SUBJECT: RYAN WHITE CARE ACT Part A/ MINORITY AIDS INITIATIVE

BID # ESC-0361-18 OPEN DATE: **01/17/18**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: FROM MARCH 1, 2018 THROUGH FEBRUARY 28, 2019, WITH TWO (2), ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SOCIAL SERVICES DIVISION

BASIS OF AWARD: HIGHEST POINTS BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 16 NUMBER RECEIVED: 11 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to reject Edgewood Pharmacy for being a for-profit organization submitting in a service category where qualified non-profit organizations submitted. Recommend approval to reject American Exchange Health Insurance Services, LLC., as also being a for-profit organization submitting in a service category where a non-profit organization submitted and for not submitting Forms 3, 4 and not acknowledging the three addendums. Recommend approval to reject AIDS Healthcare Foundation for service categories: Local Pharmaceutical Assistance, Medical Case Management, and Outreach Services; due to vendor submitting only one response for all service categories.

River Region Human Services failed to acknowledge addendums two and three for subject bid, Procurement has received and requests to accept and waive the technicality as a minor irregularity.

Recommend approval to award to the below vendors for the period of March 1, 2018 through February 28, 2019, for a total contract expenditure not-to-exceed $779,150.00.

Lutheran Social Services of Northeast Florida, Inc.

Medical Case Management	$74,097.00
Mental Health	$24,155.00
Medical Nutrition Therapy	$6,249.00
Outreach	$3,415.00
Transitional Housing	$7,791.00
Home & Comm. Based Health Srvs	$390.00
Health Education/ Risk Reduction	$3,350.00
Psychosocial Services	$838.00
Total	**$120,285.00**

Community AIDS Network DBA CAN Community Health

Pharmaceutical Assistance	$28,184.00
Non-Medical Case Management	$19,868.00
Oral Health	$57,502.00
Emergency Financial Assistance	$1,879.00
Outreach	$2,608.00
Psychosocial Services	$838.00
Total	**$110,879.00**

FL Department of Health DBA Duval County Health Department

Pharmaceutical Assistance	$30,252.00
Oral Health	$53,527.00
Emergency Financial Assistance	$2,017.00
Total	**$85,796.00**

Northeast Florida AIDS Network

Medical Case Management	$90,459.00
Health Insurance Premium Asst.	$87,265.00
Outreach	$3,225.00
Medical Transportation	$1,558.00
Psychosocial Services	$837.00
Total	**$183,344.00**

AIDS Healthcare Foundation

Outpatient Medical Care	$58,492.00
Total	**$58,492.00**

Gateway Community Services

Substance Abuse – Residential	$18,003.00
Total	**$18,003.00**

Jacksonville Area Legal Aid, Inc.

Legal Services	$29,218.00
Total	**$29,218.00**

River Region Human Services, Inc.

Substance Abuse – Residential	$24,851.00
Total	**$24,851.00**

University of Florida Board of Trustees DBA UF CARES

Outpatient Medical Care	$66,172.00
Medical Case Management	$69,189.00
Medical Nutrition Therapy	$9,334.00
Outreach	$2,750.00
Psychosocial Services	$837.00
Total	**$148,282.00**

Funding to be encumbered from account RPBH1F6GA-08201-RCB009-18 - To be executed by formal contracts through the Office of General Counsel.

Attachments: Recommendation Memo, Scoring Sheets, Funding Allocations, Funding Results, Scope of Services, Evaluation Criteria, and Rejection Letters

ANALYST: _____ RESPECTFULLY SUBMITTED _____

CHELSEY FLEMING

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: JOHNETTA MOORE, CHIEF, SOCIAL SERVICES DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Johnnetta Moore, Chief

Social Services Division
1809 Art Museum Dr., Suite 100
Jacksonville, FL 32207
(904) 630-4720
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: February 22, 2018

TO: Greg Pease, Chief
Procurement Division

FROM: Johnnetta Moore, Chief
Social Services Division

RE: Ryan White CARE Act Part A/MAI FY 2018-2019 Bid No. ESC-0361-18

Proposals submitted in response to a Request for Proposals (RFP) Bid No. ESC-0361-18 have been evaluated and scored in accordance with the priorities and funding allocations established by the Metropolitan Jacksonville Area HIV Health Services Planning Council.

