



REQUEST FOR INFORMATION

Statewide Legal Services for Persons Living with HIV in Louisiana

ADDENDUM II

The Louisiana Department of Health (LDH), STD/HIV Program, is posting **Addendum II - Questions and Answers** for **RFP# 3000012164**. Please see below.

Questions and Answers

RFI# 3000012164

1. Must services be provided in each of Regions 3-9 or can a subset of Regions be proposed?

All regions must be served.

2. On the Deliverables Item 1B, it states "Maintain a physical business location in the State of Louisiana, in the Region in which services will be provided to eligible clients." Does this mean the applicant would have to propose a physical location in each of the regions? Or could an applicant have an office in one of the proposed regions and provide services in other regions remotely via phone and teleconferencing and through travel to a region as necessary?

Applicants should propose a physical location in each region where they are able to deliver services if face to face contact with clients. The "may also provide an MOU with an existing service organization that outlines their ability to use confidential space for service delivery to eligible clients," allows applicants to not have to rent a space in each region, but rather to establish agreements where they would be able to provide services in each region. A permanent office does not have to be established in each region.

3. Rent is not listed as an allowable budget item. Are office rental costs allowable?

Yes. Rental office costs are allowable. These charges should be represented in the overall budget and included in the proposed unit cost for services.

4. Are indirect costs allowed? If so, at what rate?

Indirect costs are allowed and should be represented in the overall budget and included in the proposed unit cost for services. Indirect costs shall not exceed the 10% rate set for all Ryan White Services.

5. Does the state have an annual estimate of the number of individuals in Regions 3-9 needing legal services?

The state does not have current estimates about the number of individuals needing services in the Part B service area.

6. The RFI asks for an outreach and engagement plan to engage client and other organizations providing services in Regions 3-9. Does the state have a list of organizations by Region to which we should include outreach?

At a minimum it is expected that the applicant work with the other Ryan White Part B funded agencies in Regions 3 - 9. See attached list.

7. Can legal services be a direct entry point or will it be dependent on referrals?

Legal services may be its own direct entry point, but should also be able to accept referrals from other organizations.

8. In terms of scope of work, can we include consumer debt issues and the preparation of permanency planning documents or only those issues listed on the RFI?

Consumer debt issues are not an eligible service under PCN 16-02. Permanency planning is not an eligible service through this RFI.