

**Office of the Mayor-President**

Purchasing Division



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**ADDENDUM No. 1**  
**October 5, 2023**

Your reference is directed to: **File Number: 20008-2023-19**

Solicitation Number: **RFP 20008-2023-19 Public Ryan White HIV / AIDS Program**

Scheduled to open: **October 13, 2023 at 2:00 pm CST**

The following changes are to be made to the referenced solicitation:

The following **Questions & Answers** will be made part of the above referenced solicitation.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

cc: Bid File 20008-2023-19

miduvall@brla.gov  
225-389-3259 x 3272

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Signature

Date

Company

# RFP 20008-2023-19 Public Ryan White HIV / AIDS Program

## Addendum No. 1 – Questions & Answers

**Question 1:** In reading the RFP, we noticed on page 5 that the Ryan White EHE program is mentioned:

“One Ryan White Request for Proposal (RFP) is being released that contains funding requirements for the Ryan White Part A program, the Ryan White Minority AIDS Initiative (MAI) program, and the Ryan White Ending the HIV Epidemic Program.”

**Is EHE going to be part of this RFP or will there be a separate application for EHE?**

**Answer 1:** No, Ryan White Ending the HIV epidemic Program is not part of this RFP. There will be a separate application for EHE funding at a future date.

**Question 2:** I have a question regarding the Ryan White application funding amount. Is there a max amount of funds that can be requested for the Ryan White Part A & Minority AIDS Initiative?

**Answer 2:** No, there are no limitations on the funding amounts that can be requested within the Ryan White application.

**Question 3:** I am requesting the amounts approved by the advisory council for last fiscal year in the following service categories:

**Medical Case Management**

**Non Medical Case Management**

**Medical Transportation**

**EIS**

**EFA**

**Housing**

**Also please provide the number of unduplicated clients in each service category.**

**Answer 3:**

<b>Service Category</b>	<b>Approved Council Amount</b>	<b>UDC</b>
Medical Case Management	\$1,183,249.00	1,036
Non-Medical Case Management	\$260,323.00	354
Medical Transportation	\$197,290.00	718
EIS	\$1,256,845.00	704
EFA	\$209,625.00	642
Housing	\$606,635.00	255

**Question 4:** Do you mind providing the MAX amount of funds allocated for the entire project for bout Ryan White Part A and MAI?

**Answer 4:** The Max amount of funds that can be allocated for the entire project is \$4,447,970 for Ryan White Part A and \$457,948 for MAI.

**Question 5:** I was basically, asking the entity that I'm collaborating with is a nonprofit organization, which I would like to make her company the main entity for the project of the RFP after listening to the pre proposal meeting, additional would she have to be in attendance of the pre proposal meeting or can I represent both of us at the meeting since we will be working together as a representative for her company as well.

**Answer 5:** As long as the entity that was present at the pre-proposal meeting works in collaboration with the prime and sub, as one unified source, that will suffice.

# RFP 20008-2023-19 Public Ryan White HIV / AIDS Program

## Addendum No. 1 – Questions & Answers (Continued)

**Question 6:** Are 3 years of audits required or just the most recent one? (It says three years in one spot but only the most recent on the checklist)

**Answer 6:** Applicants are required to submit the most recently completed audit. Applicants are also required to submit information demonstrating financial responsibility for the last three years. This information can include financial statements, annual reports, or similar information which can include but is not limited to audits.

**Question 7:** Section 1.5 Proposal Response Format, pages 23-24: The format and order of presentation differ from the organization provided in Attachment A: 2023 Public Ryan White RFP Checklist. How should the response be organized?

**Answer 7:** It is recommended that the responses follow the order of presentation provided in Attachment A. If the applicant is required to submit documentation not listed under Attachment A, please ensure the document(s) are clearly labeled and reflected within the applicants table of contents.

**Question 8:** Can the Program provide historical data on the number of Monthly transactions and total amounts of payments by Month for Health Insurance Carrier payments and Medical Copay payments for the last 18 Months. For example:

	April	May	June	July	August	September
Health Insurance Premiums	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Health Insurance Payments	1000	1000	1000	1000	1000	1000

**Answer 8:**

	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23
Health Insurance payments	\$0.00	\$0.00	\$0.00	\$0.00	\$496.39	\$0.00	\$0.00	\$182.00	\$170.00	\$0.00	\$2,621.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$268.80	\$0.00
Unduplicated Client Count	0	0	0	0	1	0	0	1	1	0	3	0	0	0	0	0	1	0

**Question 9:** Can the Program provide rough historical data on how many patients are eligible for Part A premium assistance?

**Answer 9:** For the past 18 months there have been 13 patients eligible for premium assistance and 7 have utilized Part A premium assistance services.

**Question 10:** How is Part A eligibility determined? Is it the same as the LA HAP eligibility or are there separate requirements for Part A eligibility?

