

**NYS Department of Health (DOH)
AIDS Institute, Office of the Medical Director**

Clinical Education Initiative
RFA # 1305170759 - Internal Program # 12-0006

Questions and Answers

All questions are stated as received by the deadline announced in the RFA. The NYSDOH is not responsible for any errors or misinterpretation of any questions received.

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 #1305170759, Internal Program #12-0006. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

COMPONENT A

Question 1: In the past 4 years CME and Nursing credits for CEI have been provided through a contract with MSSNY. If the HCV/HIV Center is expected to provide all CME credits for every program in the State, is the expectation to continue that contract? Is it possible to continue that contract and if so, how much was the contract.

Answer 1: CME & CNE credits for CEI programs have been provided through a contract with the SUNY School of Public Health (SPH) in Albany on an annual basis for a number of years. The current contract with SPH expires June 30, 2014. The expiration date of the SPH contract provides for a six month overlap, from the start of the CEI contract with Center A on January 1, 2014, giving the awardee of Center A time to develop and implement the required professional development credit program posted in the RFA. The applicant/awardee may choose any provider of credits approved through the Accreditation Council for Continuing Medical Education and the American Nurse's Credentialing Center's Commission which includes the SPH. Any negotiation with SPH or any other approved agency to meet this requirement shall be between the applicant and the approved agency.

Question 2: Is there a contact that CEI has worked with in the past that could provide a budget estimate as an idea of cost? This is a hard thing to budget.

Answer 2: If an applicant is interested in seeking additional information from the SUNY School of Public Health as an approved provider of continuing education credits through the Accreditation Council for Continuing Medical Education and the American Nurse's Credentialing

Center's Commission you may contact the following: Dawn Bleyenburger; 518-402-0335; dbleyburger@albany.edu.

Question 3: What is the primary educational focus as it relates to HCV? Is Mono therapy to be addressed or just treatment education on Co-infection? If mono-therapy is to be addressed, which is the priority; treatment or testing and referring into appropriate care?

Answer 3: The educational focus relative to HCV is both mono-infection and co-infection. With both topics, treatment and testing should be appropriately addressed in all educational events. See additional back up information below.

As per the RFA document, Section 1D on page 6, numbers 2, 3, 4, 6, 10 and 11 and the following section found on page 7, within Component A.

This funded HIV/HCV Center will establish infrastructure and staffing commensurate with serving as a statewide clinical education program addressing HIV, HIV/HCV co-infection and HCV mono-infection. The HIV/HCV Center will be responsible for developing curricula and clinical education interventions to meet all goals outlined under section I. D with regard to HIV, HIV/HCV co-infection and HCV mono-infection.

Question 4: What is the current funding amount paid to the *The National Clinician's Post-Exposure Prophylaxis Hotline* to answer the PEP calls from the state of New York?

Answer 4: For the CEI contract year of July 1, 2012 to June 30, 2013 the amount paid to The National Clinician's Post-Exposure Prophylaxis Hotline through a sub-contract of the CEI PEP Center to answer PEP calls and provide the NYS PEP Guidelines recommendations was \$52,000.00.

Question 5: I am trying to find on-line a list of those members of the Clinical Guidelines Committee. The CEI RFA wants us to recruit faculty who are on this list, but I can't find the list. Maybe just the:

- Medical Care Criteria Committee (Adult)
- Committee for the Care of Children and Adolescents with HIV Infection
- Committee for the Medical Care of Substance Users with HIV Infection

Answer 5: The following are the links to the individual HIV Guidelines committees:

Medical Care Criteria Committee: <http://www.hivguidelines.org/clinical-guidelines/adults/contributors-to-the-guidelines/>

Pediatric Committee: <http://www.hivguidelines.org/clinical-guidelines/infants-children/contributors-to-the-guidelines/>

Adolescent Committee: <http://www.hivguidelines.org/clinical-guidelines/adolescents/contributors-to-the-guidelines/>
Women's Committee: <http://www.hivguidelines.org/clinical-guidelines/womens-health/contributors-to-the-guidelines/>
MTCT Committee: <http://www.hivguidelines.org/clinical-guidelines/perinatal-transmission/contributors-to-the-guidelines/>
Prevention Committee: <http://www.hivguidelines.org/clinical-guidelines/hiv-prevention/contributors-to-the-guidelines/>
Mental Health Committee: <http://www.hivguidelines.org/clinical-guidelines/hiv-and-mental-health/contributors-to-the-guidelines/>
Substance Use Committee: <http://www.hivguidelines.org/clinical-guidelines/hiv-and-substance-use/contributors-to-the-guidelines/>
Oral Health Committee: <http://www.hivguidelines.org/clinical-guidelines/hiv-and-oral-health/contributors-to-the-guidelines/>
Pharmacy Committee: <http://www.hivguidelines.org/clinical-guidelines/hiv-and-pharmacy/contributors-to-the-guidelines/>

Question 6: Please provide call volume on a monthly basis.

