

CUYAHOGA COUNTY BOARD OF HEALTH

REQUEST FOR PROPOSALS

RFP # 2023-03

ISSUED February 7, 2023

RFP TITLE: RYAN WHITE HIV/AIDS PART A PROGRAM: PLANNING COUNCIL MANAGEMENT & FACILITATION

Issuing Department: Administration
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
(216)201-2000

Sealed proposals will be received until: March 7, 2023 at 10:30 a.m.

All inquiries should be directed to: Judy V. Wirsching, CFO
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
(216) 201-2001 ext. 1103
(216) 676-1311 (fax)
jwirsching@ccbh.net

ALL RESPONSES SHALL BE MARKED AS

“SEALED BID”

“REQUEST FOR PROPOSALS”

**RYAN WHITE PART A SERVICES FOR THE
CUYAHOGA COUNTY BOARD OF HEALTH**

PROPOSALS ARE TO BE MAILED OR HAND-DELIVERED DIRECTLY TO THE ISSUING DEPARTMENT SHOWN ABOVE. ANY PROPOSAL RECEIVED AFTER THE TIME AND DATE SPECIFIED ABOVE WILL BE RETURNED UNOPENED.

PUBLIC NOTICE

REQUEST FOR PROPOSALS FOR

**RYAN WHITE
HIV/AIDS PART A PROGRAM:
PLANNING COUNCIL MANAGEMENT & FACILITATION**

RFP# 2023-03

The Cuyahoga County Board of Health is now soliciting sealed proposals for Ryan White HIV/AIDS Part A Program Planning Council Management & Facilitation from vendors. Completed proposals must be submitted to the Cuyahoga County Board of Health, 5550 Venture Drive, Parma, Ohio 44130 no later than 10:30 A.M. local time on March 7, 2023.

A pre-proposal conference is scheduled for February 16, 2023 at 9:00 A.M. utilizing the CCBH Microsoft Teams platform. Attendance is strongly recommended but not mandatory.

Pre-proposal conference details along with this notice and proposal may be viewed at the following Board website: www.ccbh.net by clicking on the “Business” tab on the home page. Questions prior to the pre-proposal conference must be emailed to bidquestions@ccbh.net.

Judy V. Wirsching, CFO

Published in the Cleveland Plain Dealer on Thursday, February 9, 2023.

PROPOSAL INFORMATION

A. Background Statement

The Ryan White Program is the largest federal program dedicated exclusively to the provision of services for uninsured and underinsured people living with HIV/AIDS. The program is for individuals living with HIV/AIDS who have no health insurance (public or private), have insufficient health care coverage, or lack financial resources to get the care they need for their HIV disease. As such, the Ryan White HIV/AIDS Program fills gaps in care not covered by other funding sources.

Congress first authorized the Ryan White Comprehensive AIDS Resources Emergency Act in 1990 and re-authorized the legislation in 1996, 2000 and 2006. The legislation was most recently reauthorized in October 2009, as the Ryan White HIV/AIDS Treatment Extension Act of 2009 (RW Act). At the federal level, the program is administered by the U.S. Department of Health and Human Services (HHS), Health Resources Services Administration (HRSA). The Ryan White legislation has been adjusted with each reauthorization to accommodate new and emerging needs, such as an increased emphasis on funding of core medical services and changes in funding formulas.

The legislation can be found at the below link:

Link: <http://www.gpo.gov/fdsys/pkg/PLAW-111publ87/html/PLAW-111publ87.htm>

Reference: <http://hab.hrsa.gov/abouthab/legislation.html>

Part A of the Act provides grant funding directly to Eligible Metropolitan Areas (EMAs) and Transitional Grant Areas (TGAs) with large numbers of reported cases of HIV/AIDS, to meet service needs of people living HIV/AIDS. The Cleveland TGA, our service area, includes six counties: Ashtabula, Cuyahoga, Geauga, Lake, Lorain, and Medina.

The Cuyahoga County Board of Health (CCBH) is the designated grant administrator, assigned by the Cuyahoga County Executive. As the grant administrator, the Board is seeking proposals for the Facilitation and Management of the Cuyahoga Regional HIV Prevention and Care Planning Council. The contractor will facilitate the meetings identified in Exhibit A along with implementing the legislative responsibilities in coordination with the Planning Council identified in the bylaws included as Exhibit B. In addition, the Cuyahoga County Board of Health has included a Memoranda of Understanding outlining the relationship between the Recipient and the Planning Council which is included as Exhibit C.

In accordance with requirements of the federal legislation, the Cuyahoga County Executive appoints a thirty-five-member community planning body to work with the Part A program. The Cuyahoga Regional HIV Prevention and Care Planning Council (Planning Council) meets ten times a year to assess community needs, determine service priorities and allocate grant dollars to service categories based on community needs assessment, service usage and the comprehensive plan for the area. In addition, the various committees of the Planning Council also meet roughly ten times a

year. Planning Council meetings are open to the public and minutes of the meetings are available to interested parties through CCBH and on the website (www.ccbh.net).

Part A and MAI (Minority AIDS Initiative) funding is used to create and maintain an accessible comprehensive continuum of quality care. The Planning Council has identified a continuum of care for the Cleveland TGA based on needs assessment surveys and available funding. The core of the continuum consists of both primary medical care and the supportive services that help Persons Living with HIV/AIDS (PLWH/A) to access and remain in care. This core is further supported by services that facilitate optimal access to and full utilization of medical and supportive services.

According to the Centers for Disease Control and Prevention and the Ohio Department of Health as of 2021, there are 6,133 persons living with HIV/AIDS in the Part A service area. The table below illustrates the 2021 Persons Living with HIV/AIDS (PLWHA) incidence and prevalence rates compared to the general population.

2021 PLWHA Summary compared to general population			
Cleveland TGA County	2021 Incidences	2021 Prevalence	General Population
Ashtabula, Lake, and Geauga	15	375	424,965
Cuyahoga	165	5240	1,249,387
Lorain and Medina	22	518	498,687
Totals:	202	6133	2,173,039

*Ohio Department of Health for Incidence and prevalence rates

*2021 U.S. Census data for the general population data

Federal and local priorities include emphasis on:

- Disproportionately affected populations such as Black/African American, men who have sex with men (MSM)
- Disproportionately affected populations such as Black/African American and Hispanic youth ages 13-24
- Persons who have been recently diagnosed with HIV/AIDS
- People with HIV/AIDS who are out of care
- Identifying PLWH/A and providers in outlying areas of the TGA: Ashtabula, Geauga, Lake, Lorain and Medina Counties.
- Traditionally underserved populations including minorities, women, infants, children and youth.

Planning Councils are responsible for the smooth and fair operations; and, carrying out mandated duties under the Ryan White legislation. Operations include bylaws, open meetings, grievance procedures, and conflict of interest standards. Planning council's duties include planning, priority setting and resource allocation processes as well as assessment of administrative mechanisms and effectiveness.

The Ryan White legislation requires planning councils to have members from various groups and organizations. At least one third (33 percent) of the planning council members must be PLWHA

who receive Ryan White Part A services and are “unaffiliated.” This refers to consumers who do not have a conflict of interest; meaning they are not staff, consultants, or Board members of Ryan White Part A funded agencies.

The Planning Council must find out what Ryan White services are needed and which populations need care (needs assessment). In addition, it identifies which services to fund in the EMA/TGA (priority setting) and decides how much Ryan White Part A money should be used for each of these services (resource allocation). The planning council also seeks ways in which Ryan White Part A services work toward eliminating service gaps, with other Ryan White programs. Furthermore, the planning council develops a plan for local service delivery through the Statewide Integrated Prevention and Care Plan, as well as other services like Medicaid and Medicare coordination. The planning council also evaluates how efficiently providers are selected and paid and how well their contracts are monitored. (Assessment of the Efficiency of the Administrative Mechanism).

