limit for this section.

**Received At or After Pre-Proposal Conference:**

**Question 11:** Is Emergency Financial Assistance (EFA) a separate service category?

Answer: Yes.

**Question 12: Is Medical Transportation a separate service category?**

Answer: Yes

**Question 13: Do Minority AIDS Initiative (MAI) services need to be bundled? Do Mental Health Services (MHS) need to be bundled?**

Answer: No. The bundled services that were described during the Pre-proposal Conference were related to the following:

- Proposers applying for Medical Case Management services must also apply for Medical Transportation. However if only applying for Medical Transportation, a proposing organization is not required to apply for Medical Case Management services.
- Proposers applying for Outpatient/Ambulatory Health Services must also apply for AIDS Pharmaceutical Assistance (Local Pharmaceutical Assistance Program) and Emergency Financial Assistance.
- Proposers applying for AIDS Pharmaceutical Assistance (Local Pharmaceutical Assistance Program) must also apply for Emergency Financial Assistance.
- Other than the bundles required for Medical Case Management, Outpatient/Ambulatory Health Services, and AIDS Pharmaceutical Assistance noted directly above, there are no bundles services required under MAI specifically.
- Organizations proposing for MAI-funded services are expected to propose unique services for specifically targeted minority groups, using one or more of the available MAI-funded service category. Consider which MAI-funded service categories best meet the needs of the proposing organization's targeted minority group based on its program design. For example, organizations requesting MAI funding may include Mental Health Services in the request, but this is not required.

**Question 14: MAI funding: I understand the Feds [HRSA] want [Miami-Dade County] to fund both Part A and MAI services. Are we required to ask for both types of funding for the same service category?**

Answer: Proposing organizations could request both Part A and MAI funding to cover staff salaries (and time and effort must be clearly documented under both funding types), but the same project cannot be funded by both Part A and MAI resources. In the past, Part A and MAI funding was treated more like an accounting exercise, because the fact of the matter is over 90% of our clients are minorities as defined by the federal government. Subrecipients used to provide the same services to clients and spend down their MAI funding and then revert to Part A once MAI funding was exhausted. HRSA no longer allows this practice, and has advised the County's program to use MAI dollars only to fund special, unique, culturally focused initiatives and services that address particular barriers in certain cultural and racial minorities having strains on receiving services. See the references to targeted minority populations in Section 3.8, Minority AIDS

Initiative (MAI) Requirements (as may be amended), of the RFP Solicitation document.

**Question 15: How far back do we need to go to address Proposers experience?**

Answer: Include all years of relevant experience (e.g., organizational history, service experience, experience of key staff, etc.). Proposers may summarize that experience over the years. Proposers may state that they have “xx” years of experience, or proposer may state they have been in operation or have been providing a relevant service since a particular year.

**Question 16: Does the experience need to be in Miami-Dade County (MDC) only or can it be outside of MDC?**

Answer: No. There is no requirement that the experience must be from MDC only. Proposers can address the level of experience in a number of ways: (1) indicate the organization’s historical experience by stating when the organization was incorporated; (2) indicate the organization’s experience providing services to Ryan White Program-eligible clients by stating when the agency began providing HIV-related services; (3) for relatively new organizations, consider indicating when the organization was incorporated and discuss the cumulative years of experience that key staff (e.g., doctors, physician assistants, nurse practitioners, other clinicians, therapists, case managers, etc.) bring to the proposed project.

If funded through this RFP Solicitation, direct client services must be provided within the geographic boundaries of MDC; except where otherwise allowable (i.e., mail order prescription drug services).

**Question 17: Under the Consolidated Appropriations Act of 2019 there is a limit on charging salaries to the Department of Health and Human Services – HRSA grant of no more than \$192,300 (i.e., the salary cap for 2019). Does that mean you cannot tell how much a person makes?**

Answer: Proposers will need to include the full amount of salary for staff for grant budget period, and show the calculation in the narrative budget justification if the total salary needs to be adjusted based on the annual Consolidated Appropriations Act and the corresponding year’s Executive Level II salary cap.

