

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

**RFP #2020-03
Ending the HIV Epidemic-A Plan for America
RW HIV/AIDS Program Part A & B- Direct Services
Pre-Bid Webinar Meeting
June 15, 2020 at 12:30 P.M.**

The Pre-bid conference PowerPoint presentation may be viewed at the Board website at www.ccbh.net by clicking on the “Business” tab on the home page.

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 under the “Business” tab

Melissa Rodrigo provided program overview

Attendees:

X Merced, J McMinn, K Burnet Bruckman, R Austermiller, M Kucia, M Halko, M Garcia, J Wirsching, M Rodrigo, M Kolenz, M Alcorn, J Ng, B Freese, J McMillan Smith, R Strong, A Forbes, B Gripshover,

Questions & Answers:

Q1. Should our proposal be double spaced?

A1. Yes. Please double space for ease of reading.

Q2. Is it five copies or six copies of the proposal that should be submitted because page 3 of the RFP states “Responses must be submitted with one (1) original and six (5) copies in addition to one (1) electronic document of the proposal with all required information”?

A2. CCBH requests 6 copies. Should an agency only make 5 copies CCBH will make the additional copy? This is not a disqualifier and an addendum will not be issued for this error.

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Q3. Is there a page limit to Section III on page 14 of the RFP?

A3. No. There is no page limit to section III, but only submit what is requested.

Q4. Do agencies need to submit support documents if they recently submitted them with the Ryan White Part A RFP?

A4. Yes. The RFP is independent of any previous RFP submissions. All support documents must be re-submitted. However, if your Financial Audit did not change it is permissible to submit a page stating as such and provide a page stating that the Financial Audit was submitted with the Ryan White Part A submission.

Q5. Can CCBH not require wet signature?

A5. Due to the current environment with the COVID-19 pandemic, CCBH will accept electronic signatures in the following manner:
The vendor representative authorized to make contractual obligations must type their full name where required and type "(e-signed)" after their name.

The Non-Collusion Affidavit must be notarized and therefore requires wet signatures.

Q6. Can CCBH forgo requesting copies due to the environment created by COVID-19?

A6. No. Proposal copies are required.

Q7. If we propose one program that crosses multiple projects, do we need to submit multiple narratives?

A7. Please refer to which sections are identified as requiring a separate section per project. It is clearly noted at the start of each section. Each project needs to have performance measures tied to each project.

Q8. Is there a specific font size/type that should be used when writing our proposal?

A8. No. We just ask that a font that is easy to read is used.

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