Answer 6: For the calendar year 2012 the monthly average of calls from NYS to The National Clinician's Post Exposure Prophylaxis hotline was 78.

Question 7: As one of the deliverables for the HCV/HIV Center: page 34-35: 4: a) the HCV/HIV Center needs to Develop a policy and procedure related to screening, diagnosis and managing patients with STDs.
4 b) Identification of an STD Medical Home inclusive of a clinician with ongoing dedication to issues in quality in screening, diagnosis, and management.

While I understand the need for collaboration, why would this be a role of the HIV/HCV Center when you have a funded STD Center?

Answer 7: Per page 34, D 4a and 4b of the CEI RFA, Center A is expected to work with the STD Center (Center B) to assist settings with promoting service integration for STDs, HIV and HCV through mechanisms inclusive of items 4a and 4b:

4 a - Development of policy and procedures related to screening, diagnosing, and managing patients with STDs.

4 b - Identification of an STD "medical home" inclusive of a clinician with ongoing dedication to issues of quality in STD screening, diagnosis, and management.

There will be some overlap in addressing STDs by Centers A & B. Center A, while focusing on HIV- or hepatitis-infected patients, will need to address

STDs in these patients. As Center A promotes development of policies and procedures for STDs in the HIV- or hepatitis-infected patient, there will be opportunity to promote a more comprehensive approach to STD prevention, screening, and treatment throughout the institution. Service integration guidelines that include STDs should be developed by Center A in collaboration with Center B.

Question 8: On page 13 of RFA, Section IV.D.7, it is said "the HIV/HCV Center will award continuing medical education credits". Please clarify if this means that the HIV/HCV Center will be solely responsible to apply for accreditations of CME, CNE, etc., which will be available to use by the STD Center and the Resource Center – in other words, the STD Center and the Resource Center don't need to apply for CME/CNE themselves.

Answer 8: Center A will be solely responsible for all activities associated with offering continuing education credits (CME & CNE) for all CEI educational activities regardless of the center hosting the event. Center B & C will work collaboratively with Center A for continuing education credits.

Question 9: Referring to "Application Format, Target Audience," pp 33 and 39, V, Sections 4. B. 2)

Given that there are many Health Professional Shortage Areas (HPSAs) throughout New York State, how should they be targeted for prioritization? Must the applicant aim for those HPSAs with the most critical shortages based on the HRSA/HPSA site info?

Answer 9: Application format, Target Audience- Health Professional Shortage Areas (HPSA) in all areas of the state should be assessed for need and then based on the identified needs, a prioritization list will be established in conjunction with the CEI Program staff. When making the prioritization list the applicant should take into consideration the information on the HRSA/HPSA website.

COMPONENT B

Question 10: Are the funds of 480K to be used to sponsor the statewide conference every year?

Answer 10: Per the RFA, page 18, D1a, the STD Center will conduct an annual statewide STD conference, statewide meetings and regional conferences held in centrally located areas. All costs associated with fulfilling this requirement will be born out of the annual funding of Center B.

COMPONENT C

Question 11: To clarify, for Component C, there will be \$463,500 available per year for five years for one organization, correct (Page 8, section II)?

Answer 11: As per the RFA, page 8, II, State funding will be allocated annually for each of the centers. Center C will be funded at \$463,500 annually and NYS reserves the right to revise the award amounts as necessary due to changes in the availability of funding.

Question 12: Do the current courses and learning modules on ceitraining.org meet NYS standards for accessibility? If not, should proposals include plans and a budget to make them meet those standards?

Answer 12: Per the RFA, page 46, D3, all on-line content will be conducive to adult learning and in compliance with the Americans with Disabilities Act.

Question 13: Where is the ceitraining.org web site currently hosted?

Answer 13: The current CEI website, www.ceitraining.org, is hosted at the University of Rochester.

Question 14: Is it possible to maintain the web site in its current hosted location and have the Resource Center assume responsibility for the site and enhancements?

