

CUYAHOGA COUNTY

BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

5550 Venture Drive Parma, Ohio 44130
216-201-2000 www.ccbh.net

RFP # 2024-04 Pre-Proposal Conference

Ryan White Part A- Planning Council

RFP Pre-Proposal Conference

Thursday, December 05, 2024 @ 10:30 am

Presenters: Judy Wirsching, CFO, Monica Baker, Grant Supervisor,
Population Health (Ryan White Part A)

Overview

- Important Dates
- Proposal Requirements
- Background Information
- Questions & Answers

Important Dates

- All questions submitted before and during the pre-proposal conference will be posted on the Board of Health website by C.O.B. Monday, December 23, 2024.
- No Questions will be accepted after the pre-proposal conference.
- Addenda will be posted on the CCBH website by C.O.B. Monday, December 23, 2024.
- Sealed proposals, in its entirety, must be submitted by Tuesday, January 21, 2025 at 10:30 am

Proposal Requirements

Proposal Submission

- Proposals should be mailed or hand-delivered
- Submit one (1) original and five (5) copies and one (1) electronic copy of the proposal with all required information.
- Any proposal received after the date and time specified will be disqualified and returned unopened

Proposal Requirements Cont'd.

Proposal Submission

- The official closing time will be determined by the time clock located in the CCBH Administrative Office – mail area
- Vendors assume the risk of the method of dispatch chosen
- CCBH assumes no responsibility for delays caused by any delivery service
- Postmarking by the due date will not substitute for actual proposal receipt
- Proposals may NOT be delivered by facsimile transmission, email or other telecommunication or electronic means.

Proposal Requirements Cont'd.

- Cover page- Page 9 (sample on page 30)
- Cover letter with the signature of a representative authorized to make contractual obligations- Page 9
- Cover letter must confirm that the vendor will comply with all the provisions of this RFP
- Attachment A – Refer to “**Proposal Submission Requirement Checklist**” to ensure all components of RFP are included with submission (Page 27)

Proposal Requirements Cont'd.

- Attachment B – Vendor Reference Sheet (required from all bidders)
- Attachment C – Non-Collusion Affidavit with signature and must be notarized
- Attachment D – Certificate of Compliance Form
- Performance Bond– NOT Required for this RFP (page 23)

Background Information

- The Ryan White HIV/AIDS Program provides HIV-related services for those who do not have sufficient health care coverage or financial resources to cope with HIV disease. The program is federally funded through the U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA), HIV/AIDS Bureau (HAB). Annually, the Ryan White HIV/AIDS Program serves an estimated 533,036 individuals living with HIV/AIDS throughout the United States. In 1996, HRSA first designated the six county Cleveland Region as a Part A Transitional Grant Area (TGA).

Cleveland TGA

The Cuyahoga County Board of Health (CCBH) serves as the Administrator of the Cleveland TGA grant which serves the following Ohio Counties:

- Cuyahoga
- Ashtabula
- Geauga
- Lake
- Lorain
- Medina

According to the Ohio Department of Health, as of December 2022 there were a total of 6,037 individuals living with HIV/AIDS throughout the TGA. The Cleveland TGA Part A program provided care and support services to a total of 3,165 individuals in 2023, or 52% of the region's total population living with HIV/AIDS.



Planning Council

- As one of the federal requirements of the Ryan White Program, the Cleveland TGA maintains a Planning Council that directs the Recipient (CCBH) for funding decisions
- This group meets monthly and consists of multiple committees, such as Strategy & Finance, Community Liaison, Prevention, Quality, and Membership, Retention and Marketing
- Combined, these committees decide what services are funded in the region and engage the community to ensure the needs of those living with HIV/AIDS are being met



Ryan White Part A
Cleveland TGA

Service Categories

Core Services

- Early Intervention Services
- Home and Community-Based Health Services
- Home Health Care
- Medical Case Management
- Medical Nutrition Therapy
- Mental Health Services
- Oral Health Care
- Outpatient Ambulatory Health Services

Support Services

- Emergency Financial Assistance
- Food Bank/Home Delivered Meals
- Medical Transportation
- Non-Medical Case Management
- Other Professional Services
- Psychosocial Support Services

