

## **BIDDER QUESTIONS/INQUIRIES AND RESPONSES**

**DATE:** July 3, 2017

**PLEASE ADDRESS INQUIRIES TO**

Preston Tang, Health Program Specialist I  
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**TITLE:** SAPTA HIV Testing Program

**CONTRACT TERM:** October 1, 2017, through September 30, 2018 (1 Year)

**SUBJECT:** Responses to Questions/Inquiries

***Disclaimer:** This document is regularly updated to reflect new questions and answers. Please check back often to review recently added questions and answers. Thank you!*

This document lists questions raised by bidders for the SAPTA HIV Testing Program.

**Q: On page 9 of the Request for Proposal (RFP), the electronic submission, one (1) hardcopy original proposal marked “MASTER” and one (1) identical copy, must be received on or before the deadline. Does the “identical copy” needs to be signed in blue ink?**

**A:** Only the “Master” copy needs to be signed in blue ink with original signatures. The “identical copy” can be a copy of the Master copy.

**Q: Do I have to subcontract my services?**

**A:** No, subcontracting is not required. It is an option available to agencies who do not have the means and/or are unable to provide all of the services outlined in Grant Objectives/Achievables or Scope of Work section.

**Q: Who are the available subcontractors whom we could select to subcontract our services to?**

**A:** The only available subcontractors are: Washoe County Health District (WCHD), Carson City Health and Human Services (CCHHS), Northern Nevada HOPES, and Southern Nevada Health District (SNHD).

**Q: If I subcontract my services to another agency, do the subcontracting agencies have to complete the state approved Rapid HIV Testing, Counseling, Safety, and Certification Program in Las Vegas, NV?**

**A:** No, WCHD, CCHHS, HOPES, and SNHD do not have to attend the State approved Rapid HIV Testing, Counseling, Safety, and Certification Program; they have already been trained to administer the rapid HIV test, provide individual risk reduction education, and conduct HIV data documentation.

**Q: If I subcontract my services to another agency, what will the SAPTA HIV testing grant reimburse the subcontractor for?**

**A:** The SAPTA HIV Testing Program will reimburse a subcontracted agency at \$20 per rapid HIV test; this includes the staff time administering the rapid HIV test, individual risk reduction education/counseling, and HIV data collection.

The reimbursement rate is in alignment with the 2017 Clinical Laboratory Fee Schedule for rapid testing as outlined by the Centers for Medicare and Medicaid Services (LINK). The reimbursement rate the state

is offering is slightly higher than the CMS Fee Schedule to account for the administration of the rapid HIV test, individual risk reduction education, and data requirements of this contract.

Please read page 8 of the RFP for more information regarding “Subcontracted Services to Another Agency.”

**Q: If I subcontract my services to another agency, will the subcontractor be reimbursed the \$20 per rapid HIV test if a test is offered to the client but no test is completed because the client opted-out of the test?**

**A:** No, the subcontractor will only be reimbursed for the tests actually administered to a client. The SAPTA HIV Testing Program will reimburse a subcontracted agency at \$20 per rapid HIV test; this includes the staff time administering the rapid HIV test, individual risk reduction education/counseling, and HIV data collection.

**Q: If I subcontract my services to another agency, what will the SAPTA HIV testing grant NOT reimburse for?**

**A:** The SAPTA HIV Testing Program will not cover time spent conducting group HIV presentations or any additional activities outside of the designated, rapid HIV test administration, individual risk reduction education, and documentation.

Please read page 8 of the RFP for more information regarding “Subcontracted Services to Another Agency.”

**Q: Example of Scope of Work**

**A:** Below is an example of how to fill out the scope of work. The activities, date due, and documentation must be: Specific (simple, sensible, significant); Measurable (meaningful, motivating); Achievable (attainable); Relevant (reasonable, realistic and resourced, results-based); and Time bound (time-based, time limited, time-sensitive).

These goals and objectives are from page 6 of the RFP, Grant Objectives & Achievables. Applicants must attempt to complete this section in whole. Upon Selection Notice to applicants, subgrantee will work the Office of HIV/AIDS staff to adjust their Scope of Work as necessary.

<b>Goal:</b> The applicant must complete training(s) to conduct HIV testing for the SAPTA HIV Testing Program.			
<b>Objective</b>	<b>Activities</b>	<b>Date Due By</b>	<b>Documentation</b>
The applicant must be able to complete the State approved Rapid HIV Testing, Counseling, Safety, and Certification Program.	<ol style="list-style-type: none"> <li>1. Identify staff who may need to attend the Certification training.</li> <li>2. Contact Preston Tang will staff information and confirm training dates and times.</li> <li>3. Complete the training and receive the certification of completion.</li> </ol>	Within 30 days of contract execution	<ol style="list-style-type: none"> <li>1. Email confirmation of the training set-up from Preston.</li> <li>2. Staff sign-in sheet at the certification training.</li> <li>3. Certification of completion for each staff member who completed training, to be placed in the employee’s personnel file and emailed to Preston Tang.</li> </ol>

**Q: If a transitional facility is already licensed by HCQC as a “facility for the treatment of alcohol and drugs” what specifically is needed regarding “the supplies for site inspection” by the Bureau of Health Care Quality and Compliance (HCQC). Can I please have a comprehensive supply list, since our agency has never purchased these supplies before?**

**A:** A comprehensive list is hard to create as each agency will have their own setup process that it is unique for their facility (ies). Below are required items and suggested items to purchase.

Required items are:

- Testing supplies include Alere Determine™ HIV-1/2 Ag/Ab Combo (\$10/per test), Alere Determine™ External Controls (\$35/each- 1 needed per grant year), Finger stick Sample Collection Kit (\$29.95/each- this includes 100 Sterile Safety Lancet, 100 Adhesive Bandages, 100 Ethanol Swabs, and 100 Gauze Pads).
- Medical supplies can be plastic gloves, biohazard containers, biohazard disposal, chux/chucks, etc.