The Facilitation & Management Contractor must have at least three (3) years of experience in facilitating and/or managing a community governing body with a full understanding of the current legislative requirements. The Contractor must also be efficient in their ability to carry out the HRSA directives related to the RW Act or possess the skills necessary to learn the requirements in an efficient manner. The Contractor will be required to coordinate with Ryan White staff (Recipient) and other contracted consultants to interpret evaluation studies, needs assessments, and topical research. In addition, the Contractor must be able to prepare reports and presentations to inform, guide, and consult the Council.

The following categories provide the minimum responsibilities the applicant must perform. These activities should not serve as a complete list of expected activities. Further negotiations with the Recipient regarding additional activities can be expected during the contract negotiation.

Planning Council Facilitation & Management:

1. Ensure Planning Council compliance with legislative requirements and HRSA directives;
2. Facilitate the development or update of meeting policies, procedures, expectations, and/or ground rules that reinforce open, respectful communication among members;
3. In collaboration with co-chairs, develop meeting agendas and facilitate Planning Council and sub-committee meetings that foster balanced participation among members resulting in fair, efficient decision-making and the approval of all necessary votes required by HRSA/HAB and the Recipient;
4. Facilitate work of standing committees to include ensuring the planned activities are accomplished timely and ensure work plans are developed to complete tasks assigned to each respective committee if required;
5. Provide the education necessary to Planning Council to ensure understanding of legislatively mandated roles, responsibilities, and deliverables, such as scheduling monthly trainings and an annual training on how to make data-driven decisions;
6. Facilitate communication between Planning Council and Recipient;
7. Participate in monthly conference calls with Federal HRSA Project Officer, if requested;
8. Develop and/or oversee the development of meeting minutes, handouts, visuals, and reports;

9. Ensure Planning Council familiarity and understanding of relevant documents, such as the Cleveland TGA application for Ryan White Part A and MAI grant funding, the State of Ohio Integrated Prevention and Care Plan, Planning Council Bylaws, Roberts Rules of Order, and the Part A Manual (Planning Council section);
10. Manage Planning Council membership process and provide orientation to new members;
11. Participate in conference calls as needed to ensure Planning Council business is completed timely;
12. Facilitate the Priority Setting and Resource Allocation process;
13. Facilitate the Assessment of the Administrative Mechanism;
14. Submit monthly invoices to the Recipient based on actual deliverables for the previous month;

Ad Hoc Committees: Ad Hoc Committees will be created as deemed necessary by the Executive Committee and will meet on an as needed basis to report their recommendations at regular meetings of the Planning Council.

The Planning Council Facilitation and Management Contractor will receive support from a Cuyahoga County Board of Health employee in regard to completing the following tasks:

1. Arrange meeting site/s and refreshments;
2. Set up virtual conference calls/meeting links
3. Serve as primary contact for meeting site representatives and food vendors;
4. Prepare and copy materials for meetings, including (but not limited to): meeting minutes, hand-outs, sign-in sheets, table tents;
5. Record and prepare meeting minutes;
6. Maintain Planning Council membership list including: term, and contact information.
7. Maintain Planning Council and sub-committee email groups;
8. Maintain Planning Council meeting calendar;
9. Distribute meeting notices/reminders/changes, documents, and announcements to Planning Council;
10. Manage membership transportation reimbursement;
11. Coordinate updates to the Planning Council's section of the Ryan White Part A website.
12. Provide other administrative support to Planning Council projects and activities as directed.

B. Proposal Format

The Board discourages overly lengthy and costly proposals. In order for the Board to evaluate proposals fairly and completely, vendors should follow the format set forth herein and provide all of the information requested.

Proposals that do not adhere to these formatting requirements may be considered non-responsive. Proposals should be submitted in a sealed envelope with the name of the vendor and the relevant RFP name and number on the front.

Responses must be submitted with one (1) original and six (6) copies in addition to one (1) electronic document of the proposal with all required information. All proposals submitted will become the property of the Board and will not be returned.

Proposals must remain open and valid for one hundred and eighty (180) days from the opening date, unless the time for awarding the contract is extended by mutual consent of the Board and the vendor.

C. Need Statement

The Cuyahoga County Board of Health is accepting proposals for a ten-month period with the option to extend the service for one additional year for administrative services.

The funded grant year and service year for provider contracts with federal Part A and Minority AIDS Initiative (MAI) funding runs from March 1, 2023 through February 29, 2024 with an option to extend to March 1, 2024 through February 28, 2025. **The program, services and all contracts are contingent upon funding from the U.S. Department of Health and Human Services. Funding for FY2023 does not guarantee funding for FY2024.**

The anticipated start date for this contract will be May 1, 2023.

SECTION I – INTRODUCTION (Requirement- 5 points)

A. Cover Page

This must include the RFP title, RFP number, complete vendor name and mailing address as shown in Appendix 1 Attachment E.

B. Cover Letter

Proposal Cover Letters should include a brief overview of the service being proposed and the total funding request. Cover letters must include the telephone number of the person the Board should contact regarding the proposal.

Proposals must confirm that the vendor will comply with all the provisions of this RFP. Any exceptions to the Board contract's general terms and conditions should be discussed here.

The vendor must provide a brief description of the organization including history, number of years your organization has been in business, type of services provided, legal status of vendor organization, i.e. corporation, partnership, sole proprietor; Federal Tax ID and DUNS number.

The vendor must submit a copy of its most recent audited or compiled financial statements, with the name, address and telephone number of a contact in the company's principal financing or banking organization. The financial statements must have been completed by a Certified Public Accountant.

A vendor representative authorized to make contractual obligations must sign the cover letter.

C. Table of Contents

Provide sufficient detail so reviewers can locate all the important elements of your document readily. Identify each section of your response as outlined in the proposal package.

D. Executive Summary

Provide a high-level overview of your approach, the distinguishing characteristics of your proposal, and the importance of this project to your overall operation.

SECTION II - PROJECT UNDERSTANDING (20 points)

Provide a detailed program description outlining the understanding of the project.

SECTION III - METHODOLOGY (20 points)

Provide a detailed program methodology for the implementation of the project including:

- A. A timeline documenting the products or services to be delivered;
- B. A description of the work plan;
- C. A description of protocols to assure confidentiality when necessary; and
- D. A description of how work will be coordinated effectively and efficiently to ensure federal legislative mandates are met.

SECTION IV - PROJECT MANAGEMENT (15 points)

- A. Describe the ability to comply with current and potential future, requirements of HRSA and the Ryan White Part A tenets under the Ryan White HIV/AIDS Treatment Modernization Act specific to the administrative function(s) that the consultant is proposing to provide.
- B. Describe access to the Ryan White Office (opportunities for a representative from the contractor to attend various meetings and present process, objectives and ultimately, findings and recommendations.)
- C. Describe agency's ability to track proposal deliverables to ensure completion of required tasks.
- D. Discuss the structure in place to ensure ethics are maintained for each service in which a proposal is submitted. In addition, cite experience in objectively performing this activity while functioning as the consultant for this entity. If currently performing other consultant activities for this entity, please detail how the functions will be carried out without a conflict of interest or without performing duplicated services.

SECTION V - QUALIFICATIONS & EXPERIENCE (25 points)

- A. Agency Description
 - 1. Describe your agency's unique qualifications that make you the preferred applicant.
 - 2. Identify staff to participate in this project, including the principal staff name, business address, phone numbers and email.
- B. Describe staff qualifications including prior experience. Attach Resume(s) of staff included in this proposal.
 - 1. Demonstrated experience.
 - 2. Note historical experience with Ryan White Part A entities and/or note any historical experience or involvement performing related research activities within the six-county Cleveland TGA.
 - 3. Include three references related to your experience.

4. Identify staff to participate in this project, including the principal investigator name, business address, phone numbers and email address(s).
5. Describe staff qualifications in quantitative and qualitative data and analysis.

SECTION VI - PRICING (15 Points)

- A. Prepare a budget and narrative to conduct the activities identified in the proposal. A budget and narrative should be prepared to coincide with phased periods identified in this proposal, if applicable. The budget and narrative must include the following categories at minimum:
1. Direct costs including personnel, travel, out-of-pocket expenses, hourly rates; please differentiate if there are multiple staff supporting the proposal.
 2. Administrative costs including office supplies and materials.