Of the eleven (11) proposals received, the Social Services Division requests that the following agencies be awarded funding for a 12 month period from March 1, 2018 to February 28, 2019 as indicated below. The initial amount of funding to be awarded to the agencies listed is $779,150 for an estimated three (3) month period based on the current award amount released by the federal government. These amounts are determined by a percentage of the agency request. The total anticipated amount of funding to be awarded to the agencies listed above is approximately $5,512,040. Agency awards for the 12-month period are based on total scores, numbers of clients to be served, and funding availability. Agencies requesting less than their proportional share were awarded the amount of funds requested.

Agency and Service Category	12-Month Total Award	Initial 3 Month Award
1. AIDS Healthcare Foundation		
Outpatient Medical Care	$ 289,967	$ 58,492
Total Award	$ 289,967	**$ 58,492**
2. Community AIDS Network		
Pharmaceutical Assistance	$ 110,336	$ 28,184
Non-Medical Case Management	$ 145,853	$ 19,868
Oral Health	$ 275,160	$ 57,502
Emergency Financial Assistance	$ 7,356	$ 1,879
Outreach	$ 20,082	$ 2,608
Psychosocial	$ 6,149	$ 838
Total Award	$ 564,936	**$ 110,879**

Agency and Service Category	12-Month Total Award	Initial 3 Month Award
3. Duval County Health Department		
Pharmaceutical Assistance	$ 318,643	$ 30,252
Oral Health	$ 539,901	$ 53,527
Emergency Financial Assistance	$ 21,243	$ 2,017
Total Award	$ 879,787	**$ 85,796**
4. Gateway Community Services		
Substance Abuse – Residential	$ 160,722	$ 18,003
Substance Abuse - Outpatient	$ 7,150	$ 0.00
Total Award	$ 167,872	**$ 18,003**
5. Jacksonville Area Legal Aid		
Legal Services	$ 214,490	$ 29,218
Total Award	$ 214,490	**$ 29,218**
6. Lutheran Social Services		
Medical Case Management	$ 662,183	$ 74,097
Mental Health	$ 68,349	$ 24,155
Medical Nutrition Therapy	$ 16,770	$ 6,249
Outreach	$ 21,320	$ 3,415
Transitional Housing	$ 57,197	$ 7,791
Home and Community Based Health Services	$ 2,860	$ 390
Health Education/Risk Reduction	$ 24,595	$ 3,350
Psychosocial Services	$ 6,149	$ 838
Total Award	$ 859,423	**$ 120,285**
7. Northeast Florida AIDS Network		
Medical Case Management	$ 407,251	$ 90,459
Medical Transportation	$ 11,439	$ 1,558
Health Insurance Premium Assistance	$ 640,609	$ 87,265
Outreach	$ 18,844	$ 3,225
Psychosocial Services	$ 6,149	$ 837
Total Award	$ 1,084,292	**$ 183,344**
8. River Region Human Services		
Substance Abuse – Residential	$ 153,863	$ 24,851
Substance Abuse - Outpatient	$ 7,149	$ 0.00
Total Award	$ 161,012	**$ 24,851**
9. University of Florida CARES		
Outpatient Medical Care	$ 625,189	$ 66,172
Medical Case Management	$ 542,400	$ 69,189
Medical Nutrition Therapy	$ 88,686	$ 9,334
Outreach	$ 27,838	$ 2,750
Psychosocial Services	$ 6,148	$ 837
Total Award	$ 1,292,261	**$ 148,282**

Attached is a list of bidders and their final scores by service category. The Request for Proposals called for a minimum score of 54 out of a possible 85 points.

In the category of AIDS Pharmaceutical Assistance, Edgewood Pharmacy did not qualify because they are a for-profit organization and two other organizations qualified as not-for-profit are being recommended for funding. Federal regulations state that the City can fund a for-profit organization when there are no other qualified not-for-profit bidders. The two qualified not-for-profit bidders recommended for funding are CAN Community Health and Duval County Health Department. We are therefore, not recommending an award for Edgewood Pharmacy.

In the category of Health Insurance Premium Assistance, American Exchange Health Insurance Services, LLC did not qualify because they are a for-profit organization and did not submit a complete application. American Exchange Health Insurance Services, LLC failed to submit the following documents: Certificate of Insurance, Certificate from the State of Florida that they are eligible to bill Medicaid for reimbursable services, did not include Assurances, Certifications and Addendums. Therefore, they are not being recommended for funding.

