

Education and Community Engagement Division

Education & Outreach RFP FY20

Bidder's Conference

1010 Massachusetts Avenue,
Boston, MA 02118

Date: 03/20/2019

Time: 10:00am

Q: Are black and Latino youth considered to be a marginalized group?

A: Yes, absolutely.

Q: Are you allowing for staff time to be used for testing?

A: We have always paid for this, but we do not cover the cost of tests due to budget restraints. But, yes, staff can be covered in this RFP to perform testing.

Q: Question about non-USA born. Is there more data about this, based on race and gender?

A: We will ask the STATE (MDPH). If you are funded, we will be able to provide this data, but it will not be posted for this RFP process, because it will give an unfair advantage to those who came to the Bidder's Conference.

Q: Letter of Intent, if we submit it, can we change the population?

A: The letter of intent is not binding, and you are able to change the population intended to serve.

Q: Is 16 to 29 mentioned in the RFP because you must serve only that age group?

A: People are using 16 to 29 to define youth, so when we say that you need to serve young and old, we wanted to set an example. You are not limited to serve only this age group.

Q: Should we be thinking about populations and subpopulations?

A: Yes, for example, you can state that you are focusing on MSM of color, but you are still serving all MSM.

Q: Can an agency proposal be disease specific, to serve various populations?

A: Yes.

Q: Will there only be one agency funded for HIV and IDU intervention?

A: At least one agency will be funded.

Q: Could you provide an example how an agency can propose addressing multiple diseases?

A: This proposal would be population driven.

Q: For the prevention case management, can you have a targeted population?

A: Yes.

Q: Can an agency apply for a Mini grant, and then subcontract with another agency for a Mini or Major grant?

A: Yes, but you are not guaranteed to be funded.

Q: Can an agency potentially get a Major and a Mini grant?

A: Yes, but it is unlikely. You will need to make a strong case.

Q: Are these multiple year awards?

A: The grant is a three-year grant; Continuation of funding is depended on availability of funds, and performance.

Q: If you do apply to a Major and a Mini grant, will that require 2 letters of intent?

A: Yes.

Q: Does a program require to have be fully staffed July 1?

A: The expectation will be that the program is ready to launch by July 1st. While it is not required that every position be filled, trained staff must be in place to begin in July 1.

Q: The Major grant section indicates the page limit is between 12 and 15, while the instructions say 20, is this accurate?

A: The 12-15 pages refers to the maximum length of the narrative. With the 5 required tables, it brings it to 20 pages.

Q: Does the Scope of Work count against the page limit?

A: No, it's an attachment. Attachment does not count to the final page count.

Q: Available document is in a PDF, will a document in WORD be acceptable.

A: Yes.

Q: Do we have to add page numbers to the attachments?

A: No, but they should be in order as listed on the checklist.

Q: Are supplies for testing allowed?

A: Yes.

Q: Will evaluation staff be allowed?

A: Yes, but with a very limited FTE.

Q: Will syringe services be allowed?

A: Yes, as part of a larger comprehensive intervention.

Q: Can you provide an estimate of appropriate breakdown of staffing vs. marketing?

A: No, we are not able to provide this.

Q: HIV screening is not reimbursable, are there other medical services that would not be covered?

A: We cannot use funds for treatment. However, testing to make sure that it would be safe to start someone on medication will be considered.

Q: Are incentives allowable?

A: Incentives are allowed, but not in cash.

Q: Are gift cards considered cash?

A: No, they are traceable.

Q: Can activities happen outside of Boston if you know Boston residents will be attending?

A: No, all services need to occur in the City of Boston.

Q: Is part of the intent of the Mini grant to allow creativeness, and innovation, and/or to allow smaller agencies that may not have the infrastructure to be competitive?

A: The intent of the Mini grant is to honor innovation; however, the Commission remains committed to ensuring support of smaller agencies.

Q: Prevention case management Major grant, will they be excluded from preventive work?

A: No, it's comprehensive.

Q: Can we be used as a fiscal conduit for a Mini grant if we are applying for a Major grant?

A: Mini grants do not need a fiscal conduit as they are not required to meet an operating budget threshold to apply.

Q: How are External Reviewers selected?

A: It's from a list of previous reviewers, some are providers, others are consumers.