Costs should NOT include meeting locations, food for meetings or consumer transportation reimbursement. These costs will be funded directly through the RW office. All other costs should be factored into this proposal.

- B. Describe fiscal capacity of applicant organization. Describe previous experience using federal funding.

SECTION VII – REPORTING REQUIREMENTS

- A. The contractor shall submit monthly progress reports to the Recipient. The reports shall describe progress to date, significant achievements, and any problems that may have the potential to affect the schedule or budgets. The progress reports should be sufficiently detailed to assure that actions being pursued are in compliance with the contractual scope of work.
- B. The Planning Council Facilitation & Management contractor shall present findings and the final report to the Planning Council; date to be mutually agreed upon with Recipient.

SECTION VIII - REQUIRED ATTACHMENTS

The vendor must complete and submit all required forms outlined in Appendix 1. Wet signatures and notarization are only required on original proposal documents.

SECTION IX - ADMINISTRATIVE INFORMATION

A. RFP Contact

All vendor communications concerning the RFP must be directed to the contact person listed below. Any oral communication will be considered unofficial and non-binding on the agency. Vendors should only rely on written statements issued by the Board.

Name: Judy Wirsching, CFO
Department: Administration
Address: 5550 Venture Drive, Parma, OH 44130
Phone: 216.201.2001 x 1103
Fax: 216.676.1311
Email: JWirsching@ccbh.net

B. Location of work

Work to be performed, completed and managed at vendor's place of business and/or service area.

C. Pre-proposal conference

The pre-proposal conference for all participating vendors scheduled as indicated below.

Date: February 16, 2023
Time: 9:00 A.M.
Location: Virtual via Microsoft Teams

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 211 654 351 23

Passcode: EmQyqs

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 469-208-1353,,714598232# United States, Dallas

Phone Conference ID: 714 598 232#

[Find a local number](#) | [Reset PIN](#)

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The purpose of the conference is to discuss the work to be performed with prospective vendors and allow them the opportunity to ask questions concerning the RFP. **It is encouraged that interested vendors attend.** Questions prior to the pre-proposal conference must be emailed to bidquestions@ccbh.net. No questions will be accepted or answered after the pre-proposal conference. Questions and answers will be posted and may be viewed on the Board's website: www.ccbh.net under the "Business" tab found on the Home page.

D. RFP Addenda

The Board reserves the right to issue addenda to the RFP at any time. The Board also reserves the right to cancel or reissue the RFP. If an addendum is issued less than seventy-two hours prior to the proposal due date, the closing date will be modified accordingly.

E. Proposal Response Date and Location

The vendor's proposal, in its entirety, must be received at the location, by the date and time specified on the cover page of this RFP. Proposals arriving after the deadline will be returned unopened, to the vendor. The official closing time will be determined by the time clock located in Board Administrative offices. All proposals and accompanying documents will become the property of the Board and will not be returned. Proposals should be submitted in a sealed envelope with the name of the vendor and the relevant RFP name and number on the front.

Vendors assume the risk of the method of dispatch chosen. The Board assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted nor will additional time be granted to any vendor. Proposals may not be delivered by facsimile transmission or other telecommunication or electronic means.

Hand-delivered proposals may be delivered ONLY between the hours of 8:30 a.m. and 4:30 p.m., Mondays through Fridays, excluding holidays observed by the Board.

F. Proposal Opening

Proposals will be publicly opened at the Administration Office, Cuyahoga County Board of Health, 5550 Venture Dr., Parma, OH 44130. At this time, all proposals will be opened, the vendor name read from the proposal cover page, and logged. **No dollar amounts or other details of the proposal will be disclosed at this time.** The submittal of a proposal will be considered by the Board as constituting an offer to perform the required services at the stated costs.

G. Required Review

Vendors should carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and objectionable material should be made in writing and received by the RFP contact at least ten days before proposal opening. This will allow for issuance of any necessary addenda. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the RFP contact before the time set for opening.

H. Multiple Proposals

The submission of multiple proposals for the same service will be considered noncompliant and those proposals will be disqualified. We are relying on the vendor as expert, to identify in its proposal the approach which the vendor believes will be the most effective to produce the required services on time and within budget. A potential vendor submitting a proposal for direct services cannot submit a proposal for administrative and quality management support for the Recipient.

I. Proposal Rejection

The Board reserves the right to reject any or all proposals at any time without penalty. Vendors may withdraw a proposal that has been submitted at any time up to the proposal closing date and time, by submitting a written request to the RFP contact.

J. Response Property of the Board

All materials submitted in response to this request become the property of the Board. Selection or rejection of a response does not affect this right.

K. No Obligation to Buy

The Board reserves the right to refrain from contracting with any vendor. The release of this RFP does not compel the Board to purchase. The Board is not bound to accept the lowest-priced proposal or any of the proposals submitted.

L. Cost of Preparing Proposals

The Board is not liable for any costs incurred by vendors in the preparation and presentation of proposals submitted in response to this RFP.

M. Acceptance of Terms

All the terms and conditions of this RFP are deemed to be accepted by the vendor and incorporated in its proposal except those conditions and provisions that are expressly excluded by the vendor in the proposal.

N. Disclosure of Proposal Contents

All documents submitted to the Board as part of the proposal become public information after the contract is awarded, and available for review and inspection by anyone requesting to do so. The Board does not encourage the submission of confidential/proprietary information in response to this proposal. However, written requests for confidentiality can be submitted to the RFP contact. Neither a proposal in its entirety, nor proposal price information will be considered confidential or proprietary. Under Ohio Revised Code Section 149.43, the BOARD will make a determination of application for disclosure on an ad hoc basis.

O. Equal Opportunity

Prospective vendors must comply with the applicable contract compliance procedures for equal employment opportunity as stipulated by the Board. It is the policy of the Board, to assure equal employment opportunity. Discrimination against any person in the recruitment, training, examination, appointment, promotion, retention, discipline or any other aspect of personnel administration because of race, religion, national origin, sex, ancestry, age, disability, sexual orientation, or veteran status is prohibited.

Words of the masculine gender used in proposals shall be deemed and construed to include correlative words of the feminine gender.

P. Evaluation Process

All proposals will be reviewed to determine if they are responsive. They will then be evaluated by an Evaluation team. The team will evaluate and numerically score each proposal in accordance with the following evaluation criteria:

- Introduction (5 points)
- Project Understanding (20 points)
- Methodology (20 points)
- Project Management (15 points)
- Qualifications and Experience (25 points)
- Pricing (15 points)

The evaluation process is designed to award the contract to the vendor with the best combination of attributes based on the evaluation criteria, not necessarily to the vendor with the lowest cost.

The evaluation team will rank proposals, and negotiations may be undertaken with the top-ranked vendor/vendors. The Cuyahoga County Board of Health reserves the right to recommend qualified funding proposals out of rank in order to ensure adequate geographic distribution. If an insufficient number of qualified proposals are submitted in any particular service category, the Board reserves the right to directly solicit and select appropriate community-based providers to fill the gaps. Past

contractual performance may also be considered for applicants that have previously received Ryan White Part A funding.

Q. Contract Negotiations

The option of whether or not to initiate contract negotiations rests solely with the Board. If the Board elects to initiate contract negotiations, these negotiations cannot involve changes in the Board's requirements or the vendor's proposal which would, by their nature, affect the basis of the source selection and the competition previously conducted. The terms of the proposed contract will be negotiated based upon the merit of the application, availability of funding, and conditions of award. Failure of a selected applicant to satisfactorily negotiate a contract within a reasonable time may result in the applicant forfeiting its award.

The vendor is responsible for their travel and per diem expenses during contract negotiations.

R. Failure to Negotiate

If any contract cannot be negotiated within fifteen (15) days of notification to the designated vendor, the Board may terminate negotiations with the vendor and negotiate a contract with the next highest ranked vendor.

S. Recommendation of Award

Once the Board evaluation team has made its selection, a Notice of Recommendation of Award letter will be issued to the recommended vendor(s), advising of the expected award date.