Thank you for your assistance in this process. If you need any additional information, please call me at 630-4720 or Sandy Arts at 630-3957.

Cc: Chelsey Fleming, Purchasing Analyst

Fleming, Chelsey

From: Arts, Sandy
Sent: Monday, February 26, 2018 11:45 AM
To: Fleming, Chelsey
Subject: RE: Ryan White RFP Results

It should be 18 not 17 ...See year in red below.

RPBH1F6GA-08201-RCB009-18

Thanks

Sandy Arts
Program Manager
Ryan White Part - A
Social Services Division
1809 Art Museum Dr. Suite 100
Jacksonville, FL. 32207
904-630-3957
Fax-904-630-0361
sarts@coj.net

From: Fleming, Chelsey [mailto:CFleming@coj.net]
Sent: Monday, February 26, 2018 11:39 AM
To: Arts, Sandy
Subject: RE: Ryan White RFP Results

Sandy,

Is the below account code the correct funding source for this new award (same as previous award)?
RPBH1F6GA-08201-RCB009-17

Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net
Direct 904.255.8826

AMBULATORY / OUTPATIENT MEDICAL CARE SCORE SHEET

TITLE:	RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE	UNIVERSITY OF FLORIDA BOARD OF TRUSTEES DBA UF CARES	CAN COMMUNITY HEALTH	AIDS HEALTHCARE FOUNDATION
BID NO:	ESC-0361-18			
OPEN DATE:	JANUARY 17, 2018 @ 2:00 PM			
ANALYST:	Chelsey Fleming			
No. Invited: (16) No. Received: (11) No Bids: (0)				
Recorded By:	John Hernandez			
DESCRIPTION	POINTS			
GENERAL INFORMATION	4	4	3	3
SCOPE OF SERVICES	20	19.5	11	14.5
BUSINESS INCUBATOR (BONUS POINTS)	8	0	0	2
QUALITY MANAGEMENT	12	10.5	6.5	11
EVALUATION	12	9.5	5.5	9.5
COLLABORATION	8	7	7	6
ORGANIZATIONAL EXPERIENCE / STRUCTURE	13	11.5	10	10
BUDGET / WORK PLAN	8	7	6	6
Total Points	85	69	49	62
Minimum Requirements:		YES	YES	YES
Conflict of Interest:		YES	YES	YES
Addendums (3):		YES	YES	YES

HEALTH INSURANCE PREMIUM ASSISTANCE SCORE SHEET

TITLE:	RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE	AMERICAN EXCHANGE HEALTH INSURANCE SERVICES, LLC.	NORTHEAST FLORIDA AIDS NETWORK
BID NO:	ESC-0361-18		
OPEN DATE:	JANUARY 17, 2018 @ 2:00 PM		
ANALYST:	Chelsey Fleming		
No. Invited: (16) No. Received: (11) No Bids: (0)			
Recorded By:	John Hernandez		
DESCRIPTION	POINTS		
GENERAL INFORMATION	4		4
SCOPE OF SERVICES	20		19
BUSINESS INCUBATOR (BONUS POINTS)	8		0
QUALITY MANAGEMENT	12		10
EVALUATION	12		12
COLLABORATION	8		8
ORGANIZATIONAL EXPERIENCE / STRUCTURE	13		12
BUDGET / WORK PLAN	8		4
Total Points	85		69
Minimum Requirements:		NO	YES
Conflict of Interest:		YES	YES
Addendums (3):		NO	YES

LEGAL SERVICES SCORE SHEET

TITLE:	RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE	JACKSONVILLE AREA LEGAL AID, INC.
BID NO:	ESC-0361-18	
OPEN DATE:	JANUARY 17, 2018 @ 2:00 PM	
ANALYST:	Chelsey Fleming	
No. Invited: (16) No. Received: (11) No Bids: (0)		
Recorded By:	John Hernandez	

