

2016-2019 Ryan White Part B RFP Questions & Answers

Q: Is the RFP good for 4 years?

A: No. If awarded, the applicant would be contracted for one year (April 1, 2016- March 31, 2017) with a maximum of two one year renewals.

Q: Does a non-medical case manager need to be supervised by a licensed case management supervisor?

A: No, this is not a requirement.

Q: Would we need to have locations in both Osceola and Seminole County? Or just service the clients coming from those areas?

A: An agency would not need to have locations in all three counties to be contracted. They would, however, be tasked with servicing clients from those areas

Q: Is Part B still working with Part A on job duties for non-medical case managers? It is my understanding that Part A will have non-medical case managers start completing the annual plans and goals with the clients.

A: Non-medical case managers are required to complete a plan of care. Plans of care include goals set by the client and their case manager (medical or non-medical). Please reference pages 25-26 of the RFP for more information on requirements of Part B case managers.

Q: Page 14, Bonding: Please clarify when the insurance bond is required, with the proposal or following contract award?

A: The insurance bond is required with the submission of the proposal.

Q: Please clarify if the forms posted online in pdf format will be made available in word format so that they can be edited.

A: Editable forms will be made available upon submission of a letter of intent.

Q: Please clarify the EIS position description. During the funding allocation meeting, it was discussed that these positions would focus on linking out of care consumers back to the care system not testing and linkage which are primarily prevention activities. Please provide direction and identify which function(s) are the priority or are both desired.

A: As stated on page 26 of the RFP, the EIS service category is composed of four primary duties: HIV testing and targeted counseling, referral services, linkage to care, and health education and literacy training that enable clients to navigate the HIV system of care. Agencies funded in this service category will ensure that the employee is certified in the State of Florida to conduct HIV counseling/testing.

Q: Please explain how providers are to cover rent, computer, phone, office supplies, mileage, management, training and other support services. The maximum 7.5% of the total award for administrative costs is \$2,812 annually without any fringe. Are these costs expected to be borne exclusively by the provider?

A: Direct costs associated with the relevant service provision are not to exceed 5% of the amount awarded. Please reference addendum 1 of this RFP for more information on allowable direct costs.

Q: Are funds going to be available for incentives, food, client transportation, etc.? For example, a client out of care is found in rural Osceola County and needs to be linked to care but can't afford transportation. How do we ensure the consumer is able to get to their appointment?

A: There are incentives available in the area to accommodate the need for client transportation in the form of bus passes that are distributed by case managers. In the event that the client has not yet been determined eligible, please refer to the Linkage Coordinator at the Department of Health in Orange County who will help to address the client's immediate needs.

Q: Please clarify the administrative activities associated with providing Medical Nutritional Therapy and supplements in a three (3) county area. How are transportation, storage, inventory control, distribution point, and supply costs paid for?

A: These expenses may not be charged to Part B.

Q: Please clarify how transportation charges are to be billed to HFUW.

A: Transportation mileage for a van will be reimbursed at a rate not to exceed \$1.70/mile. If clients are being transported utilizing a car, mileage will be reimbursed at a rate of .445/mile. If an agency is providing transportation to more than one client at a time, the agency will charge in a way that maximizes funding in this service provision. For instance, if one client lives 10 miles away from the agency and another client lives 5 miles away from the agency and is in the same general direction, the agency would charge a total of 10 miles to Part B, not 15.

Q: May the page limit be increased?

A: Yes, applicants may submit a maximum of 40 pages for the narrative portion of their proposal. This is not inclusive of budgets, attachments, etc.