



**THE RYAN WHITE HIV/AIDS TREATMENT MODERNIZATION ACT OF 2006
PART A**

FY2010

Contract Period: March 1, 2010 through February 28, 2011

REQUEST FOR PROPOSALS

APPLICATION MATERIALS

FOR

Planning Council Support Services

RFP OPENING DATE: December 28, 2009

RFP CLOSING DATE: January 19, 2010

**City St. Louis Department of Health
Grants Administration Office
1520 Market Street
St. Louis, MO 63103
(314) 657-1419**

Note: If this RFP was downloaded from the City of St. Louis RFP Website each applicant must provide contact information to the RFP contact person in order to be notified of any changes in this RFP document.

N O T I C E

BIDDER'S PRE-APPLICATION CONFERENCE

**THE RYAN WHITE HIV/AIDS TREATMENT MODERNIZATION ACT OF 2006
PART A**

**FY2010
APPLICATION**

**ATTENDANCE RECOMMENDED
PLEASE RSVP!**

DATE: January 7, 2009

TIME: 3:00PM - 4:30PM

LOCATION: Metropolitan Center for STD/HIV & Hepatitis Services
City of St. Louis, Department of Health
1520 Market Street
CONFERENCE ROOM 400
St. Louis, MO 63103

CONTACT: Ms. Victoria Carslick
City of St. Louis, Department of Health
Grants Administration Office
1520 Market Street, Room 4078
St. Louis, MO 63103
(314) 657-1419

**RYAN WHITE PART A
APPLICATION FOR FUNDING
FOR
Planning Council Support Services**

The Planning Council Support Services Request for Proposal application reflects the components each Proposer must address to demonstrate their expertise and capacity to successfully support the St. Louis Transitional Grant Area (TGA) HIV Health Services Planning Council. Proposals must be submitted following the format requirements, address each of the application components, and contain all required attachments to be considered for review.

I. APPLICATION FORMATTING REQUIREMENTS

Request for Proposals (RFP) may be obtained beginning December 28, 2009 from Victoria Carslick at the City of St. Louis, Department of Health, Grants Administration, 1520 Market Street, Suite 4078, St. Louis, MO 63103, or downloaded from the St. Louis City website at <http://stlouis.missouri.org>, or by contacting Ms. Carslick at (314) 657-1419.

All questions must be submitted in writing no later than January 6, 2009 to Amber Wagner, Grants Administrator, City of St. Louis Department of Health, 1520 Market Street, Suite 4078, St. Louis, MO 63103. All questions will be addressed at the pre-application conference.

An original, five (5) paper copies bound, one (1) copy unbound and one (1) CD in Microsoft Word and/or Adobe Acrobat (.pdf) of the proposal must be submitted to the Grants Administration office by 3:00 p.m. Tuesday, January 19, 2010. ***Late or incomplete proposals will not be accepted.*** Proposers must adhere to the following:

- Applications must be in English
- Five (5) copies of the application must be bound; one (1) copy must be unbound
- Use 12-point font
- Use 8.5 by 11 inch white paper that can be photocopied
- Top, bottom, left, and right margins may not be less than one inch each
- Text may be either 1.5 or double spaced
- Each copy must contain a Table of Contents
- CD must be properly formatted and be able to be read by Department of Health computers using Microsoft Word 95, 97, XP or Adobe Acrobat (.pdf). ***CD must contain the same information as original paper copy, i.e., (draft RFP's and resulting contracts, draft participation agreements and sole source contracts, organizational chart, resumes of key staff, most current financial statement, documentation of not for profit status, letters of support, current business license, etc.).***

II. DESCRIPTION AND QUALIFICATION REQUIREMENTS

The Metro St. Louis HIV Health Services Planning Council is a federally mandated community planning body commissioned to develop and coordinate an effective and comprehensive community-wide response to HIV/AIDS in the St. Louis TGA. The St. Louis TGA consists of the following counties:

Missouri: St. Louis City, St. Louis County, St. Charles County, Franklin County, Jefferson County, Warren County, and Washington County.

