

ADDENDUM

Prevention & Testing Services Request for Proposals FY 15-16

To provide Prevention Services for people living with and affected by HIV/AIDS in Alameda County- To reduce the number and incidence of new HIV infections in Alameda County through focused, sustained and evidence-based interventions with work through the CDC's goal of reducing the number of HIV infections in the US by 5% each year.

BIDDERS CONFERENCE- October 10, 2014 Notes

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

Schedules: 10:00AM-11:30PM Actual time: 10:05- Bidders Conference Adjourned at 10:37am Attendees: Prevention & Testing Services

NAME	AGENCY	EMAIL	MAILING ADDRESS	PHONE
DALE GLUTH	AIDS HEALTHCARE FOUNDATION	DALE.GLUTH@AIDSHEALTH.ORG	400 30 TH STREET SUITE 300 OAKLAND, CA 94606	415-218-9587
MICHELE GRIM	AIDS PROJECT OF THE EASTBAY	MGRIM@APEB.ORG	1320 WEBSTER STREET OAKLAND, CA 94612	510-663-7978
HAZEL WESSON	EASTBAY AIDS CENTER	WESSONH@SUTTERHEALTH.ORG	3100 SUMMIT OAKLAND, CA 94609	510-869-8488
MARIANNE BRUNO	LA CLINICA	MBRUNO@LACLINICA.ORG	P.O. BOX 22210 OAKLAND, CA 94623	510-535-2910
KEITH WALTRIP	ACPHD, OAA	KEITH.WALTRIP@ACGOV.ORG	1000 BROADWAY, STE 310 OAKLAND, CA 94607	510-268-7653
MICHAEL LEE	ACPHD, OAA	MICHAEL.LEE@ACGOV.ORG	SAME AS ABOVE	510-268-7641
LORENZO HINOJOSA	ACPHD, OAA	LORENZO.HINOJOSA@ACGOV.ORG	SAME AS ABOVE	510-268-7645
SHELLEY STINSON	ACPHD, OAA	SHELLEY.STINSON@ACGOV.ORG	SAME AS ABOVE	510-268-7647
JAMEELAH MUWWAKKIL	ACPHD, OAA	JAMEELAH.MUWWAKKIL@ACGOV.ORG	SAME AS ABOVE	510-268-7648

Schedules: 1:00PM-2: 30PM Actual time: 1:11PM - Bidder Conference Adjourned at 1:50PM Attendees: Prevention & Testing Services

NAME	AGENCY	EMAIL	MAILING ADDRESS	PHONE
STEPHAINE CORNWELL	CAL-PEP	SCORNWELL@CALPEP.ORG	2811 ADELIN STREET OAKLAND, CA	510-874-7850 X201
STEPHAINE CORNWELL	WORLD	SCORNWELL@WORLDHIV.ORG	449 15 th STREET SUITE 303 OAKLAND, CA	510-986-0390 X309
CORY MORELAND	ASIAN HEALTH SERVICES	CMORELAND@AHSCHC.ORG	818 WEBSTER STREET OAKLAND, CA 94607	510-543-3249
DERRON JOHNSON	ASIAN HEALTH SERVICES	DERRONJOHNSON1985@GMAIL.COM	818 WEBSTER STREET OAKLAND, CA 94607	510-543-3249
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/vendors for Prevention & Testing Services Request for Proposals, to provide Prevention Services for people living with and affected by HIV/AIDS in Alameda County. The Bidders Conference was recorded in order to share the information via the Addendum regardless of attendance. All questions will be answered by the Addendum.

COMPETITIVE PROCESS (Overview) — Lorenzo Hinojosa & Shelley Stinson; Program Managers, OOA.

Please review Page 14 of the Request for Proposal highlighting the Calendar of Events:

EVENT	DATE/LOCATION
Request Issued	September 30, 2014
Written Questions Due	October 15, 2014 by 2:00 p.m.
Networking/Bidders Conference	October 10, 2014 from 10:00am-11:30am 1:00- 2:30pm at: 1000 Broadway Suite 310 Oakland, CA 94607
Addendum Issued	October 20, 2014
Response Due	Thursday, November 6, 2014 by 2:00 p.m.
Evaluation Period	November 7th – December 5, 2014
Board Letter Recommending Award Issued	December 12, 2014 (Pending)
Board Consideration Award Date	January 6, 2014 (Pending)
Contract Start Date	January 1, 2015 (or later)

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

- **Addendum:** Refers to additional information including questions asked at this Bidders Conference and/or any other additional information, issues. All questions about the RFP are due to Keith Waltrip keith.waltrip@acgov.org by **October 15th 2:00pm**. We will provide answers/response to addendums to all participants by **Monday, October 20, 2014**.
- **Hyperlink:** Correct link:
http://www.acphd.org/media/363000/2015%20hiv%20prevention%20%20testing%20services%20rfp_final.pdf
- **Response Date:** Proposals are due **Thursday, November, November 6th 2pm**. Bids are to be addressed and delivered as follows: Keith Waltrip, Director **RFP No.CY2015 HIV Prevention and Testing Services** Office of AIDS Administration Alameda County

Department of Public Health 1000 Broadway, Suite 310 Oakland, CA. 94607. Please deliver one (1) original proposal with five (5) copies. Original proposal is 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.** Please 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 25- page 26 under the Submittal of Bids sections for additional details.

