



Procurement and Contracting Services

**Request for Proposals for Eastern Arizona AHEC
Regional Center Incorporating Gila, Graham and
Greenlee Counties**

**Please mark all Bid submission
Files with the following information**

**Sealed RFP # L192321
Due on March 31, 2023 no later than 2:00 PM, MST**

The following questions were received prior to the close of the Technical Question period on March 31, 2023 at 12:00 PM MST:

1. "All centers must recruit a minimum of six hundred unique CBET trainees per project year in rural and medically underserved communities". These 3 counties have a population of 104,000 with about 3000 being students. Is that number correct? How many students have we had in the past?

The question is below and the section (found in Section 1.1. on Exhibit 1, which is the Scope of Work template) reads as follows, "As an aggregate, all centers must recruit a minimum of six hundred unique CBET trainees per project year in rural and medically underserved communities." The term "aggregate" indicates that all centers TOGETHER must recruit not less than six hundred trainees. In section 1.2 immediately following in the Scope of Work template, the awarded regional center contract will indicate the number of trainees they project. However, the vendor should note they should not complete Exhibit 1 to reflect this information, as it Exhibit 1 is not returned with the proposal. Instead, they would show their self-identified portion of 600 on the Activities Schedule (within Attachment 1/Workplan) and also within their narrative where appropriate.

2. From the pre-offer conference, I understand that we have to include a workplan in our narrative response aside from submitting Attachment A (Regional Center Workplan tab). Do we also have to include a narrative on our budget or will submitting Attachment A satisfy the budget development requirement?

The budget has two required components. They are the "budget template" and the "budget justification", which are both identified on Attachment A on two different tabs. Both are required.

3. For the proposed workplan, do we have to submit a separate narrative in our response or is it sufficient to complete the Regional Work Plan tab of Attachment A to satisfy the requirement of the proposal?

Please see section 5.7 in the RFP for proposal requirements. A separate proposal narrative is required.

4. Will the slides be made available?

Yes, they were distributed by Procurement and Contracting Services via email.

5. I think item 7 is not in the RFP, sustainability.

Correct, the RFP terms prevail, and the slides have been corrected.

6. Under 5.9.4 Leadership section, it states that we must include the list of entity's board of director's/advisory boards. Is it a proposed list of names that the applicant plans to invite to its advisory board?

Yes, if the board is not yet known, a proposed list of names or plan for recruiting the board should be submitted.

7. Wasn't Pinal County part of the Eastern region?

Previously yes, a portion of Pinal County was part of the Eastern region. This has now changed, and Pinal County is not part of the Eastern region.

8. Will housing be necessary for the two-year - 30-36 applicants?

If this refers to the two cohorts of AHEC Scholars, lodging is needed during the 2 annual immersion weekends.

Can AzaHEC or U of A professionals serve on the Non-profit board?

AzaHEC staff specifically may not, but other UA professionals may.

9. In the spreadsheet, there are no Behavioral Health Professionals -- can we edit and add lines?

Yes, as needed you may add additional professions to the CBET schedule in the excel workbook.

10. Please confirm that applicants do not get penalized or become ineligible for funding if the numbers reflected on these tabs are below the 100% target.

The proposal should include metrics that are expected to be obtained in this first year and do not have to be at the 100% target. The metrics projected are used to calculate a maximum budget, but there are no penalties for not proposing to meet the 100% level.

11. Year 1 will be a startup -- hiring, system setup, n -- How does that work with the 10mo budget?

This is a 14-month budget for the first award year, from July 1, 2023, through August 31, 2024. Expected start-up costs and timing of hiring should be considered when developing the budget.

12. Is there a separate budget for housing or is that included in the budget.

There is no separate budget for housing so expected housing costs should be included in the budget submission.

13. Insurance requirements? Do you have a standard statement that can be priced?
Insurance is required based on the terms included in the RFP. AHEC does not have any further specifics beyond what is described in the RFP. The budget should include the expected costs for the required insurance.

14. Can you confirm again that the only documents that are not included in the page count are the proposed workplan/budget and the Letters of Support?

Please see section 5.8.3 for items excluded from the page count.

15. Is it due at 4 pm or 2pm?

Correct, the RFP terms prevail, and the slides have been corrected.

16. So the Excel is included in the count?

No, the Excel spreadsheet is not included in the page count.

17. We have the only Center of Excellence for Nurse Training in the State, but Gila Community College is not on the list shared? Why?

The institutions listed in the CBET schedule are for illustrative purposes only and any other institutional partners may be added.

18. What is an ERE Rate?

Employee Related Expenses. This should be a rate used by the organization for other federal awards or grants. This might include personnel related costs such as retirement, health insurance, or workers compensation.

End of addendum, all else remains the same.