On the line item budget form (to be submitted as Attachment 11a), in column I, titled “Total Agency Cost for Budget Period,” include the total 12-month salary of each staff. In column J, titled “Adjusted Salary Cap,” for any staff whose 12-month salary exceeds the annual salary cap (e.g., \$192,300 for 2019), insert this salary cap amount (or pro-rate as needed if less than 12 months). In the case where a staff member’s salary is capped, the percentage of time and effort must be applied to the Adjusted Salary Cap amount (column J) note the Total Agency Cost for Budget Period (column I); then place this adjusted percentage in column K, titled “Percent to Be Charged to Part A [or MAI]” of the line item budget form.

**Question 18:            Formatting of proposal: Is it going to be one original and one copy?**

Answer:                Yes. Follow Section 4.5. Submit one (1) signed hardcopy original and one (1) complete copy of the original.

**Question 19:            Formatting of proposal: Can you put separate page numbers to each part?**

Answer:                Yes. Be sure the numbering clearly ties to the Table of Contents.

**Question 20:            If our most recent site visit report includes two years in one combined report, would that be considered two reports?**

Answer:                No. That would count that as a one (1) site visit report.

**Question 21:            Do the site visit reports have to be specific or a match to what is being proposed here?**

Answer:                It is in the proposing organization's best interest to submit copies of site visit monitoring reports that most closely match the services that are being proposed. For example, if the proposing organization has a site visit report for its medical care services and one for its construction project, it is recommended that the medical care site visit report be submitted, not the one for construction.

**Question 22:            Can we submit three site visit reports instead of two reports?**

Answer:                No. Only submit two reports. A third report would be considered extra documentation that is not allowed.

**Question 23:            Could the second monitoring report be from Broward County?**

Answer:                Yes. The proposing organization could submit as one of its site visit monitoring reports a report received based on services rendered in Broward County. However, keep in mind those are entirely different service locations and entirely different service staff and, based on any findings in the report, it may not be relevant to services rendered in Miami-Dade County or the best choice. It may be better to use the last two reports from this office, or one or both from another funding source for relevant services if more current.

**Question 24:            Do you want only the original monitoring report, or do we add the CAP [Corrective Action Plan] too?**

Answer:                Include the entire cycle of the site visit reports [i.e., the report itself, the corrective action plan and updates (if any), and the final approval].



**Question 25:**            **How are we going to guess or estimate an approximate number of clients if we haven't provided a specific service in the past?**

Answer:                    Revised response: Use the information in Appendix G, FY 2020 Cost and Eligibility Summary, of this RFP Solicitation document to see the reimbursement structure for each service category. Also note the Service Unit Definitions in the table for item #13 of Section A, Revisions to RFP Documents, above.

In addition, it is recommended that proposing organization's estimate even a small amount for service categories that have a small allocation in this RFP. Even though Emergency Financial Assistance only has a small allocation in this RFP, it is a required service category as noted above and, where appropriate, proposing organization's should apply for some amount – even if a very small amount – as a placeholder. This service category would be opened when the Florida Department of Health runs out of funds for medications under the local Test and Treat/Rapid Access (TTRA) protocol; and the Miami-Dade HIV/AIDS Partnership would allocate an appropriate amount of funds to the service category so that the contracts with EFA-funded service providers could be amended.

**Question 26:**            **Are there any page limits?**

Answer:                    Yes. Page limits only refer to the narrative, not the remaining Attachments. Page limits are indicated in Section 4.17 as follows:

- D. Abstract(s) – limit one page per service category
- E. Organizational Longevity, Experience, etc. – limit 12 pages; complete this section once
- F. Proposed Service(s) – Service Experience, Need, etc. – limit 10 pages per service category

**Question 27:**            **Does the budget have page limits?**

Answer:                    No. Neither the line item budget forms nor their corresponding narrative budget justifications have a page limit.

