AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	1. Solicitation Number	Page of Pages	
	DCHC-2009-R-0001	1	4

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
0004	August 28, 2009		DOH HIV/AIDS Administration Business Service

6. Issued by: Code	7. Administered by (If other than line 6)
Office of Contracting and Procurement 441 4th Street, NW Suite 700S Washington, DC 20001	Department of Health HIV AIDS Administration 64th New York Ave., 5th Floor Washington, DC 21002

8. Name and Address of Contractor (No. street, city, county, state and zip code)		
	X	9A. Amendment of Solicitation No. DCHC-2009-R-0001
		9B. Dated (See Item 11) July 24, 2009
		10A. Modification of Contractor/Order No.
Code TIN		10B. Dated (See Item 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning ____1_____ copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If Required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTORS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

	A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.
	C. This supplemental agreement is entered into pursuant to authority of:
	D. Other (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ copies to the issuing office.

14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

Solicitation No. DCHC-2009-R-0001 is hereby modified as described on pages 2-4:

Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.

15A. Name and Title of Signer (Type or print)		16A. Name of Contracting Officer James Marshall	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed 6-28-09

DCHC-2009-R-0001
Amendment 0004

Item No.	Solicitation Reference	Amendment	Amended Provision
1	C.2.2.1	At the end of the section Insert: The PC generally holds 9 sub-committees and 1 full planning council per month for a yearly total of 120 to 175 meetings which require basic logistical services of meeting notification, materials distribution, meeting minutes and hospitality. Three or four times a year, the Planning Council chooses to hold its meeting at an external location. The PC expects to hold about six one-day training sessions per year. The Planning Council meetings are not required to take place in the District of Columbia, but are required to take place in the EMA.	The mission of the Metropolitan Washington Regional Health Services Planning Council is to plan for the comprehensive delivery of HIV/AIDS services and allocation of resources for the Eligible Metropolitan Area (EMA), as mandated by the Ryan White Title I legislation. The Washington, DC Eligible Metropolitan Area (DC EMA) covers more than 6,000 square miles. In order to assure input from all segments of the population, a series of meetings is held within each of the four jurisdictions of the EMA. Members of the Council are comprised of government officials, community providers, advocates, and people living with HIV (PLWH). The Council has standing committees on program topics, data, finance, and a separate committee of PLWHs. Council members identify and rank order service priorities and determine allocations. The Council deliberates and sets its final priorities and allocations thus compiling input from each local jurisdiction and each of the PLWHs who are involved in the process. Information about the Planning Council can be found at Applicable Documents #1 and #2. The PC generally holds 9 sub-committees and 1 full planning council per month for a yearly total of 120 to 175 meetings which require basic logistical services of meeting notification, materials distribution, meeting minutes and hospitality. Three or four times a year, the Planning Council chooses to hold its meeting at an external location. The PC expects to hold about six one-day training sessions per year. The Planning

			Council meetings are not required to take place in the District of Columbia, but are required to take place in the EMA.
	C.2.2.2	At the end of the section Insert:	The HPCPG holds yearly approximately 20 meetings with full logistical support. The HPCPG conducts two (2) to four (4) 4 training activities per year. The CPG has two committees – Data & Prioritization and Membership Recruitment – which meet irregularly. From time to time the HPCPG also creates short-term working groups. There is no set schedule for their meetings. HPCPG meetings are required to be in the District.
	C.2.2.3	**C.2.3 Other Community Related Groups** C.2.3.1 In addition to the Planning Council, the HPCPG and their respective subcommittees, other community related planning groups include the District of Columbia, Northern Virginia, and West Virginia Delegations along with Places of Worship Advisory Board and Youth HIV/STD Work Group. C.2.3.1.1 The DC Delegation is not a committee with a "set, elected membership." The DC Delegation does require standard meeting logistical support. The delegation meets approximately 10 times per year. C.2.3.1.2 As of August 1, 2009 there is no extant West Virginia PWA group. In the event that a group forms, the offeror should be prepared to support its activities. There are regular monthly meetings of PLWH/A scheduled in three of the four jurisdictions. All of the meetings of the PLWHA committees are open to self-identified people with HIV. The DC Delegation advises the HIV/AIDS Administration on the use of CARE Act Part B funds.	**C.2.3 Other Community Related Groups** C.2.3.1 In addition to the Planning Council, the HPCPG and their respective subcommittees, other community related planning groups include the District of Columbia, Northern Virginia, and West Virginia Delegations along with Places of Worship Advisory Board and Youth HIV/STD Work Group. C.2.3.1.1 The DC Delegation is not a committee with a "set, elected membership." The DC Delegation does require standard meeting logistical support. The delegation meets approximately 10 times per year. C.2.3.1.2 As of August 1, 2009 there is no extant West Virginia PWA group. In the event that a group forms, the offeror should be prepared to support its activities. There are regular monthly meetings of PLWH/A scheduled in three of the four jurisdictions. All of the meetings of the PLWHA committees are open to self-identified people with HIV. The DC Delegation advises the HIV/AIDS Administration on the use of CARE Act Part B funds.

