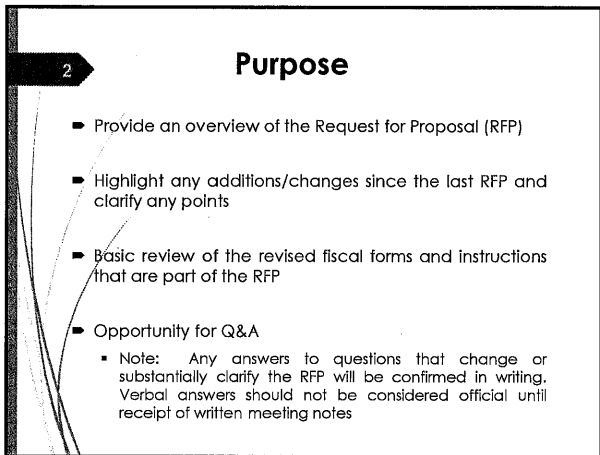


AIDSNET

Pre-Proposal Meeting
December 6, 2021

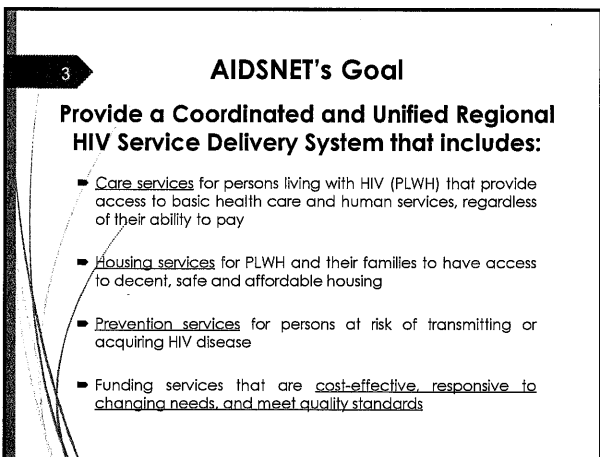
1



2 Purpose

- Provide an overview of the Request for Proposal (RFP)
- Highlight any additions/changes since the last RFP and clarify any points
- Basic review of the revised fiscal forms and instructions that are part of the RFP
- Opportunity for Q&A
 - Note: Any answers to questions that change or substantially clarify the RFP will be confirmed in writing. Verbal answers should not be considered official until receipt of written meeting notes

2



3 AIDSNET's Goal

Provide a Coordinated and Unified Regional HIV Service Delivery System that includes:

- Care services for persons living with HIV (PLWH) that provide access to basic health care and human services, regardless of their ability to pay
- Housing services for PLWH and their families to have access to decent, safe and affordable housing
- Prevention services for persons at risk of transmitting or acquiring HIV disease
- Funding services that are cost-effective, responsive to changing needs, and meet quality standards

3

4

AIDSNET Region List of Counties

- ▶ Berks
- ▶ Carbon
- ▶ Lehigh
- ▶ Monroe
- ▶ Northampton
- ▶ Schuylkill

4

5

AIDSNET Funding by the PA Department of Health

Fiscal Year	State Funds 11068	HOPWA Funds	Rebate Funds	Total
2021-2022	\$369,675	\$495,434	\$1,750,163	\$2,615,272
	14%	19%	67%	100%

AIDSNET expects flat or increased funding for 2022-2024

5

6

SUBGRANT PERIOD July 2022 - June 2024

FISCAL YEAR 2022-2023

- ▶ Full Proposal

FISCAL YEAR 2023-2024

- ▶ Request For Information (RFI)
 - A survey of programs and services for FY 22-23 and a questionnaire regarding needs for FY 23-24 will be incorporated into third quarter monitoring

6

7

Minimum Applicant Requirements

- To be considered, applicants must:
 - Be a not-for-profit 501(c)(3) organization
 - Have a record of satisfactory performance
 - Have the ability to maintain adequate files and records to meet statistical reporting requirements
 - Have the administrative and fiscal capability to provide and manage the proposed services on a reimbursement basis and ensure adequate documentation of services provided
 - Demonstrate capacity to perform all elements of the proposed scope of work and to enter into a subgrant contract with AIDSNET
 - Possess the appropriate license(s) and certificate(s) issued by the Commonwealth of PA, where required

7

8

Submission of Proposal

- To be considered, proposals must:
 - **Be received by AIDSNET by 3:00 p.m., Monday, February 7, 2022**
 - Include the original and 10 copies of a complete response to the RFP using the format provided in the RFP document
 - Be signed by the Chairperson of the organization's Board of Directors (or another authorized Board member) and the agency's Director (or another authorized staff person)

8

9

Proposal Preparation

- Proposals should be prepared simply and economically, use size 12 font, adhere to page limitations, and **all pages must be numbered**
- The material should be presented in the order it is described in the RFP and listed in the checklist
- Provide a straightforward and concise description of the interested party's intent and ability to meet the requirements of this RFP
- Describe the service to address the stated need and how it will be implemented (Who, What, When, Where and How)

