

Request for Quotes
RFQ # 2026-04
EHE Care- Community Health Worker (CHW) Training Certification
for Students Living with HIV

Issuing Agency: Cuyahoga County Board of Health

RFQ Reference Number: 2026-04

Date of Issuance: 9/15/2026

Quote Submission Deadline: 10/06/2026 at 10:30 a.m.

Primary Contact:

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Background:

Cuyahoga County is one of the 57 priority jurisdictions determined to have substantial HIV burden by the U.S. Department of Health and Human Services (HHS). CCBH is in the second phase of the Ending the HIV Epidemic (EHE) Initiative with the goal of reducing new HIV infections by 90% by 2030. The Ending the HIV Epidemic initiative focuses on four key strategies that, implemented together, can end the HIV epidemic in the U.S.: Diagnose, Treat, Prevent, and Respond.

The Cuyahoga County Board of Health (CCBH) was awarded funding from the Health Resources and Services Administration (HRSA), an agency of HHS, for fiscal years 2025 to 2030 to implement the second phase of the Ending the HIV Epidemic (EHE) program in Cuyahoga County. Services prioritize groups who experience a disproportionate burden of disease or health outcome, as determined by local HIV epidemiology along with CDC guidelines.

Section 1: Objective & Statement of Work

The Cuyahoga County Board of Health is seeking binding financial quotes from qualified educational institutions to provide full-tuition training packages for a cohort of **twelve (12)** students living with HIV to complete a state-approved Community Health Worker (CHW) certificate program.

The goal of this initiative is to train peer navigators living with HIV to enter the public health workforce. Peer navigators in HIV care are individuals with lived experience who help people newly diagnosed or living with HIV navigate the healthcare system, stick to their treatment, and stay in care. The contracted price must cover all mandatory elements required for a student to enter, complete, and graduate from the program, without any out-of-pocket costs to the student.

Section 2: Minimum Mandatory Qualifications & Specialized Criteria

To be considered for an award, the responding educational institution must meet the following baseline criteria:

- **State Approval:** Must possess active, unrevoked state approval to teach the CHW curriculum.
- **HIPAA & Privacy Compliance:** Must have strict data protection protocols in place to guarantee absolute student confidentiality regarding HIV status, in compliance with HIPAA and state privacy laws.
- **Stigma-Free Environment:** Must provide documented safe space, inclusive policies, and staff training regarding HIV stigma and non-discrimination.
- **Capacity:** Must have open capacity to enroll the entire cohort within the Spring 2027 term. The Board will have the option to renew successful CHW certification programs for an additional semester(s).

Section 3: Submission Instructions

Responding institutions must submit their quotes using the format provided in Section 4.

- Quotes must remain valid for at least **90 days** from the submission deadline.
- All costs must be fixed, inclusive, and free of hidden student fees.
- Submissions must be emailed to the Primary Contact listed above with the subject line: *"RFQ # 2026-04 Submission: HIV Care CHW Cohort - [Institution Name]"*.
- Submit three references (CCBH form attached).

Section 4: Pricing Schedule & Quote Sheet (Mandatory Template)

The responding institution must complete the following line-item cost breakdown. Do not alter the structure of this table.

Line Item	Description of Included Cost	Quantity	Fixed Unit Price (Per Student)	Total Cost (Quantity x Unit Price)
001	Full Course Tuition (Classroom & Clinical hours)	[X] Students	\$	\$
002	Mandatory Program Fees (Lab, technology, or activity fees)	[X] Students	\$	\$
003	Required Textbooks, Clinical Materials, & Kits	[X] Students	\$	\$
004	Administrative Screening Vouchers (Background checks, drug screens)	[X] Students	\$	\$
005	State Certification Exam Vouchers	[X] Students	\$	\$
006	Wraparound Student Support Allowance (If managed by school, e.g., specialized counseling coordination)	[X] Students	\$	\$
TOTAL COMPLETE COHORT BID PRICE				\$

Section 5. Award and Evaluation Criteria

This contract will be awarded on a "**Lowest Price, Technically Acceptable**" (LPTA) basis.

1. **Step 1 (Technical & Privacy Review):** The agency will review the institution's license, capacity, and their signed pledge to uphold strict HIV confidentiality laws. Schools that cannot guarantee absolute privacy or do not hold valid accreditation will be disqualified.
2. **Step 2 (Price Selection):** The qualified institution that passes Step 1 and provides the **lowest grand total price** on the quote sheet above will be awarded the funding contract.

Section 6: Insurance Requirements

During the full term of the contractual agreement, the contractor shall have in effect and maintain such insurance as defined and determined by the Board. Where applicable, to be determined by the Board's General Counsel, the applicable insurance shall name the Board and its employees as a co-insured or additional insured.

This insurance may protect the contractor, the Board and its employees and any subcontractor performing work covered by the contractual agreement against liabilities including but not limited to: 1) general auto liability claims; 2) professional liability claims; 3) personal injury claims; 4) accidental death claims; 5) property damage claims; 6) economic loss claims; 7) general liability claims; and such other types of claims including but not limited to D&O, employee dishonesty, workers compensation claims which may arise from operations under the contractual agreement whether such operations be by the contractor or by any subcontractor or by anyone directly or indirectly employed by either of them.

If applicable, an exact copy of such insurance policy or policies and any declarations pages shall be made available to the contracting authority for review at or before the time of execution of the contract. Such insurance shall include coverage for general liability, professional liability (where deemed necessary), workers' compensation, D&O coverage and employee dishonesty (if deemed applicable) in such reasonable and adequate amounts as shall be determined by the General Counsel at the time of negotiation of the contract.