**Question 28:**            **Do we submit a Chart of Accounts?**

Answer:                    No. A copy of the proposing organization's Chart of Accounts is not requested in this RFP Solicitation.

**Question 29:**            **Do we put a cover page in front of each section?**

Answer:                    There is no need to put cover page in front of each section. Attachments should be appropriately numbered.

**Question 30:**            **Should the organizational chart be broken down or presented at the program level or at the organizational level?**

Answer: Proposing organization's may submit an overall organizational chart for the agency as a whole and then include individual department organizational charts to only show the positions that are integral to the proposed program(s). If listing staff, focus on including key staff related to the proposed services.

**Question 31: Is there a format for identifying the Board of Directors and the related demographics of the Board and key staff? Will it need to be agency-wide?**

Answer: See Attachment A, Sample Current Board of Directors List and Demographic Breakdown of Staff form, of this Addendum. The form requires the listing of the members and officers of the Board of Directors, along with a breakdown by race, ethnicity and gender. In addition, there is a space to indicate the demographics of key staff.

**Question 32: As it relates to Section F, Proposed Service(s) – Service Experience, Need, Program Plan, and Quality, on page 55, do we have to describe the organization's past experience as well as amount or source funding received?**

Answer: Proposing organization's should clearly state first when the organization was incorporated and then explain what services the organization has provided, and more specifically explain any HIV/AIDS-related services that have been provided. If the organization does not have exact historical funding data or perhaps it has too many years and sources of relevant funding, at least describe in general all the years of experience and sources of funding for the proposed service category(s). For example, the proposing organization may state that it has an average of \$15 million annually in HIV-specific funding; or the proposing organization may state it has received approximately \$500k in outpatient medical care funding annually for each of the past 10 years. The more specific you can be, the better, as it helps the reviewer better understanding your organization.

**Question 33: Do the Grievance Procedures refer to clients or only to staff?**

Answer: Submit the Proposer's Grievance Procedures as Attachment 6. This is specific to the proposing organization's grievance procedures for program clients. Note that Appendix I, Miami-Dade County Ryan White Program Grievance Policy and Procedures, was included for reference only.

**Question 34: When OMB reissues or revises the checklist (i.e., Section 8.0, Application Checklist), will you clearly identify those items that are for informational purposes only?**

Answer: Yes. The checklist in the revised Section 8.0 will not refer in any way to any document that does not need to be submitted with this application.

**Question 35: Will Attachment 12b, Price Form(s), be eliminated?**

Answer: Yes.

**Question 36: Is the Application Cover Sheet page 1 of the submission?**

Answer: Yes. Include the Application Cover Sheet as the top page to the application.

**Question 37: Is a video of the pre-proposal conference available?**

Answer: No. The pre-proposal conference was not videotaped. However, all questions and answers (Q&A) from the pre-proposal conference are included in the Q&A section of the first addenda.

**Question 38: Is this Grant only designed for Miami Dade County businesses?**

Answer: No, because the federal regulations governing the grant prohibit the County from applying a geographical preference. However, all direct client services must be provided within the geographic boundaries of Miami-Dade County and only to residents of Miami-Dade County.

**Question 39: Can For-Profit apply for the Grant?**

Answer: Yes. However, HRSA's (the federal funding source) rules for for-profit organizations applies to this grant opportunity. Please see Section 2.1, Eligibility to Apply, page 14, of RFP No. RW-DS-0320 and the related HRSA Policy Clarification Notice # 11-02 at <https://hab.hrsa.gov/sites/default/files/hab/Global/habpl1102.pdf> for more information.

**Question 40: How much is being awarded for the Grant?**

Answer: RFP awards are subject to the total award Miami-Dade County receives in response to its grant application submitted to HRSA earlier this year. The anticipated award amounts by service category, funding type Part A or Minority AIDS Initiative (MAI), and total are stated in Section 2.7, Projected Funding Levels, pages 16 and 17 of the RFP No. RW-DS-0320 document. The anticipated available funds for Part A total \$22,064,107 and for MAI total \$2,370,005.

