

# 2020 RFP Respondent's Conference Call

StarCare Specialty Health System

January 21, 2020

10:30am (CST)

# Administrative Agency Team

- Marcella Ford, Local Authority Network Director
- Karen Harris, Contract Management Director
- Dennis Kinman, HIV AA Program Coordinator
- Maria Salazar, HIV AA Associate Program Coordinator
- Robert Schafer, HIV AA Data/Quality Manager
- Sherry Sanford, HIV AA Contract Specialist
- Rhonda Gentry, HIV AA Grant Accountant

# Purpose of the call

- The purpose of this call is to provide the Respondents with answers to previously submitted questions, as well as to answer questions that may remain
- After this call, no new questions are permitted
  - Exceptions may exist at the AA's discretion for errors discovered in forms or other corrections
- To submit a question this morning, please use the “chat” feature at the bottom of the screen.
  - Please note: when utilizing the “chat” feature, users have the option of selecting the meeting host (Dennis Kinman), other individuals, or the group as a whole. We recommend sending the question to the meeting host to avoid potential confusion.
- Questions and answers from this call will be posted to the PanWest.org website no later than January 27<sup>th</sup>
  - In addition, this meeting will be recorded and the recording made available by January 27<sup>th</sup>

# 1. Budget/Allocation Questions

- We believe the amended budget amounts for HOPWA funds are incorrect as shown in Addendum 2. For El Paso, the prorated five month amount should be \$114,497 ( $\$274,793/12 = \$22,899/\text{month} * 5 \text{ months} = \$114,497$ ). Likewise, the Lubbock amount should be \$65,917 ( $\$158,200/12 = \$13,183/\text{month} * 5 \text{ months} = \$65,917$ ). Please clarify these calculations.
- In reviewing the budgets for the Lubbock and El Paso grants, we noticed on both applications the grant cycle for HOPWA funds are listed as being from April 1, 2020, through August 31, 2021, but the estimated funding is in line with a current 12 month award. Please provide guidance on how we are to develop a budget for this program; our concern is that we cannot provide 17 months of services on a 12 month amount.
- I wanted to verify the funding amount for State Services and State-R. It looks like State Services funding of \$96,873 extended over 17 months is a reduction of about 38% from the current funding amount. State-R funding of \$173,662 for a 12-month period is an increase of about 55% above the current funding. Can you confirm these are the correct amounts?
- Is the HOPWA amount set forth in the RFP the exact amounts that the area will receive for the 5 month time frame?

# Answer to Budget/Allocation Questions

- As stated on pg. 9 of the RFP, “The above award amounts are from a previous grant cycle and are approximate. Actual award amounts may be more or less.”
- If selected, the Respondent will be submitting a precise budget and budget narrative for approval by the AA prior to contract execution.
- For the purposes of the application, the AA is asking for the Respondent’s prediction of service delivery volume given an approximate funding amount.
  - Ex. “With ‘X’ amount of money, Agency can provide approximately ‘Y’ Units of Service to approximately ‘Z’ clients in the service categories of ABC.” Respondent would then proceed to list the approximate funding amount that would be allocated to each service category that is to be funded, along with Unit of Service and Client Counts.

“In the final submittal, where do the signed addenda need to be placed?”

- Please place the signed addenda at the end of the proposal in numerical order

“Please clarify if the documents that make up Form I are to be placed between Forms G and J (as listed in the Table of Contents) or if they are to be placed at the end of the document, as Appendices (also shown in the Table of Contents).”

- Please place the Form I documents at the end of the proposal as Appendices, immediately preceding the signed Addenda.

“Form B – Proposal Table of Contents and Checklist indicates the following items are to be included in our final submittal – Appendix C – Glossary, Budget Narrative Example, and Budget Narrative Instructions. These documents do not require any additional information that relates to our proposal and do not require signatures. Please clarify if you intend for them to be included in our final submittal.”

- These items are for clarification and instructional purposes; therefore, it is not necessary to include them in the proposal.

“May the required copies of our submittal be printed on two sides of the page?”

- All sections of the proposal may be printed on two sides of the page EXCEPT for the Form I (budget) documents. These must remain single-sided.

“Additionally, please clarify one item on the Schedule of Events (page 13 in the Lubbock RFP and page 12 in the El Paso RFP). Item 13 lists the HOPWA start date as April 1, 2021. Should that date be shown as April 1, 2020?”

- Yes. This was a typo and the item has been corrected.

“On page 20 (Lubbock) and page 19 (El Paso), the chart titled Financial and Administrative Requirement references OMB Circular A-133. This circular has been replaced by 2 CFR Part 200 and we have updated our internal financial policies to refer to the new guidance. Is this acceptable under the provisions of this RFP?”

- Yes. This was an unintentional oversight when updating the fiscal references from the prior RFP. 2 CFR 200 is the correct reference.

“How will February and March [HOPWA] be funded since current contract ends 01/31/2020 and new contract starts 4/1/2020?”

- The Administrative Agency will emplace a two (2) month amendment to those who have a current HOPWA contract to cover February and March.

“On page 47 of the Lubbock RFP, the sixth bullet point under Item 1 seems to be an incomplete sentence. Can you clarify what the sentence is intending to say?”

- “Description of agency’s plan for maintaining current HIV clients in medical care (such as monitoring, follow-up, etc..) and how the agency’s plan for encouraging treatment adherence”
  - Should read: “Description of agency’s plan for maintaining current HIV clients in medical care (such as monitoring, follow-up, etc..) and how the **agency plans to encourage** treatment adherence”

“The submission deadline for the Ryan White RFP of January 31, 2020 has landed on the same day as the submission deadline for the HHSC state-wide ECI RFA. [Agency] has the same staff working to complete both submissions. I would request an amendment of the Ryan White RFP deadline to February 7<sup>th</sup>, 2020 if possible.”

- Unfortunately, due to external circumstances beyond the AA’s control, the timeline is already compressed. However, if an HSDA has only a previously emplaced provider with no other proposals from that region, that provider will submit an abbreviated packet.

# Abbreviated Packet for HSDA's with One Respondent

- Under current federal and state guidelines, StarCare may sole-source a contract if there are no bids other than the current subcontractor.
- To this end, StarCare has elected to have the Amarillo, Lubbock, and Permian Basin HSDA's submit an Abbreviated Packet.
- This packet (with all budgets and Addenda) is due to the AA no later than 12:00 noon, February 7, 2020.

# Questions and End of Call

- The “chat” feature was available for the duration of the call—no questions were submitted via this medium
- At the end of the call, the AA asked each participant in turn if there were any questions—there were no questions
- After the polling for questions, a 3 minute time span was given for any final questions—there were no final questions, and the call ended.