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ADDENDUM NO. 1

June 23, 2016

Solicitation No: 20008-2016 Ryan White HIV/AIDS Program RFP Part A & Minority AIDS Initiative

Proposal submission deadline: **July 6, 2016**

Proposal Closing Time: **2:00 p.m.**

Your reference is invited to **Solicitation No: 20008-2016 Ryan White HIV/AIDS Program Part A & Minority AIDS Initiative RFP** which is scheduled to open at 2:00pm, on July 6, 2016, for **Ryan White HIV/AIDS Program** for the City of Baton Rouge-East Baton Rouge Parish.

1. This addendum provides the attached responses to all questions received by the RFP deadline

This addendum is hereby made a part of the RFP for Ryan White HIV/AIDS Program RFP Part A & Minority AIDS Initiative and should be acknowledged.

**2016 Ryan White Request for Proposal (RFP) #2
DHDS Responses to RFP Questions**

Responses to questions received during the Pre-submission/Bidders' Conference on June 14, 2016

1. Do we have to write for all services that are included in the 2nd RFP?
No
2. Do we have to submit a work plan for a service we are currently funded for?
No, applicants must only submit a work plan for the new services they are applying for. The only exception is if applying for approval for HIV testing through Early Intervention Services.
3. Can the proposal be delivered by FedEx or UPS?
Yes

Responses to questions submitted by the RFP deadline

1. We were awarded some funds for the previous opportunity RFP# 20008-2016 Ryan White HIV/AIDS Program. Can we also apply for this new opportunity for any and all service categories? Does this opportunity explicitly exclude organizations funded for the awards announced in January 2016?

Applicants can apply for funding in any additional category in which it believes it has the capacity to serve clients. No applicants will be excluded from applying for funding. However, applicants must not reapply for funding in a category in which the agency was awarded funding in January 2016. For example, if an agency was awarded funding in the first RFP for Medical Case Management, the agency cannot reapply for funds in this category.

The only exception is for Early Intervention Services. If an applicant was awarded funding for Early Intervention Services in the first RFP and did not apply for HIV testing, they may do so in this RFP response by requesting HIV testing is covered by the Ryan White Part A EIS program. All conditions listed under the first bullet on page 41 of the RFP, program and work plan for all components of EIS must be included in the applicant's response to be considered for HIV testing approval through EIS. Applicants must demonstrate that they have no other resources or funding available for HIV testing. Target population(s) for HIV testing must be provided. Attachment G- HIV Testing and Awareness Data must be completed.

Please note: Approval of HIV testing may not result in additional funding in the EIS service category. Applicants may be allowed to shift some EIS funds allocated to other EIS components to HIV testing and counseling.

2. Please clarify the funding dates for the 12-month period on page 7 of the RFP. Is it supposed to be March 1, 2016 to February 28, 2017?

The funding period in the RFP is incorrect. The correct funding period is for March 1, 2016 to February 28, 2017.

3. Does FedEx or UPS make deliveries to your physical address for application submission?

Per page 20 of the RFP: “Applicant is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location.”

4. Please confirm that the application should not exceed 75 pages, and that there is no page limit on appendices and attachments, as mentioned during the pre-proposal conference.

Per Section 2.6 Proposal Elements on page 34 of the RFP: “The proposal, including all financial and technical responses, should not exceed seventy-five (75) pages...Additional pages may be included in the appendices which may contain service area maps, staff resumes, policies, procedures, internal controls, audit or financial reports, etc.”.

There is no limit on the appendices and attachments.

5. On page 19, the proposal form is referred to as Attachment B. Should it be Attachment C on page 69, as Attachment B is the Scope of Work?

Correct. The proposal form is Attachment C.

6. Please confirm that we can apply for service categories for which we have not been funded by Solicitation 20008-2016 in late 2015, as mentioned during the pre-proposal conference.

This is correct. An applicant can apply for service categories listed in this RFP for which it has not been funded by Solicitation 20008-2016 in late 2015.

7. On page 6, it states that a minimum of 300 Ryan White eligible clients must be served. Will these be unduplicated clients for each Core Service Category, or do we have to have a minimum of 300 Ryan White clients at our sites?

Page 6 states that “All core medical services sub-recipient agencies must provide care to a minimum of 300 clients that are Ryan White eligible.” The minimum number is 300 unduplicated clients served at the agency site.

8. For purposes of this RFP, can the number of clients to be served include those who have received services since March 1, 2016? Or can we only count those who will be served from the Contract Initiation date of August 15, 2016?

The number of clients served include all clients served within the March 1, 2016 to February 28, 2017 grant year.

9. We are asked to follow the RFP checklist on page 66 for the order of items to be included. A few items requested within the solicitation are not listed in this

checklist. Please advise where we should include each of the following within our response.

- a. Attachment H – Agency Board and Staff Representation Table (mentioned on page 40)
Attachment H would follow Attachment G.
- b. Organizational chart (mentioned on page 40)
Please place immediately after Attachment H-Agency Board and Staff Representation Table.
- c. Sliding Fee/Cap on Charges Policy (mentioned on page 39)
Please include with the Required Documentation listed on page 39 in the Technical Proposal Section.
- d. Sliding Fee Discount Schedule (mentioned on page 39)
Please include with the Required Documentation listed on page 39 in the Technical Proposal Section.