Section 7: Eligible Expenses

Grant funds must be strictly allocated to support student success.

- **Allowable Costs:** Student tuition, mandatory institutional fees, textbooks, medical kits, background check fees, and state certification application fees.
- **Unallowable Costs:** Institutional administrative overhead exceeding 10%, faculty salaries, marketing expenses, physical infrastructure, or direct student technology provisioning such as personal laptops.
- **Additional Unallowable Expenses per Federal Regulations:**

1. Pre-Exposure Prophylaxis (PrEP) or non-occupational Post-Exposure Prophylaxis (nPEP)
2. Costs of operating clinical trials of investigation agents or treatments;
3. Costs of funeral, burial, cremation or other related expenses;
4. Clothing purchases;
5. To purchase a vehicle;
6. Cash payments to intended recipients of services;
7. Purchasing or construction of real property;
8. Criminal defense legal services.
9. Direct maintenance expenses of privately owned vehicles or any other costs associated with a vehicle, such as lease or loan payments, vehicle insurance, or license registration fees;
10. Improvements to land, or to purchase, construct;
11. Improvements to any building, except for minor remodeling;
12. Payment of personal property taxes;
13. Fundraising expenses;
14. Foreign travel;
15. Incentive costs or payments (by check, gift card, or other mechanism) to volunteers or
16. patients participating in a grant-supported project or program or to motivate individuals to take advantage of grant-supported health care or other services unless Sub-Recipient receives prior written consent of the Board;
17. Entertainment Costs;
18. Bad Debts;
19. To support Syringe Services Programs, inclusive of syringe exchange, access, and disposal;
20. Outreach programs which have HIV prevention education as their exclusive purpose, or
21. broad-scope awareness activities about HIV services that target the general public.

Section 8: Payment

Quoted projects shall not exceed \$50,000. Awards will be based upon fee schedule or cost reimbursement. The amount should be reasonable in comparison to services delivered during the funded period.

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 & EMAIL:
ORGANIZATION'S FULL ADDRESS:	CONTACT PERSON'S TELEPHONE NUMBER: DATE SERVICE(S) PROVIDED:
SPECIFY THE SERVICES PROVIDED:	

ORGANIZATION'S NAME:	CONTACT PERSON'S NAME & EMAIL:
ORGANIZATION'S FULL ADDRESS:	CONTACT PERSON'S TELEPHONE NUMBER: DATE SERVICE(S) PROVIDED:
SPECIFY THE SERVICES PROVIDED:	

ORGANIZATION'S NAME:	CONTACT PERSON'S NAME & EMAIL:
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SPECIFY THE SERVICES PROVIDED:	

RFQ Evaluation & Scoring Worksheet

Project Title: Specialized CHW Training Scholarships for Students Living with HIV

RFQ Reference Number: 2026-04

Reviewer Name: _____

Date of Evaluation: _____

Bidder/Institution Name: _____

Reviewer note: RFQ uses a "**Lowest Price, Technically Acceptable**" (LPTA) selection process, the scoring tool does not give points for subjective essays. Instead, it uses a simple **Pass/Fail checklist** for technical qualifications, followed by a direct price comparison.

Phase 1: Technical & Mandatory Requirements (Pass/Fail)

The bidder must receive a "**PASS**" on all 5 items to move forward to the price evaluation phase. Any "FAIL" automatically disqualifies the bid.

#	Evaluation Criteria	Pass	Fail	Reviewer Notes / Evidence Checked
1	State Approval & Licensing Does the institution hold active, unrevoked state approval to teach the CHW curriculum?	☐	☐	
2	Cohort Capacity Can the school enroll the entire requested cohort size for the upcoming semester?	☐	☐	
3	HIV Data Privacy & HIPAA Compliance Did the school submit a compliant protocol detailing how they will protect student HIV status confidentiality?	☐	☐	
4	Stigma-Free Environment Pledge Did the school provide proof of anti-discrimination policies or staff training regarding HIV stigma?	☐	☐	
5	Past Performance Has the school successfully graduated with at least one CHW cohort in the last 24 months?	☐	☐	
Phase 1 Outcome (Check One): ☐ QUALIFIED (Passed all mandatory criteria. Proceed to Phase 2.) ☐ DISQUALIFIED (Failed one or more mandatory criteria. Stop evaluation.)				

Phase 2: Price Comparison (The Deciding Factor)

Only complete this section if the bidder achieved a **QUALIFIED** status in Phase 1. Transfer the numbers directly from the bidder's submitted Pricing Schedule.

Line Item	Expense Category	Bidder's Quoted Total Cost
001	Full Course Tuition (Total Cohort)	\$
002	Mandatory Program Fees (Total Cohort)	\$
003	Required Textbooks & Kits (Total Cohort)	\$
004	Screening Vouchers (Background/Drug)	\$
005	State Certification Exam Vouchers	\$
006	Wraparound Student Support Allowance	\$
TOTAL	FINAL EVALUATED BID PRICE	\$

Final Selection Summary

List all **Qualified** bidders below from lowest price to highest price.

1. **Lowest Bidder Name:** _____ (Total Price: \$ _____)
2. **Second Bidder Name:** _____ (Total Price: \$ _____)
3. **Third Bidder Name:** _____ (Total Price: \$ _____)

Reviewer Signature: _____ **Date:** _____