



Updated January 12, 2023

**RFP Frequently-Asked Questions (FAQ):
Consultant, HIV Prevention Billing and Coding Guide**

- 1. Is there a template you would like us to use or can we use our own template for our response?**

There is not a template, please use your own template in responding to the RFP.

- 2. Has NASTAD already identified the interviewees or would the consultant need to identify them?**

NASTAD has identified the interviewees.

- 3. Would this opportunity involve working as part of a team?**

The consultant would be tasked with co-leading informant interviews (2-3 one-hour meetings) with PrEP providers, payer representatives, and subject matter experts to identify key areas for inclusion in the billing and coding guide. This would be in collaboration with one of NASTAD's other consultants. Revising the guide, and other aspects of the scope of work would be done independently, unless otherwise specified in the RFP.

- 4. Does NASTAD have an internal or external creative agency to publish the guide?**

Yes, NASTAD has a graphic designer. The guide will be digital, we do not envision a physical, bound copy.

- 5. Is there a guide template NASTAD will share for Vendor to work in?** Please see the 2018 guide shared in the RFP. The purpose of this RFP is to update the current guide, thus can be a template for how this new version will look.

- 6. Are there any accessibility (i.e., 508-compliance) or other requirements the Vendor should consider in their proposal?**

NASTAD produces 508 compliant materials. Yes.

- 7. To confirm – the guide will be NASTAD-branded?**

Yes.