**Answer 10:** Part A eligibility is determined by proof of HIV diagnosis, verifiable proof of residency within the Baton Rouge Transitional Grant Area (BRTGA), and verifiable proof of insurance and/or lack thereof, and verifiable proof of income. LaHap eligibility can be found here <https://www.lahap.org/>

# RFP 20008-2023-19 Public Ryan White HIV / AIDS Program

## Addendum No. 1 – Questions & Answers (Continued)

**Question 11: Will the program be able to front the funding for the Insurance Premiums for the entire annual estimate at the beginning of the contract?**

Answer 11: Awarded funds are available for program use immediately upon contract execution. Contracts are scheduled for March 1, 2024.

**Question 12: Does applicant have to be licensed to provide Medical Case Management or Non-Medical Case Management services. If so, what type of Licensure is required?**

Answer 12: Yes, any applicant applying for Medical Case Management Services and/or Non-Medical Case Management Services must meet the Case Management Licensing Standards outlined by the Louisiana Dept. of Health.

**Question 13: The Outpatient client is to always maintain a panel of 300 HIV + patients? Can you provider more clarity?**

Answer 13: Applicants of Outpatient Ambulatory services must provide care to at least 300 Ryan White eligible patients by April 15, 2024, established deadline. Please refer to page 9 of the RFP. The Provider of Outpatient Ambulatory Services must maintain an average of 300 at the end of each subsequent grant period the provider is awarded funding.

**Question 14: Can an entity only perform HIV Testing, case management and transportation to qualify for the grant distribution?**

Answer 14: The list of eligible funded service categories is listed on page 9 and page 10 of the RFP. An entity may apply for any of the service categories listed. However, funding qualifications and decisions are based upon the entity's response and submission of the RFP.

**Question 15: Is there a licensure requirement for Transportation services?**

Answer 15: A valid driver's license is required for agency van or vehicles and levels of liability insurance. Additional licensure requirements, defensive driver courses and universal precautions certifications from the State of Louisiana and Medicaid Offices may also be required.

**Question 16: Can you provide more clarity to the statement; purchase of a vehicle is an unallowable expense? If applicant is providing transportation services, can the applicant purchase another vehicle to expand transportation services?**

Answer 16: Purchase of a vehicle to transport clients may be allowed to transport clients only with expressed written permission. The purchase of vehicles is unallowed with the exception of the purchase and/or lease of a vehicle to transport clients. Approval processes for the purchase of a vehicle to transport clients are extensive and should be considered when submitting the written requests for approval.

**Question 17: Can you explain "lobbying" activities in more detail?**

Answer 17: Ryan White funds, including program income may not be used to support lobbying or lobbying activities in whole or in part. The applicant will be expected to comply with Federal statutes required in the Anti-Lobbying Act and the Debarment Act. Please refer to page 69 of the application for additional information regarding lobbying.

# RFP 20008-2023-19 Public Ryan White HIV / AIDS Program

## Addendum No. 1 – Questions & Answers (Continued)

### **Question 18: When will the applicant get access to CareWise EHR system if awarded in the RFP?**

Answer 18: Applicants will receive access to CAREWare after completing CAREWare training and technical assistance. This time frame can vary, but is typically done within 14 to 30 days of the notice of award

### **Question 19: Can you provide more information on Payor of Last Resort?**

Answer 19: Once a client is eligible to receive RWHAP services, the RWHAP is considered the payor of last resort, and as such, funds may not be used for any item or service “to the extent that payment has been made, or can reasonably be expected to be made under any State compensation program, under an insurance policy, or under any Federal or State health benefits program, or by an entity that provides health services on a pre-paid basis.” PCN 21-02.

### **Question 20: Will the standard EHR system be able to house all the required information for documenting per the guidelines or it will require an additional outlet?**

Answer 20: Yes, CAREWare is the standard software used and required by the Ryan White Program. CAREWare is sufficient for most of the Ryan White Program data needs.

### **Question 21: If we are a vendor of choice when will the contract start?**

Answer 21: Contract will start March 1, 2024

### **Question 22: Can we access previously accepted BIDS? Last year perhaps?**

Answer 22: This information will be provided to proposers who are part of the down selection.

### **Question 23: Can the work be subcontracted?**

Answer 23: Yes, Applicants may enter subcontractor arrangements with prior approval of DHDS. Applicants may submit a proposal in response to this RFP, which identifies subcontract(s) with others, provided that the prime contractor acknowledges total responsibility for the entire contract. Please see page 29-30 of the RFP information regarding subcontracting.

### **Question 24: Do you have to be able to treat the patient as a whole or can you refer the HIV treatment out and provide other health services from a medical facility standpoint?**

Answer 24: Patients may be referred to HIV Care and Treatment Services to other Ryan White funded clinics and/ or healthcare providers of their choice.

### **Question 25: What are the payment terms?**

Answer 25: Payments will be made by the City-Parish within approximately thirty (30) days after receipt of a properly executed invoice, and approval by the department.

### **Question 26: Does it cost to submit a proposal?**

Answer 26:

No, there is not cost and/or fee to submit this proposal.

### **Question 27: Is proof of income required for the Medicaid recipients or just the people with no insurance?**

Answer 27: Yes, verifiable proof of income is required for all clients regardless of insurance status. Proof of income is required to determine client eligibility.