DESCRIPTION	POINTS	
GENERAL INFORMATION	4	4
SCOPE OF SERVICES	20	15
BUSINESS INCUBATOR (BONUS POINTS)	8	0
QUALITY MANAGEMENT	12	10
EVALUATION	12	11
COLLABORATION	8	8
ORGANIZATIONAL EXPERIENCE / STRUCTURE	13	12
BUDGET / WORK PLAN	8	8
Total Points	85	68
Minimum Requirements:		YES
Conflict of Interest:		YES
Addendums (3):		YES

MEDICAL CASE MANAGEMENT SCORE SHEET

TITLE:	RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE
BID NO:	ESC-0361-18
OPEN DATE:	JANUARY 17, 2018 @ 2:00 PM
ANALYST:	Chelsey Fleming
No. Invited: (16) No. Received: (11) No Bids: (0)	
Recorded By:	John Hernandez

DESCRIPTION	POINTS	UNIVERSITY OF FLORIDA BOARD OF TRUSTEES DBA UF CARES	LUTHERAN SOCIAL SERVICES OF NORTHEAST FLORIDA, INC.	AIDS HEALTHCARE FOUNDATION	NORTHEAST FLORIDA AIDS NETWORK
GENERAL INFORMATION	4	4	4		4
SCOPE OF SERVICES	20	13.5	17.5		20
BUSINESS INCUBATOR (BONUS POINTS)	8	0	0		8
QUALITY MANAGEMENT	12	10	11		12
EVALUATION	12	10	9.5		12
COLLABORATION	8	6	6.5		8
ORGANIZATIONAL EXPERIENCE / STRUCTURE	13	12	12		13
BUDGET / WORK PLAN	8	8	7.5		6
Total Points	**85**	**63.5**	**68**		**83**
Minimum Requirements:		YES	YES	YES	YES
Conflict of Interest:		YES	YES	YES	YES
Addendums (3):		YES	YES	YES	YES

MENTAL HEALTH SERVICES SCORE SHEET

TITLE:	RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE	LUTHERAN SOCIAL SERVICES OF NORTHEAST FLORIDA, INC.
BID NO:	ESC-0361-18	
OPEN DATE:	JANUARY 17, 2018 @ 2:00 PM	
ANALYST:	Chelsey Fleming	
No. Invited: (16) No. Received: (11) No Bids: (0)		
Recorded By:	John Hernandez	

DESCRIPTION	POINTS	
GENERAL INFORMATION	4	4
SCOPE OF SERVICES	20	17
BUSINESS INCUBATOR (BONUS POINTS)	8	0
QUALITY MANAGEMENT	12	11
EVALUATION	12	10
COLLABORATION	8	6
ORGANIZATIONAL EXPERIENCE / STRUCTURE	13	12
BUDGET / WORK PLAN	8	8
Total Points	**85**	**68**
Minimum Requirements:		YES
Conflict of Interest:		YES
Addendums (3):		YES

LOCAL PHARMACEUTICAL ASSISTANCE SCORE SHEET

TITLE:	RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE	EDGEWOOD PHARMACY	FLORIDA DEPARTMENT OF HEALTH	CAN COMMUNITY HEALTH	AIDS HEALTHCARE FOUNDATION
BID NO:	ESC-0361-18				
OPEN DATE:	JANUARY 17, 2018 @ 2:00 PM				
ANALYST:	Chelsey Fleming				
No. Invited: (16) No. Received: (11) No Bids: (0)					
Recorded By:	John Hernandez				
DESCRIPTION	POINTS				
GENERAL INFORMATION	4		3.5	3	
SCOPE OF SERVICES	20		12	8.5	
BUSINESS INCUBATOR (BONUS POINTS)	8		0	0	
QUALITY MANAGEMENT	12		11.5	8	
EVALUATION	12		10	10	
COLLABORATION	8		5	6.5	
ORGANIZATIONAL EXPERIENCE / STRUCTURE	13		11.5	11	
BUDGET / WORK PLAN	8		5	7.5	
Total Points	85		58.5	54.5	
Minimum Requirements:		YES	YES	YES	YES
Conflict of Interest:		YES	YES	YES	YES
Addendums (3):		2 ONLY	YES	YES	YES