Answer 14: The applicant for Center C may choose to sub-contract with the current hosted location to maintain the current site. The applicant will be held directly responsible for the site and enhancements of it.

Question 15: What distance learning tools are currently being used by the AIDS Institute and how satisfied is the AI with them?

Answer 15: AI supports the utilization of various distance learning tools - online training (website, webinars), mobile applications, conference calls, slide sharing, etc. We are pleased with the progression of distance learning over the past several years and look forward to utilizing new and innovative tools to further educate NYS health providers, especially given New York State's vast geography. In addition, tele-consulting for provider education is another application of distance learning that is currently being used by the AI. Increased use of tele-consulting in the future is a goal of CEI.

WORKPLAN

Question 16: Define what is expected of the applicant in the last column of the workplan.

Answer 16: The workplan required in the RFA document is a new format initiated by NYS and specifics related to it will be negotiated with the funded applicant. The formatted workplan required within the CEI RFA is requesting the applicant to list target date, performance measurements and progress to date in the last column. The AIDS institute requests the following from the applicant:

Target date - anticipated date that the applicant's stated objective from column 1 will be met.

Performance measurement - a quantifiable indicator or task that the applicant will use or implement to achieve stated objective in column 1.

Progress to date - this section of the column will only be completed at the time of the quarterly reporting and year end reporting requirements. It will state the contractor's progress to date in achieving the stated objective from column 1.

Question 17: Referring to "Project Narrative/Workplan Outcomes," p 12 D. 1. c and p 18 section D. 1. d. ii:

When the RFA states "75% of in-person courses should be conducted outside of NYC," how is NYC defined? Is this strictly the five boroughs of New York City or is this area inclusive of the NYC region which may include Long Island and Lower Hudson regions?

Answer 17: Project Narrative/Workplan Outcomes - NYC area is defined as the traditional 5 boroughs.

FUNDING

Question 18: On page 27 of RFA, Section V.G, it is said "contracts resulting from this RFA will have the following multi-year time period: January 1, 2014 – December 31, 2018". Please clarify if this means annual renewal of contract is no longer required.

Answer 18: Annual renewal of the contract will not be required; however, annual budget modifications may be necessary. Also, annual budgets and workplans will still be required to be submitted to the AIDS Institute.

BUDGET

Question 19: On page 36 of RFA, Section V.B.ComponentA.6.b), it is said “the budget narrative should not exceed two-double spaced pages”, however, in Attachment 8, worksheet “Narrative – Tab 6”, a blank worksheet is already 4 pages long. This same question also applies to page 42 for Component B and page 48 for Component C. Please clarify.

Answer 19: The attachments, such as attachment 8 and the budget narrative, do not count towards the page limit of the submitted application. The narrative justification for the budget included in Attachment 8 is limited to 2 pages but does not count towards the overall page limit for the application.

Question 20: For subcontract, the federal government allows the primary contractor to charge indirect (administrative) costs for the first \$25k of the subcontracted work to cover the administrative overhead involved in subcontracting. Please clarify if the State government uses the same practice here.

Answer 20: The DOH would follow the federally approved rate agreement of each applicant, as long as the total amount requested doesn't exceed the 10% indirect costs limit, as specified in the RFA.

ADMINISTRATIVE REQUIREMENTS

Question 21: On page 29 of RFA, Section V.I, it is mentioned that limitations on executive compensation is in effect. Please clarify if the salary cap of \$199k (as defined by the Executive Order #38) applies here.

Answer 21: Executive Order 38 does apply to executive staff funded on this contract.

ELIGIBILITY

Question 22: Is it appropriate for CBO's to apply for this funding? We do not provide clinical services or have clinicians on staff...is that an expectation/requirement?

Answer 22: Per the minimum eligibility requirements listed in the CEI RFA (page 9) as shown below, most CBO's do not meet eligibility requirements.

Minimum eligibility requirements:

All applicants must be located in and conduct business in NYS. Additional minimum eligibility requirements are as follows:

Component A - HIV/Hepatitis Center C for Excellence (HIV/HCV Center)

Eligible Applicants are:

- Not-for-Profit Academic medical centers, universities.

Component B - STD Center for Excellence (SCE)

Eligible Applicants are:

- Not-for-profit Academic medical centers that either operate or demonstrate via a letter of agreement a relationship with one or more clinics dedicated to STD care that can be used as a site for preceptorships.

Component C – Resource Center for Excellence (RC)

Eligible Applicants are:

- Not-for-Profit Academic medical centers, universities or professional educational organizations, non-profit community-based and professional organizations.
- Not-For-Profit technology companies.