New facility (ies) might need:

- To apply for CLIA Waiver and Lab License.
- Small refrigerator to hold controls.
- Thermometers for room and refrigerator.

There are many amazing resources available online regarding supplies needed to operate a rapid HIV testing program. World Health Organization, Module 7 of the HIV rapid test training package, provides a comprehensive list of supplies needed -

[http://www.who.int/diagnostics\\_laboratory/documents/guidance/rt\\_training/en/](http://www.who.int/diagnostics_laboratory/documents/guidance/rt_training/en/)

Contact the State of Nevada, Bureau of Healthcare Quality and Compliance (HCQC) regarding requirements for additional supplies needed for site inspection - (775) 684-1030

**Q: I have staff who have already completed the week long Rapid HIV Testing/Counseling Certification Program (HIV 101) training. Do they need to attend that again?**

**A:** Staff who completed the week long Rapid HIV Testing/Counseling Certification Program (HIV 101) training do not need to repeat the training. However, any staff who have not gone through the week long Rapid HIV Testing/Counseling Certification Program (HIV 101) training are required to complete the 5-day Certification training.

All staff, new and old, must complete any additional training that may be required by the State- you will be notified via email of these trainings.

**Q: Current subgrantee – Can I send staff to the next Rapid HIV Testing/Counseling Certification Program (HIV 101) training (this grant period) and put in Request for Reimbursement (RFR) of their travel/time during the next grant period?**

**A:** No. You cannot bill services that happen during the last grant period into the next grant period. Please contact Preston Tang for more information about your current subgrant.

**Q: What rapid HIV testing device will we be using?**

**A:** The SAPTA HIV testing program will be utilizing the Alere Determine™ HIV-1/2 Ag/Ab Combo. Learn more about this testing device at: <http://www.alere.com/en/home/product-details/determine-1-2-ag-ab-combo-us.html>

**Q: How long does the Alere Determine™ HIV-1/2 Ag/Ab Combo take to process?**

**A:** The Alere Determine™ HIV-1/2 Ag/Ab Combo rapid HIV test takes 20 minutes to process.

**Q: How can we purchase the tests and accompanying supplies at a reasonable price? I'm not even sure that suppliers will sell to us.**

**A:** The State of Nevada has an agreement with Alere where we could offer SAPTA HIV Testing Program providers the Alere Determine™ HIV-1/2 Ag/Ab Combo Rapid HIV Test, to be sold at public health rates. The Alere Determine™ HIV-1/2 Ag/Ab Combo will be \$10 per rapid HIV test. Upon successful negotiation of subgrant, you will be provided a point of contact person who will assist with the transaction.

**Q: What is client-centered counseling?**

**A:** The word 'client-centered' means that counseling should be tailored to the needs, circumstances, and behaviors of a specific client which entailed active listening, to provide assistance and determining client's specific prevention needs. (Reference: [Technical guidance on HIV counseling. Center for Disease Control and Prevention. MMWR Recomm Rep. 1993;42\(RR-2\):11-7. \[PubMed\]](#))

**Q: How would administration of the rapid HIV test look like?**

**A:** A sample client interaction involving client-centered counseling: All clients accessing services at the facility will be offered a rapid HIV test. The client and HIV test counselor will complete the HIV Testing Form together. The counselor will administer the rapid HIV test and while the test is processing, the counselor will provide an individualized counseling and education session to the client based on the information provided on the HIV Testing Form. This will provide approximately 20 minutes of counseling and education to the client while the rapid HIV test results are processing. This is implemented nationally as a best practice and will be the model used going forward for all HIV testing programs.

**Q: How do I select the amount of HIV tests we will administer?**

**A:** The applicant will address the number of clients expected to be served during the grant year (GY) 2017-2018 (October 1, 2017 to September 30, 2018). The number of proposed rapid HIV tests should be based on historical HIV testing data. The number of clients served at residential and/or transitional treatment facilities- this must be a realistic and attainable goal. This will be reported in the Scope of Work section.

**Q: What is needed in the Letter of Intent?**

**A:** Please provide an email to Preston Tang stating that your organization/agency plans to submit for this RFP.

**Q: When is the Letter of Intent due?**

**A:** Please send an email to Preston Tang by *June 30, 2017 by 5:00 PM* to inform the SAPTA HIV Testing program of your intent to apply for this RFP.

**Q: When is the deadline for submission of application?**

**A:** The deadline for submission of this Request for Proposal (RFP) application is by *July 28, 2017 at 5:00 PM*. Please review the RFP for the required application format.

**Q: Must I format my RFP a specific way?**

**A:** Yes, please review page 5, #4, of the RFP for more information regarding "What is the required format?"

**Q: How will our application be evaluated?**

**A:** Please review page 11 of the RFP for more information regarding “Application Evaluation Criteria.”

**Q: Can I submit my RFP after July 28<sup>th</sup>, 2017?**

**A:** No. Proposals that do not arrive as instructed by the deadline will not be reviewed. Please review the 5 bullet-points listed on page 10 of the RFP for more information regarding “Submittal Instructions.”

**Q: Where can I find the most updated questions online?**

**A:** Please visit the State of Nevada – Office of HIV/AIDS, SAPTA HIV Testing Program - <http://dpbh.nv.gov/Programs/HIV/dta/Testing/SAPTA-HIV/>

If you have any additional questions, please email Preston Tang at [ptang@health.nv.gov](mailto:ptang@health.nv.gov)

**Last Updated:** July 3, 2017

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