



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**Winner 2000- 2008 Achievement of Excellence in Procurement Award  
National Purchasing Institute**

**Felicia Strong-Whitaker, Interim Director**



December 8, 2014

**Re: 15RW2015118-TR Ryan White Funding**

Dear Proposers:

Attached is one (1) copy of Addendum 4, hereby made a part of the above referenced **Proposal (RFP)**.

Except as provided herein, all terms and conditions in the **RFP** referenced above remain unchanged and in full force and effect.

Sincerely,

*Terrence Reese*

Terrence Reese  
Assistant Purchasing Agent

**15RW2015118-TR Ryan White Funding  
Addendum No. 4  
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

**The following revisions have been approved for Bid No. 15RW2015118-TR:**

- Page 28 of the application guidance references the “FY 15 Atlanta EMA Application to HRSA”. Where exactly can we find this on the Ryan White website?
- ✓ **The “FY15 Atlanta EMA Application to HRSA” may be found on the Ryan White webpage: <http://fultoncountyga.gov/ryan-white-or/rw-application-to-hrsa>**
- Where can we find the Unmet Need Report, Epidemiological Profiles, Number of Clients Served, etc.?
- ✓ **<http://www.seatec.emory.edu/resources/fulton.html>**
- Where do we find the grant templates?
- ✓ **When you click on the Bid File [15RW2015118-TR....pdf](#) you are taken to the guidance. The Templates and Spreadsheets show as Attachments on the left side of the screen.**
- Regarding Attachment E, which should be completed twice (once for the “Entire Agency” and once for the “HIV Program”)... when considering the “HIV Program”, our agency is entirely an HIV agency, but only two of the three divisions receive Ryan White funding. Should the second Attachment E (“HIV Program”) version include **\*JUST\*** the Ryan White funded staff, or should it include ALL of our staff, since all staff work in our HIV program?
- ✓ **In this instance the form completed for the entire agency and the form completed for the HIV Program would be identical.**
- Regarding Attachment E, are there definitions for the job categories?
- ✓ **The response from Purchasing: No, there is no specific definition. However, as a rule of thumb, a “Professional” would be identified as professional services other than Management. Operatives would be considered those providing day to day operational services.**

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- As we approach the budget pages of our application, we have a question about the position numbers. In cases where a new individual is filling an existing position, do we need to change the number whenever we change the name? Is the number attached to the person or to the position being filled? We are particularly interested because of the information requested for FY14 compared to FY15 on F2A-F2B.
  - ✓ **The number is attached to the position being filled not the incumbent in the position.**
  
- Can graphs be used in the document?
  - ✓ **Yes**
  
- Where should food vouchers be included:
  - ✓ **Food vouchers are included in the Support Services Category of Food Bank/Home Delivered Meals (FB).**
  
- Should priority categories be listed in the order as they are laid out on page 21 of the guidance?
  - ✓ **It is not required that the service categories be placed in the same order as in the guidance; however, anything you can do to make your application easier for the reviewer to follow would probably be beneficial.**
  
- The signed addendums - signifying that the additional instructions have been reviewed and adhered to – where are they to be placed in the final document, in the front after the original signature pages, at the end or elsewhere? Where are the certificates located?
  - ✓ **The certificate is Attachment F.**
  - ✓ **The signed documents indicating that you have reviewed all addenda should be printed out and provided to the employee of the Fulton County Purchasing that accepts your application prior to the deadline 11:00 am deadline on December 19, 2015.**
  
- Within the grant document should we note this is the 1<sup>st</sup> year of a multiyear grant with option for renewal?
  - ✓ **That is not necessary though you may if you wish.**
  
- Please see the Summary of HIV Services (Section 2) that is in the current Narrative template below: In Blue highlights: shouldn't that be October 31, 2014 based on the amendment? In Yellow highlights, shouldn't that read in 2014?

## 2. SUMMARY OF HIV SERVICES (no page limit)

### Current HIV Services

**Column 3:** For each service, provide # HIV **clients** supported by this service in 2014 (January 1 – **November 30, 2014**). First provide # of HIV clients supported by all Ryan White funds = 132. Then provide # of HIV clients supported with all other sources of funding **in 2013** (+ 200\*). These numbers = total # HIV clients supported by this service or 332. \*Source of other funds, i.e., state funds.

Currently funded applicants should use CAREWare data for calendar year (CY) 2014.

- ✓ **Data required for CY2014 in Section 2: Summary of HIV Services should be reported for the period January 1-October 31, 2014. (Blue Highlight)**
- ✓ **The number of clients supported with all other sources of funding should be 2014 not 2013.**
- I sent a question in reference to the version of the narrative template not being different from the original even though there's an amendment that says it changed.
- ✓ **The earliest version of the RFP posted on the website was the draft and not the final. The draft was replaced early on so you might have only seen the final corrected version.**
- Is the Summary of Goals and objectives in the Abstract (sec 1) a part of the 5 page limit?
- ✓ **Yes.**
- Are Letters of Agreement required for partner agencies that are used only for referrals?
- ✓ **If your agency is committing to serving a certain number of clients for an agency based upon them referring clients to you and without these referrals you could not function the answer would be yes.**
- Can you please confirm that reimbursement specialist/patient assistance analyst staff are to be categorized under the priority category of Support Services, Case Management Non-Medical.
- ✓ **Yes, reimbursement specialist/patient assistance analyst staff are to be categorized under the priority category of Support Services, Case Management Non-Medical.**

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ACKNOWLEDGEMENT OF ADDENDUM No. 4

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **December 19, 2014, at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 4, \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title