

CUYAHOGA COUNTY  
BOARD OF HEALTH  
YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

**RFP #2022-06**  
**Ryan White Part A- Direct Services**  
**Pre-Bid Webinar Meeting Notes**  
**& Questions and Answers**  
**November 03, 2022 at 10:30 A.M.**

The Pre-bid conference PowerPoint presentation may be viewed at the Board website at [www.ccbh.net](http://www.ccbh.net) by clicking on the “Business” tab on the home page.

**Presentation**

Judy Wirsching presented and reviewed the power point presentation for administrative requirements.

Zach Levar was present to answer questions related to the project/services and provide the program overview.

The presentation can be found on the Board of Health website at [www.ccbh.net](http://www.ccbh.net) under the “Business” tab.

**Questions & Answers:**

**Q1.** In Attachment K (Disclosure of Agency HIV Funding), if a bidder is a current Ryan White funded entity, should they include their FY2023 request in the Part A column, or their current FY2022 award?

**A1.** Agencies should list their current FY2022 Part A award in this column.

**Q2.** Is this bid inclusive of Ending the Epidemic funding, or specific to Ryan White Part A services?

**A2.** This bid is for Ryan White Part A services only.

**Q3.** Please provide the original Funding Opportunity Number from the appropriate federal agency, as well as the CFDA Number for this opportunity.

**A3.** The Funding Opportunity Number for this grant is HRSA-22-018 and the CFDA Number is 93.914.

**Q4.** Page 1 of the RFP tells us to mark the response as ““SEALED BID” “REQUEST FOR PROPOSALS” RYAN WHITE PART A SERVICES FOR THE CUYAHOGA COUNTY BOARD OF HEALTH yet on page 4, we are asked to include the name of the vendor, the relevant RFP name and number. Please clarify what you want on the front of the sealed envelope.

**A4.** The front of the sealed envelope should include:

“SEALED BID-REQUEST FOR PROPOSALS”  
RYAN WHITE PART A SERVICES  
FOR THE CUYAHOGA COUNTY BOARD OF HEALTH  
RFP # 2022-06  
SUBMITTED BY VENDOR NAME

**Q5.** On page 4 we are asked to also submit an electronic document of the proposal. Do you want this on a flash/USB drive?

**A5.** Yes, that is the preferred media type. No email or facsimile transmission will be accepted because bids must be sealed.

**Q6.** Are there page limits, required font size/type, or margins?

**A6.** There are no page limits. Your proposal should be the length needed to respond adequately to the RFP requirements. There is no set font size/type required, but 12 point font is preferred. Font types that are easier on the eye for both manual and electronic viewing and allow for reduced pages, would be preferred. Such font types are Arial and Times New Roman. No set margins are required, but one inch margins are preferred.