T. Notice of Intent to Award

Prior to approval of the award by the Board, the Administration will issue a written Notice of Intent to Award and send copies to all unsuccessful vendors. The scores and placement of vendors will not be part of the notice. A tabulation of all vendors' names and addresses submitting proposals will be available upon request from the RFP contact person.

U. Debriefing

Vendors who submitted an unsuccessful proposal may request a meeting for debriefing and discussion of their proposals after receiving a Notice of Intent to Award letter. The request must be in writing addressed to the RFP contact. The debriefing is not to be seen as an opportunity to challenge the decision, nor will it include any comparisons of the vendor's unsuccessful proposal

with any other vendor's proposals. The Board will attempt to respond to questions and concerns in this debriefing.

V. Protests

A vendor may protest the recommendation of award of a contract by filing in writing to the RFP contact person, as outlined in the Notice of Intent to Award letter. The protest letter shall include the following information:

1. Name, address and telephone number of the protester;
2. The signature of the protester;
3. Identification of the contract at issue;
4. A detailed statement of the legal and factual grounds of the protest;
5. The form of relief requested.

W. Contracting Requirements

The successful vendor shall, upon notification of award, be required to enter into a contract with the Board and must comply with the contract terms and conditions defined herein. If the vendor is unwilling to agree to a proposed clause or term, then your cover letter must reference an appendix which identifies these clauses in dispute and should:

- a. Suggest a specific alternative term, clause or approach;
- b. Provide an explanation of your reasons.

X. Contract Processing

The Board's Administrative Counsel shall prepare the contract required by this RFP specification. This contract shall be fully responsive to the requirements defined in these RFP specifications.

Y. Proposal as Part of the Contract

Part or the entire successful proposal may be incorporated into the contract.

Z. Commencement of Contract Performance

In order to protect the interests of the Board, a contract must be approved by the Board at a regularly scheduled Board meeting after which it must be executed by the Health Commissioner and approved by Administrative Counsel before the goods or services as set forth in this RFP specification can be provided.

SECTION X - CONTRACT INFORMATION

A. Terms and Conditions

The following terms and conditions shall apply to the contract between the contractor and the Board:

1. The contract shall be subject to interpretation under the laws of the State of Ohio, and subject to the review of the Board's Administrative Counsel as to legal form and correctness.
2. The successful contractor shall agree to indemnify and save the Board harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by a party or parties or from any act of the contractor, his servants or agents.
3. The Board shall not assume responsibility for the payment of any personal property taxes for any materials not owned by the Board, nor shall the Board pay any insurance premiums for any coverage of any property not owned by the Board. No conditions shall alter this statement.
4. The Board is a tax-exempt No. 29 political subdivision of the State of Ohio (Federal Tax ID No. 34-6000817). Necessary tax exemption blanks will be furnished to the contractor when the contract is signed.
5. Acceptance of performance is a condition of the contract. It shall be understood and agreed that an agent for the Board shall determine finally the satisfactory quality of the services and/or materials furnished under the contract. Failure to meet performance requirements is a reason for termination of the contract, and the contractor shall be liable to the Board for any excess cost and/or expenses incurred by the Board thereafter.
6. In the event that the contract is terminated by the Board, thirty (30) calendar days advance written notice shall be given to the contractor. The contractor shall provide all services and/or materials required by the contract and the specifications to the date of termination. Under no circumstances shall the Board be responsible for any type of penalty payment upon the cancellation of the contract. The contractor, however, shall be paid for all services and/or materials provided to the date of termination.
7. Anti-discrimination: The contractor agrees that in the employment of labor, skilled or unskilled, under this contract, there shall be no discrimination exercised against any person because of race, religion, national origin, sex, ancestry, age, disability, sexual orientation, or veteran status, and that violation thereof shall be deemed a material breach of said contract.
8. Social Security Act: The contractor shall be and remain an independent contractor with respect to all services performed hereunder and agrees to and does hereby accept full and exclusive liability for payment of any and all contributions or taxes for social security, unemployment insurance, or old age retirement benefits, pensions, or annuities now or hereafter imposed under any Local, State

or Federal Law which are measured by the wages, salaries, or other remuneration paid to persons employed by the contractor for work performed under the terms of this contract and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now or hereafter may be issued or promulgated under said respective laws by and duly authorized State or Federal officials; and said contractor also agrees to indemnify and save harmless the Board from such contributions or taxes or liability.

9. Labor and Material: The contractor shall well, truly and promptly pay or satisfy the just and equitable claims of all persons who have performed labor or furnished materials or equipment for said contractor in the execution of this contract, and all bills, costs or claims of whatever kind which might in law or equity become a lien upon said work.

10. Assignment: The contractor shall not assign, transfer, convey or otherwise dispose of this contract, or his right to execute it, or his right, title or interest in or to it or any part thereof, or assign, by power of attorney or otherwise, any of the monies due or to become due under this contract without approval of the Board.

11. Ownership of Contract Products: All products produced in response to the contract will be the sole property of the Board.

12. If applicable, the successful Respondent will comply with the provisions of the Ohio Revised Code (4115.03 through 4115.16) requiring the payment of prevailing wage. Information on prevailing wage may be obtained from the Prevailing Wage Coordinator of Cuyahoga County, 1642 Lakeside Ave., Cleveland, Ohio 44113, (216) 443-5530.

13. Respondent's Warranty against an Unresolved Finding for Recovery: Ohio Revised Code Section 9.24 prohibits the award of a contract to any Respondent against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is "unresolved" at the time of the award. By submitting a bid, the bidder warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under Ohio Revised Code Section 9.24, prior to the award of any contract arising out of this RFP, without notifying the Board of such finding.

14. Suspension and Debarments: The Board will not award a contracts for services funded in whole or part with Federal funds, to an entity who has been suspended or debarred from doing business or who appears on the Federal Excluded Parties Listing System www.sam.gov/ .

15. Criminal Background Checks (If applicable): Prior to entering into a contract with the Board the successful Respondent shall conduct background checks on all applicants for employment in direct service positions in accordance with applicable requirements so as to not knowingly employ staff who have been convicted or plead guilty to any of the crimes specified in ORC 3319.39(B) or other section of the ORC applicable to the Agency. Failure to conduct such background checks may result in termination of this contract.

16. Disbursement of Funds: The Board shall make payments to the contractor on a reimbursement basis for providing the work or services described in the bid. The contractor shall submit invoices supported by such documentation as requested by the Board. The contractor may be required to

provide the Board with copies of time sheets, receipts or contracts as validation of expenditures when submitting requests for payment.

17. Confidential Information: During the term of this contract, confidential information shall be held by the contractor in the strictest confidence and shall not, without the prior written consent of the Board, be disclosed to any person other than in connection with contractor's assigned projects and activities hereunder. All of the documents and information transmitted and communicated to the contractor shall be considered as sensitive material and shall be held in the strictest confidence by the contractor. Upon termination of contractor's engagement or at any time at the request of Board, or its designees, the contractor shall promptly return or destroy all confidential information in the possession or under the control of contractor and shall not retain any copies or other reproductions or extracts thereof. Nothing contained herein shall be construed as granting or conferring any rights by license or otherwise in any confidential information.

18. Books and Records: Funded agencies will be expected to keep records of their activities related to the RW Act funded projects and services to permit the Board, the federal funding source, or their agents access to those records, including fiscal, medical and client records, where appropriate and with respect for client rights to privacy and confidentiality.

19. Payment: Payment for contracted services will be made on a line-item reimbursement and performance basis based on monthly invoices and compliance with reporting requirements. This is a cost reimbursement grant.

20. Projections and Revisions: Funded agencies will be held accountable for meeting their programmatic projections or, when fitting, for revising projections with the Board. Failure to make progress as projected or to revise projections in conjunction with the Board staff will jeopardize the funded agency's current and/or future RW funding. Corrective action may include contract amendment or termination of contract.

21. Amendments: The Board has the option of amending contracts throughout the funding cycle based on program performance, and other contracted requirements.

22. Service Funding: All funding must be used exclusively for the allowable costs associated with a Part A service. In addition, agencies are prohibited from receiving or using any additional funding for any costs directly associated with the same services funded by any Part A contract.

