

**REQUEST FOR PROPOSALS (RFP) INFORMATIONAL MEETINGS
DECEMBER 6, 2021
QUESTIONS AND ANSWERS**

10:00 A.M. GENERAL SESSION

- Q: I'm not clear on what you mean by two services. What is an example of two services?
A: Several case management agencies provide a variety of services. An example would be providing Medical Case Management (MCM) and Health Education/Risk Reduction (HERR) services.
- Q: Page 8 of 16 of the RFP prioritizes populations to be targeted with prevention strategies. High-risk heterosexuals were always listed as a priority but are not listed in this RFP. Data historically shows that our region's largest category is heterosexual.
A: In your proposal, include local data showing why heterosexuals are one of your target populations.
- Q: Are positives a high-risk category for HIV Navigation Services (HNS)?
A: Yes.
- Q: We deliver our proposals in person to the AIDSNET office. If there is a bad weather event on the due date of February 7, will an exception be made?
A: Yes. We will keep an eye on the weather and provide updates if necessary.
- Q: There is a mention of Non-Medical Case Management (Non-MCM). Does treatment adherence provided by our nurses to our case-managed clients fall under MCM? Our nurses also provide treatment adherence to clients case managed at the Center for Public Health and Dr. Arias' clinic. Do those services fall under HERR?
A: Treatment adherence provided to your case-managed clients falls under MCM. Treatment adherence provided to clients who are case managed elsewhere falls under HERR.
- Q: If all our case management continues to be medically based case management, am I correct that we do not have to apply for Non-MCM?
A: The DOH has asked that case management be MCM. But they have also asked that we include all Ryan White/Rebate services in our RFP. You should apply for MCM.
- Q: Typically, our case management agency does little or no HOPWA housing because we have other resources available in our area. Do we have to do the budgets for HOPWA and a proposal for HOPWA housing if we may never have a HOPWA housing need? If a client should need HOPWA later in the fiscal year, can we ask for assistance?
A: You must do a proposal for HOPWA funding. AIDSNET cannot provide HOPWA if a need for it would arise later. You can request a small amount of HOPWA to be included in your subgrant so that it is there if you should need it. You may want to consider using Ryan White/Rebate dollars for housing. Ryan White/Rebate funds can be used to cover only rent and utilities. Mortgages

and security deposits do not fall under Ryan White/Rebate funding. You can reach out to Carol Vanderhoff or Julie Walsh for more information on eligibility.

1:00 P.M. FISCAL SESSION

Important Information:

- Unit cost has been discontinued and replaced with actual costs (program funded)
- All services require forms J-1 through J-6
- One set will be completed for **each** service for **each** fiscal year
- It is especially crucial to pay attention to forms J-1 through J-3
- Most of the data entered in forms J-1 through J-3 will auto populate into forms J-4 through J-6
- Do **not** change the names of the expense categories
- For HOPWA, there are different calculations on form J-4 for calculation of indirects, but it may or may not be what appears in the final budget. There is another factor that must be taken into account.

Q: Will the direct and indirects automatically carry over?

A: Yes

Q: Do we have to complete a full set of forms for each service? In the past, only one personnel form had to be completed.

A: Yes, a complete set of forms J-1 through J-6 must be completed for each service, including the personnel form.

Q: For Ryan White Housing, do we have to apply for a separate service for housing?

A: If you are asking for Ryan White housing funds, you do not need to do separate forms for that because housing is fee-for-service. Estimate how much you think you will need and a brief explanation of how many people you expect to serve on a separate piece of paper and include it with your proposal submission.

Q: When we complete form J-2, do we have to list somehow how much of our time is direct service vs. indirect service?

A: If you have direct and indirect portions, they must be delineated.

Q: Will the delineation be by percentage?

A: Yes. Any indirects are limited to 10%.

Q: When invoicing, will we have to send bills every month since we will be program funded?

A: Yes, and the split must be written on them.

IF ANYONE HAS ANY ADDITIONAL QUESTIONS, PLEASE DO NOT HESITATE TO REACH OUT TO US