NON-MEDICAL CASE MANAGEMENT SCORE SHEET

TITLE:	RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE	UNIVERSITY OF FLORIDA BOARD OF TRUSTEES DBA UF CARES	CAN COMMUNITY HEALTH
BID NO:	ESC-0361-18		
OPEN DATE:	JANUARY 17, 2018 @ 2:00 PM		
ANALYST:	Chelsey Fleming		
No. Invited: (16) No. Received: (11) No Bids: (0)			
Recorded By:	John Hernandez		
DESCRIPTION	POINTS		
GENERAL INFORMATION	4	4	3
SCOPE OF SERVICES	20	9	8.5
BUSINESS INCUBATOR (BONUS POINTS)	8	0	0
QUALITY MANAGEMENT	12	9	8
EVALUATION	12	9.5	9
COLLABORATION	8	6.5	6.5
ORGANIZATIONAL EXPERIENCE / STRUCTURE	13	6.5	11
BUDGET / WORK PLAN	8	7	7
Total Points	85	51.5	53
Minimum Requirements:		YES	YES
Conflict of Interest:		YES	YES
Addendums (3):		YES	YES

NUTRITION THERAPY SERVICES SCORE SHEET

TITLE:	RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE	UNIVERSITY OF FLORIDA BOARD OF TRUSTEES DBA UF CARES	LUTHERAN SOCIAL SERVICES OF NORTHEAST FLORIDA, INC.
BID NO:	ESC-0361-18		
OPEN DATE:	JANUARY 17, 2018 @ 2:00 PM		
ANALYST:	Chelsey Fleming		
No. Invited: (16) No. Received: (11) No Bids: (0)			
Recorded By:	John Hernandez		

DESCRIPTION	POINTS		
GENERAL INFORMATION	4	4	4
SCOPE OF SERVICES	20	13	17
BUSINESS INCUBATOR (BONUS POINTS)	8	0	0
QUALITY MANAGEMENT	12	10	10
EVALUATION	12	9	10.5
COLLABORATION	8	5.5	7.5
ORGANIZATIONAL EXPERIENCE / STRUCTURE	13	11.5	11.5
BUDGET / WORK PLAN	8	8	7.5
Total Points	**85**	**61**	**68**
Minimum Requirements:		YES	YES
Conflict of Interest:		YES	YES
Addendums (3):		YES	YES

ORAL HEALTH SERVICES SCORE SHEET

TITLE:	RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE	FLORIDA DEPARTMENT OF HEALTH	CAN COMMUNITY HEALTH
BID NO:	ESC-0361-18		
OPEN DATE:	JANUARY 17, 2018 @ 2:00 PM		
ANALYST:	Chelsey Fleming		
No. Invited: (16) No. Received: (11) No Bids: (0)			
Recorded By:	John Hernandez		
DESCRIPTION	**POINTS**		
GENERAL INFORMATION	4	3.5	3
SCOPE OF SERVICES	20	10.5	9
BUSINESS INCUBATOR (BONUS POINTS)	8	0	0
QUALITY MANAGEMENT	12	11.5	8.5
EVALUATION	12	9	9
COLLABORATION	8	5	7.5
ORGANIZATIONAL EXPERIENCE / STRUCTURE	13	12.5	11
BUDGET / WORK PLAN	8	5.5	7
Total Points	**85**	**57.5**	**55**
Minimum Requirements:		YES	YES
Conflict of Interest:		YES	YES
Addendums (3):		YES	YES

OUTREACH SERVICES SCORE SHEET

TITLE: RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE
BID NO: ESC-0361-18
OPEN DATE: JANUARY 17, 2018 @ 2:00 PM
ANALYST: Chelsey Fleming
No. Invited: (16) No. Received: (11) No Bids: (0)
Recorded By: John Hernandez

DESCRIPTION	POINTS	UNIVERSITY OF FLORIDA BOARD OF TRUSTEES DBA UF CARES	LUTHERAN SOCIAL SERVICES OF NORTHEAST FLORIDA, INC.	CAN COMMUNITY HEALTH	AIDS HEALTHCARE FOUNDATION	NORTHEAST FLORIDA AIDS NETWORK
GENERAL INFORMATION	4	3.5	4	3		4
SCOPE OF SERVICES	20	12	20	9.5		17
BUSINESS INCUBATOR (BONUS POINTS)	8	0	0	0		0
QUALITY MANAGEMENT	12	11	9	8.5		11
EVALUATION	12	9	11	9		10.5
COLLABORATION	8	6	7.5	7.5		7
ORGANIZATIONAL EXPERIENCE / STRUCTURE	13	8.5	12.5	11		12.5
BUDGET / WORK PLAN	8	8	8	6.5		6
Total Points	85	58	72	55		68
Minimum Requirements:		YES	YES	YES	YES	YES
Conflict of Interest:		YES	YES	YES	YES	YES
Addendums (3):		YES	YES	YES	YES	YES

