



# Ending the HIV Epidemic

Phase II Pre-Proposal Teleconference  
Tuesday, December 15, 2020 11:00 AM

Ending  
the  
HIV  
Epidemic

WELCOME

# INTRODUCTION

| EVENT   | DATE                  |
|---|-----------------------|
| RFP Issued  | December 4, 2020      |
| Pre-Proposal Conference   | December 15, 2020     |
| Deadline for Submission of Questions and Requests for Clarification by 2:00 PM. | December 18, 2020     |
| Proposal Due Date by 11:00 am EDT   | December 29, 2020     |
| Tentative Dates for Oral Interviews/Presentations if Required                   | January 6, 2021, 2020 |

- Any questions or suggestions regarding this RFP shall be submitted in writing to the Purchasing Department contact person: Mark Hawks, CPPB, Assistant Purchasing Agent, [mark.hawks@fultoncountyga.gov](mailto:mark.hawks@fultoncountyga.gov)
- Questions after each section; please state page number.

# Ending the HIV Epidemic

## 1.0 INTRODUCTION

## INTRODUCTION

- Funding is not limited to entities currently funded via RWHAP Part A. Any organization that meets the eligibility criteria, as detailed in this RFP, may apply for these funds.
- Applicant must operate a physical site and/or deliver services with no physical site in at least one of the following EtHE jurisdictions: Cobb, DeKalb, Fulton, or Gwinnett Counties.

**Annual funding estimates are not included – applicants should request such sums as necessary to perform the activities described in this application to serve the number of clients proposed in this application.**

# SERVICE CATEGORIES ELIGIBLE FOR FUNDING (P8)

- APPENDIX I: PRIORITY SERVICE DEFINITIONS
- Extended Hours – early morning (before 8:00 am), evenings (until at least 8:00 pm) and/or weekends
- Telecare – Tablets [www.continuud.com](http://www.continuud.com) or 844/610-4280
- Outreach Services ) – Community Health Workers
- Housing –
  - Emergency Financial Assistance
  - Emergency Lodging
  - Short or Medium Term Rental Assistance

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2.0 INSTRUCTIONS

# INSTRUCTIONS

- Preparation and Writing Tips – (p32)
- In order to receive services funded by EtHE, clients must:
  - Have a positive HIV serostatus,
  - Have no third-party payer source.
- In order to receive services funded by Part A, clients must:
  - Have a positive HIV serostatus,
  - Live in the 20-County Atlanta Eligible Metropolitan Area
  - Have an income  $\leq$  400% FPL
  - Have no third-party payer source.



# INSTRUCTIONS

- Program and Fiscal Monitoring Standards
- Business Agreements
- Cultural and Linguistic Competence (34)
- Peers
- Inclusion
- Funding Exclusions (38)
- Federal Requirements (39)
- Local Policies affecting Funding (41)
- Pre-Contract Documents (42)

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## 3.0 PROPOSAL REQUIREMENTS

# ALL PROPOSALS, ATTACHMENTS, EXHIBITS SUBMITTED VIA BIDNETDIRECT.COM BY 11:00 AM 12/29/2020

| ITEM               | DESCRIPTION  |
|--------------------|--|
| TECHNICAL PROPOSAL | One (1) complete <b>T-N EtHE TECHNICAL NARRATIVE TEMPLATE</b> in <b>WORD</b> . |
| COST NARRATIVE     | One (1) complete <b>C-N EtHE COST NARRATIVE TEMPLATE</b> in <b>WORD</b> .      |
| BUDGET REQUEST     | One (1) complete <b>C-BR EtHE Budget Request</b> in <b>EXCEL</b> .             |
| EXHIBITS           | One (1) complete Exhibits (1-11) in <b>PDF</b> .                               |

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4.0 TECHNICAL PROPOSAL  
GUIDELINES

## T-N GUIDELINES (P47)

- **MUST use T-N ETHE TECHNICAL NARRATIVE TEMPLATE**
- **PLEASE NOTE PAGE LIMITS AND POINTS**
- **T-O: TECHNICAL OPENING MATERIALS**