9

10

Proposal Preparation (Continued)

- When including data, cite the source in footnotes
- Things to Keep in Mind:
 - Quality of the proposal weighs heavily on Allocations Committee funding decisions
 - An organization that was previously funded for a specific service is not guaranteed funding in the coming contract year
 - AIDSNET funding is payer of last resort per Federal and State guidelines

10

11

Content of Proposals

- All responses must include information on the following subjects listed in the "Proposal Components" section of the RFP:
 - Section I – Organizational Profile (2 pages max)
 - Provide a brief history of the organization, including service(s) provided and population(s) served, and any major changes over the last 12 months
 - Section II – Cultural Competency (2 pages max)
 - Briefly describe your organization's capacity to provide comprehensive and supportive care and services in a culturally sensitive manner
 - Describe how clients' language, cultural, educational, religious, gender, and other cultural components that can be barriers to accessing services will be minimized by your program. Cite examples

11

12

Content of Proposals (Continued)

- Section III – Personnel (no page limit)
 - Include detailed organizational chart, current resumes for non-vacant positions, job descriptions for all positions
 - Describe how supervision of direct service staff will be conducted and by whom
- Section IV – Needs Assessment (4 pages max)
 - State the problem(s)/need(s) being addressed in response to the RFP, including supporting data (local data is a plus)
 - When using internal statistics using percentages, must include the numerator and denominator in parentheses
 - If applying for prevention funding, internal statistics must be identified as duplicated or unduplicated participants

12

13

Content of Proposals (Continued)

- Section V – Description of Services to be Funded (2 pages max per service)
 - The scope of the description of service must include a concise description of the proposed service and target population(s), goal(s), objective(s), program evaluation process, prior program experience, and direct service and supervision staff (including specific responsibilities for the proposed service)
 - Outcome-based objectives for each proposed service must be included in this section. For applicable services, at least the minimum AIDSNET outcomes provided in Appendices G and H, must be included
 - If an agency has not provided the service(s) proposed, a timeline for planning, training, and implementation must be included
 - If applying for more than one service, please complete all points listed for each activity before proceeding to the next service

13

14

Content of Proposals (Continued)

- Section VI – Prevention Intervention Plan Spreadsheet (if applicable)
 - Agencies applying for prevention services must complete the spreadsheet included in Appendix D
 - If your agency will require training and time to implement the program, please consider this when providing estimated sessions/people to be served
- Section VII – Quality Management (no page limit)
 - The plan should be a continuous process that fits within the framework of other quality assurance and improvement activities, and at minimum must:
 - Address services to be funded by AIDSNET
 - Identify leadership, accountability, and dedicated resources for the plan
 - Include anticipated Quality Improvement (QI) projects to be conducted during the funding year
 - Use data and measurable outcomes to determine progress

14

15

Content of Proposals (Continued)

- Section VIII – Fiscal Forms
 - Forms and instructions are included in Appendix I. Please be sure that you select and complete the appropriate fiscal forms for the services you are applying for
 - In addition to sending the hard copies, the fiscal forms must be emailed in Excel format to Kevin Westgate
- Section IX – Additional Documentation
 - Current list of Board of Directors
 - IRS 501(c)(3) determination letter
 - Most recent audit
 - Most recent management letter

15

16

Additional Required Proposal Components

- Appendix B-7
 - Outreach Workplan/Renewal form (All RWB/Rebate Outreach Services applicants)
- Appendix D
 - Proposal for Implementation of Evidence Based Interventions form and Prevention Intervention Plan spreadsheet (New Prevention Services applicants)
 - Early Intervention Services (EIS) Proposal/Renewal form (New EIS applicants)
- Appendix E (All applicants)
 - Checklist
 - Summary Sheet
 - Signature Page

16

SERVICES ELIGIBLE for FUNDING

17

18

Eligible Care & Support Services To Be Funded

Child Care Services	Medical Transportation Services
Early Intervention Services	Mental Health Services
Emergency Financial Assistance	Non-Medical Case Management
Food Bank/Home Delivered Meals	Oral Health Care
Health Education/Risk Reduction	Other Professional Services (Legal and Permanency Planning)
Health Insurance Premium and Cost Sharing Assistance	Outpatient/Ambulatory Health Services
Home and Community-Based Services	Outreach Services
Home Health Care	Psychosocial Support
Hospice Services	Referral for Healthcare & Support Services
Housing Services (Ryan White & HOPWA)	Rehabilitation Services
Linguistic Services	Respite Care
Medical Case Management	Substance Abuse Outpatient Care
Medical Nutrition Therapy	Substance Abuse Services (Residential)

18

19

Eligible Prevention Services To Be Funded

- PA DOH is supporting the following High Impact Prevention activities for FY 2022-2023:
 - Anti-Retroviral Treatment and Access to Services (ARTAS)
 - HIV Navigation Services (HNS)
 - Other Interventions – The PA DOH will consider other CDC evidence-based interventions if resources are available

19

20

Eligible Prevention Services To Be Funded (Continued)