- **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 proposals), we ask the top vendor (s) to participate in oral interviews.
- **Board Letter:** The board letter recommending the award, is tentatively set for December 12th per above. The Board agenda dates were not available at the time that we released the RPF-we will provide that as soon as we are notified of the date. Tentative start date for the contract is January 1st. Please note that the calendar of events (RFP pg 14) is very important as late proposals will not be reviewed.
- **Total Grant Award:** The total expected range of awards is **\$60,000-\$100,000**. The total for Prevention Services is **\$725,000**. Please refer to page 6, as with all federal funding-our budget changes from year to year, so the figure above is an estimate.
- **Performance Requirements:** Please note and be aware of the performance requirements for each service category listed in the request for proposals (page 23)

Questions & Answers during the Bidders Conference: (Morning & Afternoon Conference):

1. On the first page of the RFP proposal it indicates responses are due by 2:00pm November 16, 2014, yet on page 14 under the Calendar of Events the response date implies November 6th which date is accurate?

Answer: Responses due - Thursday, November 6, 2014 at 2:00PM.

2. What are the page limits for the RFP including the audit attachments?

Answer: Page limit is 40. Excluding the audit attachments; in other words the audit is NOT part of the 40 pages.

3. Should current contracted agencies submit audit attachments even if documents were previously submitted?

Answer: Yes, please include the audit attachments; they do NOT count toward the 40 page limit.

4. Should the Scope of Work contain core activity objectives?

Answer: Yes, the Scope of Work should contain Core Activity Outcome Objectives; minimal three Core Objectives and minimal three Process Objectives. These objectives must be reasonable, doable, comprehensive and realistic. The Scope of Work will be reviewed during the contract negotiation process; along with the specified target population.

5. Can you please explain the Budget Summary

Answer: The indirect cost is a maximum 15% of the total personnel; via the State requirements. The purchase of food, condoms, test kits, lubrication, or beverages are NOT allowed with these funding dollars. The Budget Justifications should contain a formula for example \$500 for mileage. A simple multiplication equation is sufficient.

6. Behavior Interventions (Page 7):

Answer: Refer to the State approved Behavior Interventions listed on Page 7. Agencies can make modifications to a Behavior Intervention or can use a home-grown program (proposal must include curriculum). ARTAS can also be utilized as a Linkage to Care Intervention. These recommendations can be used on high-risk negatives as well as positive clients.

7. Regarding Activities:

Answer: Page 7 under Tier II Activities; Hepatitis C Testing is allowable. Tier I should comprise of 75% of funding and Tier II should include 25% of funding, so if an agency proposals to complete Hepatitis C testing it should be contained within the required funding percentage as outlined in the RFP.

8. RESPECT - refer to letter from the State regarding this interventions:

Answer: CDC is discontinuing the RESPECT interventions; therefore it CAN NOT be included as an option to use for this RFP.

9. Give an example of the incentives with the Target Population:

Answer: An agency that is funded for MSM services can provide an HIV test to female client, after the result is provided an incentive can be given to the female client, however refer her to an agency that provides services for her particular population or refer her to her physician.

10. In the Exhibit (page 5) of the Bid Form regarding the Cost per Unit of Services, can you speak a little more regarding this?

Answer: The column Cost per Unit of Service (A) should be Cost per clients. Make certain the Cost per Client is included in the proposals. The number of clients is up to the agencies per their RFP application. We ask for a breakdown of how many clients and how much per client.

For example: HIV Testing – 100 clients (B) x \$45 per test (A) = \$4,500 (C)

(A) would include the cost of the kit, staff time with benefits, etc.

11. When will OAA move towards the new generation of testing?

Answer: It depends upon the FDA and the State; we aren't proposing new testing this year, maybe next year depending upon the approval. We are hoping by the end of the three year planning cycle we will have the new test kits.

12. Who falls under the Transgender population?

Answer: This would depend on how the client identifies. Some forms indicate the gender assigned at birth while the identity is different than the gender assigned at birth.

13. Are resumes required?

Answer: Yes, resumes are required; please keep in mind the page limit. Agencies should include in their application the qualifications of the staff to be budgeted; multiply staff can be placed on one page.

