



**SNHD-1-RFP-18-003
ADDENDUM A02**

REQUEST FOR PROPOSALS (RFP) No.: SNHD-1-RFP-18-003

TITLE: HIV an Integrated Approach

ADDENDUM ISSUE DATE: February 15, 2018

CLOSING DATE & TIME: ON OR BEFORE Noon PST February 28, 2018

Information for Proposers

The following information is provided to answer questions raised by potential proposers.
This Addendum #A02 contains four pages in total.

1. There is an ATTACHMENT C: SNHD-OEDS Prevention Work Plan Template 2018 in the RFP, yet this Attachment C nor the Work Plan is listed in the items to be submitted. The Work Plan is also not mentioned in the body of the RFP except in the Table and Contents and as Attachment C on page 13 of 23. This means that there are no specified requirements for the Work Plan. **In Section V Evaluation and Award, paragraph B, the proposal shall include a Transmittal Letter, Executive Proposal Form (Attachment A), Corporate Background and Experience, Interventions Goals and Objectives (Attachment C - Work Plan), Methodology and Services Approach (see Section II Scope of Services, paragraph B through Q), and Budget (Attachment B).**
Do we need to submit Attachment C: Work Plan? **The Attachment C: SNHD-OEDS Prevention Work Plan is just a template that you can use as a guide and SNHD does not have an editable version. Please submit a work plan that you have used in similar projects that reflects goals, objectives, and activities.**
If yes, can you provide an editable Word version of it? **None available.**
2. The RFP does not include specific questions for the narrative in TAB 3 – Methodology and Services Approach. Is the format free form or will questions be provided? **The format is free form. However, Section II: Scope of Services, paragraph B through Q must be incorporated in your methodology approach response.**
3. Are there formatting or page limit requirements for the proposal narrative sections? **There are no page format/limit requirements. However, you should consider the reviewers and your responses should be descriptive and to the point.**
4. Page 10 of the RFP lists an application section “Intervention Goals and Objectives” that is not included in the Technical Proposal sections on page 8. **Tab 5 has been added to reflect**

Attachment C for Intervention Goals and Objectives. Please see revised RFP pages 8 and 9 attached hereto.

5. The Budget Template Fringe rate is locked and cannot be edited. An updated copy for Attachment B- Cost Proposal (Budget Template) has been added to the Health District website.

All Addenda will become a part of the Contract Documents.

SECTION IV. INSTRUCTIONS

Please submit your technical proposal with the following sections:

Technical Proposal

Tab 1 – Transmittal Letter

Tab 2 – Corporate Background and Experience

Tab 3 – Methodology and Services Approach

Tab 4 – Budget (Attachment B – Cost Proposal)

Tab 5 – Intervention Goals and Objectives (Attachment C – Work Plan)

TAB 1 – Transmittal Letter

Your transmittal letter will be printed on company letterhead and must be signed by an individual authorized to legally bind the proposer. The transmittal letter will include the following topics:

1. Disclosure of all pending, resolved, or completed litigations, mediation, arbitration or other alternate dispute resolution procedures involving the proposer (include any proposed subcontractors) and its clients from the past three years.
2. A complete list of all exceptions, reservations and limitation to the terms and conditions of this RFP.

TAB 2 – Corporate Background (Proposal Form) and Experience: See Attachment A

Provide proposers corporate background and experience. Include the same information for any proposed subcontractor(s). Include any existing ongoing relations with such subcontractors, including project description.

1. Proposer's full organization, company or corporate name
2. Headquarters' address
3. Type of ownership
4. If proposer is a subsidiary or affiliate and the name of the parent organization
5. State where the proposer is incorporated or otherwise organized to do business
6. Complete and include Attachment A, Proposal Form
7. A minimum of three references of similar projects performed in the past five years that demonstrate the proposer's ability to perform the requirement RFP services. Include contract dates and contact parties, with address, telephone number and e-mail. If the work was performed as a subcontractor, the respondent must describe the scope of subcontracted activities.
8. Key Personnel. Identify and describe the proposer's labor skill set and provide resumes of all proposed key personnel who will support Health District if awarded a contract.

TAB 3 – Methodology and Services Approach

Two contracts will be awarded under this solicitation. Each agency may only apply for 1 of the 2 opportunities. Please refer to section II of the RFA as to the applicant

1. First award will be for those agencies conducting 5,000 HIV rapid testing or more a year yielding a 1% positivity rate in identifying new HIV infections.
2. Second award will be for those agencies targeting the drug seeking communities in Clark County and are able to enhance HIV testing, outbreak response planning inclusive of vending machine placement and supplies while enhancing high-impact linkage services for the identified communities to care, mental health and treatment services. This contractor will conduct 1,500 HIV rapid test or more per year yielding a 1% positivity rate in identifying new HIV infections.

TAB 4 – Budget (Attachment B – Cost Proposal)

There will be two contracts awarded under this requirement. The not-to-exceed budget for each contract (scenario) is as follows:

Scenario 1 (see TAB 3 above) has a not-to-exceed budget of \$200,000

Scenario 2 (see TAB 3 above) has a not-to-exceed budget of \$120,000

Include detailed breakout of personnel, fringe, travel, operating expenses, overhead, etc. Space reimbursement (i.e. rents/leases/mortgages) will not be allowed under this requirement.

TAB 5 – Intervention Goals and Objectives

Please submit a work plan that you have used in similar projects that reflects, goals, objectives, and activities. Attachment C: SNHD-OEDS Prevention Work Plan is a template that you can use as a guide.