

**New York State Department of Health  
AIDS Institute and Health Research, Inc.  
REQUEST FOR APPLICATIONS  
HIV PROVIDER EDUCATION CLINICAL GUIDELINES  
RFA #09-0005/FAU #0911100500**

**QUESTIONS AND ANSWERS**

*The responses to questions included herein are the official responses by the State to questions posted by potential bidders and are hereby incorporated into the RFA #09-0005 issued on September 2, 2010. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.*

**1. Question:**

Is there a current contractor who manages the existing guidelines committees?

**Answer:**

The current contractor is The Johns Hopkins School of Medicine, Division of Infectious Diseases

**2. Question:**

Who are the members of each of the current guidelines committees?

**Answer:** Below are the current members of each guidelines committee:

**Medical Care Criteria Committee:**

Judith A Aberg, MD  
Barbara Chaffee, MD, MPH  
Steven M Fine, MD, PhD  
Barbara E Johnston, MD  
Jason M Leider, MD, PhD  
Joseph P McGowan, MD, FACP  
Samual T Merrick, MD  
Rona M Vail, MD  
Barry S Zingman, MD  
Sheldon T Brown, MD  
Douglas G Fish, MD  
Peter G Gordon, MD  
Kinga Cieloszyk, MD, MPH  
Joseph R Masci, MD

**Committee for the Care of Children and Adolescents with HIV-Infection**

Geoffrey A Weinberg, MD  
Roberto Posada, MD  
Jacobo Abadi, MD  
Aracelis D Fernandez, MD, FAAP  
Marc D Foca, MD  
Mindy A Golatt, RN, MA, CPNP, MPH  
Alice S Myerson, CPNP, ANP, MSN  
Natalie M Neu, MD  
Yiu Kee Warren Ng, MD  
Joseph A Puccio, MD, FAAP  
Michael G Rosenberg, MD, PhD  
Pauline A Thomas, MD  
Anthony Vavasis, MD  
Vicki B Peters, MD  
Jeffrey M Birnbaum, MD, MPH

**Committee for the Care of Women with HIV Infection**

Mary Jo Fink, MD  
Barbara C Zeller, MD  
Machelle Allen, MD  
Kathryn Anastos, MD  
Jeffrey M Birnbaum, MD, MPH  
Susan E Cohn, MD, MPH  
Vanessa E Cullins, MD, MPH, MBA  
Katherine D LaGuardia, MD, MPH, FACOG  
Howard Minkoff, MD  
Renee Samelson, MD, MPH  
Diane J Tufaro, NP  
Janice R Verley, MD  
Mary Vogler, MD

**Physicians' Prevention Advisory Committee**

Committee being reconstituted

**Committee for the Care of Substance Users with HIV Infection:**

Marc N Gourevitch, MD, MPH  
Julia H Arnsten, MD, MPH  
Lawrence S Brown, Jr, MD, MPH, FASA  
Brenda Chabon, PhD  
Barbara Chaffee, MD, MPH  
Michael Christie, MD  
Chinazo O Cunningham, MD, MS  
Nereida Ferran-Hansard, MD  
Steven S Kipnis, MD, FACP, FASAM

Joseph P Merlino, MD, MPA  
Nancy Murphy, NP  
Edward V Nunes, MD  
David C Perlman, MD  
Sharon Stancliff, MD  
Robert B Whitney, MD

**Mental Health Guidelines Committee**

Milton L Wainberg, MD  
Kenneth B Ashley, MD  
Barbara A Conanan, RN, MS  
Joseph Z Lux, MD  
Peter Meacher, MD, AAHIVS, FAAFP,  
Joseph P Merlino, MD, MPA  
Yiu Kee Warren Ng, MD  
Francine Cournos, MD  
James J Satriano, PhD  
Mark V Bradley, MD  
L Jeannine Bookhardt-Murray, MD  
Denise E Leung, MD

**Pharmacy Advisory Committee**

John M Conry, PharmD, BCPS, AAHIVE  
John J Faragon, PharmD, BCPS, AAHIVE  
Randi L Abramowitz  
Francine S Acebedo, RPh  
Mary Pat D'Addario  
Robert DiCenzo, PharmD, BCPS, FCCP  
Michael Escuder, RPh  
Angela G Giovanniello, PharmD  
Michael Gleit, RPh, FACA  
Kristen McIlwraith, RPh  
Sharon Stancliff, MD  
Joel L Zive, BS, PharmD  
Lawrence H Mokhiber, RPh

**Dental Standards of Care**

Victor M Badner, DMD, MPH  
Stanley J Boyd, DMD  
Stuart L Fischman, DMD  
Elmer L Green, DDS, MPH  
A Ross Kerr, DDS, MSD  
Michael A Kozlowski, DDS  
Calix Ramos-Rodriguez, DMD  
Dara J Rosenberg, DDS, MS, MPH  
Terence J Thines, DDS, MS

Cheryl R Stolarski, DMD  
Mary J D'Silva, DDS  
Herbert Kenigsberg, DDS

**3. Question:**

Has the AI (or the current contractor) conducted any evaluations of the implementation of the current guidelines? Have any of these evaluations been published?

**Answer:**

Neither the AI nor the current contractor has conducted any recent evaluations of the implementation of current guidelines.

**4. Question:**

Has the AI or the current contractor conducted any evaluations of the effectiveness of the existing HIV clinical guidelines? Have any of these evaluations been published?

**Answer:**

Neither the AI nor the current contractor has conducted any recent evaluations of the effectiveness of the existing HIV clinical guidelines.

**APPLICATION SUBMISSION**

**5. Question:**

How should applications be delivered? Must they be hand-delivered or can they be mailed? Should Federal Express be used? Is fax or email definitely unacceptable?

**Answer:**

Applications can be mailed or hand-delivered. If mailing, applicants are encouraged, but not required, to use an express service. Applications will not be accepted via fax or email. Please see page 14 of the RFA.

**6. Question:**

If an application is received after 5PM on October 19, 2010, will it be considered?

**Answer:**

It is the applicant's responsibility to see that applications are delivered to the address stated in the RFA prior to the date and time specified. Late applications due to a documentable delay by the carrier may be considered at the Department of Health's discretion but there are no guarantees. Applicants should make every effort to ensure that all applications are received before the deadline.

**7. Question:**

What is the address that applications should be mailed to?

**Answer:**

Applications should be mailed or hand-delivered to:

Valerie J. White  
Deputy Director, Administration and Data Systems  
New York State Department of Health AIDS Institute  
ESP, Corning Tower Room 478  
Albany, New York 12237

**BUDGET**

**8. Question:**

In looking over the budget forms, I am not finding a place to delineate our rent, utilities, phone, supplies, travel, postage, printing, etc. costs. I saw in the instructions to enter the total of such costs to the Summary Budget page on lines C, D, E, and F. I wonder, though, where to enter the breakdown of the total costs for each line?

**Answer:**

The budget forms provided for the RFA process do not include the "Other than Personal Services" (OTPS) detail pages. Please list dollar values for all OTPS items on the summary budget and provide a description of those items using the justification page(s).

**9. Question:**

Are the budget pages provided on the website in an Excel format?

**Answer:**

Yes, the budget pages are included on the website in an Excel format.

**10. Question:**

If we are already an AIDS Institute funded program, should we use the forms we already have? They include the information requested in Attachment 7.

**Answer:**

No. Applicants should complete the information requested on the forms provided as Attachment 7, regardless of whether or not they are currently funded by the AIDS Institute.