Illinois: Clinton County, Jersey County, Madison County, Monroe County, St. Clair County, Bond County, Calhoun County, and Macoupin County.

As detailed in the Ryan White Treatment Modernization Act of 2006, the council is primarily responsible for the coordination and completion of the following:

- Determine the size and demographics of PLWH/A in the St. Louis TGA.
- Determine the needs of PLWH/A, with particular attention to those that are of aware of their status and not receiving medical care.
- Prioritize needs to guide the allocation of federal grant funds.
- Develop a Comprehensive Plan for services
- Participate in the development of the Statewide Coordinated Statement of Need (SCSN)
- Coordinate with Federal grantees that provide HIV-related services within the TGA.
- Establish and adhere to a Grievance Procedure

The Planning Council is volunteer based and requires a competent staff to provide logistical, administrative, epidemiological and support. For more information about the RW Treatment Modernization Act of 2006, Part A or the Metro St. Louis HIV Health Services Planning Council, please access the following links:

RW Treatment Modernization Act of 2006, Part A:
<http://hab.hrsa.gov/default.htm>

Metro St. Louis HIV Health Services Planning Council:
<http://www.stlpc.org/>

Qualifications:

Proposers must have experience providing HIV/AIDS related epidemiological, administrative, clerical, and logistical support for a large community based planning body/organization.

Evaluation Criteria: Proposal submissions will be evaluated and selection based on the responses received to the project abstract and program narrative.

III. PROJECT ABSTRACT (Maximum of two (2) single-spaced pages)

The proposal must include a project abstract. The abstract can be a maximum of two single-spaced pages and should be an overview of the proposal. The abstract should include:

- A. Name and brief description of the applicant organization.
- B. A brief description of the Proposer's experience providing logistical, administrative, epidemiological and support for an HIV/AIDS related community planning body/organization.
- C. Budget request and an overview specific to the Proposer's core competencies and how the latter will be leveraged to serve the Metro HIV Health Services Planning Council's needs. Stated core competencies should reflect added value in the proposed budget.

IV. PROGRAM NARRATIVE (Maximum of 20 1.5 or double-spaced pages)

The program narrative should be a minimum of ten pages and a maximum of 20 1.5 or double-spaced typewritten pages numbered consecutively. Proposers must respond to each of the required narrative proposal components (IV A-I). The order of the responses must follow exactly the order provided below. The Proposer's primary response should be included in the body or text of the submitted proposal. The response to proposal components may not consist solely of references to attached materials. This is not to say that Proposers may not attach documentation or material to demonstrate capacity or prior projects, but the response must not consist exclusively of attached material.

Logistical Support Questions:

A. Planning Body Operations (10 Points): Planning councils must set up council operations to help the planning council to operate smoothly and fairly. This includes such features as bylaws, open meetings, grievance procedures, and conflict of interest standards. Describe how you organization plans to:

1. Ensure that meetings are open to all members of the general public and maintain a system that provides for public written notice of all council meetings. This includes publication of the meeting notices in local print media and through other forums accessible to the disabled (*i.e.*, the hearing- or speech-impaired).
2. Have a summary of the minutes certified by the chair of the planning council available for public inspection. The complete transcript of minutes should be available within six weeks after the meeting date.
3. Have a publicly accessible location where minutes and other legislatively required information can be inspected and copied if requested.

4. Take appropriate steps to guard against disclosure of personal information that would constitute an invasion of privacy.
5. Make available for public inspection records of the recommendations made by committees or other subgroups to the planning council, as well as the subsequent actions taken by the planning council.
6. Where local, county, or State regulations, ordinances, or statutes are more stringent than Ryan White requirements, follow these more stringent requirements.

