



DATE: December 12, 2019

TO: Prospective Proposers

FROM: Daniel T. Wall, Assistant Director, OMB
RFP Contracting Officer

SUBJECT: RFP No. RW-DS-0320 – Core Medical and Support Services for People with HIV [Ryan White Part A Program, including Minority AIDS Initiative (MAI) Funding]

SUBMISSION DEADLINE: 4:00 P.M., Monday, December 16, 2019

FORMAL ADDENDUM No. 2

This Addendum is and does become a part of the above-mentioned solicitation.

A. REVISIONS TO RFP DOCUMENTS

The following changes shall be incorporated in the subject solicitation as indicated below:

- 1. DELETE Section 4.5, Submittal Requirements (Instructions for Proposers), pages 47-48, in its entirety, and REPLACE with revised Section 4.5, Submittal Requirements (Instructions for Proposers), to read as follows:**

4.5 Submittal Requirements (Instructions for Proposers)

The proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services. However, overly elaborate responses are not requested or desired.

Proposals **MUST** follow the proposal submission requirements in Section 4 of this RFP solicitation, and **MUST** address all of the topics in **Section 4.17**, Contents of Proposal, below in the sequence outlined. In addition, the attachments **MUST** also be submitted in the order specified (**see Attachments list in Section 8.0 of this RFP**). Include a copy of this **Application Checklist** as **Attachment 2** to the RFP application. Proposals **MUST** contain each of the listed documents below, fully completed, signed,

and notarized where required. Proposals submitted which do not include the required line item budget and corresponding narrative budget justification may be deemed non-responsive and may not be considered for contract award. Responses are to be concise and consist only of the answers to the questions posed. Extraneous material or information not requested should not be submitted. **Do not exceed the specified page limitations.**

All materials are to be submitted on 8 1/2" by 11" white paper only, neatly typed on one side only (NOT double-sided), with standard 1-inch margins all around, single spacing, a standard font (e.g., Arial or Times New Roman only), and a font size not less than 12 point (tables and graphs are acceptable in 10 point font). Do not staple, spiral bind, or place the proposal in a three-ring binder. Instead use a binder clip, rubber bands, envelopes, etc. to keep your proposal together. Proposals must be received by the submission deadline.

Proposers must submit two complete, identical proposal as follows: 1) one signed hardcopy original, clearly labeled as such; and 2) one complete copy, with the RFP title, "RFP No. RW-DS-0320, Core Medical and Support Services for People with HIV [Ryan White Part A Program, including Minority AIDS Initiative (MAI) Funding]," in a sealed envelope or container addressed to Daniel T. Wall, Assistant Director, Miami-Dade County, Office of Management and Budget – Grants Coordination (OMB) to:

**Miami-Dade County Clerk of the Board
Stephen P. Clark Center
111 NW 1st Street, Suite 17-202
Miami, FL 33218**

Proposers must submit one complete signed hardcopy original document packaged into two separate parts, as follows:

Part One: Grant Application Proposal must include: Application Cover Sheet, Proposal Submission Checklist, Proposal Narrative, and Budget Forms.

Part Two: [All Other] Required Attachments must include all [other] Required Attachments as listed in Section 8.0 of this RFP. Also include the Section 8.0 Application Checklist.

Proposers must also submit one complete copy divided into separate parts as described above.

Applications are due to the Clerk's Office on or before 4:00 p.m. on December 16, 2019. Applications may be mailed, sent by courier, express-mailed, or hand-delivered to Clerk's Office. Applications cannot be faxed or e-mailed. Proposers are solely responsible for completing the RFP Solicitation application, following all instructions (required forms, attachments, etc.), and submitting the materials on time, on or before the

submission deadline to the Clerk's Office. The Clerk's Office is open only between the hours of 8:00 a.m. and 4:30 p.m., Mondays through Fridays, excluding County observed holidays.

2. **DELETE Section 4.14, Preliminary Screening and Due Diligence Review, as revised in Addendum No. 1 to this RFP, in its entirety, and REPLACE with a second revised Section 4.14, Preliminary Screening and Due Diligence Review, which now reads as follows to add text that was missing (highlighted below):**

4.14 Preliminary Screening and Due Diligence Review

All proposals will be screened by the Office of Management and Budget - Grants Coordination for compliance with minimum criteria as described in Section 4.8 of this RFP Solicitation. Proposals that meet the minimum criteria will be considered reviewable.

