



**DATE:** December 18, 2019

**TO:** Prospective Proposers

**FROM:** Daniel T. Wall, Assistant Director, OMB  
RFP Contracting Officer

**SUBJECT:** RFP No. RW-QMSS-0320 – Clinical Quality Management Services for the Ryan White Program (Part A/MAI) and Staff Support Services for the Miami-Dade HIV/AIDS Partnership (Part A Only)

**SUBMISSION DEADLINE:** 4:00 P.M., Friday, December 20, 2019

**FORMAL ADDENDUM No. 2**

This Addendum is and does become a part of the above-mentioned solicitation. This is the final Addendum for RFP No. RW-QMSS-0320.

**A. REVISIONS TO RFP DOCUMENTS**

1. **DELETE Section 4.5, Submittal Requirements (Instructions for Proposers), pages 40-41, in its entirety, and REPLACE with revised Section 4.5, Submittal Requirements (Instructions for Proposers), amended as highlighted below, to read as follows:**

**4.5 Submittal Requirements (Instructions for Proposers)**

The proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services. However, overly elaborate responses are not requested or desired.

Proposals **MUST** address all of the topics in **Section 4.16, Contents of Proposal, of this RFP Solicitation as** prescribed in the Proposal Submission Checklist (**see Section 8.0 of this RFP**). Include a copy of this **Proposal Submission Checklist** as **Attachment 1.2** to the RFP application. Proposals **MUST** contain each of the listed documents below, fully completed, signed, and notarized where required. Proposals submitted which do not include the following items may be deemed

non-responsive and may not be considered for contract award. Responses are to be concise and consist only of the answers to the questions posed. Extraneous material or information not requested should not be submitted. **Do not exceed the specified page limitations.**

**All materials are to be submitted on 8 1/2" by 11" white paper only, neatly typed on one side only (NOT double-sided), with standard 1-inch margins all around, single spacing, a standard font (e.g., Arial or Times New Roman only), and a font size not less than 12 point (tables and graphs are acceptable in 10 point font). Do not staple, spiral bind, or place the proposal in a three-ring binder. Instead use a binder clip, rubber bands, etc. to keep your proposal together. Proposals must be received by the submission deadline.**

**Proposers must submit two complete, identical proposal as follows: 1) one signed hardcopy original, clearly labeled as such; and 2) one complete copy, with the RFP title, "RFP No. RW-QMSS-0320, Clinical Quality Management Services for the Ryan White Program and Staff Support Services for the Miami-Dade HIV/AIDS Partnership," in a sealed envelope or container addressed to Daniel T. Wall, Assistant Director, Miami-Dade County, Office of Management and Budget – Grants Coordination (OMB) to:**

**Miami-Dade County Clerk of the Board  
Stephen P. Clark Center  
111 NW 1<sup>st</sup> Street, Suite 17-202  
Miami, FL 33218**

**Proposers must submit one complete signed hardcopy original document packaged into two separate parts, as follows:**

**Part One: Grant Application Proposal** must include: Application Cover Sheet, Proposal Submission Checklist, Proposal Narrative, Work Plan, Budget Form(s), and Budget Narrative Justification(s). Also include the Section 8.0 Application Checklist as Attachment 2.

See Section 8.0, but group the Attachments (items) of **Part One** as follows:

ATTACHMENT 1.1 – Application Cover Sheet
ATTACHMENT 1.2 – Proposal Submission Checklist
ATTACHMENT 2 – Section 8.0 – Application Checklist
ATTACHMENT 10a – Abstract(s)
ATTACHMENT 10b – Proposal Narrative [Section 4.16 E – Organization Longevity and Service Experience; and Section 4.16 F – Proposed Services, Work Plan(s), etc.]
ATTACHMENT 11 – Budget Form(s)
ATTACHMENT 12 – Budget Narrative(s)

**Part Two: [All Other] Required Attachments** must include all [other] Required Attachments as listed in Section 8.0 of this RFP.