B. Member Recruitment and Retention (10 Points): Planning Council must "reflect in its composition the demographics of PLWH/A in the TGA, with particular consideration given to disproportionately affected and historically underserved groups and subpopulations. Specific membership categories that must be represented on the planning council are as follows:

- Health care providers, including federally qualified health centers;
- Community-based organizations serving affected populations and AIDS service organizations;
- Social service providers, including providers of housing and homeless services;
- Mental health and substance abuse providers [considered two separate categories];
- Local public health agencies;
- Hospital planning agencies or health care planning agencies;
- Affected communities, including people with HIV/AIDS, members of a Federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C, and historically underserved groups and subpopulations;
- Non-elected community leaders;
- State government (including the State Medicaid agency and the agency administering the program under Part B) [considered two separate categories];
- Grantees under Parts B, C, and D respectively
- Grantees of other Federal HIV programs, including but not limited to providers of HIV prevention services; and
- Representatives of individuals who formerly were Federal, State, or local prisoners, were released from the custody of the penal system during the preceding 3 years, and had HIV/AIDS as of the date on which the individuals were so released.
- At least 33 percent of the members must be consumers who:
 - Are receiving HIV-related services" from Part A-funded providers;
 - Are not officers, employees, or consultants" to any providers receiving Part A funds, and do not represent any such entity and
 - Reflect the demographics of the population of individuals with HIV/AIDS in the EMA/TGA.

Describe your organization's experience recruiting and retaining members of a volunteer based community planning body. Explain how your organization plans to target, recruit, and retain members of the Planning Council as outlined above. Finally, detail your organization's plan to fill an unexpected vacancy to ensure continuity of Planning Council processes.

C. Capacity Building and Collaboration (10 Points): Planning Council is required to work with the grantee to:

1. Participate in the development of the statewide coordinated statement of need initiated by the State public health agency responsible for administering grants under Part B (State of Missouri).
2. Coordinate with Federal grantees that provide HIV-related services within the eligible area.
3. Assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area, and at the discretion of the planning council, assess the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs.

Please describe your organization's experience coordinating resources at the state and/or national level, identifying potential community partners to enhance a continuum of care, and evaluating the effectiveness of a pass through entity. Explain how your organization plans to support the Metro HIV Health Services Planning Council in completing these tasks as summarized above (1-3).

Administrative Support Questions:

D. Capability of the Applicant (10 Points):

1. Describe the agency's overall mission and scope of services; including hours of operation. Program descriptions may be appended.
2. Describe the management and staffing plan of your organization and how Planning Council Support services fit into your organizational structure. Provide a description of staff skills and experience in providing support services for a large community planning body. Include an organizational chart and resumes of key staff. NOTE: The selected contractor shall employ a Planning Council Manager, who meets the following minimum requirements: Bachelors Degree, Masters Degree preferred; 3-5 years experience in group process, management, grant writing and knowledge regarding the Ryan White HIV/AIDS Treatment Modernization Act of 2006, Part A. The Metro St. Louis Health Services Planning Council, through a written request to the Department of Health Ryan White Grantee, reserves the right, wholly or through its officers, to modify the qualification requirements and responsibilities at any time, in consultation with the Planning Council Manager.
3. Describe the organization's process to train/orient staff and strategies to prevent staff attrition.

- E. Purchasing (5 Points):** Describe your organization's procurement process. Detail how your organization plans to solicit and secure services to support the Planning Council. Finally, describe your organization's experience forecasting and managing a sizable budget.

Epidemiological Support Questions:

- F. Needs Assessment (15 Points):** Legislation requires the planning council to establish methods for obtaining input community to identify the needs of PLWHA in the St. Louis TGA. This is achieved by:

1. Determining the size and demographics of the population of individuals with HIV/AIDS;
2. Determining the needs of such population, with particular attention to:
 - Individuals with HIV/AIDS who know their HIV status and are not receiving HIV-related services; and
 - Disparities in access and services among affected subpopulations and historically underserved communities.