A due diligence search and organizational review will be conducted by OMB staff for each Proposer and any proposed subcontractors utilizing a standard checklist developed for this purpose (**Appendix F**). The results of this due diligence and organizational review for each proposal will be shared with the **Evaluation Committee(s)**. The results of this review will be taken into account by the Evaluation/Selection Committee(s) when scoring and making award recommendations.

3. **REVISE the first paragraph of Section 4.17, Contents of Proposal, subsection G (1), Line Item Budget and Narrative Budget Justification, as it appears in this RFP's Addendum No. 1, to EDIT the first paragraph of subsection G (1), Line Item Budget and Narrative Budget Justification, as highlighted below, to add the word "and" as well as STRIKE the phrase "and corresponding price form(s)":**

G. Line Item Budget and Narrative Budget Justification

- 1) Due to Federal requirements, the proposing organization **MUST** submit a categorical line item budget (**see Appendices B.1 and B.2** of this Solicitation) and narrative budget justification (**see Appendix B.3** of this Solicitation) for each direct and indirect/administrative cost associated with the proposed service, using the object class categories listed below. Unless the proposing organization has a negotiated Federal Indirect Cost Rate Agreement (FICRA), a total dollar amount for indirect/administrative charges without a detailed breakdown on the budget form will not be accepted. Failure to submit the categorical line item budget with the proposing organization's proposal will **DISQUALIFY** the proposer from further consideration by the Evaluation/Selection Committee for award of funds. The proposing organization must also submit its current agency-wide budget, as **Attachment 16**. Submit a categorical line item budget form **and** narrative budget justification, ~~and corresponding price form(s)~~ – one for each service category and funding component (Part A or MAI) in the Proposer's application – as **Attachments 11a and 12, respectively**, to the RFP application. If applying for multiple service categories, number the

line item budget forms as Attachments 11a.1, 11a.2, 11a.3, etc.; and number the corresponding narrative budget justifications as 12.1, 12.2, 12.3, etc., and group the budget packet by service category.

For example, if applying for Part A Food Bank, Part A and MAI Medical Case Management, as well as Part A and MAI Medical Transportation services, please group the line item budget forms and narrative budget justifications as follows:

- 11a.1 – Food Bank Line Item Budget Form
- 12.1 – Food Bank Narrative Budget Justification

- 11a.2 – Part A Medical Case Management Line Item Budget Form
- 12.2 – Part A Medical Case Management Narrative Budget Justification

- 11a.3 – MAI Medical Case Management Line Item Budget Form
- 12.3 – MAI Medical Case Management Narrative Budget Justification

- 11a.4 – Part A Medical Transportation Line Item Budget Form
- 12.4 – Part A Medical Transportation Narrative Budget Justification

- 11a.5 – MAI Medical Transportation Line Item Budget Form
- 12.5 – MAI Medical Transportation Narrative Budget Justification

If applicable, submit item 11b, FICRA, one time after the last set of budget forms and budget narratives. In this example, item 11b would be placed after the 12.5 – MAI Medical Transportation Narrative Budget Justification.

4. **REVISE Section 8.0, Application Checklist, as previously revised in this RFP's Addendum No. 1, to EDIT item #14 as highlighted below, to STRIKE the phrase "State of Florida, Division of Corporations" and ADD the phrase "Florida Department of State, Division of Corporations":**

14 – Certificate of Status from the ~~State of Florida, Division of Corporations~~
Florida Department of State, Division of Corporations