SUBSTANCE ABUSE SERVICES - RESIDENTIAL SCORE SHEET

TITLE:	RYAN WHITE CARE ACT – PART A / MINORITY AIDS INITIATIVE	GATEWAY COMMUNITY SERVICES	RIVER REGION HUMAN SERVICES, INC.
BID NO:	ESC-0361-18		
OPEN DATE:	JANUARY 17, 2018 @ 2:00 PM		
ANALYST:	Chelsey Fleming		
No. Invited: (16) No. Received: (11) No Bids: (0)			
Recorded By:	John Hernandez		
DESCRIPTION	**POINTS**		
GENERAL INFORMATION	4	4	4
SCOPE OF SERVICES	20	18.5	17.5
BUSINESS INCUBATOR (BONUS POINTS)	8	0	0
QUALITY MANAGEMENT	12	10.5	11.5
EVALUATION	12	10	10.5
COLLABORATION	8	8	6.5
ORGANIZATIONAL EXPERIENCE / STRUCTURE	13	12.5	11.5
BUDGET / WORK PLAN	8	8	5
Total Points	**85**	**71.5**	**66.5**
Minimum Requirements:		YES	YES
Conflict of Interest:		YES	YES
Addendums (3):		YES	1 ONLY

RYAN WHITE PART A AND MAI 2018 - 2019
ESTIMATED FUNDING ALLOCATIONS

Core Medical Services	New Percentage (adjusted based on increased grant award)	Part A and MAI Amount	Initial Allocation 03/2018
Ambulatory/Outpatient Medical Care	16.00%	915,156	124,664
AIDS Pharmaceutical Assistant	7.50%	428,979	58,436
Medical Case Management	30.00%	1,715,917	233,745
Mental Health Services	2.85%	163,012	24,155
Substance Abuse – Outpatient	0.25%	14,299	0
Oral Health	14.25%	815,061	111,029
Medical Nutrition Therapy	2.00%	114,394	15,583
Health Insurance Premium	11.20%	640,609	87,265
Home & Community Based Health Services	0.05%	2,860	390
Sub-total:	84.10%	**4,810,287**	**655,267**

Support Services	New Percentage (adjusted based on increased grant award)	Part A and MAI Amount	Initial Allocation 03/2018
Non-Medical Case Management	2.55%	145,853	19,868
Substance Abuse – Residential	5.50%	314,585	42,854
Medical Transportation	0.20%	11,439	1,558
Legal Services	3.75%	214,490	29,218
Outreach Services	1.54%	88,084	11,998
Health Education/Risk Reduction	0.43%	24,595	3,350
Emergency Financial Assistance	0.50%	28,599	3,896
Transitional Housing	1.00%	57,197	7,791
Psychosocial Support Services	0.43%	24,595	3,350
Sub-Total:	15.90%	**909,436**	**123,883**
TOTAL:	100.00%	**5,719,723**	**779,150**

2018-2019 Ryan White Network Providers

Outpatient Medical Care	Individual Scores	Average Score	Final Score
AIDS Healthcare Foundation (AHF)	69/53	62.0	0.79
UF CARES/Rainbow Center (RBC)	71/67	69.0	0.90
CAN	43/55	49.0	0.64
Medical Case Management			
Lutheran Social Services	71/65	68.0	0.88
Northeast Florida AIDS Network (NFAN)	83/	83.0	1.08
UF CARES/Rainbow Center (RBC)	67/60	63.5	0.82
Substance Abuse - Outpatient			
Mental Health			
Lutheran Social Services (LSS)	68	68	0.88
Health Insurance Premiums			
Northeast Florida AIDS Network (NFAN)	68	69	0.90
Legal Services			
Jacksonville Area Legal Aid (JALA)	68	68	0.88

