

2022

United Way of Long
Island

November 18, 2022

**[N-S EMA RYAN WHITE
PART A/MAI RFP
QUESTIONS AND
ANSWERS DOCUMENT]**

**Nassau-Suffolk EMA FY 23-25
Ryan White Part A/MAI Medical Case Management RFP**

Questions and Answers Document

1. **Question: Is there a specific font that we should use for the narrative portion of the RFP?**

Answer: The RFP does not specify a specific font. However, it is recommended that applicants use Times New Roman or Arial.

2. **Question: Will the Zoom recording or slide presentation be sent to participants after the Bidder's Conference?**

Answer: The Zoom link will not be shared. However, the slide presentation is available on the RFP page on United Way of Long Island's website:
<https://www.unitedwayli.org/RW20232026>

3. **Question: I don't see a work plan in the RFP.**

Answer: A work plan is not required for this RFP. Applicants are asked to project the number of clients to be served and the units of services to be provided on the application coversheet and within the narrative. Applicants must also describe the services that will be provided and how they will be delivered in Section IV of the Narrative- Priority Specific Program Design. Work plans will be developed and negotiated with awarded providers at the time of contracting. Programs should provide a reasonable estimate of the projected number of clients based on need, experience and funding cost determinations.

4. **Question: If there is an issue with sending the documents through email due to the size, what can we do?**

Answer: We recommend you zip the files. Applicants can also send application documents in multiple emails as needed. If multiple emails are sent, please be sure to use the same naming structure for each email and include the email number (Agency Name, Priority, and include email 1 of 2, 2 of 2, etc.).

5. **Question: Can we streamline the MOAs if we are applying for multiple priorities?**

Answer: No. Each application is unique and is reviewed separately. All required documents must be submitted with each unique application in order to be considered complete.

6. **Question: Is double-spacing just for the narrative section or do we have to double space job descriptions and other attachments as well?**

Answer: Applicants are only required to double space the narrative portion of the application. The requirement does not apply to forms and other attachments.

7. **Question: Is there a specific format for the job descriptions?**

Answer: No.

8. **Question: Does the MAI funding happen during contracting?**

Answer: There is no separate MAI (Minority AIDS Initiative) application. The RFP asks for information on specific populations to be served by applicants. This information will be used by United Way to distribute MAI funds during the contracting process.

9. **Question: Letters of Agreement/MOAs were said by UWLI to be acceptable for 2-3 years. However, it was stated in the Bidder's conference that these agreements should be signed within 6 months, the longest a year. Please clarify the correct timing for submission.**

Answer: Please note that this is an open competitive bid. As such, all Linkage Agreements/MOAs must be current; preferably within the last six months but no older than a year. The guidance of 2-3 years is only applicable for funded programs that are operating under continuation status.

10. **Question: Can you please let me know if there will be a specific/official application to use for our proposal submissions, or should we create the 11 attachments on the presented "Proposal Checklist" and submit them as independent documents?**

Answer: Please refer to the proposal checklist on pages 11-12. Word and Excel versions of required forms that are in the RFP can be found on <https://www.unitedwayli.org/RW20232026>.

11. **Question: What types of services or agencies are you looking to fund for MH?**

Answer: Mental Health Services may be provided in a community or hospital setting as long as the agency is properly licensed to provide that service. Please reference pg 29 of the RFP for agency eligibility. Under RW Payer of Last Resort guidelines, applicants must have the ability to bill 3rd party payers since MH is a reimbursable service.

12. **Question: Can you clarify pg. 7 "Applicants under MH etc. have the capacity to bill Medicaid"**

Answer: Please see the response to question 11. Ryan White is Payer of Last Resort. Providers are required to bill unless an individual is uninsured. Program income generated from billing must be applied back to the Ryan White Program.

13. Question: Do the job descriptions count towards the page limit?

Answer: No. Job descriptions do not count towards the page limit. Please reference page 11 of the RFP.

14. Question: Do you need the listing of the percentage of time and effort on the job descriptions?

Answer: The personnel description page of the budget should include the percentage of time and effort breakdown across all funding sources for all staff claimed on the grant. Example: Cindy Lou, Care Coordinator, 100% Ryan White Part A. Bugs Bunny, Data Analyst, 5% Ryan White Part A, 85% Ryan White Part B, 10% UWLI.

15. Question: For the narrative portion of the grant, is there a specific name or wording we should be using?

Answer: Yes, please follow the same guidelines for the other attachments and include the Agency Name, Priority Name and Attachment Type. Example: UWLI MH Project Narrative Sections 1-V

16. Question: For the money listed, is the full amount for all of the priorities?

Answer: Yes. The amounts listed are the total estimated amounts available by priority. Please refer the funding chart on page 7 for the expected number of awards per priority. Applicants may request any amount up to the full amount available but must be mindful of the EMA's goal to meet the needs of clients in both Nassau and Suffolk counties. Applicants are encouraged to assess their capacity to meet this goal and for clients to access proposed services if requesting the full amount.

17. Question: Is there an anticipated date of notice for those being funded?

Answer: It is expected that applicants will be notified of funding decisions by mid to late February.