Item No.	Solicitation Reference	Amendment	Amended Provision
2	C.3.1.1 c	**Delete:** In its entirety **Insert:** c. Quality Assurance including complaint resolution as it pertains to the Contractor's delivery of the required services;	d. Quality Assurance including complaint resolution as it pertains to the Contractor's delivery of the required services;
3	G.1.2	**Delete:** In its entirety; **Insert:** **G.1.2** The District will pay the Contractor on or before the 30th day after receiving authorization by the COTR as described below:	**G.1.2** The District will pay the Contractor on or before the 30th day after receiving authorization by the COTR as described below:
4	G.4	**Delete:** In its entirety; **Insert:** **G.4 METHOD OF PAYMENT** The District will pay the Contractor monthly for services invoiced and accepted.	**G.4 METHOD OF PAYMENT** The District will pay the Contractor monthly for services invoiced and accepted.

DCHC-2009-R-0001
Amendment 0004
Attachment A

No.	Solicitation Reference	Question	Response
1	B	The RFP says HAA is "contemplating" a cost-reimbursement contract. Must this be a cost-reimbursement contract?	Yes.
2	B	Is the contract strictly cost reimbursable?	Yes
3	B	Have previous planning council (PC) and/or HIV prevention community planning group (HPCPG) support contracts been cost reimbursement? If not, why is this one different?	Previous contracts to provide similar services as those described in the solicitation have been solicited using various types of contracts including cost reimbursable.
4	C.1 C.3.2.3	RFP says that the awardee will be performing services for the PC and the HPCPG and "other planning boards." Who are these?	See Amendment 0004, Item No. 1
		How many are there?	See Amendment 0004, Item No. 1
		What are the awardee's responsibilities toward them?	Yes.
5	C.1.1	Page 12 of the RFP identifies "applicable documents #1, #2, and #3. Please provide copies of these documents.	Please see Section C.1.1, Applicable Documents
6	C.1.1	Please provide a list of the PC & HPCPG by laws.	Please see Section C.1.1, Applicable Documents #1 and #3
7	C.3.1.1 c	With reference to Quality Assurance (QA) and complaint resolution (C.3.1.1, page 9), will the QA be directed at the performance of the Planning Body and complaint resolution related to complaints against the Planning Body, or will QA involve ensuring high quality HIV/AIDS services and resolving complaints from consumers of those services?	See Amendment 0004, Item No. 2
		Please provide a copy of the current QA and complaint resolution documents pertinent to this contract.	This information is not available.

No.	Solicitation Reference	Question	Response
8	C.3.2.1	Of the 300+ meetings that will be held each year, how many will the vendor be required or requested to assist in logistical services training, hospitality, etc?	All
		An estimate of the number of meeting venues needed for each contract year.	Please see Amendment 0004, Item No.1
9	C.3.2.1	How many meetings will the Offeror and subcontractor be required to support for EMA wide activities for the Planning Council and in the District for the HIV Community Planning Group? Please provide a calendar of activities.	Please see Amendment 0004, Item No.1 and Section C.1.1, Applicable Documents #1 and #3.
10	C.3.2.1	There are various planning council programmatic committees (Community Access, Needs Assessment & Comprehensive Planning, etc.) but, upon review of the provided documents, we only see one sub-EMA committee defined (the DC delegation). Are there equivalent sub-EMA committees with set, elected membership for suburban Maryland, northern Virginia and West Virginia? (The bylaws do not mention such sub-EMA committees.) If so, who sits upon them?	Please see Amendment 0004, Item No.1
		How often do they meet?	Please see Amendment 0004, Item No.1
		If such sub-EMA committees do exist, what are the awardee's responsibilities to or for them in terms of logistical and technical support? How many meetings of these sub-EMA groups are there per year, and with how many attendees?	Please see Amendment 0004, Item No.1
		For how many such meetings per year can the awardee expect to have to provide services?	Please see Amendment 0004, Item No.1
11	C.3.2.1	Is the Contractor responsible for providing meeting logistics for the Virginia, Maryland and West Virginia Part A planning?	Please see Amendment 0004, Item No.1

