Iowa Department of Public Health
Division of Behavioral Health
HIV Core Medical and Support Services
Request for Proposal # 58813002

Final Written Question and Response Document

October 5, 2012

Round 1: Written Questions and Responses for questions submitted through (September 28, 2012)

Posted October 3, 2012

Q1. Attachment C, page 1 under "Project Abstract." Are the objectives referred to in the "Project Summary" sentence the same objectives listed in the Work Plan (Attachment E)?

> **A1. See Amendment 1**

Round 2: Written Questions and Responses for questions submitted through (October 12, 2012)

Posted October 19, 2012

Q2. On page 8 of the RFP, under **1.05 Available Funds**, it states "applicants may apply for available funding for their service area by adding the maximum funds per county in the table below for a one year contract period." Yet, on page 9 at the top in the first paragraph it states "the county funding allocation above is meant only to be a guideline for overall budget development." These two sentences seem to contradict themselves. Are we able to request additional money for a county that is <u>more</u> than the amount listed in the county chart found on page 8?

> **A2. No, you can only apply for up to the maximum amount of funds that are listed for each county.**

Q3. Are we required to include in our budget the amount we anticipate needing for the PCC Line Item (Premiums/Co-Pays/COBRA) for the fiscal year of April 2013-March 2014?

> **A3. No, you should not include the amount you anticipate needing for the PCC line item. The Ryan White Part B Program at IDPH will contact agencies for estimates of this line item before issuing the contract.**

Q4. On page 18, under **2.01 Description of Work and Services**, there are 5 bulleted core medical services (medical case mgmt, oral, mental, nutrition, & substance abuse). Are we required to request funding for each of these core medical services in separate line items in our budget?

> **A4. No, but at least 50% of requested funds must support core medical services, which are designated with asterisks (*).**

- **Medical case management;***
- **Oral health services;***
- **Mental health services;***
- **Medical nutrition therapy;* and**
- **Outpatient substance abuse treatment services.***

Q5. On page 27, under **3.03 Budget**, item #4(Other) and #5(Admin Cost) both use "rent and utilities" as examples. Can rent and utilities actually be included as an "Other" expense in this line-item category?

> **A5. Yes, rent and utilities may be included under "Other" if they are not part of your administrative cost line item. However, the total of all administrative expenses (including rent) cannot exceed 10% of the total grant.**

Q6. I was looking at the RFP and the paragraph above the county breakdown says that those numbers are "the maximum funds per county" for one year. So I think that the _____ is the most we can ask for. If that's the case, does that include the ADAP or is that separate?? I was looking in the RFP for the answer to that, but I haven't found it yet.

> **A6. No, the 2013 funding amounts listed on the chart on page 8 do not include the ADAP PCC funding. The Part B program will contact agencies for estimates of this line item before issuing the contract.**

Round 3: Written Questions and Responses for questions submitted through (October 26, 2012)

Posted November 7, 2012

Q7. Do we provide an amount for ADAP PCC on the cover page based on current funding? It's not in the actual budget.

> **A7. No, do not include the PCC amount on the cover page. The Ryan White Part B Program at IDPH will contact agencies for estimates of this line item before issuing the contract.**

Q8. Attachment B doesn't allow us to insert signature and titles. In attempting to do so, the cursor returns to the top of the page. How would you like us to insert this information?

> **A8. We have posted an Attachment B without the protection.**

Q9. We are unable to delete the abstract that has now been removed from the RFP via amendment 1. Do you want us to include it anyway or will there be a new document released.

A9. You may use it anyway.

Q10. Goal 6 states and I copied it exactly here: Provide Oral Health Services that include psychological and psychiatric treatment and counseling to eligible clients throughout the proposed service area.
Do you want us to properly change the oral health statement to take out the psychological language for oral health?

A10. See Amendment 1.

Q11. Page 23, 3.02 Cover Page/Key Personnel: We have always listed our agency Senior Accountant who actually does the grant billing, vouchers and posting of EEW on SharePoint. The form asks for "Fiscal Director" . . . "the individual with overall responsibility and authority for financial management for this program". The agency accountant is that person but is not the fiscal director. Can I still list my Senior Accountant who is most knowledgeable about the program rather than the director?

A11. Yes, you may list your Senior Accountant as the fiscal director.

Q12. The Oct 5 Amendment #1 deleted the need for the Project Abstract Attachment C. The Attachment C was not reposted and I cannot delete the Abstract page 1 due to the set-up of the page. Are we still to complete Attachment C? Can you send an updated Attachment C? Or, if I leave the Abstract page 1 blank, will I get penalized?

A12. You may leave the Abstract page.

Q13. The Oct 19 Q&A Question 6 said that IDPH will give us the PCC line amount when before they issue the contract. On the front page, do we leave PCC blank or put an estimate of our PCC need and then include that amount in the Total requested space?

A13. On Attachment A-Cover Page, page 1, leave the PCC Funds Request line blank. Do not include PCC funds in your request.