



DATE: December 11, 2019

TO: Prospective Proposers

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

SUBJECT: RFP No. RW-QMSS-0320 – Clinical Quality Management Services for the Ryan White Program (Part A/MAI) and Staff Support Services for the Miami-Dade HIV/AIDS Partnership (Part A Only)

SUBMISSION DEADLINE: 4:00 P.M., Friday, December 20, 2019

FORMAL ADDENDUM No. 1

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

A. REVISIONS TO RFP DOCUMENTS

NONE.

B. 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.

Question 1: Do we need to submit two budgets for the Part A and MAI Clinical Quality Management services?

Answer: Yes. Please submit a line item budget form for Part A funding and a separate budget for Minority AIDS Initiative (MAI) funding. The Miami-Dade County Ryan White Program and its subrecipients are required to account for the Part A and MAI dollars separately.

If your organization is proposing to provide Clinical Quality Management services and will need more than \$600,000 in order to provide those services, the organization may submit one budget for Part A Clinical Quality

Management and a separate budget for MAI Clinical Quality Management services. If the organization can do everything it proposes within the available \$600,000 limit under Part A the organization may only apply for Part A and submit only one budget. If your organization needs the full \$700,000 to address all the activities identified in the RFP, the organization, in its sole discretion, may apply for both Part A and MAI and submit the two budgets, one for Part A and one for MAI.

However, it is preferred that the proposing organization requests funding under both funding types (Part A and MAI) since there are periodic sweeps and reallocations of funds during the year to address unmet need and to include a Part A budget and a MAI budget will allow both the County and the provider more flexibility to address funding shortfalls.

Under Staff Support Services for the Ryan White Program, the second component, only Part A funding has been allocated to that service. Therefore, only one budget and corresponding narrative budget justification would be submitted.

Added clarification for MAI funding: It is a condition of MAI funding from HRSA, the funding source, that MAI funding be used to support unique projects that address disparities and improve health outcomes for minority people with HIV. Clinical Quality Management services can be shared or provided between the two funding types, but the MAI-funded project must have a direct impact focused on improving the client experience or satisfaction for minority people with HIV.

Question 2: **When putting the proposal together do you require the use of blank pages to separate each section?**

Answer: It is not required. However, the proposing organization may use blank pages (white or in color) to separate Part One from Part Two of the submission.

Question 3: **Section 4.7, Minimum Submission Requirements, item 4, page 41 of the RFP Solicitation document references the number of site visit reports to submit with the application. If the last site visit report on record covered two separate visits or it was a combination of two different periods, does this count as two site visit reports or just one?**

Answer: A combined site visit report (i.e., for two fiscal years or two grant periods) only counts as one site visit report in this RFP Solicitation. Provide a site visit report that most closely relates to the services for which your organization is submitting an application.

Question 4: **Do we need two abstracts? Do we also get a separate narrative with a 10-page limit? So, there are two Clinical Quality Management 10-page limits and one Staff Support Services 10-page limit for the scope of work, correct?**

Answer: Yes, submit one abstract for each service category and funding type in your application. For example, submit one abstract for Part A Clinical Quality Management, one abstract for MAI Clinical Quality Management, one abstract for Staff Support Services for the Miami-Dade HIV/AIDS Partnership (Part A only).

When you see page limits in narratives, budgets, justifications, do one for Part A and one for MAI; so yes, it's the same number of pages for each category and funding type. For example, the page limit for responses to Section 4.16, subsection F, is 10 pages for Part A Clinical Quality Management, 10 separate pages for MAI Clinical Quality Management, and 10 separate pages for Part A Staff Support Services.

Question 5: When looking at the Object Class Categories in the budget, normally we provide a lot more detail within these categories being asked here. Do you want us only to list the categories that are asked for here or do you want us to give you more detail under these categories?

Answer: Proposing organizations should include individual line items in the budget and group them as applicable under the Object Class Category headings. For example, provide a list of individual staff members who would provide services and be included in the budget, including their individual salary and fringe benefits, then group the staff under the Object Class Category titled "Personnel." Similarly, group supply line items under the Object Class Category titled "Supplies."