14. What will be the format for Social Network Strategies (SNS)?

Answer: The Office of AIDS Administration will provide the tools and as much support as needed to the agencies for SNS.

15. Are Sub-Subs allowed?

Answer: Per guidance from the State OA, sub- subs will not be allowable.

Questions submitted after the Bidders Conference:

1. Is it possible to send the Addendum as well as the Exhibits A- Exhibit E, including Required Documentations & Submittal, Current References, Former References, Exceptions, Clarifications, Amendments, Insurance Requirements, Scope of Work, and Bid Forms in a word document format?

Answer: All RFP documents pertaining to Prevention and Testing Services (including Exhibit “A” through Exhibit “E” as well as related documents are available as PDF files on the Office of AIDS Administration website (www.officeofaids.org). Unfortunately, Exhibit Documents and related RFP forms are not available for distribution in word format.

2. If the agency is proposing to serve HIV-positive individuals as the primary target population, is it required to engage in targeted HIV testing?

Answer: Yes, HIV testing and Partner Services are required as a core element in your proposal. Refer to the Bid Form (Exhibit A page 5) in the RFP under HIV Testing: “Providing HIV testing in traditional and non-tradition settings. Testing in one of the core services required for this particular RFP. In addition, all proposals must comply with State HIV testing guidelines, including but not limited to: meeting training requirements, quality assurance protocols and activities, timely data entry.

3. The RFP states that the Board Consideration Award Date is January 6, 2014. What is the correct date?

Answer: January 6, 2015. Note all award and start dates are approximate.

4. Are applicants expected to propose an original social network testing initiative, or simply be willing to participate in an initiative designed by the County?

Answer: Agencies will be expected to propose and execute a Social Network Strategy (SNS) Testing on their own. The OAA will assist as needed. Agencies can also coordinate SNS testing together if they wish.

5. Where within the Bid Response Packet should applicants include a Budget and Budget Narrative (Exhibit D & Exhibit E)?

Answer: As attachments. These Exhibits will be counted towards the 40 page proposal limit.

6. Where within the bid response packet should applicants include a Scope of Work (SOW, Exhibit C)?

Answer: All pages of the Bid Response Packet (Exhibits A- Exhibits E), including Scope of Work and other related documents pertaining to the RFP must be submitted in total towards the back of the Bid Response Packet.

7. On page 26, number 3 regarding submission requirements. Previous RFPs have asked for responses to be printed double sided, if possible, on 30% post-consumer recycle paper. Either this requirement no longer exists or part of number 3 (page 26) has been accidentally omitted. Could you please clarify if we need to print double sided or one sided?

Answer: Double-sided printing is not required. Refer to RFP (Page 17) under the Evaluation Criteria Section A: The formatting instructions must be typed on 8 ½ x 11 inch white paper with 1 inch margins all around, with a font size of 12 in Times New Roman. Responses must be complete.

8. Are digital and/or electronic copies of proposals allowed with submissions of the RFP?

Answer: Digital and/or electronic copies are not requested. Please deliver one (1) original proposal with five (5) copies. Original proposal is to be clearly marked “ORIGINAL” with copies to be marked “COPY” All copies must be organized and collated.

9. There are no formatting requirements listed for the narrative, such as the outline level format provided in previous RFPs. Are any of these required for this RFP response?

Answer: Only what is specified in the RFP.

EXHIBIT C

VENDOR BID LIST

RFP FY2015- HIV Prevention and Testing Services: For People Living with HIV/AIDS in Alameda County

Below is the Vendor Bid List for this project consisting of vendors who have responded to RFP FY15-16, and/or been issued a copy of this RFP. This Vendor Bid List is being provided for informational purposes to assist bidders in making contact with other businesses as needed.

1. AIDS Healthcare Foundation (AHF)
2. Asian Health Services (AHS)
3. AIDS Project of the East Bay (APEB)
4. Allen Temple Baptist Church AIDS Ministry
5. Bay Area Consortium for Quality Health Care (BACQHC)
6. California Prostitute Education Project (CAL-PEP)
7. Children's Hospital Oakland (CHO)
8. Community Health for Asian Americans (CHAA)
9. East Bay AIDS Center (EBAC)
10. East Oakland Community Project (EOCP)
11. Lifelong Medical Care
12. Resources for Community Development (RCD)
13. Tri-City Health Center (TCHC)
14. Women Organized to Respond to Life Threatening Diseases (WORLD)
15. Yvette A. Flunder Foundation (YAFF)
16. HIV Education and Prevention Project (HEPPAC)
17. City of Berkeley
18. Needle Exchange Emergency Distribution (NEED)
19. Eden I&R
20. Project Open Hand
21. Pacific Center
22. Alameda Health System
23. La Clinica de la Raza
24. Family Support Services of the Bay Area
25. Planned Parenthood
26. Corizon
27. Cardea