

ADDENDUM

EARLY INTERVENTION SERVICES (EIS) FY 2015-16

BIDDERS CONFERENCE- April 30, 2015

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

Schedules: 11:30AM – 1:30PM Attendees: Early Intervention Services (EIS).

Actual time: 11:35AM Bidder Conference adjourned: 12:00PM

NAME	AGENCY	EMAIL	MAILING ADDRESS	PHONE
ARTUR OKTANYAN	AIDS HEALTH CARE FOUNDATION	ARTUR.OKTANYAN@AIDSHEALTH.ORG	6255 W. SUNSET BLVD 21 ST FLOOR LOS ANGELES, CA 90028	323-860-5384
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MICHELE GRIM	LIFELONG MEDICAL CARE	MGRIM@LIFELONGMEDICAL.ORG	2344 6 TH STEET BERKELY, CA 94710	510-981-3226
GLORIA PRECIADO-SANTANA	TRI-CITY HEALTH CENTER	GPRECIADO-SANTANA@TRI-CITYHEALTH.ORG	1999 MOWRY AVENUE, SUITE F FREMONT, CA 94538	510-456-3504
TONY SILLEMAN	EASTBAY AIDS CENTER	SILLEMT@SUTTERHEALTH.ORG	3100 SUMMIT OAKLAND, CA	510-869-8488
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STEPHAINE CORNWELL	WORLD	SCORNWELL@WOMENHIV.ORG	449 15 TH STREET SUITE 303 OAKLAND, CA 94612	510-986-0340
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KEITH WALTRIP	ACPHD, OAA	KEITH.WALTRIP@ACGOV.ORG	1000 BROADWAY, STE 310 OAKLAND, CA 94607	510-268-7653
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INTRODUCTIONS: Keith Waltrip, Director Office of AIDS Administration, as well as those in attendance (listed above).

PURPOSE OF MEETING: Conference for potential bidders related to the RFP Early Intervention Services (EIS) FY2015-16. The Bidders Conference was recorded in order to share the information via the Addendum to those agencies that submitted a Letter of Intent. All questions will be answered by the Addendum.

COMPETITIVE PROCESS (Overview) — Keith Waltrip, Phoenix Smith, & Jameelah Muwakkil; ACPHD-OAA

I. CALENDAR OF EVENTS

EVENT	DATE/LOCATION	
Request Issued	Friday, April 24, 2015	
Mandatory	Letter of Intent of all potential applicants. Submit via e-mail to the Director of the Office of AIDS Administration, Keith Waltrip. Due Date: <u>April 29, 2015 by 2:00pm</u>	
Networking/Bidders Conference	April 30, 2015 from 11:30am - 1:30pm	at: 1000 Broadway, Suite 5000C (5th Floor) Oakland, CA 94607
Written Questions Due	May 7, 2015 by 2:00 p.m.	
Addendum Issued	May 14, 2015	
Response (Proposals) Due	<u>Thursday, May 21, 2015 by 2:00 p.m.</u>	
Evaluation Period	May 22th – June 5th, 2015	
Vendor Interviews	June 10th (If needed)	
Letter of Recommended Award by OAA Director	June 19th, 2015	
Letter of Recommended Award by Board of Supervisors.	July 7, 2015	
Board Consideration Award Date	To be determined. The board agendas dates are not available yet.	
Contract Start Date	(Part A): August 1, 2015- February 29, 2016 (Part B): March 1, 2016 (Tentative).	

