

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

ADDENDUM #2 - Page 1 of 3

TO: All Providers
FROM: Arkansas Department of Health
DATE: November 20, 2012
SUBJECT: **RFA-13-0004**

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

The bid opening time and date shall change from December 4th to 2:00 p.m. on December 11th, 2012.

Letter of Intent due date has been changed from November 6 to 3:30 p.m. on November 27, 2012.

ADH has also provided copies of the PowerPoint presentation provided during the workshop. Attached is a list of the questions asked at the workshop, and the official ADH responses to these questions.

ADH also has provided a sample budget.

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 RFA 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: Is re-testing and receipt of gift-cards multiple times allowed?

A1: CDC encourages individuals who are engaging in high risk activities to get re-tested. If an individual is given an incentive for taking a HIV test or participating in a DEBI intervention and comes back at a later date to receive another test and/or participate in another DEBI, this individual is not prohibited from receiving another gift card. The RFA states that the total costs of incentives cannot exceed \$35.00 per person per session or intervention (refreshment and tangible incentives combined.) However, this does not exclude an individual from receiving another incentive at another date during another intervention. The Arkansas Health Department reserves the right to monitor distribution of incentives.

Q2: What is the ratio of controls to test kits that should be ordered.

A2: The Arkansas Health Department recommends that controls should be ran at the following times:

- With each new operator
- With each new lot of test kits
- With each new shipment of test kits
- If test kit storage temperature falls outside 2-27°C (35-80°F)
- If testing area temperature falls outside 15-37°C (59-99°F)
- Daily, only if testing is being done

The ratio of test kits to controls should be measured by the number of testing events and the frequency of testing events. This number will vary from agency to agency. The Arkansas Health Department orders HIV test kits at a ratio of 2:1. (1 set of controls for every 2 boxes of test kits. Each box of test contains 25 test kits). The ratio of test kits to controls that is listed in the budget document should not be followed as this was only an example.

Q3: How many pages can the narrative be? It appears that 3 pages is the limit. There are 27 attachments.

A3: The total number of pages that can be submitted for the narrative portion of the application is 30 pages. This number does not include attachments. The narrative section of the application should be numbered. Please do not change the numbers on the attachments.

Q4: Does your Board of Directors have to be reflective of the populations that you plan to target?

A4: Your Board of Directors and staff should be reflective of the population that you plan on targeting. However, this is not a requirement. Your staff and Board of Directors should be culturally competent to serve the populations that you identify in your application. The evaluation team will evaluate the applications based on the areas that are listed in the RFA.

Q5: Will an applicant be awarded the full amount that they apply for?

A5: The amount that an applicant is awarded will be based on the evaluation of the applications. An applicant could potentially receive a smaller award than what they submitted in their grant application.

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Q6: What is the last date that the Letter of Intent can be submitted?

A6: The deadline for the Letter of Intent has been extended to November 27, 2012.

Q7: What is the last day that applications can be submitted?

A7: The deadline for applications has been extended to December 11, 2012.