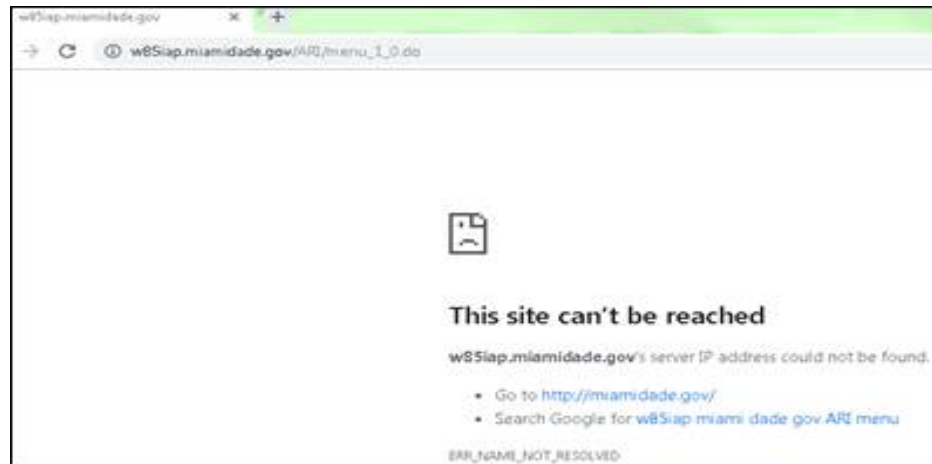
B. CLARIFICATIONS TO QUESTIONS AND RESPONSES FROM ADDENDUM NO. 1:

Some text was inadvertently missing from or incorrectly stated in the answers to Questions #2 and #9 of this RFP's Addendum No. 1. The corrected text is highlighted and underlined or stricken below.

1. **Question 2, page 10 of this RFP's Addendum No. 1:**

Regarding the Appendix F, Due Diligence Checklist, are our services and the services included in the RFP considered social services? We learned that Appendix F, Due Diligence Checklist, is for information purposes only and that it need not need to be address and submitted with the application. Please confirm.

Appendix F, page 1 of 5, the Due Diligence Checklist, #7 – Delinquent Contractors – When clicking on the link, this is the response we receive in both Google Search and Internet Explorer. Please provide the correct web address in order to satisfy this requirement.



REVISED ANSWER:

Appendix F, the Miami-Dade County Ryan White Program Due Diligence Checklist, is included in the RFP for reference purposes only. Please do not complete and do not submit this checklist as part of your application. However, please know that as part of our due diligence process, OMB staff will complete a **checklist review (Appendix F) for each applicant and will** reach out to other County Departments and local funders related to any other similar contracts they may have with your organization which would include health care and/or social services as applicable (i.e., service categories included in this RFP solicitation). The Delinquent Contractors link at the following weblink is an internal Miami-Dade County weblink that is only accessible on the County's intranet (i.e., internal website) to County staff:

http://w85iap.miamidade.gov/ARI/menu_1_0.do

~~[Disregard the following statement]– As a reminder, this is a review County staff conducts after contract award, but prior to contract execution.~~

The results of this Due Diligence review (Appendix F of the RFP) by County staff will be shared with the Evaluation Committee(s).

2. **Question 9, Page 13 of Addendum No. 1:**

Under Section, 2.2 Multiple Applications, Proposers may NOT submit multiple applications and will not receive more than one contract award under this RFP. Proposers wishing to apply for one or more service categories must do so in the same RFP submission as directed herein. Please confirm: Applicants applying for multiple core services are considered as one application.

REVISED ANSWER:

Yes, proposing organizations wishing to apply for one or more service categories (core medical and/or support services) must do so under one application per organization. For example, submit one complete application for medical case management services, outpatient/ambulatory health services, medical transportation, mental health services, etc. combined in the same application. Remember that a separate **line item budget and narrative budget justification are required for each service category, and response to Section ;** ~~instead combine all services in the same application.~~ **Also remember** to submit a separate response to Sections 4.17 F and G for each service category. Also, in response to Section 4.17 D., include an abstract for each service category in the application.

C. QUESTIONS AND RESPONSES:

Below are the questions and answers received after Addendum No. 1 relative to the subject solicitation. Questions may have been edited for clarity and to eliminate unnecessary repetition.

Numbered Sequentially After Addendum No. 1:

Question 49: Will these corrections and responses be added to an addendum that we must acknowledge?

Answer: Yes.

Question 50: In Section 8.0, item #3, Corporate Tax Status Proof, does this mean the IRS Letter of Determination? Or is it a repeat of item #14, Certificate of Status?

