Procurement and Contracting Services

Request for Proposals for an Arizona Area Health Education Center (AHEC) Regional Center - SEAHEC

ADDENDUM #2

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L192111
Due on June 9, 2021 no later than 2:00 PM, MST
The following questions were received prior to the close of the Technical Question period on May 14, 2021 at 12:00 PM MST:

1. For the Certification section and forms, is there something required for the 6.5 AHEC Scholars Handbook like a signature attesting that we have read it?
   a. No, there is no signature requirement related to section 6.5.

2. Are we allowed to use budget to pay "institutional offset" or incentivize our primary care partners for their placement and precepting?
   a. Proposal budgets may not include direct payments to preceptors or preceptor sites. However, budgets may include payment of expenses directly related to precepting students.

3. Proposal guidelines are confusing pg. 31 under AHEC Scholars Program section 5.15.3.5 includes a indented list of the 7 objectives of the entire AHEC program. Is this perhaps not supposed to be there?
   a. Yes, objectives in 5.15.3.5.1 apply to all AHEC Required Program Activities and should not be indented under only the AHEC Scholars Program.

4. Question on Certifications p 34. Do we need to fill out 6.1 and what is F.E. I. N and pg 35 Certificate of Debarment is it applicable to nonprofits?
   a. Yes, certifications in 6.1 through 6.4 must be completed for all proposals. F.E.I.N. refers to Employer Identification Number, otherwise known as Taxpayer Identification Number.

5. On "partners" section at very end, is that just an attachment table, as our partners are mentioned in narrative?
   a. Yes, the partners section of the proposal should summarize the information requested in 5.15.8.1 – 5.15.8.3.

6. Institutional offset, how would we include it as (for example).15FTE if they are not our employee but employee of our partner FQHC [Federally Qualified Health Center]
   a. Payments to partner entities for expenses directly related to precepting students must follow the proposing entity’s business policies and practices.

7. For the SEAHEC application, are we allowed to use our existing Board of Directors if they represent our community, or is it required to have a separate SEAHEC Advisory Board?
   a. Yes, if an existing Board meets the requirements described in the Request for Proposals, no additional board is required.

End of addendum, all else remains the same.