No.	Solicitation Reference	Question	Response
12	C.3.2.1	What level of technical and logistical support will the Offeror and subcontractors be required to provide to the "delegations" in the District, suburban Maryland, Northern Virginia and West Virginia? If support is required, please provide a calendar of activities for each of these jurisdictions.	Logistical support services as described in section C.3.2
13	C.3.2.1	Is there even a West Virginia PWA group (we find no mention of it)? If so, when and where does it meet? Would the awardee be responsible for driving out to W.Va. for hospitality and support purposes?	As of August 1, 2009 there is no extant West Virginia PWA group. In the event that a group forms, the offeror should be prepared to support its activities.
14	C.3.2.1	What is the difference between the sub-EMA jurisdictional meetings and the sub-EMA PLWH/A meetings? For example, the July 2009 calendar listed an "NVRC consortium allocation meeting" and "Virginia PWA" meeting. We understand that the NVRC is the Virginia subgrantee, but what is the difference between the actual make up of these two meetings? Assuming there to be a difference, who decides who gets to be an official Virginia PWA? Ditto Maryland PWA and West Virginia PWA? Are such people members of permanent committees with established memberships?	There are regular monthly meetings of PLWH/A scheduled in three of the four jurisdictions. Supporting these meetings is the responsibility of the offeror. The July 2009 meeting of the "NVRC Consortium Allocation Meeting" is a regular meeting of a group convened primarily for the purposes of planning Part B funded services in Virginia, and is not the responsibility of the offeror. However, during the annual priority and planning process (April through August), one or more meetings are used to develop recommendations for the use of Part A funds, and as such the support of these meetings is the responsibility of the offeror.
15	C.3.2.1	At present all nearly all full PC, and all PC committee, meetings seem to take place at the DC Dept. of Health. Will this situation continue for the foreseeable future?	Yes.
		Does DOH charge meeting-space rent to the PC for this? If so, what it this rent?	No.
16	C.3.2.1	Do planning council and HPCPG meetings have to be in the District?	Please see Amendment 0004, Item No.1

No.	Solicitation Reference	Question	Response
17	C.3.2.1	How many PC (and committee and subgrantee) and HPCPG (and committee) meetings take place per year in facilities that have to be rented? How much is this rent?	Please see Amendment 0004, Item No.1 The rent of these external locations varies, with an average of about $500. One or two HPCPG meetings may take place in rented facilities. Rent can be around $500 per day
18	C.3.2.1	There must be intergovernmental agreements between HAA and (a) Maryland, (b) northern Virginia and (c) West Virginia governing the Part A program. Are these available for review? If so, where would we find them?	The requirements for intergovernmental agreements are listed in the CARE Act, and are not accurately characterized in the question.
19	C.3.2.1	Does the DC PC (or its DC delegation) act as the Part B planning entity? Or is there a separate Part B planning group? If so, will the awardee have any responsibilities to it and, if so, what?	The offeror is responsible for supporting the meetings of the DC Delelgation.
		The number of meetings that will be held within the contract year and normal times that meetings usually take place.	Please see Amendment 0004, Item No.1
20	C.3.2.7	For reimbursement, will the vendor be asked to provide reimbursements upfront, and invoice the DOH?	Yes.
21	C.3.2.7	If the allowability of certain reimbursements is determined by the COTR (and not the awardee and not necessarily the federal grantor), if the awardee made a reimbursement with the COTR's permission or at the request of the COTR, and this were subsequently determined to be unallowable by the federal grantor, would HAA hold the awardee harmless for such reimbursements?	All costs authorized by the COTR are paid by the District of Columbia.

