

ADDENDUM
Medical Nutrition Therapy FY 2016-17

BIDDERS CONFERENCE

December 3, 2015

1:30 – 3:00 PM

The following is a list of the individuals that were in attendance at the Bidders Conference.

NAME	AGENCY	EMAIL	PHONE	FAX
Lawrence Headley	Morrison Health Care	lheadley@iammorrison.com	510-500-2274	
Jack Spachis	Morrison Health Care	jackspachis@iammorrison.com	650-288-9338	
Gloria Crowell	Allen Temple Health and Social Services	gcrowell@allen-temple.org	510-544-8947	
Jonathan Garcia	Tri-City Health Center	jgarcia@tri-cityhealth.org	510-456-3503	510-226-5621
Gloria Preciado	Tri-City Health Center	gpreciado-santana@tricityhealth.org	510-456-3504	510-226-5621
Kristina Wong	WORLD	kwong@womenhiv.org	510-986-0340	510-986-0341

INTRODUCTIONS: Pamela J. Casey, Program Manager at the Office of AIDS Administration

PURPOSE OF THE MEETING: Conference for the potential bidders related to the RFP for Medical Nutrition Therapy FY 2016-17. The Bidders Conference was recorded in order to collect all questions and comments made during the session. All questions will be answered by the Addendum.

ADDENDUM: Refers to additional information including questions inquired at this Bidders Conference and/or any other additional information or issues. All questions related to this RFP are due to Pamela Casey by December 4, 2015, 2:00 p.m. After that time, no other questions will be answered. Answers will be provided via the Addendum to all participants by Tuesday, December 8, 2015, at <http://www.acphd.org/oa.aspx>

CALENDAR OF EVENTS

EVENT	DATE/LOCATION	
Request Issued	Tuesday, November 17, 2015	
Letter of Intent due	Due Tuesday, December 1, 2015, by 2:00 pm Submit via e-mail to Pamela Casey, MS, RD pam.aziz@acgov.org	
Networking/Bidders Conference	Thursday, December 3, 2015 1:30-3:00 p.m.	1000 Broadway, Suite 5000 B (5th Floor) Oakland, CA 94607
Written Questions Due	Friday, December 4, 2015 by 2:00 p.m.	Send to: pam.aziz@acgov.org
Addendum Issued	Tuesday, December 8, 2015	
Proposals Due	Tuesday, January 5, 2016 by 2:00 p.m.	
Evaluation Period	January 12-19, 2016	
Vendor Interviews	January 22, 2016 (if needed)	
Letter of Recommended Award Sent by OAA Director	January 29, 2016	
Letter of Recommended Award by Board of Supervisors	At the Board of Supervisors meeting in March 2016	
Board Consideration Award Date	To be determined. (The Board of Supervisors agenda dates are not yet available yet)	
Contract Start Date	March 1, 2016	

RFP was distributed to those attendees that did not have one.

HIGHLIGHTS were read from each section of the document. Attendees were allowed extra time to review each section and to ask for clarity on any wording that was unclear. All questions were written as well as recorded during the session proceeded.

QUESTIONS were repeated at the end of the session to ensure that the right answer would be documented. Attendees were also allowed time to ask any other questions not previously asked.

HIGHLIGHTS

- The amount to be funded is \$150,000, and a maximum of two Bidders will be awarded. Oral interviews will be conducted if there are at least three top bidders who receive the highest preliminary scores, and achieve a score of at least 200.
- Documentation of all services is required to be entered into the client database used by the OAA, called ARIES. A user certificate and password is required and training will be provided to all new users of ARIES.
- The awarded Contractor must make every effort to connect the client to HIV medical care. At each subsequent visit, it must be confirmed and documented that the client is connected and is retained in HIV medical care.
- Acronyms (page 6-7) were briefly reviewed, and it was noted that CSC, or County Selection Committee, was excluded from the list and that it be added to this list for all future RFPs.
- The Calendar of Events (page 14) was reviewed.
- Bidders are to follow all instructions (pages 25-27)
- Proposals are due by January 5, 2016, by 2:00 p.m. No late proposals will be accepted.
- Alameda County Health Care Services Agency, including the Office of AIDS Administration, will observe the following holidays, December 25, 2015 and January 1, 2016, therefore, early submissions will not be accepted on these dates. Furthermore, Pamela Casey has assigned another program manager to collect proposals brought in on her days off, which will be December 24, December 30, and December 31, 2016.
- At the conclusion of the RFP process (page 21), debriefings for unsuccessful bidders will be scheduled upon written requests by the bidder and will be restricted to discussion of the unsuccessful bid. The debriefings will be held with the Director of the OAA, Nicholas Moss, MD. Under no circumstance will any discussion be conducted with regard to contract negotiations with the successful bidder.
- The Contract period begins on March 1, 2016, however, this is an estimated start date based upon the meeting schedule of the Alameda County Board of Supervisors.
- There were no other questions submitted after the Bidders Conference ended on December 3, 2015, and before the deadline of Friday, December 5, 2016, 2:00 p.m. As per the Calendar of Events, no further questions can be submitted at this time.