Answer: For Attachment 3, the Corporate Tax Status proof means the IRS Letter of Determination (e.g., the IRS 501(c)3 Letter of Determination, etc.) if proposer is a non-profit organization.

Question 51: Section 4.5, Submittal Requirements (Instructions for Proposers), top of page 48, states, "Proposers must submit one complete signed hardcopy original document packaged into two separate parts..."

Do we submit the required documents for Part One: Grant Application Proposal both in Part One and again in Part Two: Required Attachments?

If we separate the Application Cover Sheet, Proposal Submission Checklist, Proposal Narrative, and Budget Forms, the table of contents would not be followed as per Section 8.0.

Answer: In Addendum No. 1 to this RFP, Section 8.0, Application Checklist, indicates the item number of all documents that make up the proposer's application. Please submit the proposer's application as follows:

Part One: Grant Application Proposal must include: Application Cover Sheet, Proposal Submission Checklist, Proposal Narrative, and Budget Forms.

Item #	Item Title
1.1	Application Cover Sheet
1.2	Proposal Submission Certification
1.3	Table of Contents
1.4	Section 4.17 D - Abstracts [include as 1.4a, 1.4b, etc.; separate for each service category and funding type (Part A or MAI)]
1.5	Section 4.17 E – Narrative (organizational longevity, experience, etc.; submit once)
1.6	Section 4.17 F – Narrative (proposed services; include as 1.6a, 1.6b, etc.; separate for each service category and funding type (Part A or MAI)]
11a*	Budget Form(s) [include as 11.a.1, 11.a.2, 11.a.3, etc.; separate for each service category and funding type (Part A or MAI)]
12*	Narrative Budget Justification(s) [include as 12.a.1, 12.a.2, 12.a.3, etc.; separate for each service category and funding type (Part A or MAI); corresponding to the budgets as numbered in Attachment 11a]
11b	Federal Indirect Cost Rate Agreement, if applicable

* NOTE: Group Line Item Budget Forms and Budget Narratives together for the same service category and funding type, as follows:

- 11a.1 and 12.1
- 11a.2 and 12.2
- 11a.3 and 12.3
- etc.

[ADDITIONAL NOTE: See response to Section A., item #3, of this Addendum No. 2, above.]

Part Two: [All Other] Required Attachments must include all [other] Required Attachments as listed in Section 8.0 of this RFP. Also include the Section 8.0 Application Checklist.

Item #	Item Title
2	Section 8.0 – Application Checklist
3	Corporate Tax Status proof
4	Organizational Chart
5	Certified Audit and/or Financial Statements
6	Proposer’s Client Grievance Procedures

7	Board of Directors List of officers and members; along with a race, ethnicity & age breakdown of Board officers and members, and agency staff
8	Resumes and job descriptions for key staff and contract liaison
9	Licensure or accreditation documentation, where applicable
10	Funding Source Summary
13	Affidavits:
	<ul style="list-style-type: none"> •13a – Acknowledgment of Addendum/a •13b – Lobbyist Affidavit •13c – Subcontractor/Supplier Listing •13d – Fair Subcontracting Policies Affidavit •13e – Collusion Affidavit •13f – Contractor Due Diligence Affidavit •13g – Public Entity Crime Affidavit
14	Certificate of Status from the Florida Department of State, Division of Corporations
15	Most current tax return [e.g., IRS Form 990 (if Proposer is a non-profit), etc.]
16	Agency-wide operating budget
17	Two (2) most recent site visit monitoring reports (any funder of a related service requested in this proposal)

The Application Cover Sheet and the Proposal Submission Certification (items #1.1 and #1.2 above) must be the first two pages, respectively, of the application.

Submit the required response item in either Part One or Part Two as indicated above. Do not submit the same document in both parts.

Question 52: **The RFP states: “Proposals MUST follow the proposal submission requirements in Section 4 of this RFP solicitation, and MUST address all of the topics in Section 4.18...”**

However, we think it should be Section 4.17. Can you clarify if so?