Please describe your organization's experience conducting a needs assessment for a large community planning body, corporation, or non-profit organization. Provide information about the process and tangible outputs resulting from the process (publications). Conclude with a description of how your experience will ensure the Metro HIV Health Services Planning Council accurately assesses the needs of PLWH/A in the St. Louis TGA. (For more information about the Needs Assessment process, visit <http://hab.hrsa.gov/tools/parta/parta/ptAsec7chap1.htm>)

- G. Priority Setting and Resources Allocation (PRSA) (15 Points):** Legislation requires planning councils to "establish priorities for the allocation of funds within the eligible area, including how best to meet each such priority and additional factors that should consider in allocating funds based on the:

1. Size, demographics, and needs PLWH/A (as identified in the needs assessment)
2. Demonstrated (or probable) cost effectiveness and outcome effectiveness of proposed strategies and interventions, to the extent that data are reasonably available;
3. Priorities of the communities with HIV/AIDS for whom the services are intended;
4. Coordination in the provision of services to such individuals with programs for HIV prevention and for the prevention and treatment of substance abuse, including programs that provide comprehensive treatment for such abuse;
5. Availability of other governmental and nongovernmental resources, including the State Medicaid plan under Title XIX of the Social Security Act and the State Children's Health Insurance Program under Title XXI of such Act to cover health care costs of eligible individuals and families with HIV/AIDS; and
6. Capacity development needs resulting from disparities in the availability of HIV-related services in historically underserved communities

Please describe your organization's experience setting priorities and allocating federal funds as detailed above. Explain how your organization plans to facilitate

the Priority Setting and Resource Allocation process for the Metro HIV Health Services Planning Council. (For more information about PRSA visit <http://hab.hrsa.gov/tools/parta/parta/ptAsec7chap2.htm>)

H. Comprehensive Plan (15 Points): Legislation requires the planning council to "develop a comprehensive plan for the organization and delivery of health and support services that:

1. Includes a strategy for identifying individuals who know their HIV status and are not receiving such services and for informing the individuals of and enabling the individuals to utilize the services, giving particular attention to eliminating disparities in access and services among affected subpopulations and historically underserved communities, and including discrete goals, a timetable, and an appropriate allocation of funds;
2. Includes a strategy to coordinate the provision of such services with programs for HIV prevention (including outreach and early intervention) and for the prevention and treatment of substance abuse (including programs that provide comprehensive treatment services for such abuse); and
3. Is compatible with any State or local plan for the provision of services to individuals with HIV/AIDS.

Please describe your organization's experience developing and implementing a comprehensive plan as detailed above. Include information detailing said organization's capability and capacity to produce quality, well formatted publications. For more information about the St. Louis TGA Comprehensive Plan, visit <http://hab.hrsa.gov/tools/parta/parta/ptAsec7chap3.htm> and <http://www.stlpc.org/2009%20Final%20St%20Louis%20Comprehensive%20Plan.pdf>)

V. BUDGET AND FINANCIAL DATA

Budget Narrative and Budget (10 Points)

Develop and submit the program budget with narrative. In developing your budget, keep in mind that administrative charges may not exceed 8% of the total direct service charges to the contract.

2. Financial Information to include:

- a. A copy of your program/organization budget for the most recent fiscal year.
- b. A summary of your current 2008/2009 contracts, including the funding sources.
- c. A list of outside funds applied to provide partial support for the proposed project and the status of those applications.