**Question 41: I have a location in Broward and can we get a place in Miami Dade County in the meantime while we are applying for the Grant?**

Answer: Possibly, depending on how long it will take to obtain site control of the proposed location in Miami-Dade County. The requirement is that actual service delivery is provided within the geographic boundaries of Miami-Dade County and only to residents of Miami-Dade County. Your organization will be competing with organizations that are currently located in Miami-Dade County and program design and effectiveness will factor into the evaluation of each proposal. However, as noted in the County's response to Question 38, the County is prohibited from applying a

geographical preference because of the federal regulations governing the grant.

**Question 42: What type of license do we need for the Grant?**

Answer: Preferably at the time of award, but no later than March 1, 2020, a Business or Occupational License is required, indicating that your organization has an authorized facility within Miami-Dade County to conduct business (i.e., direct client services). Other types of required licenses depend on the service category your organization applies for (e.g., if applying for Outpatient/Ambulatory Health Services, current licenses for the medical practitioners are required; if applying for AIDS Pharmaceutical Assistance, current pharmacy license and licenses for the pharmacists are required; if applying for Mental Health Services, current licenses of the therapists are required).

**Question 43: Who needs to be there at all times if we were to receive Grant?**

Answer: If the intent of this question is about how often staff need to be in Miami-Dade County to provide services, the answer is as often as the services are provided to or needed by program-eligible clients (i.e., people with HIV) who reside in Miami-Dade County.

**Question 44: Does the Adjusted Salary Cap for Ryan White salaries charged to HRSA apply to this county, or all Ryan White services (including other service counties)?**

Answer: The Adjusted Salary Cap is not limited to Miami-Dade County or to Ryan White Program services in any county. It is a federal requirement for all programs funded by the U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA). The annual Consolidated Appropriations Act limits the salary amount that may be awarded and charged to HRSA grants and cooperative agreements. The Adjusted Salary Cap is based on the Federal Executive Pay Scale Level II rate, which is set and effective each January. The Adjusted Salary Cap amount reflects an individual's base salary exclusive of fringe benefits. An individual's institutional base salary is the annual compensation that the recipient organization pays an individual and excludes any income an individual may be permitted to earn outside the applicant organization duties. HRSA funds may not be used to pay a salary in excess of this rate. This salary limitation also applies to subrecipients under a HRSA grant or cooperative agreement. The salary limitation does not apply to payments made to consultants under this award although, as with all costs, those payments must meet the test of reasonableness and be consistent with recipient's institutional policy. None of the awarded funds may be used to pay an individual's salary at a rate in excess of the salary limitation. Note: an individual's base salary, per se, is NOT constrained by the legislative provision for a limitation of salary. The rate limitation simply limits the amount that may be awarded and charged to HRSA grants and cooperative agreements.

**Question 45:** I understood from your explanation yesterday at the Pre-Proposal Conference that we should submit one abstract for each service category. In addition, for Medical Case Management, we need to submit a second abstract for Transportation. Likewise, under Outpatient/Ambulatory, we submit three abstracts – for LPAP, EFA, and Outpatient/Ambulatory.

**If we plan to offer support services under Part A and/or MAI, I want to confirm that we must also prepare a separate Medical Transportation abstract and a separate EFA abstract.**

**Answer:** Please submit one abstract per service category and per funding type (Part A or MAI). For example, as applicable to your application, submit one abstract for Part A Medical Case Management, one separate abstract for MAI Medical Case Management, one abstract for Part A Medical Transportation, one separate abstract for MAI Medical Transportation, one abstract for Part A Outpatient/Ambulatory Health Services, one separate abstract for MAI Outpatient/Ambulatory Health services, one abstract for Emergency Financial Assistance, etc.

Limit one page for each separate abstract.

**Question 46:** On the webpage for the RFP download, the hyperlinks under the Appendix H, Draft Form Agreement, are not accessible. Why?

