



Fulton County, GA

Department of Purchasing & Contract Compliance

December 11, 2012

Re: 12RFP86259A-CJC, Comprehensive HIV Prevention Program for Fulton and DeKalb Counties

Dear Proposers:

Attached is one (1) copy of Addendum 3, hereby made a part of the above referenced 12RFP86259A-CJC, Comprehensive HIV Prevention Program for Fulton and DeKalb Counties.

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

Charlie Crockett

Charlie Crockett,
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in Procurement Award • National Purchasing Institute



**12RFP86259A-CJC, Comprehensive HIV Prevention Program for Fulton and DeKalb Counties
Addendum No. 3
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

- Attached are Questions Submitted for Clarification

ACKNOWLEDGEMENT OF ADDENDUM NO. 3

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **Thursday, December 13, 2012, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 3, _____ day of _____, 20__.

Legal Name of Bidder

Signature of Authorized Representative

Title

Questions submitted for Clarification

1. For Category A, do you have to BE and healthcare setting or can you apply to PROVIDE HIV testing IN a healthcare setting as listed, even though technically you may NOT be a health care setting? **No. The agency does not have to be a healthcare provider to offer HIV testing in a healthcare setting. However, it would be nice if they can show some experience working in healthcare settings.**
2. Also, for Category B, do you have the ability to specify one target population that you will focus on, or should you just assess ALL high-risk populations that can be served? Or can you pick multiple populations?? So, for example, if I wanted to test Latina and African American women ONLY and link them to care and other services, can I propose that? **The populations disproportionately impacted and targeted for Category B are: African American men who have sex with men, African American and Hispanic substance abusers, and low income or high risk African American or Hispanic heterosexuals that reside in Fulton County and neighboring DeKalb County.**
3. In the RFP in Section 8, Page 16, what LICENSE are you expecting from CBOs? 501C3 information, CLIA certificate? **I think the RFP will ask for a copy of the agency's 501 (c) (3) status. Additionally, if these agencies are to conduct HIV testing, they must have a CLIA certificate or waiver. This may be the section where they can include this document or another section.**
4. On page 1.3 bullet 1.6 county objectives linkage to care – I assume this means linking individuals who have just tested preliminary positive or since in the RFP it refers to those “persons of unknown status with recent high risk behavior” that it may mean anyone who we come into contact with who has high risk behavior that they should be referred for STD, viral hepatitis and TB. **This means any persons of unknown status with recent high risk behavior should be pre/posttest counseled, offered an HIV test, and if positive, and linked to care.**
5. Under incentives on page 3.3 – what types of incentives are approved – can we do Marta cards, gas cards, food (to eat at events) and small giveaways or does the county have a definition of what is acceptable and in what \$ amounts, is there a high/low limit? **Incentives would include Marta cards only.**
6. On page 3.4 d – what is the definition of prevention services and should these prevention services be provided by the funded provider. **Prevention services are a combination of interventions that have shown promise in partially protecting against HIV transmission and acquisition: knowledge of HIV serostatus, behavioral risk reduction, condoms, and treatment of curable sexually transmitted infections. The funded provider may be able to offer some prevention services, i.e., condoms and behavioral risk reduction, and knowledge of HIV serostatus.**
7. Oraquick – is this the advanced oral swab (just making sure)? **Yes**

8. On page 1-3 bullet 1.6 county objectives is the county talking about providing behavioral interventions to those people who are waiting for their test results as my original understanding was that the funding is for testing or is the county also talking about providing behavioral interventions in general to anyone we come into contact with who may or may not get tested? **The original understanding is correct.**
9. At the bid conference the FCHD representative indicated that brochures for condom use would be paid for by grant funds through FCHD and did not need to be included in the cost proposal, however if there were any other brochures we would like to purchase regarding HIV education, safer sex practices etc, the cost of doing so needed to be incorporated into the cost proposal. Is this correct? **We will provide the brochures, unless the agency has some specialized brochures unique for their agency. We have brochures on STIs, HIV, Chlamydia, Gonorrhea, etc. and are willing to provide. Again, they can allocate some resources to order special brochures if they prefer.**
10. At the bid conference, the FCHD representative indicated that the cost of purchasing test kits would be borne by the health department. They did not know what type of test kits would be available and therefore, if the test kits are ones that require a \$ amount for the disposal of sharps or finger prick instruments or other related supplies, that \$ amount would need to be included as part of the cost proposal. Does the Health Department have any further idea of what test kits will be supplied in order to accurately budget in the cost proposal? **FCDHW will provide Oraquick and Clearview test kits, only. The agency must include in their cost proposals the following:**
- Sharps
 - Finger pricks
 - Alcohol
 - Needles
 - Cotton balls
 - Bandages
 - Tourniquet and holders
 - Other related supplies
11. What professional licenses are to be included per Form F, in Section 8? **This would not apply to the CBOs. They only have a 501 (c) (3) IRS designation and an EIN. They will not be subcontracting with anyone.**
12. What Fulton County Health and Wellness services will be available to grantees without costs: (e.g., laboratory cost for confirmatory test, kits for rapid testing, staff training for pre and post-test counselors, partner notification, etc.)? **Please note that condoms, lubricants, condom related educational materials as well as all testing kits and processing will be provided by Fulton and should not be included in the cost proposal.**

13. How soon after notice of grant award will the grantee be expected to commence activities? **The steps are as follows based on the vendor selection process:**

1. Notice of award
2. Contract preparation
3. Contract execution and distribution
4. Notice to proceed

15. Please clarify if non-personnel items and administrative costs can be included in the cost proposal. **No. Only the following items are deemed appropriate in the cost proposal:**

- Per client cost of services
- Salary
- Fringe benefits

16. Is there a page limit or formatting requirements for any of the narrative sections? **Please read each section carefully. There are page limitations for the following sections:**

- Project Team Qualifications resumes are limited to no more than two pages
- Relevant Project Experience is limited to one page per project

17. Are the Purchasing Forms, Contract Compliance documents and Evidence of Insurability documents to be included in separate envelopes or together in one envelope? **The Purchasing Forms should be with your Technical, Contract Compliance documents should be in a Separate envelope (one (1) original and a copy), and the Evidence of insurability can also be included with your Technical.**

18. Can a Proposer send proposals via Fed Ex? **We do accept proposals via FEDEX, with all responsibility and risk of proposal not being delivered by the due day and time.**