

PS:24-0047: High-Impact HIV Prevention and Surveillance Programs for Health Departments

Request for Proposals (RFP) Frequently Asked Questions (FAQs)

1. What are the key dates for the RFP?

Release RFP- July 26, 2024

Proposal Q&A -August 5, 2024

Letter of Intent (Mandatory)- August 9, 2024

Proposal Deadline- 4:00 p.m. EST August 23, 2024

Grant Award Preliminary Notification (contingent upon CDC funding to BCHD)-Week of Sept 16, 2025

Post Award Meeting –October 2024 (TBD)

Site Visits- November 2024 (TBD)

2. How can I join the informational call about the RFP?

<https://us02web.zoom.us/join/9876543210>

3. Where do I submit questions about the RFP?

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4. Who's eligible to apply for the RFP?

Private organizations with current not for profit status (501 (c) (3)) or organizations with a fiscal sponsor who has a 501 (c) (3) status, or academic or government entities that:

- Operate/provide services in Baltimore City*
- Have a documented history of providing HIV testing services in Baltimore City*
- Can provide evidence of ability to access priority populations and fulfill program requirements*
- Have a current System for Award Management (SAM) registration, which is a requirement to receive federal funds <https://sam.gov/SAM/>*

5. The instructions state that the proposal should be no more than 10 pages long. What's included in the 10-page limit?

- Project Abstract*
- Proposal Description*

The work plan, budget narrative/justification, and additional required documents can be submitted as attachments.

6. The instructions state that the proposal should be no more than 10 pages long. What additional formatting guidelines apply?

Proposals should be Times New Roman, font size 12, single-spaced, with 1 inch page margins.

7. How should I submit my proposal?

Proposals should be submitted in pdf format. The cover page, table of contents, abstract, proposal description, and budget narrative should be in one pdf document, saved as: Name of your Organization_RFP_Part1. All other additional required documents should be included in a second pdf document saved as: Name of your Organization_RFP_Part2.

8. Will BCHD cover STI testing in the BDC lab?

This depends on available funding. An assessment of the BDC's lab ability to provide this service will be conducted and a notice will be sent to funded partners.

9. What kind of HIV tests will BCHD provide?

Insti and OraQuick.

10. If I propose an Evidence-Based-Intervention (EBI), does it have to be a CDC approved EBI?

BCHD prefers CDC approved/endorsed/recommended EBIs. Please provide evidence (documentation) of the reliability/effectiveness of the intervention if you choose to implement one that is not CDC approved/endorsed/recommended.

11. Do I have to complete a BCHD form 432A-I?

No. Please submit your budget narrative as described in the RFP document.

12. How long is the award period?

The award period is for twenty months. October 1, 2024, to May 31, 2025, and June 1, 2025-May 31, 2025

13. Should I submit a two-year budget?

Not at this time. Please submit an 8-month budget (October 1, 2024, to May 31, 2025) with your application.

14. Should I submit a 20-month work plan?

Yes. Your work plan should show your proposed activities for October 1, 2024, to May 31, 2025, and June 1, 2025-May 31, 2025