Answer: You are correct. The reference should be to Section 4.17, Contents of Proposal. We will correct that in Addendum No. 2. See Section A, item #1 of this Addendum No. 2, above.

Question 53: **Where does the Sunbiz certification go in the final submission?**

The Sunbiz certification (i.e., at www.sunbiz.org) should be submitted as Attachment 14, Certificate of Status from the Florida Department of State, Division of Corporations.

Question 54: **Should the tax return be included in Attachment 3 and in Attachment 15?**

Answer: No. Attachment 3 is for the corporate tax status proof [e.g., IRS 501(c)3, etc.]. An IRS 501(c)3 letter is the formal notification that an organization is tax exempt and includes the date when such status was determined.

Attachment 15 is for tax returns (IRS Form 990 or other tax return i). A tax-exempt, non-profit organization must file an annual information return (IRS Form 990) or notice with the IRS. A for-profit business would submit a different tax return.

These are not the same documents.

Question 55: **In this RFP's Addendum No. 1, clarification 5 on page 3 and Question 20 on page 16 contradict each other. During the pre-proposal conference we understood that we could include monitoring reports from two different years from Miami-Dade County. Please clarify.**

Answer: The answers to clarification 5 on page 3 and Question 20 on page 16 in this RFP's Addendum No. 1 are correctly stated. The question posed during the Pre-proposal Conference was related to site visit reports that were recently completed by Miami-Dade County's Ryan White Program staff that reviewed two fiscal years in one combined monitoring report. For purposes of submitting the required two (2) monitoring reports with your application, the Ryan White Program site visit report that covers two fiscal years is considered one (1) monitoring report.

Question 56: **Please confirm that the case management supervisor's time is NOT considered an indirect line item. The budget form says that the Indirect or Admin cost "Total [can] not to exceed 10% of Total Amount Requested for this service category." Appendix B.4 instructions (section B) seem to suggest that any time not spent directly with clients must be billed to Indirect / Admin.**

Please clarify: this does not apply to the Case Management Supervisor's time? (If it did, then a supervisor would have to devote far less than 10% FTE to supervising the program, and even then might still overrun the 10% cap, as supervisor salaries are typically higher). That would be before allocating any funds at all for pro-rated rent, electricity, telephone, general & professional liability insurance, annual audit, etc.

Answer: Per HRSA Policy Clarification Notice #15-01, as referenced in the RFP document's Appendix B.5 (page 5) and available online at <https://hab.hrsa.gov/sites/default/files/hab/Global/pcn1501.pdf>:

"The portion of a supervisor's time devoted to providing professional oversight and direction regarding RWHAP-funded core medical or support service activities, sufficient to assure the delivery of appropriate and high-quality HIV care, to clinicians, case managers, and other individuals

providing services to RWHAP clients” is not required to be included in the 10% administrative cap.

However, general administrative supervision of these individuals would be considered indirect/administrative, subject to the 10% administrative cap per service category (i.e., subtotal of all items in indirect/administrative cost column divided by the total request/award/expenditures).

Question 57: **The RFP requires that the font size be 12 point and 10 point for tables. The budget template provided by [the County for this RFP] is pre-set at 47% assuming so it can all fit widthwise on one page, but this means that even if we used 10 or 12 point font, it will print very small. Is this acceptable considering that it is impossible to fit all the columns on one page and still have actual 10 or 12 point font?**

Answer: The reference to the font size is for the narrative sections of your organization’s proposal and any information that the organization elects to display in a table format therein. As you stated, the budget template is pre-set and should not be modified.

Question 58: **Section 13.19.10 – Outpatient/Ambulatory Health Services (Part A and MAI), page 41 of the RFP document states, “Proposers applying for Outpatient/Ambulatory Health Services must also apply for AIDS Pharmaceutical Assistance and Emergency Financial Assistance, even a small amount for medications only.” Is an agency required to have a Public Health Service (PHS) 340B certification or access to ADAP to be eligible for Outpatient/Ambulatory Health Services funding? Must the organization also apply for funding under both AIDS Pharmaceutical Assistance and Emergency Financial Assistance?**

Answer: Yes. Organizations proposing to provide Outpatient/Ambulatory Health Services must apply for both AIDS Pharmaceutical Assistance (APA) and Emergency Financial Assistance (EFA). The Outpatient/Ambulatory Health Services organization must have an affiliated pharmacy that is authorized to dispense 340B-priced medications to clients receiving medical services from the proposing organization. These medications would be dispensed through the APA service category as well as the EFA service category, as noted below.