No.	Solicitation Reference	Question	Response
22	C.3.2.8	The RFP mentions the provision by the awardee of a meeting facilitator? In our other work with planning councils, other than at priority-setting and resource-allocation meetings, our model has not been to do this. We have assigned certain staff to work with certain committees; these employees work very closely with their committee chairs and support them to a degree that permits each chair to function as his/her own facilitator. Will that be acceptable for this Washington EMA contract?	The offeror is responsible for providing a meeting facilitator at the direction of the COTR.
23	C.3.3	What kind of "trainings" should contractor be prepared to facilitate?	The content of the trainings will vary, and are subject to change during the course of the contract year. The content will be provided to the contractor by the COTR in order to help identify potential providers of the training.
24	C.3.3.2	Section C.3.3.2 says that the awardee must provide various training support for planning council, HPCPG and "other trainings as designated by the COTR." What are these? How many are there?	See Amendment 0004 Item No. 1
25	C.3.3.6.3	The RFP at section C.3.3.6.3 says that the awardee will "provide reimbursement for local conference registration fees for the Planning Council and HPHPCPG, other community members, and Persons Living with AIDS as designated by the COTR for approved expenses." What written regulations govern who gets registered for what? What other "community members"? How many of them are there? For how many conferences? What is the full array of COTR-approved expenses?	For the HPCPG, 2 or 3 members may attend meetings outside of DC (HIV Prevention Leadership Summit, HIV Prevention Conference – both held twice a year). Costs include travel, lodging, registration, and per diem. HAA follows the federal guidelines for travel costs.

No.	Solicitation Reference	Question	Response
26	C.3.3.6.3	If the permissibility of certain conference registrations is determined by the COTR (and not the awardee and not necessarily the federal grantor), if the awardee made a reimbursement or paid for a registration with the COTR's permission or at the request of the COTR, and this were subsequently determined to be unallowable by the federal grantor, would HAA hold the awardee harmless for such reimbursements?	All costs authorized by the COTR are paid by the District of Columbia.
27	C.3.3.7	Please provide the anticipated level of contractor activity for the C.3.3.7 Training Subject Matter Experts?	The amount of and specific subject matter experts will vary, and are subject to change during the course of the contract year.
		How often and for how many days is it anticipated that trainers will be required?	
		Are these industry specific trainers?	
		What is the rate of pay for these Trainers / Subject Matter Experts?	
		Does the District have a listing and agreements with these trainers?	
		Is there an established per diem rate? Would the contractor also be required to pay associated travel, accommodations, meal costs?	
28	C.3.4.3	What is the extent of the advertising & multi-media expenses (page 14)?	HAA does not anticipate significant expenses under this section. Previously, it has entailed the placement of 2 or 3 advertisements roughly at between $4,000 and $10,000.
29	C.3.4.3	At C.3.4.3, the RFP says that the awardee "shall provide advertising and multi-media expenses related to the Planning Council, HPCPG and other groups." Who determines what advertising and multi-media are necessary? What "other groups"?	The determination is made by the PC and HPCPG. The COTR decides for other HIV groups.
30	C.3.4.4	Section C.3.4.4 mentions transcription services. How much? Every PC meeting? Every committee meeting too? What about HPCPG meetings?	HAA does not expect frequent transcription services. The vast majority of meetings require minutes with specific notations and attributions for motions and amendments. This applies to both the PC and HPCPG.

No.	Solicitation Reference	Question	Response
31	C.3.4.5	Section C.3.4.5 requires the awardee to "provide, upon approval by the COTR, for other interpretation services including American Sign Language interpreter services not required for meeting or training support." What interpretation besides ASL? And if these services are "not required for meeting or training support," why does the awardee have to provide them?	For meetings in the District, HAA will arrange free ASL interpretation through the Office of Disability Rights. For other meetings and, in case the Office of Disability Rights is unable to provide ASL interpretation, the COTR will authorize expenditure for the contractor. Other interpretation could include Spanish language translation.
32	C.3.4.5	Is an ASL interpreter required at all full council meetings? How about committee meetings? We are correct in thinking, are we not, that the District can provide this service free of charge?	The contractor is responsible for ensuring the availability of ASL interpretation. One of the resources on which the contractor may draw is the availability of ASL interpretation through the Office of Disability Rights for the District of Columbia.
33	C.3.4.6	Is a Spanish translator required at all full council meetings? How about committee meetings?	Simultaneous English-Spanish translation is provided on prior request.
34	C.3.4.6.2	Section C.3.4.6.2 says that the awardee must "provide, upon approval by the COTR, for written translation services from English to other non-English languages and from non-English languages to English." How many languages? Translation of what? Meeting minutes? Policy documents? What else?	The DC Language Access Act identifies several languages: Amharic (Ethiopian dialect), Chinese, Korean, Spanish and Vietnamese. French may also be a potential language. The translation could apply to any public document. HAA does not anticipate this service on a regular basis.
35	C.3.4.7	Is there a mandatory requirement to provide call-in access for all council/planning group meetings?	Yes for PC. For the HPCPG, only for occasional committee meetings as designated by the COTR.
36	C.3.4.9	Section C.3.4.9 says that the awardee must "provide, upon approval by the COTR, for other reimbursements to Planning Council, HPHPCPG, other community members, and Persons Living with AIDS as designated by the COTR for approved expenses not otherwise specified." What written regulations govern who gets reimbursed for what? What other "community members"? How many of them are there? What is the full array of COTR-approved expenses?	Authorization of reimbursement for expenses will be made by the COTR.