23. Change in Services: Any change of staffing, service location, or service protocols is not permitted without the written consent of the Board. Any such change in service delivery is not eligible for reimbursement and may result in termination of the service contract.

24. Reporting: All funded providers and programs will be required to collect and report data reports to the Recipient. This report may include program, quality, and fiscal data. The format in which these reports will be submitted will be determined by the Recipient and/or HRSA. Completion and submission of these reports must be in compliance with the guidance of the reports.

B. Required Contract Documents

In addition to the contract agreement furnished by the Board, the successful contractor shall provide the following documents within fourteen (14) calendar days of the RFP award date. Failure to provide these documents within this time frame may result in a rescission of the award.

1. Signature Authorization
2. Worker's Compensation Certificate (if required)
3. Certificates of Insurance (if required)
4. Letter of Indemnification in Lieu of Worker's Compensation Certificate and/or Certificate of Insurance
5. IRS Form W-9: Request for Taxpayer ID and Certification
6. Certification of Personal Property Tax
7. Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization
8. Suspension and Debarment
9. Warranty against Unresolved Finding for Recovery

These documents are described in the following paragraphs.

C. Signature Authorization

The contractor shall provide one of the following signature authorizations:

- a. For a corporation, including but not limited to non-profit organizations, a notarized certificate of power of attorney authorizing the individual's signature to bind the entity or a notarized certificate of corporate resolution authorizing the signature of the document.
- b. For the sole owner, a notarized statement indicating that the individual is the sole owner and is authorized to sign for and bind the company.
- c. For a partnership, a certificate of partnership agreement showing the names and address of all partners and authorizing the signatures to bind the partnership.

D. Worker's Compensation Certificate

A Worker's Compensation Certificate is required from corporations and partnerships with employees. Sole proprietors and individual contractors are not required to submit this document.

The contractor shall provide a Certificate of Premium Payment for Ohio State Worker's Compensation Insurance, or equivalent Worker's Compensation Insurance or letter of indemnification in lieu thereof. This document shall be current for the entire period of the contract.

E. Certificate of Insurance

The contractor shall have in effect during the term of the contractual agreement, comprehensive auto and general liability insurance wherein the Board and its employees are named as co-insured or additional insured.

This insurance shall protect the contractor, the Board and its employees, and any subcontractor performing work covered by the contract against claims for damage for personal injury including accidental death, as well as for property damages which may arise from operations under the contract whether such operations be by contractor or by any subcontractor or by anyone directly or indirectly employed by either of them.

An exact copy of such insurance policy or policies shall be made available to the Board for review upon request. A Certificate of Insurance with the following minimum levels of such insurance shall be submitted as follows:

- a. Bodily Injury Liability: \$250,000 per person, \$500,000 per accident.
- b. Property Damage Liability: \$50,000 per accident, \$100,000 per aggregate.
- c. Comprehensive Automobile Liability: \$250,000 per person, \$500,000 per accident.

Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance

The Contractor shall either (1) require each of his subcontractors to procure and to maintain during the life of the subcontract, Subcontractor's Public Liability, Property Damage and Vehicle Liability Insurance of type and in the amounts specified above, or (2) the Contractor shall insure the activities of the subcontractor in his own policy as specified above.

The policy or policies shall contain the following, special provisions:

"The contractor agrees that ten (10) days prior to cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice shall be mailed to the Chief Fiscal Officer of the Board."

Any and all expense incident to the furnishing of all insurance required of the contractor, as well as the legally required performance bond (if applicable), shall be borne by the contractor and shall be included in his unit price bid in the contract.

F. Letter of Indemnification in Lieu of Worker's Compensation Certificate and/or Certificate of Insurance (if either document is required above)

If the contractor cannot provide a worker's compensation certificate and/or certificate of insurance as requested, the contractor must, at the time of submission of the RFP, substitute a letter of indemnification for a worker's compensation certificate and/or certificate of insurance.

Only in those circumstances where the contractor verifies being self-insured by means of documentation will the Board consider the substitution of a letter of indemnification for a worker's compensation certificate and/or certificate of insurance. Such documentation, together with the letter of indemnification, must be submitted with the RFP proposal. Such a request will not be considered after the contract has been awarded.

G. Performance bond

If applicable, a Performance Bond or certified check, made payable to the Board, in a sum equal to 100% of the total contractual award shall be provided by the contractor should the total amount of the contractual award be in excess of \$25,000.

Such bond or check shall be conditional on the faithful performance of the work in accordance with the specifications, and shall remain in the possession of the Board for the term of the contract and material warranties, whichever is concluded last. Such bond or check shall also indemnify the Board, Ohio, against such damages as may be suffered by failure to perform such contract according to the provisions thereof and in accordance with the specifications. If a bond is submitted, it shall be executed by a surety company authorized to do business in the State of Ohio. The bond shall be notarized with the corporate seal and the bonding company seal. Accompanying the bond shall be:

- A. A certified power of attorney for the agent to sign the bond.
- B. A certificate of compliance for the bonding company for the State of Ohio, Department of Insurance.

If the contractor fails to satisfactorily perform the contract, the bonding company which provided the performance bond will be required to obtain timely performance of the contract.

H. Liquidated Damages

If applicable, liquidated damages shall be assessed in the amount of \$800.00 per calendar day for each and every day that the Contractor fails to meet the agreed upon deadline requirements for deliverables under the negotiated contract.

I. Letter of Credit in Lieu of Performance Bond/Certified Check

If a performance bond is required, the following will be in effect:

If the contractor cannot provide a performance bond or a certified check in the amount requested, the contractor must, at the time of entering into a contract, substitute a letter of credit for a performance bond or certified check.

Only in those circumstances where the contractor verifies by documentation from insurance and/or bonding companies that a performance bond is not available because of the new, unusual or unique nature of the product or the service being purchased will the County consider the substitution of a letter of credit for the performance bond or certified check requirement. Such documentation, together with the letter of credit in the amount requested for the performance bond, must be submitted during the writing of the contract with the successful contractor.

J. IRS Form W-9: Request for Taxpayer Identification Number and Certification

An Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number and Certification) is required to be completed by the contractor, prior to the execution of the contract with the Board.

K. Certification of Personal Property Tax

A Certificate of Compliance with Section 5719.042 of the Ohio Revised Code, which requires a certification of delinquent personal property tax by the contractor prior to the execution of the contract of a political subdivision, must be completed.

L. Suspension and Debarment

The Board will not award a contract for services funded in whole or part with Federal funds, to an entity who has been suspended or debarred from doing business or who appears on the Federal Excluded Parties Listing System www.sam.gov/.

M. Warranty against Unresolved Finding for Recovery

Ohio Revised Code Section 9.24 prohibits the award of a contract to any Respondent against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is “unresolved” at the time of the award. By submitting a bid, the bidder warrants that it is not now, and will not become subject to an “unresolved” finding for recovery under Ohio Revised Code Section 9.24, prior to the award of any contract arising out of this RFP, without notifying the Board of such finding.

