

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Scott A. Rivkees, MD
State Surgeon General

Vision: To be the **Healthiest State** in the Nation

Questions and Answers

RFA 20-003

Targeted Outreach for Pregnant Women Act (TOPWA)

DATE: October 12, 2020

TO: Applicants

FROM: Bureau of Communicable Diseases/HIV/AIDS Section
Florida Department of Health

SUBJECT: Questions and Answers: RFA #20-003

1. On page 21, 4.5 Indemnification: By law, CDTC, who is a wholly-owned subsidiary of Broward Health, cannot agree to this. Do you have available a draft contract for governmental entities, or, if awarded, will you negotiate this term when negotiating the contract? As CDTC is a previous awardee, it is our experience that this term has been negotiated in the past.

Department Answer: No, see section 4.8, Standard Contract, of the RFA. All Awarded providers must agree to the terms and conditions of the Standard Contract as written.

2. On page 22, 4.8 Standard Contract: Is this contract amendable or negotiable in any way? CDTC/Broward Health has its own set of compliance language necessary per a corporate integrity agreement and must include this language in all contracts.

Department Answer: No, see section 4.8, Standard Contract, of the RFA.

3. We noticed a discrepancy on the submission site with the RFA Number. On the website the dropdown menu shows RFA20-002. The RFA guidance we received show the number as RFA20-003. Can you please clarify which number is correct for submission?

Department Answer: The RFA number has been corrected on the Florida Department of Health Automated Upload System to reflect RFA20-003.

4. In section 3.2, the RFA states that the application is due September 3, 2020, 3:00:00 EST. We want to clarify if this is a typo.

Department Answer: Yes, the date of September 3, 2020, is a typo. See Addendum 1 of this RFA which revised the application due date to October 22, 2020 by 3:00 PM Eastern Standard Time.

5. In Attachment 4 - the TOPWA Program Application checklist, B.1 states to include a "table of organization or organizational chart". Is this supposed to reflect our entire organization or be more specific to the TOPWA program staff?

Department Answer: The table or organization must reflect the entire organization including TOPWA program staff.

6. Should we write our proposal within the context of the COVID-19 pandemic? For example, what we would do if we our unable to reach outreach deliverables due to guidelines set forth by the CDC related to the pandemic.

Department Answer: Given the current pandemic, an Applicant can propose alternative methods of delivery for outreach and education services. However, direct contact is expected to serve as the primary method of delivery for services under this contract. An Applicants submission of alternate methods does not guarantee the Department will accept the proposed modifications.

7. For the BAA with DOH, who do we route the document to for signature - the local or state department?

Department Answer: Business Associate Agreements with the Department should be routed to the local county health department within the service area.

8. Does the signed BAA with the DOH count towards the documentation requirement listed on Attachment 4, A.1 that states we need "documentation of existing agreements (BAAs, MOAs, MOUs) with at least two medical providers where clients may be linked to HIV medical care?"

Department Answer: Yes, if the agreement with the Department includes linkage to medical care.

9. In several places the RFA talks about Letters of Support and Letters of Agreement. Is there a difference between these two documents and if so can you please provide a clear description of each?

Department Answer: Letters of Support expresses an organization's knowledge and support of the applicant's proposed project. Letters of Agreement are formal letters written between two parties to cooperate on an agreed upon project or meet an agreed objective.

10. Can a provider apply to serve multiple counties?

Department Answer: Yes, Applicants may apply to serve multiple counties.

11. If serving multiple counties, can one application be submitted, or should it be multiple?

Department Answer: If an Applicant is proposing to serve multiple counties, only one application is required. However, the application must specify the counties being served.

12. On page 12, Section 3.4, b, the RFP asks for Minority Organization Status documentation, as defined in Section 1.1, definitions. Minority Organization Status is not clearly defined anywhere in the RFP. Would you please clarify how Minority Organization Status is defined and how it should be documented?

Department Answer: A minority-owned organization is a non-profit enterprise, regardless of size, physically located in the state of Florida, which is owned, operated, and controlled by racial/ethnic minority group members. Minority group members are United States citizens who are Black, Hispanic, Asian, Native American, or Alaskan Native. Ownership by minority individuals means the business is at least 51% owned by such individuals, board of directors, or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Further, the management and daily operations are controlled by those minority group members. Evidence that the applicant meets the requirement of the RFA, can include: Certificate of Incorporation, Articles of Incorporation, or agreement(s) pertaining to ownership, operation, and control of the business.

13. Are HIV-negative pregnant women who are currently under PrEP treatment eligible for services under this RFA?

Department Answer: Yes, pregnant women on PrEP are eligible for services under this contract.

14. Are HIV-positive women of childbearing age who are at high-risk of becoming pregnant (but are not currently pregnant) eligible for services under this RFA?

Department Answer: No, women must be pregnant in order to receive services under this contract.

15. Is there a minimum number of individuals that are expected to be assisted during each contract year?

Department Answer: No, The Applicant must determine the number of clients they plan to serve annually based on the Applicant's requested funding amount.

16. Would you like the application uploaded as one single file, or can we upload multiple documents together?

Department Answer: The entire application package should be uploaded as one single file.

17. Do we need to attach either of the following with the application:

- a. TOPWA Program Application Checklist (Attachment 4)

Department Answer: No, The TOPWA Program Checklist is not required with the submission of the application.

- b. Business Associate Agreement (Attachment 5)

Department Answer: Yes, the Business Associate Agreements must be included in Appendix A

18. Our fiscal team has asked if we can get a copy of the policy referenced above in the subject line (DOHP250-18-18). They want to have it for a guidance for allowable cost with monies awarded. Can you provide me with this information or tell me where I can find it?

Department Answer: See Addendum 1, of the RFA.

19. In Ending the HIV Epidemic, Pillar 1 refers to increase local availability of and accessibility to HIV testing services in non-traditional settings by 10%. How was baseline- data derived in this objective (in order to measure whether 10% is achieved)?

Department Answer: Baseline data for Florida can be found on the AHEAD (America's HIV Epidemic Analysis Dashboard) website <https://ahead.hiv.gov/>.

20. In Ending the HIV Epidemic, Pillar 3 refers to increase screening for PrEP indications among HIV-negative persons by 5-7%. How was baseline data derived in this objective (in order to measure a 5-7% increase)?

Department Answer: Baseline data for Florida can be found on the AHEAD (America's HIV Epidemic Analysis Dashboard) website <https://ahead.hiv.gov/>.

21. In Section 3.8 referring to current or prior funded projects, where should the responses to this section be placed in the application? Should the responses be placed after the budget narrative?

Department Answer: The response should be included in Staffing and Organization Capacity section

This is not a competitive solicitation subject to the notice or challenge provisions of section 120.57(3), Florida Statutes.