



Ending the HIV Epidemic

Phase III Pre-Proposal Teleconference
Thursday, July 29, 2021 10:00 AM

Ending
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WELCOME

INTRODUCTION

EVENT	DATE
RFP Issued	July 15, 2021
Pre-Proposal Conference	July 29, 2021
Deadline for Submission of Questions and Requests for Clarification by 2:00 PM.	August 12, 2021
Proposal Due Date by 11:00 am EDT	August 19, 2021
Tentative Dates for Oral Interviews/Presentations if Required	August 26, 2021

INTRODUCTION

- Any questions or suggestions regarding this RFP shall be submitted in writing to the Purchasing Department contact person:

**Elsa Castro, CPPB, CPM, Chief Assistant
Purchasing Agent**

Elsa.Castro@FultonCountyGa.gov

- Questions after each section; please state page number.

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1.0 INTRODUCTION

INTRODUCTION (P7)

- 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
- **Arts, Media, Culture** – Media campaigns, Marketing campaigns, Arts-based approaches
- **Capacity Building** – Emerging programs, Program expansion/sustainability, Case Managers, Grant sponsorship
- **Effective Behavioral Interventions** – Replication of evidence informed interventions
- **Innovative Project Support** – Projects which utilize novel approaches to transform the current system of care

SERVICE CATEGORIES ELIGIBLE FOR FUNDING (P8)

- **Non-Traditional Hours** – Services available in early morning (before 8:00 am) and/or evening (until at least 8:00 pm) two nights per week and at least one-half day every other weekend.
- **Non-Traditional Services** – Mobile units, Drop-in / Walk-in Services, Home Health Delivery, ART starter/gap packs, Online support groups
- **Telehealth Services/ Telecare Tablets** – Telehealth equipment, licensing, supplies, Telecare Tablets provided to clients

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the
HIV
Epidemic

2.0 INSTRUCTIONS

TELL YOUR STORY

- What is the problem you will address?
- Who will be served?
- What services will be provided? When?
How?
- How will people be helped (improved health outcomes)?
- What funding is needed to support the initiatives?

INSTRUCTIONS TO PROPOSERS (P22)

- Preparation and Writing Tips – (P34)
- 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 (P35)
- Business Agreements (P36)
- Cultural and Linguistic Competence (P36)
- Peers (P38)
- Inclusion (P38)
- Collaborations (P38)

INSTRUCTIONS

- Funding Exclusions (P39)
- Federal Requirements (P42)
- Local Policies Affecting Funding (P43)
- Pre-Contract Documents (P44)

Ending
the
HIV
Epidemic

3.0 PROPOSAL REQUIREMENTS

**ALL PROPOSALS, ATTACHMENTS, EXHIBITS SUBMITTED VIA
BIDNETDIRECT.COM BY 11:00 AM 08/19/2021**

ITEM	DESCRIPTION
TECHNICAL PROPOSAL	One (1) complete T-N EtHE TECHNICAL NARRATIVE TEMPLATE in WORD.
COST NARRATIVE	One (1) complete C-N EtHE Cost NARRATIVE TEMPLATE in WORD.
BUDGET REQUEST	One (1) complete C-BR EtHE Budget Request in EXCEL.
EXHIBITS	One (1) complete Exhibits (1-9) in PDF.

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the
HIV
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4.0 TECHNICAL PROPOSAL
GUIDELINES

TECHNICAL PROPOSAL 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 (P48)**
- **T-N-I HIV CARE CONTINUUM (P49)**
- **T-N-II AGENCY OVERVIEW (P50)**
- **T-N-III DESCRIPTION OF ACTIVITIES (P51)**
- **T-N-IV WORK PLAN (P51)**
- **T-N-V CULTURAL COMPETENCE/CULTURAL HUMILITY (P53)**
- **T-N-VI REGULATORY PROCEDURES (P54)**
- **T-N-VII CLIENT ELIGIBILITY (P55)**

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5.0 COST PROPOSAL

COST NARRATIVE GUIDELINES (P56)

- **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 (P57)**
- **C-N-III COLLECTION OF FEES (P58)**

BUDGET REQUEST GUIDANCE (P58)

- Must use **C-BR ETHE BUDGET REQUEST.XLS**
- See Directions Tab
- MULTIPLE YEAR FUNDING REQUEST – TABS FOR Y1-Y4
- Y1 – FULL YEAR BUDGET REQUEST (WE WILL PRORATE) **LOAD ONE-TIME EXPENSES IN Y1**

COST JUSTIFICATION GUIDANCE (P68)

- Must use **C-N COST NARRATIVE TEMPLATE**

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6.0 Evaluation Process (p70)

7.0 Contract Compliance Requirements (p75)

8.0 Insurance and Risk Management Provisions (p76)

9.0 Contract Information (p82)

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10.0 Appendices to Review

APPENDICES TO REVIEW (p83)

- 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

ELECTRONIC FORMS TO DOWNLOAD (P83)

- 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

EXHIBITS TO DOWNLOAD (p84)

- 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

EXHIBITS TO DOWNLOAD (p84)

- EXHIBIT 6: EVIDENCE OF TAX EXEMPT STATUS
- EXHIBIT 7: BOARD OF DIRECTORS
- EXHIBIT 8: LITIGATION DISCLOSURE
- EXHIBIT 9: INDIRECT COST RATE LETTER

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Additional Questions?

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Questions after this session

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