APPENDIX 1 – PROPOSAL ATTACHMENTS

PROPOSAL ATTACHMENTS:

Attachment A - Proposal Submission Requirement Checklist
Attachment B - Vendors Reference Sheet
Attachment C - Non-Collusion Affidavit (must be notarized)
Attachment D - Certification of Compliance with Section 3517.13 of the O.R.C.
Attachment E - Sample Proposal Cover Page
Attachment F - Budget Narrative (sample included)
Attachment G - Itemized Budget (sample included)
Attachment H - Comprehensive Budget Request
Attachment I - Disclosure of Agency Funding
Attachment J - HIV/AIDS & Public Funds Disclosure
Attachment K - RFP Evaluation Form

REQUIRED VENDOR ATTACHMENTS:

1. Mission Statement
2. Articles of Incorporation
3. Proof of 501(c)(3) not-for-profit status from IRS or Secretary of State (if applicable)
4. W-9
5. Audited Financial Statements (A133, Management Letter, and 990 if applicable)
6. List of the Board of Trustees/Directors and senior staff
7. Organizational Chart/Table of Organization - showing where proposed program/services and staffing fit in
8. Job descriptions of all program personnel and supervisors
9. Resumes/bios and current licensure of all proposed program staff
10. Current accreditation or certification for services. Examples include: JCAHO, COA, CARF, CCCMHB, ODADAS
11. Most recent Annual Report

ATTACHMENT A

PROPOSAL SUBMISSION REQUIREMENT CHECKLIST

Vendor: _____

Vendor Signature: _____ Date: _____

Proposal should include the following components submitted in the following order:

A. INTRODUCTORY PAGES

- _____ 1. Cover Page (see Attachment E – Sample Cover Page).
- _____ 2. Table of Contents
- _____ 3. Proposal Submission Requirements Checklist (A signed copy of this form)

B. SCORED NARRATIVE SECTION

- _____ 4. Cover Letter
- _____ 5. Introduction - Executive Summary (5 points)
- _____ 6. Project Understanding (20 points)
- _____ 7. Methodology (20 points)
- _____ 8. Project Management (15 points)
- _____ 9. Qualifications & Experience (25 points)
- _____ 10. Pricing (15 points)

C. REQUIRED ATTACHMENTS

- _____ 11. Attachment B - Vendors Reference Sheet
- _____ 12. Attachment C - Non-Collusion Affidavit (must be notarized)
- _____ 13. Attachment D - Certification of Compliance with Section 3517.13 of the O.R.C.
- _____ 15. Attachment F - Budget Narrative (one for each proposed service)
- _____ 16. Attachment G - Itemized Budget (one for each proposed service)
- _____ 17. Attachment H - Comprehensive Budget Request
- _____ 18. Attachment I - Disclosure of Agency Funding
- _____ 19. Attachment J - HIV/AIDS & Public Funds Disclosure
- _____ 21. Additional supporting attachments (*Optional*)
- _____ 22. Mission Statement
- _____ 23. Articles of Incorporation
- _____ 24. Proof of 501(c)(3) not-for-profit status from IRS or Secretary of State (if applicable)
- _____ 25. Current W-9
- _____ 26. Audited Financial Statements (A133, Management Letter, and 990 if applicable)
- _____ 27. List of the Board of Trustees/Directors and senior staff
- _____ 28. Organizational Chart/Table of Organization - showing where proposed program/services and staffing fit in to include fiscal support
- _____ 29. Job descriptions of all program personnel, supervisors and fiscal support.
- _____ 30. Resumes/bios and current licensure of all proposed program staff.
- _____ 31. Current accreditation or certification for services. Examples include: JCAHO, COA, CARF, CCCMHB, ODADAS
- _____ 32. Most recent Annual Report

ATTACHMENT B

VENDOR'S REFERENCE SHEET

INSTRUCTIONS: List a minimum of three (3) organizations to whom you have provided like services to that being requested in the specification. Provide all data requested below for each reference listed. Use additional sheets if desired.	
ORGANIZATION'S NAME:	CONTACT PERSON'S NAME:
ORGANIZATION'S FULL ADDRESS:	CONTACT PERSON'S TELEPHONE NUMBER: DATE SERVICE(S) PROVIDED:
SPECIFY THE SERVICES PROVIDED: 	
ORGANIZATION'S NAME:	CONTACT PERSON'S NAME:
ORGANIZATION'S FULL ADDRESS:	CONTACT PERSON'S TELEPHONE NUMBER: DATE SERVICE(S) PROVIDED:
SPECIFY THE SERVICES PROVIDED: 	
ORGANIZATION'S NAME:	CONTACT PERSON'S NAME:
ORGANIZATION'S FULL ADDRESS:	CONTACT PERSON'S TELEPHONE NUMBER: DATE SERVICE(S) PROVIDED:
SPECIFY THE SERVICES PROVIDED: 	

ATTACHMENT C

NON-COLLUSION AFFIDAVIT

* THIS AFFIDAVIT MUST BE EXECUTED FOR THIS BID TO BE CONSIDERED

STATE OF OHIO)	
)	SS.
COUNTY OF CUYAHOGA)	

_____ being first duly sworn, deposes and says that he/she is _____ of the party making the foregoing proposal: that such proposal is genuine and not collusive or sham: that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any contractor or person to put in a sham proposal, or that such other person shall refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the price of affiant or any other contractor, or to fix any overhead, profit or cost element of said price, or of that of any other contractor, or to secure any advantage against the Cuyahoga County Board of Health or any other persons interested in the proposed contract; and that all statements contained in said proposal are true; and further that all statements contained in said proposal are true; and further that such contractor has not, directly or indirectly submitted this proposal, or contents thereof, or divulged information relative thereto to any association or to any member or agent thereof.

 AFFIANT

Sworn to and subscribed before me this _____ day of _____ 2023.

 NOTARY PUBLIC

ATTACHMENT D

CERTIFICATION OF COMPLIANCE WITH SECTION 3517.13 OF THE O.R.C.

RFP #2023-03

CONTRACTS AWARDED TO INDIVIDUAL, PARTNERSHIP, OTHER UNINCORPORATED BUSINESS ASSOCIATION (INCLUDING A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785), ESTATE, OR TRUST MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(1)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- THE INDIVIDUAL
- EACH PARTNER OR OWNER OF THE PARTNERSHIP OR UNINCORPORATED BUSINESS
- EACH SHAREHOLDER OF THE ASSOCIATION
- EACH ADMINISTRATOR OF THE ESTATE
- EACH EXECUTOR OF THE ESTATE
- EACH TRUSTEE OF THE TRUST
- EACH SPOUSE OF ANY OF THE PRECEEDING PERSONS
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF ANY OF THE PRECEEDING PERSONS
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

CONTRACTS A WARDED TO A CORPORATION OR BUSINESS TRUST (EXCEPT A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785) MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517. 13(J)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- EACH OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH SPOUSE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

It is hereby certified that all of the persons listed above are in compliance with section *3517.13(1)(1) or 3517.13(J)(1)* of the Ohio Revised Code.

IF CONTRACTING ENTITY IS A NONPROFIT CORPORATION ESTABLISHED UNDER ORC CHAPTER 1702, THE UNDERSIGNED CERTIFIES THAT SECTIONS 3517.13(1)(1) AND 3517.13(J)(1) ARE NOT APPLICABLE TO THE CONTRACTING ENTITY.

PRINTED NAME

TITLE

SIGNATURE

DATE

ATTACHMENT E

SAMPLE PROPOSAL COVER PAGE

(Use this as the format for preparing the proposal Cover Page)

**RYAN WHITE HIV/AIDS TREATMENT EXTENSION ACT
PART A PROGRAM AND MINORITY AIDS INITIATIVE**

RFP #2023-03

PROPOSAL FOR ADMINISTRATIVE SUPPORT SERVICES

_____ Planning Council Facilitation and Management

**Vendor Name
Vendor Street Address
Vendor City, State, Zip Code**

CEO/Executive Director: _____

Board President: _____

Individual who will sign contract: _____

Proposal Contact: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

ATTACHMENT F - BUDGET NARRATIVE

Use this form as guidance and format for preparing and submitting your Attachment G.

A categorical budget (rounded to the nearest dollar) must be submitted separately for each proposed budget category. All costs must be listed under one of the following categories. **Do not use categories other than those listed below.** The following categories must be defined in terms of dollars and must be justified through the budget narrative. Administrative costs must be identified as such within the budget. Each unit of service cost must reflect all charges associated with it. **Budgets must be submitted in the approved formats - no exceptions. Budgets submitted in formats other than the approved format will not be considered for funding.**

The budget narrative must accompany the itemized budget for each budget category in which you are requesting funds and must include, at a minimum, a description of the following:

Personnel: Titles of positions, a brief description of the duties and responsibilities; annual salary and the percentage of time (FTE) to be devoted to and paid for by the grant; the last name of the employee (if the position is vacant, indicate such and provide an estimated date when the position will be filled). Identify those positions that will account for administration (e.g. accounting, payroll).

Fringe: The amount of fringe benefit attributed to each position (specify percentage).