# T-N TECHNICAL NARRATIVE

- **T-O-I COVER PAGES (P47)**
- **T-N-I NATIONAL HIV AIDS STRATEGY (P49)**
- **T-N-II HIV CARE CONTINUUM (P49)**
- **T-N-III DESCRIPTION OF ACTIVITIES (P50)**
- **T-N-IV WORK PLAN (P50)**
- **T-N-V CULTURAL COMPETENCE/CULTURAL HUMILITY (P52)**
- **T-N-VI ORGANIZATIONAL CAPACITY AND INFRASTRUCTURE (P53)**
- **T-N-VII REGULATORY PROCEDURES (P54)**
- **T-N-VIII CLIENT ELIGIBILITY (P55)**

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5.0 COST PROPOSAL

## 5.1 COST NARRATIVE GUIDELINES

- **MUST use C-N ETHE COST NARRATIVE TEMPLATE**
- **C-N-I FINANCIAL MANAGEMENT AND FISCAL PROCEDURES (P56)**
- **CN-II PAYER OF LAST RESORT/THIRD PARTY PAYERS (P56)**
- **C-N-III COLLECTION OF FEES (P58)**



# C-BR ETHE BUDGET REQUEST

- **C-BR BUDGET REQUEST GUIDANCE (p58)**
- **Must use C-BR ETHE BUDGET REQUEST.XLS**
- **See Directions Tab**
- **FIVE YEAR REQUEST – TABS FOR Y1-Y5**
- **Y1 – FULL YEAR BUDGET REQUEST (WE WILL PRORATE) **LOAD ONE-TIME EXPENSES IN Y1****

## 5.3 COST JUSTIFICATION (C-J)

- Must use **C-N COST NARRATIVE TEMPLATE (p68)**

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6.0 Evaluation Process (p69)

7.0 Contract Compliance Requirements (p75)

8.0 Insurance and Risk Management Provisions (p76)

9.0 Contract Information (p79)

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10.0 Appendices to Review

# 10.0 APPENDICES TO REVIEW

|  |
|--|
| APPENDIX I: PRIORITY SERVICE DEFINITIONS       |
| APPENDIX II: SF-424B NON-CONSTRUCTION PROGRAMS |
| APPENDIX III: PHS 5161-1 FEDERAL ASSURANCES    |
| APPENDIX IV: EMPLOYMENT REPORT                 |
| APPENDIX V: OAHS EXPECTATIONS                  |
| APPENDIX VI: SAMPLE CONTRACT                   |
| APPENDIX VII: LEGISLATIVE MANDATES             |

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## 11.0 Electronic Forms to Download

# 11.0 ELECTRONIC FORMS

T-N ETHE TECHNICAL NARRATIVE TEMPLATE

C-N ETHE COST PROPOSAL NARRATIVE TEMPLATE

C-BR ETHE BUDGET REQUEST

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12.0 Exhibits to Download



## 12.0 ELECTRONIC FORMS

|            |  |
|------------|--|
| Exhibit 1  | REQUIRED SUBMITTAL CHECKLIST                                   |
| Exhibit 2  | CERTIFICATE OF ACCEPTANCE OF REQUEST FOR PROPOSAL REQUIREMENTS |
| Exhibit 3  | ACKNOWLEDGEMENT OF ADDENDA                                     |
| Exhibit 4  | CERTIFICATION REGARDING DEBARMENT                              |
| Exhibit 5  | PROMISE OF NON-DISCRIMINATION                                  |
| Exhibit 6  | EVIDENCE OF TAX EXEMPT STATUS                                  |
| Exhibit 7  | BOARD OF DIRECTORS   |
| Exhibit 8  | LITIGATION DISCLOSURE  |
| Exhibit 9  | THIRD PARTY PAYER LISTING                                      |
| Exhibit 10 | INDIRECT COST RATE LETTER                                      |
| Exhibit 11 | JOINT APPLICANTS   |

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Questions

# Ending the HIV Epidemic

Questions after this Session

[Mark.Hawks@Fultoncountyga.gov](mailto:Mark.Hawks@Fultoncountyga.gov)