

**FY 20 Education and Outreach Office RFP:**  
**Bidder's Conference Follow-Up Questions and Answers**

**Question:** Upon reviewing the details of the narrative questions for the Mini-grant, we were wondering if the expectation is to only present *one* intervention, with at least 3 primary goals, or *multiple* interventions, accompanying each goal (e.g., 3 interventions). Please let me know if you are able to answer this question at your earliest convenience.

**Answer:** In this instance, "Intervention" refers to the overall project. Therefore, if funded, your overall project should have at least three primary goals to be achieved by the end of the year. Within the overall project are the intervention types (i.e. Group and Individual Level Interventions) which may have multiple objectives related towards meeting those overall project goals.

**Question:** Are the tables/attachments to be included fillable? In the pdf we have the forms are not fillable - (ie: pages 54-71 approx.)

**Answer:** At the end of the document, beginning on page 105, are the fillable versions of the tables and attachments.

**Question:** Is the application part (12-15 pages) a separate document, which follows the specifications on page 41?

**Answer:** No, it is all one document. If applying for a major grant, the narrative section (answers to the questions posed) shall be no more than 15 pages. Additionally, there are five required tables which brings the total to 20 pages maximum. The attachments do not count towards the page limit; but it is all submitted as one document, in order.

**Question:** In the past, agencies were not able to bill for testing at all. Just want to confirm that testing (staff time and supplies) will be an allowable expense on the new contracts.

**Answer:** As this is a completely different procurement, it allows for change in policy. For this new round of funding, agencies will be able to bill for staff time and supplies for testing, so long as it is conducted as part of a broader, comprehensive intervention.

**Question:** Would BPHC be willing to provide funding for a nurse who will be involved with prep initiation, education, and adherence activities?

**Answer:** Yes, however we reserve the right to limit the allowable FTE for the position.

**Question:** The RFP provides a fillable PDF for Table 4, Summary of Agency Funding. At the bidder's conference, we were told to use the templates if provided and to not edit their format. However, in the RFP, it says "Budgets and Agency funding tables must be submitted in Excel." So I'm confused if we should use the PDF template, re-create the template format in Excel, or do both for Table 4, Summary of Agency Funding?

**Answer:** The Budget must be submitted in Excel. Table 4 must be submitted using the fillable PDF provided.

**Question:** Can we use funds to pay for advertising on social apps? This can get pricey and it would be nice to include this in the budget if possible.

**Answer:** Yes, so long as the agency can demonstrate the effectiveness of the approach (specific to the app in question, dating apps in general, or, in lieu of such data, online or other non-traditional approaches to reach and serve the target population) and that costs are reasonable.

**Question:** What is the process for modifying an intervention so that it better meets the needs of our population? For example, if we were to select an EBI with ILI intervention but wanted to modify it by adding our own GLI--can we do so in the proposal or do we do that when awarded?

**Answer:** In terms of how to modify the intervention itself, we cannot speak to that. However, your plan to do so must be included in the proposal, along with evidence of effectiveness.

**Question:** If more than one intervention is proposed, do separate outcomes need to be listed for all proposed interventions?

**Answer:** In this instance, "Intervention" was referring to the project as a whole. The overall project should have a minimum number of objectives (5 for Major, 3 for Mini grants). Intervention types used to achieve these outcomes (e.g. Individual Level Interventions) will have their own objectives which will be tied to the achieving of the overall project outcomes.