Question 23: I am writing requesting clarification regarding the first sentence on Page 9, Section II - Available Funding, of the CEI RFA 1305170759.

This sentence reads: "An organization may apply to serve as only one Center. If more than one application is submitted, the first one opened will be reviewed. All other applications will be rejected."

Does this mean that an organization, specifically a University, may apply for only one component (A, B or C) referenced in the RFA or does it mean that only one application will be accepted per organization but the application could be for more than one component?

Similarly, if different departments within a large University wished to apply for different components would each department be viewed as an organization thus allowing each application to be reviewed?

Answer 23: As of 7/22/13 an addendum was added to the CEI RFA document found on the NYSDOH website at the following address:

<http://www.health.ny.gov/funding/rfa/1305170759/index.htm>

and states the following:

"Revision to Page 9; under II. Available Funding:

The following sentence is deleted:

An organization may apply to serve as only one Center. If more than one application is submitted, the first one opened will be reviewed. All other applications will be rejected.

And replaced with the following:

Organizations applying to serve as more than one Center.

Applicants are not precluded from applying to serve as more than one Center. If applications are received for more than one Center, the applications meeting the guidelines set forth in the RFA will be reviewed and evaluated competitively using an objective rating system reflective of the required items specified for each section."

Question 24: In Addendum I, it is said "if applications are received for more than one Center, the applications meeting the guidelines set forth in the RFA will be reviewed and evaluated competitively using an objective rating system reflective of the required items specified for each section". Please clarify if this means: (1) an organization submitting multiple applications will directly participate in competitions for each Center it has submitted an application - the competitions will be among the applications for the same Center submitted by different organizations; or (2) the multiple applications submitted by the same organization will first compete with each other to select the best one and then to compete with the applications submitted by the other organizations.

Answer 24: See answer to question 23 directly above.

Question 25: Referring to "Who May Apply," p 9, III:

Can an institution that applies to serve as a Lead Center also be included as a subcontractor in a separate application from another institution for a different Lead Center?

Answer 25: Who may apply - There is nothing in the CEI RFA that precludes an applicant for one of the listed centers from being a subcontractor of another institution applying for a different lead center.

STAFFING

Question 26: Section A, page 21, number 1: Do each of the staff positions listed need to be full-time? Is part-time (50% FTE or 80% FTE) ok?

Answer 26: Staff positions do not need to be full time. However the percent of effort determined by the applicant for each position must be within reason to complete the required tasks.

Question 27: Section A, page 22: Can the Medical Director's time be "in kind"?

Answer 27: The Medical Director's time can be in-kind.

MISCELLANEOUS

Question 28: In the RFA (page 7, #11) it refers to collaboration with statewide and regional professional organizations. All I see under attachment 11 is a map. Is there a list of these organizations? I feel as if I am missing something.

Answer 28: There is no list of agencies in the attachment. The map was provided only to show all applicants a consistent representation of the regions within the state of NY as they contemplate the agencies with whom they would consider a collaboration.

Question 29: We did not see Attachment II that keeps being referenced? Did we miss something?

Answer 29: Attachment 2 is found within the RFA document itself, page 53 of 154, and is not listed as a separate attachment as found on the face page at:

<http://www.health.ny.gov/funding/rfa/1305170759/index.htm>.

Question 30: Section A, page 22, number 4: Do you expect us to have existing computers for all staff listed, or are we allowed to purchase computers? (I believe the top of page 37 indicates we may do so.)

Answer 30: The RFA does allow the purchase of equipment, including computers, to fulfill the requirements of the specific center. As stated on Page 36 of the RFA (#6; c. & f.): "The amount requested in each budget year should be reasonable and cost effective, relate directly to the activities described in the application, and be consistent with the scope of services outlined in the RFA." and "Budgeted items should be justified and fundable under state and federal guidelines."

Question 31: 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 31: 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 26 of the RFA.

Question 32: If an application is received after 5PM on August 21, 2013, will it be considered?

Answer 32: 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.

Question 33: What is the address that applications should be mailed to?

Answer 33: 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

Question 34: Are the budget pages provided on the website in an Excel format?

Answer 34: Yes, the budget pages are included on the website in an Excel format.

Question 35: If we are already an AIDS Institute funded program, should we use the budget forms we already have? They include the information requested in Attachment 8.

Answer 35: No. Applicants should complete the information requested on the forms provided as Attachment 8, regardless of whether or not they are currently funded by the AIDS Institute.