Travel: Describe anticipated travel during the budget/contract period; who is traveling (name and position); purpose of travel; where; how are travel costs (mileage reimbursement) determined. Be specific. Travel reimbursement is allowable only for services provided off site and must be directly beneficial in accomplishing the objectives of the contract.

Equipment: List specific items of equipment and purchase price, purpose, and person who will use said equipment. A purchase versus lease analysis should be done for large dollar items. Computer purchases are not allowable.

Supplies: A general description of the types of item classified as supplies. Computer software should be included in this category.

Other: This category should include items such as rent, printing of brochures, telephone, postage, and utilities (items that are not supplies or equipment). A description and cost must be provided for each item identified in this category.

ATTACHMENT G - ITEMIZED BUDGET

Vendor: _____

Budget Category	Direct Cost	Total Request
Personnel		
Fringe		
Travel		
Equipment		
Supplies		
Other		
Total		

SAMPLE ATTACHMENT G - ITEMIZED BUDGET

Vendor: Cleveland TGA Sample

Budget Category	Direct Cost	Total Request
Personnel John Sample @ .55 FTE Jane Sample @ .25 FTE Jack Sample @ .08	\$33,200 \$10,500	\$43,700
Fringe John Sample @ .55 FTE Jane Sample @ .25 FTE Jack Sample @ .08	\$6,640 \$2,100	\$8,740
Travel 120 miles @ .55/mile	\$66	\$66
Equipment		
Supplies General office supplies @ \$300, Copy paper @ \$200, and client resource pamphlets @ \$200	\$700	\$700
Other Printing brochures @ \$200, Telephone charges at @\$300	\$500	\$500
Total	\$53,706	\$53,706

ATTACHMENT H

COMPRHENSIVE BUDGET REQUEST

A Comprehensive Budget Request Form must be completed by all applicants.

Vendor: _____

Administrative Service Area	Total Request
A. Planning Council Facilitation and Management	
Total	\$

ATTACHMENT I

DISCLOSURE OF VENDOR FUNDING SOURCES

Vendor: _____

Vendor Fiscal Year: _____

A: Total Vendor Budget- (current fiscal year please insert \$0 if dollars not received): \$ _____

	PART A	PART B	HOPWA	CITY COUNTY, STATE /FED	ALL OTHER	TOTAL BUDGET
Personnel						
Fringe						
Administration						
Equipment						
Supplies						
Contractual						
Other						
Total Costs						

ATTACHMENT J

HIV/AIDS SERVICES & PUBLIC FUNDING DISCLOSURE

Vendors: _____

B: All programs serving persons with HIV/AIDS

Program	Services	Total FTE's	# Persons Served	Funding Source	Service Period	Total Funding Amount

C: Public Funds/Contracts with City, County, State, Federal Government

Program	Services	Total FTE's	# Persons Served	Funding Source	Service Period	Total Funding Amount

- Please insert NA or \$0 if no other funding is received.

ATTACHMENT K

RFP EVALUATION FORM - PLANNING COUNCIL MANAGEMENT AND FACILITATION

Vendor: _____

Reviewer: _____ Total Score: _____

CRITERIA	POINT VALUE	SCORE	COMMENTS
1. Cover Letter and Introduction-Executive Summary (Attachment E) <ul style="list-style-type: none"> ◆ Is there a concise description of the vendor? ◆ Is there a concise description of the proposed service? ◆ Does the agency have experience with this service and/or population? 	5		
2. Project Understanding <ul style="list-style-type: none"> ◆ Does the proposed program description meet, in full or in part, the service requests of the Part A RFP? ◆ Does the program narrative address all areas illustrated in background statement? 	20		
3. Methodology <ul style="list-style-type: none"> ◆ Are proposed services consistent with Part A service requirement? ◆ Is there a plan for the service being proposed? ◆ Are service protocols consistent? ◆ Does program coordinate with/fit into the required tasks? ◆ Did proposal outline an acceptable plan for achieving deliverables? 	20		

<p>4. Project Management</p> <ul style="list-style-type: none"> ◆ Does the proposal provide an overview of how the vendor will assure requirements are followed? ◆ Does the vendor provide an overview of how current legislation is followed to assure compliance with Federal requirements? ◆ Does the proposal provide a clear understanding of how tasks will be tracked? ◆ Does the provider a structure to ensure ethical standards are kept? ◆ Can agency demonstrate appropriate record keeping, reporting, invoicing and well maintained client files? 	15		
<p>5. Qualifications and Experience (Including Vendor attachments)</p> <ul style="list-style-type: none"> ◆ Has agency provided independent fiscal documents? ◆ Can agency demonstrate experience with and proven effectiveness with service(s) or population proposed? ◆ Is there evidence of proven success? ◆ Does the agency have historical experience with HIV/AIDS services and legislation? ◆ Does agency have written policies on customer service, client rights, grievance procedures, quality management and outcomes? ◆ Does agency demonstrate multi-cultural capacity or specific cultural competencies? ◆ Is staff training and skill development addressed? 	25		
<p>6. Pricing (ensure submission of Attachments F through J)</p> <ul style="list-style-type: none"> ◆ Is budget data complete and accurate? ◆ Is cost fair and reasonable? (cost per client/cost per units of service) ◆ Are services to be completed realistic? ◆ Do staffing patterns seem appropriate? ◆ Does agency have fiscal capacity to invoice accurately and timely? 	15		

(This page intentionally left blank.)

Cuyahoga Regional HIV Prevention and Care Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties

2023-24 Planning Council Meetings Schedule

Day	Date	Time	Type	Location
JANUARY 2023				
Wednesday	Jan. 4, 2023	12:00N – 1:00p.m.	Community Liaison Committee	Microsoft “Teams” Teleconference
Wednesday	Jan. 4, 2023	1:00p.m. – 2:30p.m.	Strategy & Finance Committee	Microsoft “Teams” Teleconference
Wednesday	Jan. 4, 2023	2:30p.m. – 3:30p.m.	Membership, Retention & Marketing Committee	Microsoft “Teams” Teleconference
Wednesday	Jan. 4, 2023	4:00p.m. – 5:30p.m.	Prevention Committee	NO Meeting
Wednesday	Jan. 18, 2023	3:00p.m. - 4:00p.m.	Quality Improvement Committee	Microsoft “Teams” Teleconference
Wednesday	Jan. 18, 2023	4:00p.m. – 5:30p.m.	Executive Committee	Microsoft “Teams” Teleconference
Wednesday	Jan. 18, 2023	5:30p.m. – 7:00p.m.	Planning Council	Microsoft “Teams” Teleconference
FEBRUARY 2023				
Wednesday	Feb. 1, 2023	12:00N – 1:00p.m.	Community Liaison Committee	Microsoft “Teams” Teleconference
Wednesday	Feb. 1, 2023	1:00p.m. – 2:30p.m.	Strategy & Finance Committee	Microsoft “Teams” Teleconference
Wednesday	Feb. 1, 2023	2:30p.m. – 3:30p.m.	Membership, Retention & Marketing Committee	Microsoft “Teams” Teleconference
Wednesday	Feb. 1, 2023	4:00p.m. – 5:30p.m.	Prevention Committee	NO Meeting
Wednesday	Feb. 15, 2023	3:00p.m. - 4:00p.m.	Quality Improvement Committee	Microsoft “Teams” Teleconference
Wednesday	Feb. 15, 2023	4:00p.m. – 5:30p.m.	Executive Committee	NO Meeting
Wednesday	Feb. 15, 2023	5:30p.m. – 7:00p.m.	Planning Council	Microsoft “Teams” Teleconference
March 2023				
Wednesday	Mar. 1, 2023	12:00N – 1:00p.m.	Community Liaison Committee	Microsoft “Teams” Teleconference
Wednesday	Mar. 1, 2023	1:00p.m. – 2:30p.m.	Strategy & Finance Committee	Microsoft “Teams” Teleconference
Wednesday	Mar. 1, 2023	2:30p.m. – 3:30p.m.	Membership, Retention & Marketing Committee	Microsoft “Teams” Teleconference
Wednesday	Mar. 1, 2023	4:00p.m. – 5:30p.m.	Prevention Committee	Microsoft “Teams” Teleconference
Wednesday	Mar. 15, 2023	3:00p.m. - 4:00p.m.	Quality Improvement Committee	Microsoft “Teams” Teleconference
Wednesday	Mar. 15, 2023	4:00p.m. – 5:30p.m.	Executive Committee	Microsoft “Teams” Teleconference
Wednesday	Mar. 15, 2023	5:30p.m. – 7:00p.m.	Planning Council	Microsoft “Teams” Teleconference
April 2023				
Wednesday	Apr. 5, 2023	12:00N – 1:00p.m.	Community Liaison Committee	Microsoft “Teams” Teleconference
Wednesday	Apr. 5, 2023	1:00p.m. – 2:30p.m.	Strategy & Finance Committee	Microsoft “Teams” Teleconference
Wednesday	Apr. 5, 2023	2:30p.m. – 3:30p.m.	Membership, Retention & Marketing Committee	Microsoft “Teams” Teleconference
Wednesday	Apr. 5, 2023	4:00p.m. – 5:30p.m.	Prevention Committee	NO Meeting
Wednesday	Apr. 19, 2023	3:00p.m. - 4:00p.m.	Quality Improvement Committee	Microsoft “Teams” Teleconference
Wednesday	Apr. 19, 2023	4:00p.m. – 5:30p.m.	Executive Committee	NO Meeting
Wednesday	Apr. 19, 2023	5:30p.m. – 7:00p.m.	Planning Council	Microsoft “Teams” Teleconference
May 2023				
Wednesday	May 3, 2023	12:00N – 1:00p.m.	Community Liaison Committee	Microsoft “Teams” Teleconference
Wednesday	May 3, 2023	1:00p.m. – 2:30p.m.	Strategy & Finance Committee	Microsoft “Teams” Teleconference
Wednesday	May 3, 2023	2:30p.m. – 3:30p.m.	Membership, Retention & Marketing Committee	Microsoft “Teams” Teleconference
Wednesday	May 3, 2023	4:00p.m. – 5:30p.m.	Prevention Committee	NO Meeting
Wednesday	May 17, 2023	3:00p.m. - 4:00p.m.	Quality Improvement Committee	Microsoft “Teams” Teleconference
Wednesday	May 17, 2023	4:00p.m. – 5:30p.m.	Executive Committee	NO Meeting
Wednesday	May 17, 2023	5:30p.m. – 7:00p.m.	Planning Council	Microsoft “Teams” Teleconference

