



Fulton County, GA

Department of Purchasing & Contract Compliance

July 23, 2013

Re: 13RFP88552A-CJC, Comprehensive HIV Prevention Program for Fulton and DeKalb Counties-2013

Dear Proposers:

Attached is one (1) copy of Addendum 3, hereby made a part of the above referenced 13RFP88552A-CJC, Comprehensive HIV Prevention Program for Fulton and DeKalb Counties-2013.

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



13RFP88552A-CJC, Comprehensive HIV Prevention Program for Fulton and DeKalb Counties-2013
Addendum No. 3
Page Two

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

- Attached-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, August 1, 2013, 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. Why is Category B amount over \$14K more than Category A? Cat. A and Cat. B are almost identical in section 3.4. **The amount is based on funds allocated to each category. Fewer agencies (in total) will be funded under Category B.**
2. Cat.B states "non-healthcare settings", but lists healthcare settings throughout the bullets in section 3.4. Which one is it? **Category B is for non-healthcare settings**
3. Please define/clarify "Healthcare setting". There is a clear definition for non-health care, but not for healthcare. **Healthcare settings under Category A: It is expected that the applicant to partner with local health departments; tribal governments and organizations; community health centers; federally qualified health centers; lesbian, gay, bisexual and transgender health centers; STD clinics; hospitals; specialty clinics, etc. for the implementation of HIV testing activities.**
4. Will currently funded agencies need to reapply? **If you were just funded by Fulton County to conduct HIV Prevention activities, you do not apply for these funds.**
5. What is the anticipated start date of this contract period? **January 1, 2014**
6. Can I expect answers to my questions by July 21, 2013? **The answers to your questions will be forwarded to you as soon as possible.**
7. For Category B, can the required 2.0% positivity rate include those previously diagnosed with HIV who are re-testing in order to enter care? **No, only newly diagnosed HIV positive**
8. Under Category B, are there specific target populations that the remaining 20% of those tested are expected to come from? If not, can they be defined by the applicant agency? **No. The remaining 20% of persons may be recruited from other target populations but must also have recent high-risk behavior. Recent high risk behavior is define on page 12 of the RFP.**
9. Per page 29 of the RFP, there seems to be a clause missing: "80% of persons who receive their HIV-positive test results Prevention Services or are referred to prevention services within 14 days of referral." Does this mean that 80% of persons receiving HIV-positive test results should be referred to Prevention Services? Is the program referenced a program managed by the County? **The sentence should read as follows: 80% of persons who receive their HIV – positive tests results receive prevention counseling or are referred to prevention services within 14 days of referral.**

Prevention Counseling may entail: discussions about high risk behaviors or reducing high-risk behaviors or using condoms. Prevention Services may entail the following: Condoms, participation in evidence-based interventions, i.e., VOICES/VOCES; Partnership for Health, Couples Counseling, linkage to care.

10. Is there a page limit for the Executive Summary? **Maximum 2 pages (Not more than 2 single-spaced typed pages).**
11. Is the Project Plan/Project Approach the only section of the application that is required to be double-spaced? **The Project Plan/Approach covers 3.6.2 – 3.6.5, and yes, it is to be double-spaced.**
12. Is the use of incentives recommended under this opportunity, and will agencies be permitted to include incentives in the Cost Proposal? **No**
13. Does transportation assistance count as an incentive? **Yes. However, incentives are not be included in the Cost Proposal**
14. Will the Department of Health and Wellness provide agencies with rapid HIV tests, or will agencies be expected to include costs for HIV tests in their Cost Proposal? **Page 35 of the RFP indicates what Health and Wellness will cover.**
15. Given that \$128,618 is available under Category B and agencies are expected to provide at least one full-time employee, one part-time employee, rapid HIV tests, and incentives, what are some examples of incentives that are affordable under this amount of funding? **No costs for incentives are cover under this RFP.**
16. Should the required MOU with a medical provider be included in the Project Team Qualifications section, or as a separate attachment? **Separate Attachment**
17. Should an organization's CLIA waiver be included in the Project Team Qualifications section, or as a separate attachment? **Separate Attachment**
18. Should a copy of an applicant's Quality Assurance Plan be included in the Project Team Qualifications section, or as a separate attachment? **Separate Attachment**
19. Should a list of trained counselors be included in the Project Team Qualifications section, or as a separate attachment? **Separate Attachment**
20. Should applicants include staff resumes in their proposal? If so, under which section? **They can be included as a separate document under section 3.6.4. Resumes must be no more than 2 pages each.**
21. Are the Contract Compliance Exhibits the same as the Proposal Forms? **No.**
22. Are applicants expected to include Exhibit G – Prime Contractor/Sub-Contractor Utilization Report in their application? **No.**
23. Are agencies required to secure an MOU with Fulton County for Partner Services? **Yes, with the local health department (Fulton County or DeKalb Counties). The RFP ask for a signed MOU.**

24. The numbering in the contents table vs. the actual page numbers differs. For example, Appendix 1 – Policy 800-6, Procedures for Handling Change Order is numbered 8-26 whereas it is referred to as 10-1 in the table of contents. Which numbering should be used? **Either one will be accepted.**
25. We would like to know if there is an indirect cost amount that you will ask agencies to determine? Or do you already have an amount (%) that will be used as the standard? **The agency will have their own state or federally approved indirect cost rate. If approved for a contract, the site will include providing documentation of this rate.**
26. In terms of the quick turnaround that agencies will need to have personnel ready, will agencies have the opportunity to interview and hire persons for positions? **Once the agencies are notified, they will need to hire staff immediately. They are encouraged to identify potential staff in advance, if possible.**
27. What is your official definition of a clinic (the minimum a facility must possess/provide to qualify as a healthcare setting)? **Healthcare settings under Category A: It is expected that the applicant to partner with local health departments; tribal governments and organizations; community health centers; federally qualified health centers; lesbian, gay, bisexual and transgender health centers; STD clinics; hospitals; specialty clinics, etc. for the implementation of HIV testing activities.**
28. What are those priority zip codes referenced in the meeting? **The priority zip codes are: 30318, 30310, 30314, 30324, 30308, 30032, 30312, 30344, 30331, 30309, 30316, 30315**
29. Should the per client cost only include the direct services? Or should “indirect” also be included in the per client costs? **Per client cost should only include the average cost of services.**
30. The form says the First Source Program applies to contracts valued in excess of \$200,000. However, on page 7, Available Funding Amounts, funds available for both Categories A and B are less than \$200,000. As such, is it necessary to complete **Exhibit H - First Source Jobs Program** or can these forms be marked as Not Applicable? **It is necessary to complete Exhibit H, if your company has a need to fill a position as a result of an award with Fulton County Government. First Source Jobs Program is available even if the bid price is below \$200,000.00.**