

May 11, 2018
BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA
REQUEST FOR PROPOSALS (RFP) Y18-500; ADDENDUM #1
RYAN WHITE OUT OF CARE/UNMET NEEDS ASSESSMENT

This addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining and deletions via ~~striketrough~~.

A. The Proposal Opening Date remains May 29, 2018 at 2:00PM.

B. Questions and Answers

In accordance with General Terms and Conditions Paragraph 1the below questions were received by the May 4, 2018 deadline. Below are the answers:

- a. Question:** The County's RFP identifies funding for the above as being initiated from HRSA/HHS grant #H89HA00030 in 2016; is this a first-time RFP for the County?

Answer: This is the first time this has been solicited as a Request for Proposals. This work has previously been solicited as an Invitation for Bids or Request for Quotations.

- b. Question:** Are submitted proposals and resulting awards scaled under the \$10M+ range listed on the RFP? Would this supposition be consistent with the County's planning expectations and needs?

Answer: No, the amount of \$10,190,328 is the full amount of Federal Grant Funding allocated to the Ryan White Program. The Ryan White out-of-Care/Unmet Needs Assessment is one of many needs, services and program requirements funded from this grant.

- c. Question:** In the Deliverables, to be completed within 90 days, what are the key drivers behind this timeframe?

Answer: Information obtained from this assessment will be used by the Central Florida Planning Council to allocate resources and plan services covered with the Ryan White grant starting March 1, 2019. The results of this assessment are needed in a timely manner in order allow ample time to plan resources.

- d. **Question:** What if the identified, minimum target (N=100) is not reached by the ending contract date – does the contract become null and void, OR, is there an opportunity for extension? Note: My dissertation focused on obtaining information considered very sensitive and very difficult to procure from participants; even with the best of efforts, the original target (N=200) remained elusive because of a healthcare topic considered extremely private.

Answer: The County will work with the vendor on an extension if there is demonstrated evidence the 90-day target cannot be reached.

- e. **Question:** Given the 5-county coverage area, and 2 funding stream sources mentioned in Exhibit B, is the target population (N=100 mentioned in Exhibit A) comprised of equal targets set for each county (20) or will participants from each county at random form the aggregate? (Confirming, are the “subpopulations” referred to in Exhibit E [SIC], Deliverables, Item 6 [e] become those the County seeks?”

Answer: A minimum of 100 aggregate responses shall be received from the 5-county coverage area. If possible, responses should be representative of the epidemiologically population (11% Brevard, 6% Lake, 64% Orange, 9% Osceola and 10% Seminole). The target population is detailed in Exhibit A, Scope of Services, Deliverables, Section 1. The report should stratify the information of the participants as described in Exhibit A, Scope of Services, Deliverables, Section 6 [e].

- f. **Question:** All Deliverables will be completed within the 90-business day timeline, including preliminary work with a group of persons (Service Systems & Quality Committee of the Planning Council) to finalize methodology, strategy, requirements and timelines for approval. Should delays occur in scheduling/obtaining that consensus due to no fault of the potential Contractor (vacation of Committee members, lack of quorum, etc.), will the 90-day mandate be adjusted to include those days, thus extend the contract period by the same?

Answer: Yes, if a meeting with the Planning Council Service System & Quality Committee cannot be coordinated within the 90-day mandate, the contract period will be adjusted accordingly.

C. ACKNOWLEDGEMENT OF ADDENDA

- a. The bidder shall acknowledge receipt of this addendum by completing that applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.
- b. All other terms and conditions of the RFP remain the same.
- c. Receipt acknowledge by:

Authorized Signature

Date

Title

Name of Firm