EFA will be used to dispense medications under the Test and Treat / Rapid Access (TTRA) protocol, only when the Florida Department of Health runs out of local Part B funds to provide access to these medications. If the EFA service category is opened for this purpose, the Miami-Dade HIV/AIDS Partnership would reallocate necessary funds to that service category, and the County would amend (i.e., add funds to) contracts accordingly.

Question 59: Question #12, page 53 of the RFP document states, "... b) system for collecting, maintaining, and reporting client-level delivery data as a backup to the Provide Enterprise system..." Does this mean that agency's need to have an additional system to back up the County's Provide Enterprise data system?

Answer: The local Ryan White Program's new data system, Provide Enterprise, will store data securely in the Cloud. All files in Provide Enterprise will be backed up every 24 hours. That being said, proposing organizations should have a back-up plan should the system fail.

Question 60: Please clarify the following from RFP No. RW-DS-0320:

1) Regarding the Contractor Due Diligence Affidavit, we have identified a document on the website at this link which we believe is the correct and most recent version of this form:

<https://www.miamidade.gov/grants/library/rfp/RW-DS-0320/appendix-d-contractor-due-diligence.pdf>

yet the RFP has a document which seems to address these same elements on page 299 and labeled simply "Affidavit" and "Appendix D".

Which of these forms should we submit as Attachment 13e per the RFP instructions?

2) If we should use the form from the website at the link above, that form requires that we list each occurrence of the met condition. Specifically, we need clarification of item (3) as to what constitutes "a formal notice of non-compliance or non-performance, such as a notice to cure." As all CBO contracts issue Contract Action Plans or CAPS as a regular result of monitoring visits and desk audits, we need to know if the issuance of these CAPS qualifies as a "formal notice of non-compliance or non-performance, such as a notice to cure" so we know whether to cite them on this affidavit. We have had CAPs in the last 2 years and satisfied all requirements - our question is whether we need to list those here or not.

We believe the answer to our question is "no" because CAPS do not signify a contractual breach, but we want written clarification of this matter so we can confidently complete the affidavit as accurately as possible.

Answer: 1) Per the instructions on the revised Section 7.0, Appendices, included in Addendum #1 of this RFP No. RW-DS-0320 solicitation, Appendix H - Draft Form Agreement (Sample Contract) is for reference only and is not to be completed and submitted at this time. This includes the attachments in the Draft Form Agreement's Exhibit C, which starts on

page 265 of the complete RFP document. Accordingly, Attachment E – Due Diligence Affidavit, an attachment in Exhibit C on page 299 of the complete RFP document, is only included in this RFP for reference. Only organizations awarded funds under this RFP will need to complete the forms in the Draft Form Agreement’s Exhibit C.

The Contractor Due Diligence Affidavit located in **Appendix D** of the RFP must be completed and submitted as **Attachment 13f**, Contractor Due Diligence Affidavit, of your organization’s application.

The Miami-Dade County Ryan White Part A/MAI Program Due Diligence Checklist included in **Appendix F** of this RFP is only for reference. Do not complete this form. County staff will conduct this review of all applicants.

Attachment 13e is the Collusion Affidavit. A different form from the one referenced in Question 60, #1, above.

- 2) As stated in #1 above, do not complete or submit the Due Diligence Affidavit found in Exhibit C of the Draft Form Agreement. When contract awards are made, and prior to contract execution, Site Visit Findings and related Corrective Action Plans (CAP) would only be considered an issue of non-compliance or breach to be reported on the Due Diligence Affidavit if the organization failed to submit a CAP or had some other breach of contract.

All terms, covenants and conditions of the subject solicitation and any addenda issued thereto shall apply, except to the extent herein amended.

Miami-Dade County,

Daniel T. Wall
Assistant Director
RFP Contracting Officer

c: Clerk of the Board