

FORM C: RESPONDENT BACKGROUND AND EXPERIENCE

**Legal Business Name of
Respondent:** _____

Address each of the prompts listed below. **Please indicate each corresponding prompt numbers/letters on the submitted narrative response.** A maximum of ten (10) additional pages may be attached if needed for **Form C, Respondent Background and Experience**.

1. Statement of Intent

- a. What is the Respondent's mission statement?
- b. How does serving as an AA fit with the Respondent's mission statement?

2. Respondent's Background and Experience

- a. Has the Respondent been subject to contractual remedies from any funding source for non-compliance with contractual provisions, unsatisfactory program performance, an inability/unwillingness to resolve legitimate, substantiated complaints, or any similar deficiencies during the 24 months prior to issuance of this RFA? If the Respondent has been subject to a contractual remedy in the 24 months prior to the issuance of this RFA, describe in detail all remedies imposed and the current status of each identified remedy. If this is not applicable to the Respondent, state so in the submitted response.
- b. Describe the Respondent's experience with financial management in the following areas:
 - i. Financial controls, including approving the operating budget, signature authority to sign checks, reviewing and signing submission of annual reports, and other financial functions;
 - ii. Board of Directors involvement in the financial controls;
 - iii. Managing multiple budgets of State and federal funding; and
 - iv. Managing funds distributed to Subgrantees.
- c. Describe the Respondent's experience with staff management in the following areas:
 - i. Developing minimum qualifications to hire staff for positions similar to those identified at **Section 2.6.1, Key Staffing Requirements for the AA**; and
 - ii. Developing and implementing policies and procedures to manage and monitor staff performance.

- d. Describe the Respondent's experience managing data in the following areas:
 - i. Handling and protecting PHI;
 - ii. Ensuring the accuracy and completeness of data;
 - iii. Ensuring the promptness of data entry; and
 - iv. Collecting and managing relevant data for documenting services and reporting.
- e. Describe the Respondent's experience managing Subawards in the following areas:
 - i. Selecting Subgrantees through a competitive procurement process;
 - ii. Developing policies and procedures for monitoring Subgrantees, including remedies for Subgrantees' performance issues;
 - iii. Performing financial and programmatic monitoring of Subgrantees; and
 - iv. Providing training and technical assistance to Subgrantees.
- f. Describe Respondent's experience developing and implementing a comprehensive HIV services plan including the following:
 - i. Assessing the service needs of people living with HIV and compare those needs against available resources within each HSDA to identify service gaps and barriers;
 - ii. Obtaining and incorporating community input into the development of the comprehensive HIV services plan;
 - iii. Involving Clients, customers, or stakeholders in decision-making processes; and
 - iv. Evaluating and reporting on the implementation of a comprehensive HIV services plan.
- g. Describe the Respondent's experience developing and submitting required reports including the following:
 - i. Collecting and maintaining data, including from Subgrantees, by documenting expenditures, services provided, and progress towards goals and objectives;
 - ii. Compiling complete and accurate reports; and
 - iii. Ensuring reports are submitted by the established due dates.

ALL RESPONSES TO FORM C, RESPONDENT BACKGROUND AND EXPERIENCE, SHOULD BE INSERTED AFTER THIS PAGE.

SUBMIT THIS ORIGINAL FORM AS THE COVER PAGE, WITH YOUR ENTITY'S RESPONSES TO THIS FORM PLACED IMMEDIATELY BEHIND IT.

FORM C, RESPONDENT BACKGROUND AND EXPERIENCE

**Legal Business Name
of Respondent:** _____

Please see page 1 of this form, **Form C, Respondent Background and Experience**, for the required elements that must be included in the narrative response. A maximum of **ten (10)** additional pages may be attached for responses.