

**Supplement #1 to the Request for Proposals  
Issued on: February 1, 2019**

**Unity Project: PrEP for Adolescents**

**Public Health Solutions  
on behalf of  
New York City Department of Health and Mental Hygiene  
Bureau of HIV/AIDS Prevention and Control**

This Supplement makes revisions to the Request for Proposals (RFP) for *Unity Project: PrEP for Adolescents* issued on January 14, 2019 and summarizes questions raised and answers given at the Pre-Proposal Conference Webinar held on January 23, 2019, and addresses questions submitted via email through January 23, 2019. Information included in this Supplement amends and supersedes responses given at the Pre-Proposal Conference and Webinar as well as information provided in the RFP.

Failure to comply with any amended requirements and instructions included in this Supplement may result in a proposal being deemed non-responsive and ineligible for consideration for funding.

*Please note that only communication received in writing from the RFP Contact on behalf of Public Health Solutions shall serve to supplement, amend, or alter in any way, this RFP released by Public Health Solutions. Any other communication is not binding and should not be relied upon by any party in interpreting or responding to this RFP.*

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For a copy of the Supplement or the Request for Proposals, please go to:  
<https://www.healthsolutions.org/get-funding/request-for-proposals/>

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## Clarifications and/or Revisions to the RFP

The changes listed below are being made to the RFP. In the REVISED RFP, the additions/clarifications/revisions are underlined, and the deletions are ~~crossed out~~.

### Revisions to the RFP and Revised RFP Document(s)

Download the **REVISED RFP for Unity Project: PrEP for Adolescents (REVISED 2/1/2019)** to review the clarifications and/or revisions in the REVISED RFP on the following pages:

1. **RFP Timetable**  
Page 4 – revised the Anticipated Contract Start Date
2. **Applicant Eligibility Requirements**  
Page 5 – clarification/revision to the Applicant Eligibility Requirements
3. **Contract Term**  
Page 6 – revised the contract start date
4. **Available Funding**  
Page 6, – revised the Budget Period for Funding Year 1 in Table 1: Available Funding
5. **Section 3 – Program Implementation**  
Page 40 – revised the contract start date
6. **Site Visit Assessment**  
Page 41 – clarification/revision to Site Visit Assessment
7. **Proposal Review and Selection Process**  
Page 43 – clarification/revision to Proposal Review
8. **Proposal Format Requirements**  
Page 46 –revision to Proposal Format Requirements

### Revised Proposal Document(s)

The following document has been **corrected/revised/updated** and must be download to ensure that your proposal is submitted with the most current forms.

- Attachment A – Organization and Program Information Summary
- Proposal Narrative Form

The link to the recorded January 23, 2019 Pre-Proposal Conference Webinar is:

