

State of Arkansas
Arkansas Department of Health
4815 West Markham, Slot H58
Little Rock, Arkansas 72205
501-280-4573

ADDENDUM #2 - Page 1 of 4

TO: Valued Vendors
FROM: Arkansas Department of Health
DATE: October 1, 2009
SUBJECT: **RFP # DH-09-1009 HIV Prevention Project**

The following change(s) to the above-referenced Request for Proposal for Arkansas Department of Health and the Arkansas Minority Health Commission has been made as designated below:

- Change of specification(s)
- Additional specification(s)
- Change of bid opening time and date
- Cancellation of bid
- Other

***The following change to specifications is being made with this addendum:

Section: Eligible Applicants and Activities

"1. Applicants must be an Arkansas public or private, non-profit agency."

shall be changed to read:

"1. Applicants must be a public or private, non-profit agency and whose work is performed or services rendered in the State of Arkansas."

Section: Letter of Intent

Deadline to Submit Letter of Intent.....Friday, September 18,2009

shall be changed to read:

Deadline to Submit Letter of Intent.....Wednesday, October 7, 2009

This change effectively re-opens the submission for a Letter of Intent to end on the same day the application is due, October 7, 2009, 4:30p.m.

See attached second page for questions submitted, and associated responses.

The bid opening time and date shall remain the same.

The specifications by virtue of this addendum become a permanent addition to the above-referenced Request for Proposal. **FAILURE TO RETURN THIS SIGNED ADDENDUM MAY RESULT IN REJECTION OF YOUR BID.**

BIDS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED. THE BID ENVELOPE MUST BE SEALED AND SHOULD BE PROPERLY MARKED WITH THE BID NUMBER, DATE AND HOUR OF BID OPENING AND BIDDER'S RETURN ADDRESS. IT IS NOT NECESSARY TO RETURN "NO BIDS" TO THE ARKANSAS DEPARTMENT OF HEALTH.

If you have questions, please contact the Issuing Officer at 501-280-4573.

VENDOR SIGNATURE

DATE

COMPANY

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Q1. If an organization does not yet have 501(c)(3) status but have applied for it, are they eligible to submit an application?

A1. Yes, but proof of application for non-profit designation must be provided.

Q2. How does a testing site become approved?

A2. Testing sites must be approved by the ADH Health Educator Supervisor. Testers must be trained through Voluntary Testing and Counseling training offered by the ADH Health Educator Supervisor. Training and site visits will be available before January 1, 2010. Testing sites may be approved subsequent to submitting an application. Mobile units are considered possible testing sites and must be approved by the Health Educator Supervisor. Testing sites that are already approved in which testing capacity is being increased or changed must again be visited and approved by the Health Educator Supervisor.

Q3. How do testers receive approval for the counseling portion of the testing procedure?

A3. Voluntary Counseling and Testing training includes the required pre- and post-test counseling training necessary to become approved testers. This type of counseling is not required in health care settings; however, these sites and testers still must receive approval from the Health Educator Supervisor.

Q4. Can an application include a consultant or trainer to ensure cultural competency? Can the application include travel?

A4. Yes, consultants/trainers are eligible expenses/activities under this RFA. Travel may be included as well. Consultants/trainers and travel must be pre-approved by ADH and AMHC but does not need to be specifically identified in the application (i.e., you do not need the name of the trainer to include it in your application).

Q5. Do we organize the application according the list of documents in Q1 in Addendum 1 or by the list on page 19 of the RFA?

A5. The application should follow the checklist on page 19 of the RFA.

Q6. Can you have more than two letters of support?

A6. Yes, you must have at least two letters of support but may submit more if you choose.

Q7. Can we use a USB instead of a CD-ROM?

A7. No, you must use CD-ROMs in the electronic submission; USB sticks (aka jump drives or flash drives) are not acceptable.

Q8. Do you want to see every funding source, even if that is a very long list?

A8. Yes, every funding source for each organization should be disclosed as stated in A26 of Addendum 1.

Q9. If an organization hosts a testing event, will ADH provide the tests?

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A9. Whether an organization wants funds for tests or the tests themselves it should be included in the application.

Q10. For prenatal testing, do we have to disclose that we are going to do an HIV test?

A10. Please refer to the CDC testing guidelines provided in the RFA.

Q11. Can we get surveillance data prior to turning in the application?

A11. Any organization is welcome to contact ADH for surveillance data; however, it is not necessarily possible to receive it prior to the application deadline. That is determined by the surveillance staff.

Q12. Is there a specific curriculum that the RFA focuses on?

A12. The RFA is open to all evidence-based curriculum and interventions.

Q13. How many pages should be allotted to each of the eight points in A1 of Addendum 1?

A13. The page distribution is up to the individual applicant/organization.

Q14. Is the budget and/or budget justification considered part of the 30 page limit?

A14. No, the thirty page limit consists of the eight topics listed in A1 of Addendum 1.

Q15. Do health care workers need to go through Voluntary Counseling and Testing training?

A15. That is determined by the Health Educator Supervisor.

Q16. What is the youngest age at which an HIV test can be performed without parental consent?

A16. There is no specific designation by the State of Arkansas as to what age a minor must be to be tested for HIV without consent of a parent or guardian. There is also no specific designation by the State of Arkansas that a minor must have consent of a parent or guardian to obtain an HIV test.

Q17. Do we have to include the whole addendum, or just the cover/signatory sheet?

A17. No, only the signatory sheet is required. But, be sure to sign the signatory sheet for each addendum when putting in your response.

Q18. Do we need to add the addendum to the checklist provided at the end of the RFA?

A18. Yes, that would be a good idea to insert that information onto your current packet so as not to be disqualified for not submitting a signed addendum.

Q19. So, as long as we send the applications by October 7, they will be accepted?

A19. No, the application must be in Tim Smith's office prior to 4:30 on October 7th. Anything that arrives at his office after 4:30 will be deemed non-responsive and will be returned to the provider.

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Q20. Can we hand deliver the application?

A20. Yes, but don't wait until 4:30 to show up at the agency with your application. Entrance to ADH is on the second floor, and Tim is located on the first floor. He must have the application before 4:30. If you are not hand delivering, then it is recommended that you use a company such as FED-EX that has a tracking mechanism that can accurately document delivery to ADH.