



# REQUEST FOR PROPOSALS

**RYAN WHITE PART B SUPPORTIVE, CORE MEDICAL, AND  
HOPWA (HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS) SERVICES**

LOUISIANA DEPARTMENT OF HEALTH  
OFFICE OF PUBLIC HEALTH  
STD/HIV/HEPATITIS PROGRAM

**RFP# 3000015534**

**Addendum IV**

**\*\*\*\*\* Amendments to RFP \*\*\*\*\***

**Amendment 1:**

**The following paragraph in section 1.9.7, “Proposed Staff Qualifications”, at the top of page 15 is deleted:**

~~Proposed positions shall include but are not necessarily limited to a Support Services Director or Director of Client Services, Case Managers, Benefit Coordinators, and a Data Management/Analysis Coordinator (with the exception of the Support Services Director and customer services coordinator, positions do not necessarily have to be at 100% FTE). Proposers are required to have one full-time employee in the Data Management/Analysis Coordinator role if they plan to serve more than 300 clients. Proposers with fewer than 300 clients are required to have .5 FTE Data Management/Analysis Coordinator.~~

**Amendment 2:**

**Item #1 in Scope of Work/Services, Section 2.3 at the bottom of page 42 under “Staffing Requirements/Qualifications” is revised to read as follows:**

- ~~1. Maintain staffing for all positions essential to this contract. This includes, but is not limited to, the Executive Director, a Case Management Supervisor, a billing and invoicing specialist, and a primary accounts payable coordinator to oversee payments to providers/insurers, and a data management/analysis coordinator (with the exception of the Support Services director, positions do not necessarily have to be at 100% FTE).~~
- 1. Maintain staffing for all positions essential to this contract. This includes, but is not limited to the Executive Director, Support Services Director and Director of Client Services, Case Managers, benefit coordinators, a billing and invoicing specialist, a primary accounts payable coordinator to oversee payments to/from providers and insurers, and a Data Management/Analysis Coordinator.**

**The Support Services Director and Director of Client Services is the person in charge of overseeing and managing the entirety of the Social Services portfolio under this contract. This is the only position required at 100% FTE for all proposers.\* Other positions should be allocated to the project as needed to deliver quality services to Persons Living with HIV, according to the scope of the project and proposed services.**

**\*Note:**

- **The only exception to the 100% FTE requirement for the Social Services Director/Director of Client Services is if the agency has another contract with LDH for Ryan White Services or HOPWA services in Regions 3-9 and the incumbent oversees the social services delivered across those contracts, in which case their distribution of time should be in accordance with that effort.**

**Amendment 3:**

**Section 4.2.4, “Adequately implementing the program requirements”, on page 51 is revised to read as follows:**

**Contractors are required to meet all requirements in the Ryan White Part B and HOPWA Services Standards, and Services Definitions. These include but are not limited to ensuring, eligibility of all clients receiving services, ensuring that 80% 90% of qualifying clients have a care plan and acuity score completed twice a year. Failure to meet required standards may lead to the implementation of liquidated damages.**

**Amendment 4:**

**Section 1.6 Schedule of Events, on Page 9, is revised as follows:**

<b>Event</b>	<b>Date</b>
RFP advertised in newspapers and posted to LaPac	November 6, 2020
Pre-proposal conference (if applicable) Non-Mandatory	November 20, 2020 <b>10:00 AM CT</b>
Deadline for receipt of written inquiries	December 1, 2020 <b>4:00 PM CT</b>
Deadline to answer written inquiries on or about	December 21, 2020
Deadline for receipt of electronic proposals All proposals shall remain sealed until the date and time listed.	January 6, 2021 <b>11:59 PM CT</b>
Notice of Intent to award announcement, and 14-day protest period begins, on or about	February 26, 2021
Contract execution, on or about	<del>September 1, 2021</del> <b>October 1, 2021</b>

**Amendment 5:**

**The third paragraph of 1.9.5 Company Background and Experience is revised as follows:**

~~Proposers should submit at least three letters of support which highlight projects implemented in the last 24 months. One of these letters shall be from a client, one from a current funder of another program, and one shall be up to the discretion of the proposer. Letters of support must also include the name, email address and telephone number of each contact person.~~

**Proposers should submit at least two letters of support which highlight projects implemented in the last 24 months. One of these letters shall be from a client and the other shall be from either a client or a collaborating agency. Letters of support must also include the name, email address and telephone number of each contact person.**

**Amendment 6:**

**The scoring for the Company Background and Experience bracket of Section 3.0 Evaluation Criteria and Assigned Weights is revised as follows:**

Evaluation Criteria	Maximum Score
<p>Company Background and Experience</p> <ul style="list-style-type: none"><li>• Corporate History and Organizational Structure (10)</li><li>• Previous experience <del>(9)</del> (12)</li><li>• Letters of Support <del>(5)</del> (2)</li><li>• Statement of litigation (1)</li></ul>	25