***Note:** Award and start dates are approximate.

- **Addendum:** Refers to additional information including questions inquired at this Bidders Conference and/or any other additional information or issues. All questions about the RFP are due to Keith Waltrip keith.waltrip@acgov.org by **Thursday, May 7, 2015 by 2:00pm**. Answers will be provided via the Addendums to all agencies that submitted a Letter of Intent. The Addendum will be released by **Thursday, May 14, 2015. After Thursday, May 7th no more questions will be accepted.**
- **Hyperlink:** Correct link: <http://www.acphd.org/oaa>
- **Response Date: Response (Proposals- Completed Documents due Thursday, May 21st by 2:00pm (No Exceptions).** Bids are to be addressed and delivered as follows: EARLY INTERVENTION SERVICES (EIS) - RFP FY2015- 2016: Office of AIDS Administration- Alameda County Public Health Department 1000 Broadway, Suite 310 Oakland, CA. 94607. Please deliver one (1) original proposal with five (5) copies. Original proposal are to be clearly marked "ORIGINAL" with copies to be marked "COPY" All copies must be organized and collated – **the OAA will not make any copies of any documents. Note**, neither disk nor electronic copies will be accepted- **hard copies only**. Proposals at time of submission will be OAA stamped with the date/time received and a receipt will be provided. **No late proposals will be accepted.** Please refer to the RFP page 26 - page 29 under the Instructions to Bidders (Submittal of Proposals) sections for additional details.
- **NOTE: Hyperlinks:**
 - There was an error noticed in the EIS RFP under the **Acronym and Term Glossary (pg. 6)** the hyperlink for the Oakland TGA 2012-2014 HIV Services Comprehensive Plan is as follows (Copy, cut, paste link into search engine):
http://www.acphd.org/media/218616/oak_tga_comphivsvcs_plan.pdf
 - In regards to the hyperlink (pg. 11 Section 6.a) indicating the Quality Assurance/Quality Management program, please disregard this link.
- **Part A and Part B Grants:** Only one application is submitted. The decision on which agency to award the Part B grant is based on their ranking in the scoring during the Reviewers objective analysis. The highest scored applications will receive Part A award. However, if Part B is awarded the agencies that ranked below the Part A awarded grants will receive the Part B award. For instance: Part A is awarded to Agency X and Y who scored 500 and 487, while Agency Z scored 480 and was the third highest ranked agency. If the State awards Part B, subsequently, Agency Z will receive the Part B award. The awarded agencies will be part of the linkage network (as most of our agencies are already connected) to this network.
- **Page limits:** Refer to the EIS RFP (pg. 29 Section T. 15- under the Response Format) – under the Response Format): The proposals are to be straightforward, clear, and concise and specific to the information requested: There is a fifty (50) page limit; excluding the insurance, audits, and financial reports. Also, note the 50 page limit does not include the exhibits.

- **Small Local Emerging Business- SLEB waived: Please note, SLEB is waived for this award.** Refer to the EIS RFP (pg. 13 Section 8.d – under the Funding Section): since federal funding is being used for this service category the Small Local Emerging Business- SLEB is waived.
- **Contract Start Date:** Refer to EIS RFP (pg. 12 Sections A-D- Under the Funding Section): The County intends to award contracts under Part A and Part B; Part A two to three (2-3) contracts will be awarded to an Early Intervention Services (EIS) organization (s); the funding ranges are between \$60,000 - \$90,000. The contract start date is tentatively scheduled for August 1, 2015. **Award and start dates are approximate.**
- Part B one (1) contract will be awarded (if approved) to an Early Intervention Service (EIS) organization; the funding range for this category is up to \$70,000. The contract start date is tentatively scheduled for March 1, 2016. **Award and start dates are approximate.**
- **Performance Requirements:** Refer to the EIS RFP (pg. 25 Sections 2. A-E): **NOTE** and be aware of the Performance requirements for each service category listed in the request for proposals (pg. 25). Agencies should demonstrate how they plan to provide these types of services and data should be captured in the proposals.
- **Evaluation Period:** This refers to the panel review process, with objective and independent panel reviewers - who will read, score, and review all proposals that are submitted. If necessary, the OAA will conduct vendor interviews (usually this will happen, if there is a close scoring of proposals). We ask the top vendor (s) to participate in oral interviews tentatively allotted for June 10th, 2015 (one hour per proposal).
- **Board Letter:** The board letter recommending the award is tentatively set for **July 7, 2015** per **RFP Calendar of Events** (pg. 15 Section II) See above. The Board agenda dates were not available at the time that we released the RFP- we will provide that as soon as we are notified of the date. Tentative start date for the contract is March 1, 2016. Please note that the **Calendar of Events** is very important as late proposals will not be reviewed or accepted. **No exceptions!**
- **Total Grant Award:** The total funding grant awarded under this **RFP is \$179, 999, the most any agency can apply for is \$90,000 (Do not write over this amount). Refer to page 12 and 13;** as with all federal funding- budgets change from year to year; **NOTE,** the figure above is an estimated amount.
- **Units of Services:** (pg. 8 Section E. b): The cost per Units of Services (UOS) & cost per Unduplicated Clients (UDC) must be included in the proposal. We are looking to see the range between agencies.
- **Evening & Weekend Hours:** (pg. 18): RFP proposals requires a response regarding agencies ability to provide evening and weekend hours & extended time to allow for increase access to services. Extended hours and weekend times are becoming increasingly important to clients.