No.	Solicitation Reference	Question	Response
37	C.3.5.1	Section C.3.5.1 says that the awardee will provide "technical assistance and consulting services in areas of expertise to include, but not be limited to" evaluation, strategic plans, work-plan coordination and needs assessments. If the requirement is not limited to these four, what are the others?	The amount of and specific subject matter experts will vary, and are subject to change during the course of the contract year.
38	C.3.5.1	How many strategic plans and how often?	There may be 1 or 2 strategic plans per year.
39	C.3.5.1	What sort of evaluation and how often? Evaluation of what, specifically?	For HPCPG, the annual evaluation consists of members answering a CDC provided tool, and the contractor would have to provide the results for a report to the CDC and HPCPG.
40	C.3.5.1	Section makes the awardee responsible for the annual Ryan White application. Is this entirely "from soup to nuts" the awardee's responsibility or are other entities responsible for parts of it?	HAA staff contribute to elements, for instance epidemiology statistics, of the Ryan White application.
41	C.3.5.1	Overall, what sort of technical and topic expertise do you foresee needing over the next couple of years?	This can vary depending on emerging trends in the epidemic, new program models and other planning.
42	C.3.5.1	What type of training and technical assistance experts will the vendor be required to provide?	The vendor would be responsible for securing content experts in collaboration with the COTR.
43	C.3.7	Section C.3.7 makes the awardee responsible for securing the services of "subject matter experts" for trainings and the like. Is the awardee also responsible for paying them? If so, how can this be budgeted in advance if the offerors do not know who is required for what and how often?	Yes, the awardee is required to pay for subject matter experts.
44	G.1.2	Section G.1.2 appears to make the awardee responsible for ADAP prescriptions. Is this correct? If so, in what manner is the awardee responsible?	See Amendment 0004, Item No. 3
45	G	If this award were to be for $947,770, what would be the breakdown of the money by source? How much from Ryan White Part A, how much from the CDC, etc.? Would the awardee be responsible for distinguishing among such sources in its reimbursement billing to DOH or its expenditure on behalf of the PC/HPCPG?	The COTR will distinguish the funding sources for the relevant activities. The awardee need not distinguish funding sources for its billing.

No.	Solicitation Reference	Question	Response
46	G	Does DOH do wire-transfer payments or is everything done by paper check?	To be determined.
47	G	Are these and other awardee expenses paid for by some sort of advance that the awardee then draws down against (subject, naturally, to proper accounting procedures)? Or is the awardee fronting this money for post facto reimbursement?	See Amendment 0004, Item No. 4.
48	H.9.4	At H.9.4, the District reserves the right to adjust the living wage annually. If this were to happen and were any of the awardee's employees affected by this, would the award be increased accordingly?	The District would consider an equitable adjustment.
		Would this affect employees not directly related to this contract and already on staff with us (i.e., not new hires through DOES).	See Attachment J.5 and J.6, Living Wage act of 2006 and Living Wage Fact Sheet
49	I.2.2	Per item I.2.2, the federal grantor's fiscal year for the program that will constitute the bulk of this contract ends in six months. Is the first year of this contract a full 12-month year or just a partial year, with the second year commencing at the start of the grantor's program year.	See Section F.1 of the solicitation.;
50	I.11.2	At I.11.2, the awardee is required to provide phase-in/phase-out services for 90 days after the contract's expiration, but "only in accordance with a modification" issued by the CO. What if that modification is not provided for some reason? How would the awardee be paid?	See Section I.11 of the solicitation.
51	L.3.1.2	What are evaluation form requirements for CBE & sub contractors?	See Section L.3.1.2.c of the solicitation.
52	L.3.1.2	Should the performance evaluation form be included in the proposal or by any other method?	See Section L.3.1.2.c of the solicitation.
53	L.3	Do you have a preferred format for the RFP response, is there a draft/sample that I could review?	See Section L.3 of the solicitation.
54	L.3	Are there any limits on the number pages, including attachments, for either the overall proposal document(s) and/or any parts thereof?	The solicitation does not contain page limits.

