

RFP # HIV-17-1 Questions from TMH 11/07/2016

1. Q: "Are we putting two copies of the proposal on one flash drive, or are we to submit two flash drives, each with a copy of the proposal?"
A: "One flash drive, one proposal loaded to the drive will be sufficient."
2. Q: "The entry checklist (p. 70) confirms that the proposal "is spiral or permanently bound." However, elsewhere in the RFP (p. 52) it says "applications may be bound with a metal clip or elastic band, but cannot be stapled or permanently bound." Which is the required format?"
A: "A metal clip is preferred; it was an error to note the proposal was to be permanently bound."
3. Q: "The entry checklist (p. 70) confirms that the proposal is single-spaced, however, elsewhere in the RFP (p. 52) it says to use 1.5-line spacing. Which line spacing are we required to use?"
A: "Single-spaced is acceptable."
4. Q: "Does the page numbering of the narrative begin with the cover page? The abstract? After the table of contents?"
A: "With the Abstract. The Cover and the TOC are not in the count."
5. Q: "The cost proposal is to be submitted in a separate, sealed envelope. Should the page numbering of the cost proposal continue from the narrative, or begin at 1?"
A: "It is a separate document and will be reviewed separately. Paginate as a separate document from page 1 etc...."
6. Q: "Should the cost proposal contain its own table of contents, or be listed in the table of contents included in the technical proposal?"
A: "It is a separate document and the TOC should be unique to this document. You may make a reference in the Technical Proposal TOC that the Cost proposal was sent in separately. An example, would be to create a Tab that states "Cost Proposal" in the Technical Proposal TOC and make reference that it was sent in a separate document."
7. Q: Is the "cover letter" referred to in the scoring rubric (p. 72), the abstract?
A: "They are separate."
8. Q: "Do both the W-9 and RIVIP vendor form need to be included with each hard copy of the proposal, or just the ink original?"
A: "Yes, they need to be included with each hard copy."
9. Q: "Worksheet 6 (p. 62) instructs applicants to include the resume/curriculum vitae of key program staff. Does this include staff responsible for service delivery, or just those responsible for program and financial management of the grant?"
A: "All staff in a supervisory role and responsible for program and financial management will require a resume/ curriculum vitae."

10. Q: “Worksheet 6 (p. 62) also instructs applicants to include a “Detail of Personnel” form along with the resume/CV, however, this form was not included in the RFP or posted on the EOHHS website. Will this form be posted?”

A: “The ‘Detail of Personnel’ is known as the staffing plan. This plan should detail education and the qualification of each position. It also should also include roles and responsibilities of each position to Ryan White activities regardless of the funding source.”

11. Q: “There is mention of both the RI Monitoring Standards and the RI Service Standards as documents to reference. The Monitoring Standards currently posted on the EOHHS website and the link to them provided in the question and answer document from the TA session on Friday, October 28th, are the HRSA HAB Monitoring Standards. There is also currently no link for the RI Service Standards on the website. Will both of these documents be posted on the EOHHS website?”

A: “The RI Monitoring Standards referenced are in fact the HRSA HAB Monitoring Standards, which can be found in the EOHHS website at <http://www.eohhs.ri.gov/Portals/0/Uploads/Documents/HIVAIDS/RIServiceStandards.pdf>”

12. Q: “How is Worksheet 3 to be completed if we are not requesting funding for a service category that is already adequately delivered and funded? Are we still required to submit an implementation plan, or do we just include a narrative detailing the sufficiency of the services we provide and demonstrate that Part B funding is not necessary?”

A: “Include a narrative describing sufficiency of the services that are currently provided which should also include that Part B funding is not necessary.”