- **Exhibit A** (pg. 8 Section C): Required Documentation and Submittals under references: Office of AIDS Administration staff cannot serve as a reference. Three references are required.
- **Exhibit A** (pg. 11): Under Exceptions, Clarifications, and Amendments: this section is part of the RFP process; however, it doesn't necessarily need to be included. There isn't scoring on this section, yet it is a way to provide the OAA with information and feedback.
- **Exhibit D Budget Summary** (pg. 2): This is an example of the budget summary.
- **Exhibit E Budget Narrative** (pg. 7): This is an example of the line item budget narrative.
- **Budget amounts and budget years:** Prior to submitting applications, be certain to write your proposals for 2015 (12- Month Budget); as previously stated under Part A two to three (2-3) contracts will be awarded to an Early Intervention Services (EIS) organization (s); the funding ranges are between \$60,000 - \$90,000 (**The most any agency can apply for is up to \$90,000. Do not write over this amount**). The contract start date is tentatively scheduled for August 1, 2015. **Award and start dates are approximate.**

While, Part B proposals should be written for Fiscal Year 2016 (12- Month Budget); one (1) contract will be awarded (if approved) to an Early Intervention Service (EIS) organization; the funding range for this category is up to \$70,000 (**Do not write over this amount**). The contract start date is tentatively scheduled for March 1, 2016. **Award and start dates are approximate.**

NOTE, The data and/or narrative should not include any previous years. Also, the budget amounts should be clear and concise- matching throughout the entire proposals.

- **The Evaluation Criteria** (pg. 16- 21): This particular area focuses on the scoring structure and components utilized by the review panelists. The measures will focus on a zero- five point scale range and the weight for each particular category. For example, the points are based upon the average form the reviewers. Review the tool to understand each area of focus. The reviewers determine the total points and make the recommendations to the OAA.

Questions & Answers during the Bidders Conference:

1. Pg. 7 (Section 3- Read in its entirety): According to the RFP under **Bidders Minimum Qualification:** Bidder shall be in good standing with Alameda County, State of California, Health Resources and Services Administration (HRSA), and other federally funded programs. Bidder's standing includes consideration of probation, suspension, corrective action plan, and the removal of any local, state, federal programs and/or funding. Be aware of and read thoroughly all bullets on Page 7 (especially under Bidders Minimum Qualifications Sections 1-7).
2. Pg.9 (Section 2. A-E): **Client Eligibility:** Adhere to criteria set forth regarding Client Eligibility (applies to Part A and Part B categories). In particular, documentation related to residency of Alameda County. This section determines proposals are meeting the requirements of the RFPs. However, if an agency does not qualify the proposals will not be submitted to the review committee. In addition, Bidders should speak to how they are addressing client eligibility.

***NOTE:** All five bullets (A-E) MUST be followed, in order to ensure Ryan White Services are received. Clients must be a resident of Alameda County; these funds are exclusively for Alameda County. Regarding Section 2. A: The primary area of focus with regards to Client Eligibility are persons newly diagnosed and/or those individual (s) who have been out of primary medical care for at least one year with “confirmed positive HIV test results” is also a requirement.

3. Pg. 11 (Under Client Access, Section K): **NOTE:** Additional points possible for evening and weekend services. Refer to pg. 18 under the scale range regarding additional points.

This line item was addressed by the TGA Collaborative Community Planning Council (CCPC). Agencies should look at their individual organizations and determine how their access is affecting their clients, since many clients are returning to work it is vital that agencies are meeting their needs with providing evening and weekend hours. The OAA will begin encouraging agencies to modify hours to meet the need of the clients through evening and weekend availability.

4. Pg. 11 (Section 7. A-I): **Under Fiscal Medi-Cal/ Medicaid certification:** As noted in the Early Intervention Services (EIS) RFP: Invoice; Ryan White funds are only for eligible clients receiving services that are not covered by other payors or funding sources, such as Medi-Cal. Ryan White is the payor of last resort, by law, and funding cannot be used to replace other local, state, or federal funding for HIV health and support services. Read in its entirety on page 11 Section. 7 (A-I). All agencies applying for the Early Intervention Services (EIS) RFP are required to have appropriate Medi-Cal/Medicaid certification documentations. **NOTE**, with the Affordable Care Act (ACA) and Ryan White Services- Ryan White is the payor of last resort. **For further information, we have attached the HRSA website**
<http://hab.hrsa.gov/about/aboutprogram.html>

5. Pg 11. (Section 7c): **Indirect Cost:** When completing the budget documentations, maintain the current 10% administration cap. These RFP awards will be for Fiscal Year 2015-16 for Part A, while the Fiscal Year 2016-17 pertains to Part B of the grants. By then, the 10% indirect cost will be updated.

NOTE: Funding under this RFP makes it **impossible** for all agencies to receive the same amount of funding. Be mindful of the range which your agency is applying for. Once the contracts are awarded, the OAA will work with each agency at the time of contract negotiation, ensuring the information is reflective. The budget is provided as an attachment in the Exhibits. During the contract negotiation period we will resolve fee for services and any budget issues.

