

AACO Perinatal RFP FAQs
October 13, 2011

1. Are social workers excluded from being perinatal case managers?

No, a social worker (MSW) with relevant training and experience is not excluded from being a perinatal case manager. However, at least one FTE perinatal case manager must be a nurse (BSN with license or RN minimum) with appropriate experience and training. In addition, an MSM with relevant perinatal and HIV clinical experience and training could be considered for Component B.

2. Are we restricted to 2.5 FTE staff persons on Component A?

No. Agencies are required to hire a minimum 2.5 FTE perinatal case managers, however this is only a minimum. Providers must submit a staffing plan that will meet the minimum, or explain how they will exceed the minimum with qualified staff.

3. By “standard resume format”, do you mean an NIH biographical format?

There is no particular format specified. NIH biographical format is not required, although it is an acceptable format. Whichever format is chosen, there must be uniformity across all resumes in using the same format.

4. Are attachments permitted?

Attachments are permitted, but reviewers are under no obligations to read them. Proceed cautiously in including attachments. You do not wish to overwhelm a reviewer.

5. What would staffing look like for the 2.5 FTE? Are there expectations in terms of ratio between staff/clients?

This is something which agencies must determine for themselves and spell out clearly in their proposals.

6. Can a copy of the Philadelphia prevention plan be posted to the RFP website?

The prevention plan can be found at <http://www.hivphilly.org>.

7. Does an applicant need to submit the OEO form (form 3) with the proposal packet?

No, this form need not be included. However, please keep the required forms numbered as on the RFP.

8. Is there a penalty for submitting a proposal early?

No. However, please follow the instructions in the RFP for how proposals should be submitted, should you desire to submit yours early

9. What is the scoring allocation for each section of the proposal?

| Section | Title | Suggested (NOT REQUIRED) Pages | Max. Score |
|----------------|--|---|-------------------|
| 1 | Introduction/Exec Summary | 1 | -- |
| 2 | Applicant Profile | 3 | 10 |
| 3 | Project Understanding | 1 | 10 |
| 4 | Proposed Scope of Work | 5 | 40 |
| 5 | Statement of Qualifications | 2 | 10 |
| 6 | Past Performance | 2 | 30 |
| 7 | Requested Exceptions | 1 | -- |
| | | 15 | 100 |