Question 6: In Section 2.8, Disqualification of Proposals, page 14 of this RFP Solicitation, Travel is limited to local travel only except where indicated to attend required HRSA training. We are including financial support for one or more Miami-Dade HIV/AIDS Partnership members to attend the Ryan White Program All Parts meetings (as sponsored by HRSA every two years). Is that included under Travel or is that excluded for some reason? Or, is the Travel line item only limited to local travel?

Answer: The Travel line item includes local travel, and may include out of town travel to attend HRSA trainings (including the All Parts conference). Budget for local travel and/or transportation expenses under Staff Support Services to assist with transportation needs (e.g., bus passes, metrorail passes or vouchers) for Partnership members to attend local meetings. Budget for local travel for Clinical Quality Management to reimburse staff or people with HIV for attending Clinical Quality Management related meetings and activities (e.g., for visiting services providers to work on Quality Improvement projects, etc.). There may be instances, as needed, when you will have some Staff Support or Clinical Quality Management staff or Partnership members traveling to Washington, DC to attend the All Parts meetings, or to Tallahassee, Tampa, or Orlando for statewide HIV planning meetings. Your organization could have more than one type of travel: local travel for staff, local travel support for Partnership members, out-of-town travel either for your staff or for people with HIV that are involved in this

work. Out-of-town travel must be specifically related to our funding source and the work being procured through this RFP Solicitation. General staff training or unrelated training would not be covered.

Question 7: This question was a follow up to Question 6 above: Normally when we are using Staff Support dollars to assist or reimburse PLWHA (i.e., people with HIV) we allocate this expense under a line item titled “PLWHA Expense Reimbursement” (i.e., Partnership member support), not under Travel. Is that correct or acceptable?

Answer: Yes. Please see Section 3.3.2.b, page 33 of this RFP Solicitation for more details on allowable travel expenses.

Question 8: Will the questions and answers discussed during the pre-proposal conference be included in the RFP documentation?

Answer: The Questions and Answers will be included in the 1st Addendum to the RFP (i.e., in this document).

Question 9: In RFP No. RW-QMSS-0320, “Appendix B.4 (Preparation of Line Item Budget),” page 4 and page 9, office rent is to be charged as an indirect cost. This differs from our existing contract for FY 2019-20, and for previous years, in which rent is charged as a direct cost. The allocation of rent as a direct cost was clarified in November 2018, in meetings with Miami-Dade County Ryan White Program staff, at which time we were instructed to allocate rent entirely as a direct cost, and not to attempt to split it into direct and indirect costs.

Please clarify whether rent may be charged as a direct cost in our Staff Support, Part A QM and MAI QM responses to the RFP.

Answer: Page 2 of Appendix B.4 to this RFP Solicitation states:

- **CAUTION:** Few service categories have allowable travel, supply, telephone, and rent costs as a direct cost. Please work with your Contracts Officer, or the RFP Contracting Officer, on a case-by-case basis if your organization has concerns about where to place a particular line item on the budget (i.e., direct vs. indirect).

Typically, office space used by direct service staff to conduct contracted services related to Clinical Quality Management and Staff Support Services to the Miami-Dade HIV/AIDS Partnership can be proportionately allocated as a direct service cost not subject to the 10% administrative cap. However, office space used specifically for general office use, general bookkeeping/accounting, general administrative functions, etc. or used for work on other programs could not be allocated to the Ryan White Program as a direct service cost.

A review of the incumbent's current contract amended budgets and corresponding narratives reflects an approved allocation for rent only as a direct services cost. However, this was allowed because the amount of rent being allocated to the budgets was in relation to the space used to conduct direct services under the contract.

In the incumbent's particular case, the allocation of Ryan White Program office rent costs is based on the proportion of the private office space used exclusively for Ryan White Program personnel across the contracted service categories, related common areas, meeting rooms, training rooms, conference room, program supply room, etc. The budget narratives also state that a portion of the annual rent expense may be charged to other commercial business (i.e., other funding not the Ryan White Program), depending on year-end actual utilization and expenditures.

The same logic would be applied with contracts under new grants as a result of this RFP.

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, OMB
RFP Contracting Officer

c: Clerk of the Board