6. Pg 12 Section 8. B: Funding: The total funding of the Early Intervention Services (EIS) in comparison to previous years depends upon the amount made available and the percentage of funds the CCPC allocates towards this particular grant category.

7. Pg 15: **Calendar of Events:** The timeline is set. Review the dates in detail. The contract under this RFP is set for (Part A): August 1, 2015- February 29, 2016. (Part B): March 1, 2016 (Tentative). The dates in the Calendar of Events are set and the timeframe should be adhered to.

8. Pg. 25 Section P.2.A: **Performance Requirements:** Is there a number for the “Benchmark XX HIV test provided”? Or was the number omitted- refer to pg. 6, item 5. The EIS RFP under the Key Activities it states: “Under this RFP, diagnostic testing cannot be used”?

Answer: Benchmark XX HIV test provided- Agencies set the foundation on the number of average test provided to the client-base population being served. Note, at this time EIS funds are not allowed for HIV diagnostic testing. The Benchmark for HIV test provided should focus on those clients who are newly diagnosed with HIV and linked to care.

9. Is there a minimum number of patients’ agencies are required to service, in order to be eligible for the Early Intervention Services (EIS) grant?

Answer: There are not specified numbers of patients required under this RFP. However, consider the population your agency will be servicing, while reflecting on the competitiveness of this RFP.

10. Pg. 2 (Exhibit B): Note, the hyperlink regarding the County of Alameda Minimum Insurance Requirements is attached below (Not required with the proposals). Copy, cut and paste the link in your search engine for immediate access. Attached document included (pg 12- 13 of the Addendum). http://www.acgov.org/cao/rmu/documents/STD_Exh_C13C.pdf

11. Are there specific identifiable priority populations for this particular RFP?

Answer: The priority populations are those individual (s) who are newly diagnosed and/or those HIV+ individual (s) who have been in medical care for at least one year. Partner Services is also a priority.

12. Is it best to submit the proposals in a binder?

Answer: The most suitable submission of the proposals is with a binder clip along with colored-paper for separation of the subject areas. Do not use a 3-ring notebook binder. Agencies should deliver one (1) original proposal with five (5) copies. Original proposals are to be clearly marked “ORIGINAL” with copies to be marked “COPY” All copies must be organized and collated – the OAA will not make any copies of any documents. Note, neither disk nor electronic copies will be accepted- hard copies only.

13. Are collaborations and sub-contracts acceptable?

Answer: Yes, for this particular RFP- collaborations and sub-contracts are acceptable.

14. OAA will look for an assessment of services at 3 and 6 months after the start of the program to determine effectiveness and any areas for improvement. Also note, Bidder (s) shall be regularly and continuously engaged in the business of HIV testing, outreach, and linkage to People Living With HIV/AIDS (PLWH/A) in Alameda County for at least three (3) years.

Questions submitted after the Bidders Conference:

1. Under the Part B funding category, funds are contingent on many factors, however, according to the Early Intervention Services (EIS) RFP it states “up to \$70, 000 included in the \$179, 999 totals, or would it be a separate amount independent of the \$179, 999?”

Answer: The Part B amount is separate from the Part A. Applications will be in only one funding stream- Part A or Part B. An agency would not be awarded an EIS grant in Part A and Part B.

2. During the bidders’ conference, it was mentioned that no exhibit pages or financial statements pages will count toward the fifty (50) page limit. Can you confirm this information?

Answer: There is a fifty (50) page limit; excluding the insurance, audits, and financial reports. Also, note the 50 page limit does not include the exhibits.

3. Is HIV diagnostic testing charged under the EIS RFP?

Answer: EIS funds (at this time) cannot be used for HIV diagnostic testing. Note, on pg. 8 Section E (Specific Requirements) 1.B. there is mention of HIV test completed. Under this EIS Grant HIV testing cannot be paid for with these funds.

4. Pg. 15: **Technical Criteria:** The timeline to implement services is March 1, 2016. If there are on-going services, how would you like for this to be addressed in the proposals?

Answer: All proposals should respond to this RFP, meeting all of the criteria requested in this grant. If an agency is currently providing EIS services the proposal should clearly state how the additional funding will be used to expand on current services provided. For example, if an agency is currently providing EIS and is then awarded a new EIS contract through this RFP, then the proposal should clearly show an increase in the number of clients’ which are being serviced.

5. In projecting the number of clients served through the Early Intervention Services (EIS) RFP, is it accurate to only count uninsured HIV+ patients (vs. HIV+ patients with Medi-Cal)? This relates to the Bid form and also future reporting (UDC and UOS). On the Bid Form, what is the definition of Unit of Services?

Answer: Yes, you only count uninsured HIV+ clients. 1 UOS (Unit of Service) = 15 minutes of time provided under the Early Intervention Services (EIS).