

Comprehensive HIV Prevention Services RFP

Pre-Bid Meeting Questions

6-28-13

FREQUENTLY ASKED QUESTIONS

1. Question: Are there any interventions that are not considered?
Answer: Only interventions that the CDC supports, if the CDC does not support the type of intervention it will not be considered with this RFP. Interventions that are not CDC endorsed and/or not current should be excluded from your proposal.
2. Question: In category 4, is the proposal limited to HISD only or can other school districts and alternative schools be included?
Answer: Any school district in Harris County can be used.
3. Question: Can tangible reinforcements be utilized?
Answer: No, federal funds are not normally authorized to purchase tangible reinforcements. CDC funded projects on a case by case basis may be used to secure only incentives. Review of the budget justification will determine approval of proposed incentives.
4. Question: Can we submit one proposal for multiple categories?
Answer: No, one proposal is required for each category. If there are more activities within a category, you may submit one proposal including multiple activities. Only one proposal for each major category is required.
5. Question: In Category 3 – Social Marketing is the proposal intended to support other categories?
Answer: Yes, not a specific proposal in another category, but overall it should support the goals and the scope of work of the RFP.
6. Question: Is there a page limit for the total number of pages allowed for the proposal submission?
Answer: No, there isn't a page limit.
7. Question: Category 3: Is social media awareness awardees intended to support the other categories of 1, 2, and 3?
Answer: Yes, the social media campaigns will be developed in order to support the goals and the scope of work of the RFP.

8. Question: If the agency does not plan on contracting out any services, is it still required to submit Exhibit II – M/WBE?
Answer: Agencies are required to complete all Exhibits as provided in the RFP. To ensure compliance with RFP requirements, type “NA” on forms that are not applicable.
9. Question: Is \$2 million spread over a 4 year or 1 year?
Answer: The initial award is for one (1) year, with two (2) renewal years. All terms of the award are contingent upon the availability of federal funding.
10. Question: What is the proposal formatting requirement related to single-spaced or double-spaced?
Answer: The spacing utilized during formatting is at the discretion of the agency.
11. Question: The listing of prioritized groups presented in the power point presentation represents the ranking to be utilized throughout the RFP process?
Answer: Yes, the priorities as listed during the pre-conference represent the prioritized populations for this RFP.
12. Question: The listing of prioritized groups presented in the power point presentation represents the ranking to be utilized throughout the RFP process?
Answer: Yes, the priorities as listed during the pre-conference represent the prioritized populations for this RFP. Please note that the RFP Prioritized Risk Groups are listed on page 19 of the HIV Comprehensive Pre- Conference presentation.
13. Question: On page 34 of the RFP, section 8.1.2 and 8.1.10, both calls for Exhibit I, do we label it that way?
Answer: Adhere to the titles for each form as provided in the RFP. Do not edit the titles of any RFP exhibit. Modification will cause your proposal to fail in meeting the RFQ qualifications for consideration for funding.
14. Question: On page 33, last line. Is there a title missing, if so, what is it? Are YMSMs the only population that we should submit proposals for? Is a budget required?
Answer: No, there isn't a text omission.

15 Question: Is that everything for the evaluation section as it looks like the YMSMs section was placed in that section?

Answer: Yes, that completes that section of the RFP.

16. Question: RFP Outline 6.0 asks for "...including an evaluation plan" is the program evaluation plan due within 90 days of contract execution or included in the proposal?

Answer: Yes, the program evaluation plan is to be discussed in your submission.

