

**Philadelphia Department of Public Health, AIDS Activities Coordinating Office,  
Request for Proposals for Outpatient/Ambulatory Medical Care and  
Medical Case Management**

**Questions and Answers**

**October 23, 2012**

**1) How many proposals do I need to submit?**

Separate applications must be submitted for Outpatient/Ambulatory Medical Care and Medical Case Management if the applicant is seeking funding for both services.

If funding is sought for services to be delivered in more than one of the three regions of the EMA, a separate application should be submitted for each region:

- Philadelphia County;
- The PA Counties of Bucks, Chester, Delaware and Montgomery; and
- The NJ Counties of Burlington, Camden, Gloucester and Salem.

Individual separate applications must be submitted by organizations that have separate Medicaid contracts, and/or separate corporate identities, and/or separate patient data systems. It is expected that the applicant organization has the lead responsibility for oversight of the medical care and/or medical case management provided and the appropriate billing to non-Ryan White sources of funding. An applicant may contract with another organization to provide administrative support provided that the total administrative costs fall below 9.2%. Applications will be deemed unresponsive that do not follow these guidelines.

**2) Are case manager assistants allowed?**

All Medical Case Management services must be provided by persons who meet the qualifications stated in the RFP and the National Program Monitoring Standards for Medical Case Management. Services provided must meet the requirements in the RFP.

**3) For the past performance data, will revised data be allowed or will AACO only take into consideration Performance Measure reports that had been previously submitted?**

Providers currently funded by AACO for either Outpatient/Ambulatory Medical Care or Medical Case Management should use the data previously submitted to AACO in their responses. If data has been revised the revised values may be included in the narrative along with an explanation of why the data already submitted to AACO has been revised.

**4) On the letter of intent and in the proposal, should we indicate an amount requested for each Part A, Part B and City General funds or give our total amount requested?**

Develop a 12 month budget that includes all funds needed for the program. You should not specify the particular funding source requested through the RFP.

**5) What are the line spacing and font requirements for the application?**

Use at least 1.5 line spacing and no less than 12 point font type for narrative. Tables may be single spaced with no less than 10 point font type.