**Answer:** These documents were purposefully not included on the RFP download page to avoid confusion. These documents [(e.g., the Public Entity Crime Affidavit, Subcontractor/Supplier Disclosure, Subcontract/Supplier Listing, Collusion Affidavit, Affidavit (due diligence), Authorized Signatures Form, and Federal Subaward Notification)] would be provided to successful bidders for completion and submission at the time of contract execution only, unless otherwise noted as a required attachment in response to this RFP Solicitation.

Also, note that the Public Entity Crime Affidavit form was included in the complete RFP document, with the Affidavits in Appendix D, but a separate link to the form was missing on the download page. A copy is attached to this Addendum and must be submitted as **Attachment 13g**.

**Question 47:** It's our understanding that determining a client's eligibility for a transportation pass is a part of the case manager's overall work, reflected in the case management budget. It's also our understanding that provider agencies may receive their allotment of passes at no charge, if part of the Transportation Disadvantaged (TD) Program. The RFP calls for "separate service narratives, line item budgets, narrative budget justifications..." What elements would make up a transportation budget?

**Answer:** Yes. Determining service eligibility is a medical case manager's role; and such time and effort would be reflected in the Medical Case Management

budget. However, staff time and effort for the distribution of transportation passes or coordination of payments for transportation services cannot be charged to the Medical Case Management service category. These costs would be allocated to the Medical Transportation service category.

If an organization has access to transportation passes through the County's Transportation Disadvantaged (TD) Program, those resources would need to be exhausted first (including any passes for use by Ryan White Program clients, where eligible) before Ryan White Program-funded Medical Transportation resources could be used. For example, if your organization is allotted ten TD Program passes and fifteen clients qualify for those passes, the Ryan White Program could reimburse your organization for the discounted passes it purchased to distribute to Ryan White Program clients after the available TD Program passes were exhausted (distributed). This is an example of using the Ryan White Program as the payer of last resort.

Medical Transportation services currently include the distribution of transportation vouchers (discounted EASY Tickets), but organizations may propose to offer alternative methods of transportation services to help clients get to their medical and social service appointments, when the client can't access any other assistance to do so. A Medical Transportation budget may include: (1) the amount required to purchase transportation vouchers (discounted EASY Tickets) Miami-Dade Transit Agency (now known as Miami-Dade Department of Transportation and Public Works); (2) the amount needed to pay for program-approved alternative medical transportation methods; (3) salary and fringe benefits for the individual(s) responsible for distributing the vouchers to or paying program-approved alternative medical transportation methods for clients; and (4) up to 10% indirect/administrative costs. List each staff person separately on the line item budget form.

When applying for Medical Transportation services, please include a line item budget form and a narrative budget justification -- one for Part A and one for MAI, as applicable to your request.

**Question 48:** **Also, the Medical Transportation section (pp. 63 of 107), B. Rules for Reimbursement of the Service Delivery Standards states:**

**"Dispensing charges, not to exceed 15%, will be reimbursed after services have been provided after services have been provided, client utilization and disbursement information is submitted to the County, and vendor payment has been documented."**

**Does this mean that we have to (a) itemize the salary pro rata, fringe pro rata, etc., and make sure that doesn't exceed 15% of the case management budget size by comparison, or (b) not exceed 15% of the value of the passes given, or (c) not to exceed a flat rate service charge that we apply at up to 15% of the value, without billing for staff time, as examples?**

**Answer:** The maximum dispensing fee for any organization applying for Medical Transportation services is 15% of the total amount requested for this service category. The dispensing fee is a combination of all costs on the

Medical Transportation line item budget **except for** the actual purchase of the discounted EASY Tickets or payments for program-approved alternative medical transportation methods. No more than 10% of the allowable 15% dispensing fee may be allocated to Indirect/Administrative costs.

Costs included on the Medical Transportation budget must be for the provision of Medical Transportation services and related indirect/administrative costs only. The dispensing fee for Medical Transportation is unrelated to the Medical Case Management budget, since distributing the vouchers and paying the alternative transportation method are not functions of the case management staff.

**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