No.	Solicitation Reference	Question	Response
55	L	Given the number and complexity of issues raised at the Pre-Bid Conference on Tuesday, August 4, 2009, the additional time required to adequately respond to these issues and other questions raised by prospective applicants, and the need for the Contracting Office to provide additional technical information not provided in the initial RFP document, will the proposal submission deadline date be extended?	See Amendment 0003
56	L	Can the proposal response be hand-delivered or must it be mailed via U.S. mail? If U.S. mail, what is post-marked date deadline?	You may hand-delivered or mailed. See L.4
57	L	If NAPWA is included a joint application with BD Consulting or another CBE, will the evaluation form requirements apply to both organizations? If so, please explain.	Yes
58	L	Since the subcontractor will be NAPWA, a 501 (c) (3) and not a for- profit business, will the requirements of Section L.3.1.2, Item C set forth on Page 53 of the RFP apply to NAPWA? Item C states that the "Offeror shall submit at a minimum three (3) completed Evaluation Forms provided as Attachment J.9 from a list of contracts identified in L.3.1.2. "The Offeror shall provide at minimum two performance evaluations provided in Attachment J.9 for each subcontractor, if applicable."	Yes.
59	L	As for the prime contractor (i.e., the offeror), the requirement is a total of six evaluation forms; is this correct?	See Section L.3.1.2 of the solicitation.
60	L	Do landlords count as subcontractors? Who would do their evaluation forms? Do catering companies and van transportation companies and the like count as subcontractors? Who would do their evaluation forms?	See Section L.3.1.2 of the solicitation.
61	L	Is there a set indirect overhead allowance/ceiling with this award? If so, what is it?	No.

No.	Solicitation Reference	Question	Response
62	L	The RFP is broken down into fairly discrete clusters of deliverables, e.g., central administrative and contract administration, meeting logistical support services, and so forth. Does the proposal budget have to be broken down this way?	See Attachment J. Cost/Price Data
		Assuming award of the contract, would expenditure reporting by the awardee have to be broken down this way, in particular for personnel? As far as person-hours are concerned, the distinctions among these deliverables may not be all that obvious "on the ground," as it were.	No.
63	M	Can NAPWA, a 501 (c) (3) apply as a potential subcontractor with more than one prospective applicant who would serve as the Prime Offeror?	Yes.
64	M	Are 501 (c) (3)s eligible for bonus points?	No.
65	M	Can NAPWA be viewed a vendor or a consultant of the primary Offeror rather than a subcontractor?	No.
66	General	What agency or incumbent is currently administering this contract?	DOH
67	General	Will a list of attendees at the bid conference be provided?	Yes. See Amendment 0001, Item No.
68	General	What role would the vendor have in developing the prevention plan and allocation planning?	The vendor has no official role in developing prevention plan and allocation planning. The Contractor's requirements as described in CThe vendor may be called upon to provide a facilitator for discussion. The vendor may be required to identify a writer of the plan, which has not yet been determined. The vendor will print the final plan.
69	General	Are there any conditions of award from either of the grantors — Part A or prevention — that would be the responsibility of this contract to meet? If so, what are they?	The Contractor's requirements are described in C.3 of the solicitation.

No.	Solicitation Reference	Question	Response
70	General	NAPWA is currently a sub-grantee of the DC Department of Health, Administration for HIV/AIDS for the Ryan White Part A-funded "Health and Referral Services Category" (The Consumer Advocacy Project). Funding for this category is derived from "off-the-top" monies allocated by the Greater Washington Metropolitan Area HIV Health Services Panning Council. Does NAPWA's status as a current sub-grantee present a "conflict of interest"? If so, what are the implications? NAPWA assumes that this is not the case.	No.
71	General	When is the anticipated start date of this contract?	10/1/2009
72	General	Must the awardee have a physical office in the EMA? If so, why?	No.
		If there must be an office, must it be in DC-proper or will one of the suburban counties outside District do?	See above.
		Many office leases in DC are for multiple years. If it is necessary to have an EMA office, if the awardee were to sign a multi-year lease and then lose the contract after, for example, one year, would DOH hold the awardee harmless for rent or other lease-breaking costs levied by the landlord upon the awardee?	No.
		If any, what sort of office space did the previous two contractors provide?	This information is unavailable.
73	General	What about the application that funds the HPCPG and associated prevention activities? Is the awardee responsible for that too?	No.
74	General	What will be the awardee's interaction with the HAA staff that are assigned to the PC? To whom will the awardee answer, the HAA staff members or the PC members?	The Contractor is responsible to the COTR.