3. Supporting Documentation:

Please attach the following documentation:

- a. Listing of governing body members and officers, as applicable.
- b. Most recent audited financial report. Report must be from within the previous three years.
- c. Not for Profit organizations should attach evidence of 501 (c) 3 status which includes all of the following documents:
 - IRS Tax Determination Letter
 - Articles of Incorporation
 - Organizations Bylaws
- d. The successful bidders must obtain and maintain a current business license and pay all applicable taxes to the City of St. Louis.
- e. M/W/DBE Participation: It is the policy of the City of St. Louis to address the effects of identified discrimination against minority business enterprises and women's business enterprises within its jurisdiction. Contractual services shall be allocated according to the policy. The method that the city shall employ to implement that policy is the establishment of a goal of at least 25% minority business enterprise participation and at least 5% women's business enterprises participation in contracts and purchases wherein City funds are collected or expended. Please provide information on minority and women enterprise participation in your company.

VI. EVALUATION CRITERIA

The RFP will undergo the following evaluation process. The Grants Administration Office, in association with an independent review panel, will evaluate the proposal using the above criteria and provide recommendations to the DOH Professional Service Agreement Committee (PSA), established under City of St. Louis Ordinance 64102. The PSA Committee will evaluate and make selection based on the responses received to the project abstract and program narrative. The total points possible is 100, awarded as follows:

Planning Body Operations	10 points
Member Recruitment and Retention	10 points
Capacity Building and Collaboration	10 points
Personnel	10 points
Purchasing	5 points
Needs Assessment	15 points
Priority Setting and Resource Allocation	15 points
Comprehensive Plan	15 points
Budget and Financial Data	10 points
Total	100 Points

VII. RFP TERMS

A. The City reserves and may exercise one or more of the following rights and options regarding this RFP:

- To reject any and all bids, to seek additional bids, to enter into negotiations and subsequently contract with more than one Bidder at any time during the process.
- To evaluate separately the individual components of each bid such as any proposed subsystem, product or service, and to contract with such Bidder for any individual component.
- To cancel or withdraw this RFP without the substitution of another RFP or alter the terms and conditions of this RFP.
- To modify specific terms and conditions in this document prior to execution.
- The City reserves the right to renew the contract for an additional one year term for up to two consecutive years.

B. Contents of Proposals: All materials submitted in accordance with this RFP will become and remains the property of the City and will not be returned. All Proposals shall be considered public records, but may be deemed and treated as closed or exempt by the City Counselor's Office, at the sole discretion of the City Counselor's Office, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All Proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

APPLICATION COVER SHEET

Program/Organization Name: _____

Contact and Address: _____

Telephone #: _____ **Fax:** _____

Email Address: _____

Type of Application i.e., Case Management, Housing, etc: _____

_____ **New**

_____ **Continuing**

**RYAN WHITE PART A
REQUEST FOR PROPOSALS**

APPLICATION CHECKLIST

Please review and enclose this checklist to ensure that your application is complete. Applications that do not contain a copy of each of the items below will be considered incomplete and will not be reviewed. The inclusion of letters of support and any other requested documentation is strongly suggested.

Application Cover Sheet _____

III. Project Abstract _____

IV. Program Narrative _____

A. Planning Body Operations _____

B. Member Recruitment and Retention _____

C. Capacity Building and Collaboration _____

D. Personnel _____

Organization Structure

(Attach organizational chart and resumes of key staff.)

E. Purchasing _____

F. Needs Assessment _____

G. Priority Setting and Resource Allocation _____

H. Comprehensive Plan _____

V. Budget and Financial Data _____

Budget Narrative and Budget

1. Description and Administrative Budget _____

2. Financial Information

a. Organization's Budget _____

b. Contracts-Sources (2007/2008) _____

c. Outside Funding _____

3. Supporting Documentation

a. Listing of Board Members _____

b. Current Financial Report _____

**c. If applicable, 501(c) 3
(Attach documentation)** _____

d. Current Business License _____

**e. Statement of M/W/DBE
Participation** _____

ATTACHMENTS

- **Draft RFP's and Resulting Contracts**
- **Draft Participation Agreements and Sole Source Contracts**
- **Organizational Chart**
- **Resumes of Key Staff**
- **Most Current Financial Statement**
- **Documentation of Not for Profit Status**
- **Letters of Support**
- **Current Business License**