

2425 Houston RWB/State Services RFP Question & Answer

Q&A November 24, 2023

Q1: Will an applicant's RFP application be disqualified if the RFP budget does not match the requested amount on the letter of interest?

A1: No, the application will not be disqualified (or ineligible for review) if the RFP application budget does not match the letter of interest requested amount. The service category must be listed on the letter of interest and the budget should not exceed the 2425 amount available per the service category.

Q2: Does the applicant have to submit a separate letter of interest for each service category?

A2: No. The applicant should submit one letter of interest that addresses all service categories the applicant wishes to apply.

Q3: Page 27 of the RFP, G. Required Appendices, 7. Required Form C-1 says Consumer Involvement Plan. Should this be Meaningful Engagement Plan? Please advise.

A3: Yes. The Consumer Involvement Plan is the same thing as the Meaningful Engagement Plan. In the Forms Section C, the Consumer Involvement section contains the Meaningful Engagement Plan (Form C-1). Also, the contact sheet lists a consumer involvement contact. This person should be a direct contact for meaningful engagement activities, as it relates to the applicants process for involving consumers.

Q&A November 28, 2023

Q1: We are asked to submit a Letter of Intent by 11/30/23 where we need to include the dollar amount of the funds we will be asking for in our application. Since the amount we will request will be based on need, the budget is always the last piece we work on after everything has been developed. The amount in the Letter of Intent will be an estimate and, in the end, we may ask for more or less. Will this be sufficient and acceptable?

A1: All potential applicants submitting a letter of intent Must include the dollar amount for each service category. The applicant may submit its application with an amount equal or less than indicated in the letter of intent but NOT more than the stated amount in the letter of intent.

Q2: On page 21 of the solicitation, in part IX. Grant Application Instructions, the bolded Section II instructions directs us to "number this section separately." Do you mean to page number this section separately? If that is not the case, please clarify what this means.

A2: Yes. Page number Section I and Section II separately. Each section will start with PAGE 1. IX Grant Application Instructions: Section II "Other Required Documents" should start with page 1 and have sequential numbering for Section II only. Section II

should be submitted separately from Section I and you only need to submit ONE copy of Section II, regardless of how many different service applications you are submitting.

Q3: For Mental Health Services, what populations constitute “General” Mental Health and what constitutes “Special Populations” Mental Health?

A3: The target population for Mental Health Services Targeting Special Populations targets people living with HIV and affected family/partners living within the Houston HIV Service Delivery Area (HSDA). PLWH should also be a member of the following special populations: (1) Transgender persons (emphasizing those who are Latinx/Black and/or under the age of 25), (2) individuals who exchange sex for money, and (3) individuals born outside the US. Please refer to the service categories for full details.

A3: The target population for Mental Health Services targets people living with HIV and affected individuals living within the Houston HIV Service Delivery Area (HSDA). Please refer to the service categories for full details.

Q4: Page 22 of the RFP, **D. Service Location** says to Use Form A-4: Service Location Information Table provided. However, Form A-4 is not located in the Houston RFP Forms provided. Please advise.

A4: RFP Guidance, Page 22: Service Location- Form A-4: Service Location Information Table was incorrectly listed. Form A-4 was removed from the required forms list and is **NOT** required for the application submission. Please disregard bullet *D. Service Location, Form A-4: Service Location Information Table*.

Q5: Page 27 of the RFP, I. Other Required Documents (Section II), #1, Form E-6, Renewal Option Form is not included in the Forms Section. Please advise.

A5: Form E-6: Renewal Option Form was incorrectly listed. This form was removed from the required Forms section and is NOT required for application submission. Please disregard guidance on Form E-6. Only complete Form E-1 through E-5 under Required Document Forms.

Q6: What is the estimated date of award announcements?

A6: Proposals are due January 18, 2024. The external review process usually takes a few weeks. We do not have an exact date at this time, announcements will be released at the conclusion of the external review process.

Q7: Please confirm that the application submission address is 3700 Buffalo Speedway, Suite 250, Houston, TX 77098.

A7: The Houston HIV/AIDS Resource Group, Inc. is located at 3700 Buffalo Speedway, Suite 250, Houston, Texas 77098.

Q8: Regarding the Letter of Intent - for the amount requested for each service category, is the amount listed annual?

A8: The letter of intent should list each service category and the funding amount requested, up to the maximum amount available. The funding amounts listed are based on a 12-month grant period.

Q&A December 5, 2023

Q1: For Form A-3, we are asked to provide a Planning Contact and we are not sure what this means. Please define and clarify.

A1: The application is requesting the name and contact information for the staff that would be the best point of contact for the community planning process. Community planning aids in prioritizing funding for the HSDA as well as participates in the HIV Comprehensive Plan activities. Please refer to the RFP, page 18-20 for additional guidance on community planning to help gauge a good point of contact at your organization.

Q2: For Form A-3, we are asked to provide a Consumer Involvement contact and we are not sure what this means. Please define and clarify.

A2: The application is requesting the name and contact information for the staff that would be the best point of contact for the consumer involvement/meaningful engagement process. Meaningful engagement/consumer involvement processes incorporate how consumer feedback and client concerns are integrated in service delivery and organizational objectives. Please refer to the RFP, page 18 for additional guidance on meaningful engagement to help gauge a good point of contact at your organization.

Q3: For Form A-3, we are asked to provide a Client Compliant contact and we are not sure what this means. Please define and clarify.

A3: The application is requesting the name and contact information for the staff that would be the best point of contact for your organization's client compliant/grievance process. All contractors are required to have a written client complaint procedure in place to meet the minimum requirements for client complaints. Please refer to the DSHS website for additional information on client compliant/grievance procedure requirements (go to Universal Standards) <https://www.dshs.texas.gov/hiv-std-program/texas-dshs-hiv-std-program-hiv-medical-support-service-categories> to help gauge a good point of contact at your organization. Citation: <https://www.dshs.texas.gov/hivstd/policy/policies/530-002>.

Q4: Under section E, Project Narrative, the applicant is asked to double space responses to the questions as well as repeat the question. May the applicant keep the question single spaced, but double space the answers to each questions?

A4: Yes. The applicant may single space the narrative questions and double-space the applicant responses. Please ensure all text (narrative questions and applicant responses) are 12-point font and adhere to margin requirements. Please refer to page 21-22 for full application instructions.