- ARTAS is an individual-level, multi-session, time-limited intervention to link newly diagnosed individuals to HIV medical care and re-engage those lost to care
- HNS is a process of service delivery to help a person obtain timely, essential and appropriate HIV-related medical and social services to optimize health, and prevent HIV transmission or acquisition

20

21

Eligible Prevention Services To Be Funded (Continued)

- All prevention activities must be approved by the PA DOH
 - To apply, agencies must complete the *Proposal for Implementation of Evidenced Interventions*, included in Appendix D
 - This is in addition to completing RFP components V, VI, VII, and Appendix D – *Prevention Intervention Plan Spreadsheet*

21

22

Eligible Prevention Services To Be Funded (Continued)

- Proposal forms will be reviewed by AIDSNET staff for completeness
- Forms will be submitted to the PA DOH for assessment and approval by a Department staff panel

22

23

Eligible Prevention Services To Be Funded (Continued)

- These are general definitions and guidelines for prevention services
- For detailed guidance, please refer to the PA DOH *Guidance on the Implementation of Evidence Based Interventions* in Appendix C
- Detailed fact sheets for ARTAS, HNS, and other CDC approved Evidence-Based Interventions can be found at:
<https://www.cdc.gov/hiv/effective-interventions/a-to-z.html>

23

FISCAL FORMS AND INSTRUCTIONS

24

25

Fiscal Forms and Instructions

- There are several changes to the Fiscal Forms. Notably, the fiscal forms are all contained in one spreadsheet
- For all services they contain forms J-1 to J-6
- One set of fiscal forms is to be used for each service and each fiscal year

25

26

Fiscal Forms and Instructions

- Many of the forms now have automatic fill in functions, so you should only have to enter the Agency Name on J-1 and the Program Name (heading-column 3) on J-2 once. They should carry over to the remaining forms
- Forms with calculations that carry to other forms, should now work and not require additional entry
- Correct estimates of Administrative Program direct and indirect costs and personnel are crucial to determining the amounts you will be requesting, so please spend the appropriate amount of time to accurately calculate these costs


26

27

Fiscal Forms and Instructions

- If your agency has a federally approved (HRSA) indirect cost rate for your agency, you may attach a copy of said approval and an accurate description of how the rate is to be used in determining the indirect costs. Please consult with your finance or accounting departments to obtain this information
- There is no guarantee that we will be able to use the federally approved rate, but we will submit it for consideration to the PA Division of Health/HIV

27



**NEXT STEPS:
AFTER RFP SUBMISSION**

28

29

Review of Proposals

- Proposals submitted by the 3 PM February 7, 2022, deadline will be reviewed by AIDSNET's staff for completeness and accuracy
- Proposals that are late or do not provide all the information requested in the RFP may be eliminated from selection
- AIDSNET staff may contact applicants for missing pieces or clarification of particular responses
- Details of the proposals must remain firm until at least July 1, 2022

29

30

**Review of Proposals
(Continued)**

- Complete proposals will be sent to the members of the Allocations Committee for independent review and scoring (using the *Proposal Rating Criteria and Rubric*, Appendix J)
- The committee members will then convene for several face-to-face meetings to discuss and score the proposals, make allocations recommendations, and draft a budget
- The committee's recommendations will be forwarded to AIDSNET's Board of Directors for final approval

30

31

Rejection of Proposals

- AIDSNET reserves the right to reject any and all proposals, or to negotiate separately with competing applicants for all or any part of the services described
- If there are not sufficient proposals of quality to meet the needs of the region, AIDSNET reserves the right to contact organizations submitting quality proposals to determine their level of interest in providing the applicable services

31

32

Rejection of Proposals (Continued)

- Applicants contacted will be given an opportunity to submit addendums to their proposals for these additional services and will be evaluated using the same criteria as the initial submissions
- The highest-rated applicant(s) will be recommended for funding
- If this additional step fails to produce a sufficient number of quality proposals, a subsequent RFP will be issued for the applicable services

32

33

Debriefing Conferences

- Applicants will be given the opportunity to be debriefed about the funding decisions after notification of awards
- Applicants interested in a debriefing must submit a request to AIDSNET
- AIDSNET will schedule a mutually acceptable time for the debriefing

33

34

Finalizing Subgrants

- The selected Program Subrecipients will be expected to enter into a Standard Grant Agreement with AIDSNET
- A copy of the current Standard Grant Agreement is on our website at <http://www.aidsnetpa.org/resources-for-grantees.php>
- If the PA DOH significantly changes any part of the contract, providers who submitted proposals will be notified

34

35

Finalizing Subgrants (Continued)

- Each organization selected for funding will be required to assume full responsibility and begin to provide all services approved in its proposal or those services negotiated separately by July 1, 2022
- News releases pertaining to this RFP or the project to which it relates should not be made until AIDSNET and the PA DOH have approved the proposal and the applicant has a fully-executed grant agreement with AIDSNET

35

QUESTION & ANSWER

36



Thank You

Thank you for attending and for your consideration of this RFP!

37
