OFFICE OF PUBLIC HEALTH
STD/HIV PROGRAM
DEPARTMENT OF HEALTH AND HOSPITALS


RFP # 305PUR-DHHRFP-STD-HIV-OPH
Proposal Due Date/Time:  July 31, 2012   4:00 P.M. CDT
**QUESTIONS AND ANSWERS**
**Addendum 2**


**Do we need a separate budget for each program component or can the programs be combined within a single template?**
A single budget that includes proposed costs for all program components is acceptable.

**Which personnel fall into the administrative staff category?**
Attached is an updated personnel table and the highlighted staff are considered to be administrative staff.

**Which personnel fall into the direct services staff category?**
Attached is an updated personnel table and the non-highlighted staff are considered to be direct services staff.

**Will contractors be allowed to obtain a performance bond or an irrevocable letter of credit instead of having funds retained by the department?**

No.  The 10% retainage provided in ¶IV.C on p. 41 of the RFP is the sole method of ensuring the contractor's satisfactory performance of the contract services.


**Are contractors required to have 24 months of experience in each of the program components to be considered eligible for funding?**
No, contractors are not required to demonstrate 24 months of experience in each of the program components.  Instead, they must be able to document that they have experience in administering, planning, and delivering HIV-related services and that they have completed a similar type project within the last 24 months as set forth in ¶III.O.6.a on p. 38 of the RFP.

**Required Staffing**
**Based on Current Staffing Resources**

| Program | Personnel | FTE | Qualifications | Key Personnel |
|---|---|---|---|---|
| CBO Management, Technical Assistance, Data Mgmt, and Evaluation of Implemented Prevention Interventions | Special Projects Supervisor | 1.0 | 1 | X |
| | Wellness Center Coordinator | 1.0 | 3 | |
| | Regional Prev. Coordinator | 3.0 | 3 | |
| | Adolescent Health Coordinator | 1.0 | 2 | |
| | HIV Testing Counselor | 3.0 | 3 | |
| | HIV Testing Lab Tech | 3.0 | 3 | |
| Training and Communications Support | Quality Assurance Specialist | 1.0 | 2 | |
| | STD/HIV Training Specialist | 1.0 | 2 | |
| Partner Services | Field Operations Manager | 1.0 | 2 | X |
| | Program Monitor | 1.0 | 3 | X |
| | Internet Partner Services Coord | .50 | 3 | |
| | Disease Intervention Specialist | 3.0 | 3 | |
| Core STD/HIV Surveillance/Information Exchange | Field Epid. Supervisor | 1.0 | 2 | |
| | Field Epidemiologist | 6.0 | 4 | |
| | Laboratory Surveillance | 1.0 | 3 | |
| | Information Sys. Developer | 2.0 | 3 | |
| | Electronic Data Manager | 4.0 | 3 | |
| | IT Administrator | 1.0 | 2 | |
| | Network Support | 2.0 | 3 | |
| Supplemental Surveillance and Emerging Protocols | Perinatal Surv Coordinator | 1.0 | 2 | |
| | Surveillance Data Manager | 1.0 | 2 | |
| | Data Assistant/Interviewer | 1.0 | 3 | |
| | Interviewers | 4.0 | 3 | |
| | Lead Data Entry | 3.0 | 4 | |
| | Data Entry Staff | 5.0 | 5 | |
| Care and Treatment Support and Linkages | Special Projects Coordinator | 1.0 | 3 | X |
| | Corrections Specialist | 2.0 | 3 | |
| | Peer Navigator | 1.0 | 4 | |
| | Program Planner | 1.0 | 3 | |
| | ADAP Pharmacy Benefits Assistant | 1.0 | 5 | |
| | Treatment Benefits Specialist | 4.0 | 4 | |
| Program Operations Technical Assistance | Business/Administrative Manager | 1.0 | 1 | X |
| | Business Operations Coordinator | 1.0 | 3 | |
| | Operations Supply Coordinator | 1.0 | 3 | |
| | Office Manager | 1.0 | 3 | |
| | Clerical Support/Receptionist | 4.0 | 2 | |

1 = Masters degree required, minimum of 3 years experience in public health setting
2 = Bachelors degree required, Masters degree preferred, minimum of 3 years experience in public health setting
3 = Bachelors degree required, minimum of 3 years related experience
4 = High school or equivalent required, Bachelors degree preferred, minimum of 3 years related experience
5 = High school or equivalent required, minimum of 3 years related experience