Day	Date	Time	Type	Location	
June 2023					
Wednesday	Jun. 7, 2023	12:00N – 1:00p.m.	Community Liaison Committee	Microsoft “Teams” Teleconference	
Wednesday	Jun. 7, 2023	1:00p.m. – 2:30p.m.	Strategy & Finance Committee	Microsoft “Teams” Teleconference	
Wednesday	Jun. 7, 2023	2:30p.m. – 3:30p.m.	Membership, Retention & Marketing Committee	Microsoft “Teams” Teleconference	
Wednesday	Jun. 7, 2023	4:00p.m. – 5:30p.m.	Prevention Committee	Microsoft “Teams” Teleconference	
Wednesday	Jun. 21, 2023	12:00N - 4:00p.m.	Priority Setting & Resource Allocation (PSRA)	Microsoft “Teams” Teleconference	
NO MEETINGS DURING THE MONTH OF JULY, 2023					
August 2023					
Wednesday	Aug. 2, 2023	12:00N – 1:00p.m.	Community Liaison Committee	Microsoft “Teams” Teleconference	
Wednesday	Aug. 2, 2023	1:00p.m. – 2:30p.m.	Strategy & Finance Committee	Microsoft “Teams” Teleconference	
Wednesday	Aug. 2, 2023	2:30p.m. – 3:30p.m.	Membership, Retention & Marketing Committee	Microsoft “Teams” Teleconference	
Wednesday	Aug. 2, 2023	4:00p.m. – 5:30p.m.	Prevention Committee	NO Meeting	
Wednesday	Aug. 16, 2023	3:00p.m. - 4:00p.m.	Quality Improvement Committee	Microsoft “Teams” Teleconference	
Wednesday	Aug. 16, 2023	4:00p.m. – 5:30p.m.	Executive Committee	NO Meeting	
Wednesday	Aug. 16, 2023	5:30p.m. – 7:00p.m.	Planning Council	Microsoft “Teams” Teleconference	
September 2023					
Wednesday	Sept. 6, 2023	12:00N – 1:00p.m.	Community Liaison Committee	Microsoft “Teams” Teleconference	
Wednesday	Sept. 6, 2023	1:00p.m. – 2:30p.m.	Strategy & Finance Committee	Microsoft “Teams” Teleconference	
Wednesday	Sept. 6, 2023	2:30p.m. – 3:30p.m.	Membership, Retention & Marketing Committee	Microsoft “Teams” Teleconference	
Wednesday	Sept. 6, 2023	4:00p.m. – 5:30p.m.	Prevention Committee	Microsoft “Teams” Teleconference	
Wednesday	Sept. 20, 2023	3:00p.m. - 4:00p.m.	Quality Improvement Committee	Microsoft “Teams” Teleconference	
Wednesday	Sept. 20, 2023	4:00p.m. – 5:30p.m.	Executive Committee	Microsoft “Teams” Teleconference	
Wednesday	Sept. 20, 2023	5:30p.m. – 7:00p.m.	Planning Council	Microsoft “Teams” Teleconference	
October 2023					
Wednesday	Oct. 4, 2023	12:00N – 1:00p.m.	Community Liaison Committee	Microsoft “Teams” Teleconference	
Wednesday	Oct. 4, 2023	1:00p.m. – 2:30p.m.	Strategy & Finance Committee	Microsoft “Teams” Teleconference	
Wednesday	Oct. 4, 2023	2:30p.m. – 3:30p.m.	Membership, Retention & Marketing Committee	Microsoft “Teams” Teleconference	
Wednesday	Oct. 4, 2023	4:00p.m. – 5:30p.m.	Prevention Committee	NO Meeting	
Wednesday	Oct. 18, 2023	3:00p.m. - 4:00p.m.	Quality Improvement Committee	Microsoft “Teams” Teleconference	
Wednesday	Oct. 18, 2023	4:00p.m. – 5:30p.m.	Executive Committee	NO Meeting	
Wednesday	Oct. 18, 2023	5:30p.m. – 7:00p.m.	Planning Council	Microsoft “Teams” Teleconference	
November 2023					
Wednesday	Nov. 1, 2023	12:00N – 1:00p.m.	Community Liaison Committee	Microsoft “Teams” Teleconference	
Wednesday	Nov. 1, 2023	1:00p.m. – 2:30p.m.	Strategy & Finance Committee	Microsoft “Teams” Teleconference	
Wednesday	Nov. 1, 2023	2:30p.m. – 3:30p.m.	Membership, Retention & Marketing Committee	Microsoft “Teams” Teleconference	
Wednesday	Nov. 1, 2023	4:00p.m. – 5:30p.m.	Prevention Committee	NO Meeting	
Wednesday	Nov. 15, 2023	3:00p.m. - 4:00p.m.	Quality Improvement Committee	Microsoft “Teams” Teleconference	
Wednesday	Nov. 15, 2023	4:00p.m. – 5:30p.m.	Executive Committee	NO Meeting	
Wednesday	Nov. 15, 2023	5:30p.m. – 7:00p.m.	Planning Council	Microsoft “Teams” Teleconference	
December 2023					
Wednesday	Dec. 6, 2023	4:00p.m. – 5:30p.m.	Prevention Committee	Microsoft “Teams” Teleconference	
2024	January 3, 2024	12:00-3:30 pm	January 17, 2024	3:00-7:00 pm	2024
2024	February 7, 2024	12:00-3:00 pm	February 21, 2024	3:00-7:00 pm	2024

Bylaws

of the

Cuyahoga Regional HIV Prevention and Care Planning Council

Can be accessed on the Planning Council website (<https://www.ccbh.net/ryan-white-hiv-aids-planning-co/>) under the “Planning Council Resources” drop-down menu.