

State of Arkansas
Arkansas Department of Health
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Little Rock, Arkansas 72205
501-280-4573

ADDENDUM #2 - Page 1 of 3

TO: All Providers
FROM: Arkansas Department of Health
DATE: November 16, 2015
SUBJECT: RFA-16-0004 Change of bid opening date and Issuing Officer

Ryan White Part B- HIV Services Program

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

- Change of specification(s)
- Additional specification(s)
- Change of bid opening time and date
- Cancellation of bid
- Other (New budget template and Question and Answers from Mandatory Workshop)

Questions and Answers from the mandatory workshop have been posted and a new budget template is available for use on the internet site.

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

APPLICATIONS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED. THE SUBMITTAL ENVELOPE MUST BE SEALED AND SHOULD BE PROPERLY MARKED WITH THE IFB 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

Questions and Answers from Mandatory Workshop RFA-16-0004

Question 1: Will copies of medical staff licenses be needed or will a table with license information suffice?

- A table of the licenses for medical staff and other employees who must be accredited is acceptable by the program.

Question 2: Are four copies of an agency's external audit needed? Should the agency submit the full report or the summary page?

- Per ADH auditing the full external auditing report must be submitted. Four copies will need to be provided.

Question 3- When inserting the Audit Report into the grant proposal Word document, it puts the page number at the bottom. It will not allow us to skip numbering the Audit pages and then start renumbering after the Audit pages. For the ones that we print we can work around this, but for the word document on the disc there is no way NOT to number the Audit within the entire document. Suggestions.

- The Ryan White part B RFA page limit has been removed/ waived by the program as a means to help with the numbering of pages within the proposal.

Question 4- On the Checklist page, the last column says "Page #". Do we need to put the page number (like a table of contents) or is it the number of pages contained in each section? With the NA for the ones at the bottom it seems you want a page count.

Also we are all awaiting the budget spreadsheets, and also the forms in Word so we can fill them out?

- From the program's viewpoint in the column for Page # all that is needed is just the page number within the proposal where the particular piece of information can be found.

For, example Table of Contents, if it is located on page 3 of your proposal in the Page # column put "p. 3".

Question 5- Due to the size of all of the columns, how does the program want this presented both on the disc and on paper. If we put all the columns to fit across on a sheet in landscape format, the print is extremely small and hard to read. If we do not put all the columns on one sheet, then the printout will be 2 page widths wide, and will make it hard to follow the rows across multiple sheets to view the columns. I just want to make sure that this section is done correctly. Have the program staff print it out and they can see that this is a problem. So on paper, do they want it in small print with all columns on a page, or do they want it readable, but columns spread over multiple pages across? On the CD can we include the Excel Spread sheet of the narrative as a separate document from our Word document proposal so that reviewers have a full and legible version of the justification narrative on the CD.

- The budget narrative is a part of the Excel Budget template and there is no need for a Word Document. The budget template should be saved as an Excel document on the disc. In addition, the Excel budget template has been posted and formatted to print on Legal (8 ½ X 14") paper. (Note: In Page Setup, scaling should be set to 60%)

Question 6- The checklist says "Any forms that are not applicable must still be included in the application and marked "Not Applicable"

Are we to include all of the other documents in that check list such as:

1. Letter of Intent
2. Grant Application Workshop Registration Form
3. Guidelines for Budget Preparation
4. Arkansas Public Health Region Map

5. Ryan White Par B Districts Data

These items seem to be more to register to apply, and for reference and guidance and really are not needed to be included in the actual proposal. We can include them but it seems like they are not necessary.

- **The following attachments do not have to be include in the proposal**

Letter of Intent (Attachment #1)

Grant Application Workshop Registration Form (Attachment #2)

Guidelines for Budget Preparation (Attachment #10)

Arkansas Public Health Region Map (Attachment #11)

Ryan White Par B Districts Data (Attachment #12)

Question 7- The sheet says "Choose one district". What are we to do to choose multiple districts? Are we to do separate sheets for each district, or can we ignore the "choose one district" and select the districts that we propose. Currently we are choosing all districts that we are applying for on ONE page and ignoring the "Choose one district"

- **On the application cover sheet (Attachment #5) mark all districts that you are applying for.**

Question 8- On the CD, do they want the proposal in WORD as is directed in the RFA, or in PDF as was mentioned in the meeting (or both versions acceptable?)

- **The document can be in Word or PDF format. However, as previously mention a PDF format will ensure nothing within the proposal is mistakenly changed.**