See Section 8.0, but group the Attachments (items) of **Part Two** as follows:

ATTACHMENT 3 – Corporate Tax Status proof
ATTACHMENT 4 – Organizational Chart
ATTACHMENT 5 – Certified Audit and/or Financial Statements
ATTACHMENT 6 – Proposer’s Grievance Procedures
ATTACHMENT 7 – Board of Directors List, with race, ethnicity & age breakdown
ATTACHMENT 8 – Licensure or accreditation documentation, where applicable
ATTACHMENT 9 – Resumes and job descriptions for key staff
ATTACHMENT 13 – Collusion Affidavit
ATTACHMENT 14 – Fair Subcontracting Policies & Affidavits
ATTACHMENT 15 – Subcontractor/Supplier Listing
ATTACHMENT 16 – Acknowledgment – Receipt of Addendum/a
ATTACHMENT 17 – Contractor Due Diligence Affidavit
ATTACHMENT 18 – Public Entity Crime Affidavit
ATTACHMENT 19 – Affidavit of Miami-Dade County Lobbyist Registration for Oral Presentation
ATTACHMENT 20 – County Vendor Affidavits

**Proposers must also submit one complete copy divided into separate parts as described above.**

**Applications are due to the Clerk’s Office on or before 4:00 p.m. (local time) on December 20, 2019.** Applications may be mailed, sent by courier, express-mailed, or hand-delivered to Clerk’s Office. Applications cannot be faxed or e-mailed. Proposers are solely responsible for completing the RFP Solicitation application, following all instructions (required forms, attachments, etc.), and submitting the materials on time, on or before the submission deadline to the Clerk’s Office. The Clerk’s Office is open only between the hours of 8:00 a.m. and 4:30 p.m., Mondays through Fridays, excluding County observed holidays.

2. **DELETE Section 4.16, Contents of Proposal, Section D. Abstract for the Proposed Service(s), page 43, in its entirety, and REPLACE with revised Section 4.16, Contents of Proposal, Section D. Abstract for the Proposed Service(s), amended as highlighted below, to read as follows:**

**D. Abstract for the Proposed Service(s)**

The abstract(s) must include the **full, legal name** of the proposing organization; corporate/tax status of proposing organization (i.e., nonprofit or for profit); a brief description of the proposed service(s); and the amount of the total budget request for each service. **Submit the abstract(s) as Attachment 10a. (Limit 1 page per proposed service component.)**

3. **DELETE Section 4.16, Contents of Proposal, Section F.8, Proposed Service(s), page 47, in its entirety, and REPLACE with revised Section 4.16, Contents of Proposal, Section F.8, Proposed Service(s), amended as highlighted below, to read as follows:**

F.8. Proposers are required to submit a detailed work plan for the proposed service(s). The work plan should describe the goals, objectives, activities, staff person(s) responsible for achieving the objectives, target activity/task start date, target activity/task completion date, and expected outcomes. Objectives must be specific, measurable, and quantifiable (submit the Proposal Narrative [i.e., Section 4.16 E – Organization Longevity and Service Experience; and Section 4.16 F – Proposed Services, Work Plan(s), etc.] as **Attachment 10b** to the RFP application).

4. **DELETE Section 8.0, Application Checklist for Fully Completed Application and Prescribed Order, page 59, in its entirety, and REPLACE with revised Section 8.0, Application Checklist for Fully Completed Application and Prescribed Order, to STRIKE “Attachment 10 – Workplan”, ADD “Attachment 10a – Abstracts” and “Attachment 10b – Workplan(s),” and GROUP the attachments in the prescribed order per item A.1, above.**

*Note: A revised Section 8.0 is included in this Addendum as Attachment B.*

## **B. QUESTIONS AND RESPONSES:**

Below are the questions and answers received since Addendum No. 1 (numbered below in sequential order following previous addendum) relative to the subject solicitation. Questions may have been edited for clarity and to eliminate unnecessary repetition.

