

# CUYAHOGA COUNTY BOARD OF HEALTH

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**RFP #2020-02**

**HIV Prevention Program – Pre-Bid meeting**

**January 21, 2020 at 9:00 a.m.**

## **Presentation**

Judy Wirsching presented and reviewed the power point presentation for administrative requirements. The presentation can be found on the Board of Health website at [www.ccbh.net](http://www.ccbh.net) under the “Business” tab

Melissa Rodrigo provided program overview

## **Questions and Answers**

Q: You said this was passed through Federal funding, who is the agency?

A: Center for Disease Control (CDC).

Q: Is an electronic copy required?

A: Yes. A flash drive should be submitted with the proposal.

Q: Can you give an example of what is considered a health care facility vs non health care facility.

A: Healthcare facilities are expected to yield a positivity rate of .1 percent, while non-healthcare settings are expected to have a positivity rate of 1 percent. Agencies considering funding must identify testing site numbers on Appendix 3 which are tied to a type of testing site. The type delineates the facility type facility healthcare or non-healthcare.

Q: If we test in the jail, and have a medical facility in our Health Department, would that be considered a health facility or community?

A: We can get clarification from ODH- it would be where the bulk of your tests are.

Q: Page 8- what does “voluntary STD testing” mean?

A: It would be being able to provide testing services/refer them a test if the client wants them.

Q: We are a bit unique in that we have MHMC coming in to do PRIDE clinic, but we also look to provide our own testing/activities. Could you clarify for our particular situation? (LGBT Center)

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A: In your particular situation you are seen as more of a community organization. Activities conducted by MHMC in your facility would not count towards this particular Prevention project, if those activities are funded by MHMC. However, any activities you do where you are using Prevention-funded tests would be counted towards this project. Please refer back to the testing site location delineation.

Q: Are indirect costs allowed?

A: Yes

Q: What about if you have been a historically non funded partner, do you have to write if you are not requesting money, just tests?

A: No, you do not.

Q: what about the 1% positivity rate?

A: It will be for the overall year, not per month.

Q: What are the consequences of not meeting positivity rate?

A: Technical Assistance, and re-evaluation with possible defunding, if applicable.

Q: Should we put costs of test kits and controls in our grant, or will they be provided like in the past?

A: We don't know the details from ODH at this point, but I would add anything you may need in your total request, and we can have more clarification by the time we have budget negotiations.

Q: The checklist on page 38 for number 9 has Budget and Budget narrative both listed, do we do both?

A: No, just add Appendix 2.

Q: Under unallowable costs- under entertainment- what does that encompass? Would it include food?

A:- Food is an allowable cost, just justify the cost, and tell your story.

Q: Does the conflict of interest statement go on a separate form or can we just include language in the cover letter?

A: Either option is acceptable. The cover letter would be the best place since this is signed by the person authorized to enter into contractual obligations.

Q: Is there a minimum/maximum amount that is being stated?

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A: No, there is not.

Q: Is there a form for signature authorization?

A: Once awarded, that is part of the contract/award.

Q: The priority populations that ODH has identified in the past (i.e. IDU, etc.), would those be considered?

A: We ask that you look at the epi, and write your story accordingly.

Q: On the budget sample, the health educator states they will cover two counties? Is that a requirement?

A: That is only an example; please just describe what you are writing for.

Q: Will you be contacting agencies by the end of the week the week it is due?

A: Probably by the end of the following week.

Q: When we had the contract last year, we were to call DIS from CDPH, where will we be calling now?

A: CCBH will house the DIS.

Q: Is there more of an emphasis on positivity rate, or on number of tests given?

A: ODH has reconfigured how testing is administered, focusing on testing individuals based on risk, not number of tests.

Q: If the audit report is very large, can we just submit that electronically?

A: Yes, on the flash drive is fine.

Q: Where do we submit to the A-133?

A: if it isn't submitted with RFO, we will request afterwards.

Q: If folks have to encrypt flash drive, who do they send instruction/password to?

A: Judy Wirsching

Q: For this RFP, are there any eligibility requirements in place?

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A: No, it's a purely competitive process.

Q: Are condoms something we budget for?

A: We put that in our request as well, but I would add it to your request, and we can go over everything at budget negotiations.

Q: Are there formatting requirements?

A: No. I would just make sure it is readable.

Q: For a lot of our outreach that we use DJ's, etc. How does that fall under unallowable?

A: We would need to get direct clarification from ODH.

Q: Will the board make multiple awards or just one award to an agency that can provide services to all of the counties listed in the RFP?

A: There will be multiple awards. The goal is to have services throughout the six designated counties.

Q: The field on the cover page "Agency Accounting basis" what are you looking for here? The name of the person responsible for finance and accounting?

A: We are looking for one of the following answer options: cash basis, accrual basis, modified accrual basis.

Q: The applications are due February 4, yet the start date is February 1- can you please clarify?

A: The start date is, in fact, February 1, 2020 for this grant.

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