Questions and Answers during the Bidders Conference

page 5-6; item C

Would the Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN) provide services at all of the currently funded ambulatory care sites by arranging to be available on certain set days and times at each of the different clinic sites; or will the RD/RDN see only those clients enrolled at one particular clinic site; or could clients see the RD/RDN at another standalone location?

Although there are several models that would work, it is important that services are accessible to as many clients as possible. If clients have to travel long distances, or if there are long wait times between appointments, or if a contractor chooses to provide services to only those clients enrolled at their agency, this would limit the access to MNT services.

page 7; item D.1.

Does three years of 'regular' experience mean that an agency should have at least three of providing MNT services by a RD/RDN?

Since this is the first time Ryan White Part A funding is available in Alameda County, it is expected that this may be the first time that a bidder provides these services for HIV+ clients. If an agency chooses to sub-contract with an RD/RDN to provide such services, it is a requirement that the RD/RDN has had at least three years of continuous experience providing MNT for HIV+ clients, as well as for individuals living with diet-related chronic illnesses. The RD/RDN must be credentialed by the Commission on Dietetic Registration.

page 11; item 7.h.

If visit one was paid for with Ryan White dollars, then the client is determined to be eligible for Medi-Cal, must the Contractor then must re-pay Ryan White?

Yes. If a Contractor used Ryan White funds to pay for services before a client became eligible for Medi-CAL, the Contractor should then bill Medi-Cal for those services. The Contractor then must pay back those funds to the Ryan White program once the client's Medi-CAL eligibility is confirmed.

page 8; item 2.d.

The Transitional Grant Area (TGA) includes both Alameda and Contra Costa Counties. Will Contra Costa County clients also need to be served?

MNT services are already provided in Contra Costa County. This RFP service is for Ryan White clients living in Alameda County only.

page 16; paragraph 4

Will the pre-liminary evaluation be done by a review panel?

Any and all part of the evaluation period, held between January 12-19, 2016, will be conducted by the review panel, or the County Selection Committee.

page 4, paragraph 3; page 22, first bullet

Are the funds for MNT available through Ryan White Part A and Part B?

At this time, the award for MNT services is only available from Ryan White Part A funds. There are two references in the RFP to Ryan White Part B funds, which may be confusing to the potential bidders. Page 22, first bullet item, beginning with the statement: *By mutual agreement, any... and* on page 4, paragraph three which states: *The County may award an additional MNT contract, through Ryan White Part B if those funds are approved by.....* Both of these statements were relevant to a RFP released earlier in 2015 from the OAA and should have been omitted in the RFP for MNT.

Is the County looking at funding at least two Contractors based upon geographical location?

Since access to services is a priority for our HIV client population, and Alameda County includes a large service area, the County may determine that two Contractors will best meet the needs of clients in certain geographical areas where the need for these services is highest. The County reserves the right to award to a single or multiple Contractors.

How many Letters of Intent were received?

There were two Letters of Intent received. Submitting a Letter of Intent, or attendance at the Bidders Conference were not mandatory pre-requisites for submitting a proposal.

How many clients are potentially eligible for MNT services?

Based upon the number of HIV+ clients who received Ryan White outpatient/ambulatory services during the previous fiscal period, and who live with diet-related co-morbidities, such as diabetes or heart disease, it is estimated that between 127-293 clients may need these services.

What is the limit on overhead costs?

Overhead, otherwise known as indirect costs, are limited to 10% of the total budget. Please refer to page 11; item 7.c.

Is there a minimum number of units of service (UOS)?

The proposal will be evaluated for cost per client and cost per unit of service. Consideration of cost per client and cost per unit of services may be the deciding factor when two or more proposals are otherwise rated equal on all other levels. (see page 18)