<http://cc.readytalk.com/play?id=bqs24a>

**Note that all the RFP pages referenced in this supplement are in the REVISED RFP (2/1/2019).**

## **Eligibility-related Questions**

1. According to the RFP, we must be physically located in Central Brooklyn or Harlem. While we are located in lower Manhattan, we serve a significant number of youths from both of these locations that are in need of comprehensive PrEP and PEP services. Are we eligible to apply?  
*Response – No. As stated on page 5 of the REVISED RFP, Applicant Eligibility Requirements: “3) Currently operating a brick-and-mortar clinical site (proposed program service site) that is open and able to provide clinical services a minimum of five days a week (Monday-Sunday) for at least 5 hours a day in one of the Central Brooklyn or Harlem ZIP codes listed in Table 2: High Priority Area ZIP Codes.”*
2. Does the RFP include high risk areas in the Bronx? The table only list Brooklyn and Manhattan.  
*Response – No. This RFP is soliciting proposals to fund two Unity Project: PrEP for Adolescent programs, one in Central Brooklyn and one in Harlem. These two neighborhoods (Central Brooklyn, Harlem) are defined by the ZIP codes listed in the REVISED RFP in Table 2: High Priority Area ZIP Codes.*
3. I would like to ask if having a consultant who comes to our site to provide clinic services but is not a staff at our agency, are we eligible? We meet all the eligibility requirement but do not provide direct clinical services.  
*Response – No, to be eligible, your proposed program site must be a clinical site. As stated on page 5 of the REVISED RFP, Applicant Eligibility Requirements: “3) Currently operating a brick-and-mortar clinical site (proposed program service site) that is open and able to provide clinical services a minimum of five days a week (Monday-Sunday) for at least 5 hours a day in one of the Central Brooklyn or Harlem ZIP codes listed in Table 2: High Priority Area ZIP Codes.”*
4. What are the eligible zip codes in Staten Island?  
*Response – There are none. This RFP is soliciting proposals to fund two Unity Project: PrEP for Adolescent programs, one in Central Brooklyn and one in Harlem. These two neighborhoods (Central Brooklyn, Harlem) are defined by the ZIP codes listed in the REVISED RFP in Table 2: High Priority Area ZIP Codes.*
5. Could you be more specific about the criteria for "currently operating a brick and mortar site" in one of the ZIP codes. Do those sites have to be ACTUALLY PROVIDING PRIMARY CARE SERVICES as of the application date?  
*Response - Please see page 5 of the REVISED RFP for Applicant Eligibility Requirements: “3) Have at least 12 months of direct experience providing PrEP AND PEP to HIV-negative adolescents (13-24 years) at the proposed program service site by the proposal due date of February 14, 2019.”*
6. Our organization has a brick and mortar site within a high priority area ZIP code that offers comprehensive supportive services (where our program would be based). Health care delivery would take place in a mobile medical unit within the high priority area ZIP codes in that borough or at one of our health centers located outside of these areas. Would clinical service delivery either in our mobile medical unit (within high priority ZIP codes) and/or health center (not in a high priority ZIP code) be an eligible program model?

*Response – No. A clinical service delivery in a mobile medical unit (within high priority ZIP codes) and/or clinical service delivery in a health center (not in a high priority ZIP code) is not an eligible program model. Please see page 5 of the REVISED RFP, Applicant Eligibility Requirements: “(3) Currently operating a brick-and-mortar clinical site (proposed program service site) that is open and able to provide clinical services a minimum of five days a week (Monday-Sunday) for at least 5 hours a day in one of the Central Brooklyn or Harlem ZIP codes listed in Table 2: High Priority Area ZIP Codes”.*

7. Our organization meets the requirement of being a PrEP provider for a minimum of 12 months, and we have been a PEP provider for approximately 11 months. If we have been providing PEP for 12 months at the time of the contract start date of April 1, 2019, would we meet the eligibility requirement of being a PrEP and PEP provider for at least 12 months?

*Response – As stated on page 5 of the REVISED RFP, an organization must “(3) Have at least 12 months of direct experience providing PrEP AND PEP to HIV-negative adolescents (13-24 years)” by the proposal due date of February 14, 2019.”*

8. Please define the age range of 13-24 years old. Is it inclusive of people who are 24 years old?

*Response – Yes, the age range of 13-24 years old is inclusive of people who are 24 years old.*

9. On p. 46, it says that each page of the proposal narrative, including attachments, should be consecutively numbered. Please clarify which attachments should be consecutively numbered. For example, should the proposal checklist be numbered as page 1, organization information cover sheet page 3, etc.?

*Response – “Each page of the proposal narrative should be consecutively numbered” does NOT include the following separate documents: proposal checklist, organizational information cover sheet, budget, etc. Please see the revision on page 46 of the REVISED RFP.*

10. Regarding the on-site site visit: Is there a specific space that should be allotted for this grant, or is the visit to verify brick and mortar?

*Response – The site visit assessment will take place at the organization’s proposed program service site in the proposed high priority ZIP code. As stated on pages 41 of the REVISED RFP: “The Site Visit will be an on-site assessment of the applicant organization’s cultural responsiveness in terms of the following: general assessment; community connectivity; community partnerships; outreach and engagement; client experience at point of care; retention/appeal; voice; and access to client-centered services.”*