**Question 10: This RFP is not for a pharmacy provider, correct?**

Answer: That is correct. RFP No. RW-QMSS-0320 does not include pharmacy services.

**Question 11: At the bottom of page 4 of the RFP, it states that proposers must have documented relevant experience. What type of documentation is accepted for this requirement? Where should it be included/attached in the application?**

Answer: An engagement letter from a vendor or a report from or to a funding source related to the service(s) being applied for in this RFP are examples of documented relevant experience. It is recommended that this documented experience be described in the response to Section F, Proposed Services, of this RFP. Describe the type(s) of document(s) (i.e., include the name of vendor or funding source, a brief description of the document, as well as date and title of the document) that the proposing organization has to support the referenced experience. Do not attach a copy of the documentation to the proposal.

**Question 12:** The **CONTRACTOR DUE DILIGENCE AFFIDAVIT** is listed as a “Required Attachment”; however, it appears to be a form to be completed and submitted upon/following contract award and there is no notation specifying this form is “for reference only; do not complete and submit” (as the RFP notes for Appendix items E, G, and H on page 58). Do applicants need to complete and submit this form with their application?

**Answer:** The “Contractor Due Diligence Affidavit” is Appendix K, which must be completed and submitted as Attachment 17 of the proposal. However, Appendix G, “Miami-Dade County Ryan White Program Due Diligence Checklist” is a different document and is only included in the RFP Solicitation for reference. Do not complete or submit Appendix G, which is an internal document that County staff will complete prior to the Evaluation/Selection Committee review, at this time.

**Question 13:** It appears that both of these links on the Miami-Dade County grants webpage at: <https://www.miamidade.gov/grants/RFP/RW-QMSS-0320/RW-QMSS-0320-logindownload.asp> go to the same document, namely the Part A Budget template. Will the County be posting the MAI Budget Form or is it acceptable to create the template using the Part A template & replacing "Part A" with "MAI"?

- [Part A Budget Form](#)
- [MAI Budget Form](#)

**Answer:** The MAI Budget form was included in the PDF version (page 71) of the complete RFP document on the download page for this RFP (see link above in Question 13). However, the wrong form was inadvertently placed in the separate MAI Budget Form link on the same download page. For reference, the MAI Budget Form to use is included as **Attachment A** to this Addendum No. 2. The RFP download page now has the appropriate form in the MAI Budget Form link.

**Question 14:** Page 41 states that Part One of the proposal must include Proposal Narrative, Work Plan and Budget Forms. Does “Budget Forms” include “Budget Narrative?”

**Answer:** Yes. Include the budget narrative justifications in Part One of the proposing organization’s response to this RFP.

**Question 15:** Page 41 states that Part Two of the proposal includes all Required Attachments listed in Section 8.0 of the RFP (page 59). The Application Checklist includes Work Plan (Attachment 10), Budget Forms (Attachment 11) and Budget Narrative (Attachment 12) as Part 2. Question: Does this mean that these three elements are included in both Part One and Part Two?

Answer: See Section A.1, Revisions to RFP Documents, above and group the Attachments (items) accordingly. Please do not include the same document in both Part One and Part Two.

**Question 16:** **At the pre-proposal conference, there was some mention of the work element abstracts to be included with the Attachment 10 narratives in Part Two. Should the abstracts and narratives be included in Part Two of the submission?**

Answer: No. Include the abstract(s) and narrative(s) in Part One of the proposal. See Section A.1, Revisions to RFP Documents, above and include the Abstract(s) as Attachment 10a and the remainder of the proposal narrative(s) as Attachment 10b. The Budget Forms and Budget Narratives are Attachments 11 and 12, respectively.

**All terms, covenants and conditions of the subject solicitation and any addenda issued thereto shall apply, except to the extent herein amended.**

Miami-Dade County,

Daniel T. Wall  
Assistant Director, OMB  
RFP Contracting Officer

c: Clerk of the Board