Membership & Reflectiveness

Membership Profile

Total members in accordance with Bylaws = 35

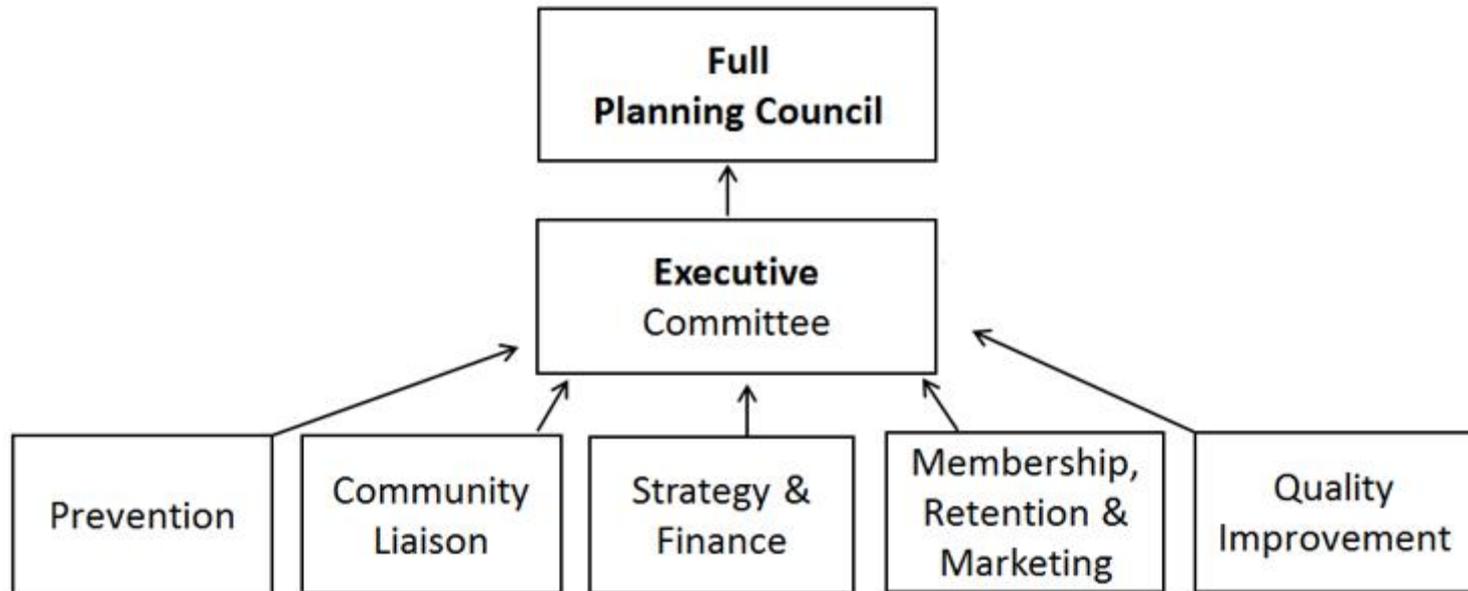
Current Membership = 23

PLWH Members = 9 or 39% (Non-aligned PLWH)

Term Limits = Initial Term, 3 yrs. + One addition 3-year term.

Operating Structure

Cuyahoga Regional HIV Prevention and Care Planning Council



Meeting Frequency

Monthly (1st Wednesday)

1. Community Liaison Committee – 12:00pm – 1:30pm
2. Strategy & Finance Committee – 2:00pm – 3:30pm

Monthly (3rd Wednesday)

1. Quality Improvement – 2:30pm – 3:30pm
2. Membership, Retention, Marketing – 4:00pm – 5:00pm
3. Full Planning Council – 5:30pm – 7:00pm

Quarterly (1st Wednesday)

1. HIV Prevention Committee 4:00pm – 5:30pm

Monthly (1st Tuesday)

1. Executive Committee – 9:30am – 10:30am

Operating Policies & Procedures

- I. Approved Bylaws with Mandatory Annual Confirmation Forms
 1. Code of Conduct
 2. Confidentiality Pledge
 3. Conflict of Interest Policy & Pledge
 4. Grievance Policy
- II. Open Nomination Process for New Member Recruitment
- III. Attendance Policy
- IV. Committee Descriptions describing the role, membership profile and meeting schedule.
- V. Planning Council Activity Timeline (*PCAT*) (Annual PC Work Plan)

Leadership Roles and Responsibilities between the Recipient and Planning Council

Role	Recipient	PC
Planning Council Formation/Membership/Operations	* (CEO only)	*
Needs Assessment	*	*
Comprehensive Planning	*	*
Priority Setting & Resource Allocations (plus reallocations)		*
Directives (how to meet each priority)		*
Coordination of Services	*	*
System of Care	*	*
Procurement/Contracting (<i>deciding who provides HIV services</i>)	*	
Contract Monitoring	*	
Clinical Quality Management	*	(SOC input)
Performance/Cost-Effectiveness & Outcomes Evaluation	*	* (option)
Assessment of the Administrative Mechanism		*

Questions?



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