Pharmaceutical Assistance	Individual Scores	Average Score	Final Score
CAN	56/53	54.5	0.71
Duval County Health Department (DCHD)	57/60	58.5	0.76
Non-Medical Case Management - Eligibility			
CAN	56/52	53	0.70
UF CARES/Rainbow Center (RBC)	51/53	51.5	0.68
Substance Abuse - Residential			
Gateway Community Services (GCS)	74/69	71.5	0.93
River Region Human Services (RRHS)	71/62	66.5	0.86
Oral Health			
CAN	56/51	55	0.70
Duval County Health Department (DCHD)	57/58	57.5	0.75
Outreach			
CAN	55/55	55	0.71
Lutheran Social Services (LSS)	72/72	72	0.94
Northeast Florida AIDS Network (NFAN)	74/62	68	0.88
UF	55/61	58	0.75
Medical Nutrition Therapy			
UF CARES/Rainbow Center (RBC)	58/64	61	0.79
Lutheran Social Services	72/64	68	0.88

Minimum Score 54

77 Total Points Available

8 Extra Points if include Incubator = 85

2/26/2018

Ryan White 2018-2019 RFP Funding Results

Outpatient Medical Care

Total Funding	915,156								
60% of Funding	549,094	Number of Patients to be Served							
40% of Funding	366,062	Percentage of Score							
	# Patients to be Served 2018	# Patients Served 2017	Unit Cost/Patient	60% of Funding	% of Total Score	40% of Funding	Total Funds Available for Award	Bid Request	Part A/MAI Award
AHF	320		$ 386.6856	123,739	46.92%	171,756	295,496	289,967	**289,967**
UF CARES	1100		$ 386.6856	425,354	53.08%	194,306	619,660	670,731	**625,189**
TOTAL	**1420**	0		549,094	100.00%	366,062	915,156	960,698	**915,156**

Medical Case Management

Total Funding	1,715,917								
60% of Funding	1,029,550	Number of Patients to be Served							
40% of Funding	686,367	Percentage of Score							
	# Patients to be Served 2018	# Patients Served 2017	Unit Cost/Patient	60% of Funding	% of Total Score	40% of Funding	Total Funds Available for Award	Bid Request	Part A/MAI Award
LSS	937		$ 307.6039	288,225	31.70%	217,578	505,803	662,183	**662,183**
NFAN	410		307.6039	126,118	38.70%	265,624	391,741	407,251	**407,251**
UF CARES	2000		307.6039	615,208	29.60%	203,165	818,372	542,400	**542,400**
TOTAL	**3347**	0		1,029,550	100.00%	686,367	1,715,915	1,611,834	**1,611,834**

Mental Health

Total Funding	163,012								
60% of Funding	97,807	Number of Patients to be Served							
40% of Funding	65,205	Percentage of Score							
	# Patients to be Served 2018	# Patients Served 2017	Unit Cost/Patient	60% of Funding	% of Total Score	40% of Funding	Total Funds Available for Award	Bid Request	Part A/MAI Award
LSS	80		1,222.5900	97,807	100.00%	65,205	163,012	68,349	**68,349**
TOTAL	**80**	0		97,807	100.00%	65,205	163,012	68,349	**68,349**

Oral Health

Total Funding	815,061								
60% of Funding	489,037	Number of Patients to be Served							
40% of Funding	326,024	Percentage of Score							
	# Patients to be Served 2018	# Patients Served 2017	Unit Cost/Patient	60% of Funding	% of Total Score	40% of Funding	Total Funds Available for Award	Bid Request	Part A/MAI Award
DCHD	720		531.5615	382,724	48.21%	157,176	539,901	675,000	**539,901**
CAN	200		531.5615	106,313	51.79%	168,848	275,160	406,087	**275,160**
TOTAL	**920**	0		489,037	100.00%	326,024	815,061	1,081,087	**815,061**

Ryan White 2018-2019 RFP Funding Results

Substance Abuse - Residential

Total Funding	314,585								
60% of Funding	188,751	Number of Patients to be Served							
40% of Funding	125,834	Percentage of Score					Total Funds Available for Award	Bid Request	Part A/MAI Award
	# Patients to be Served 2018	# Patients Served 2017	Unit Cost/Patient	60% of Funding	% of Total Score	40% of Funding			
GCS	20		8,988.1429	107,858	42.01%	52,863	160,722	170,172	**160,722**
RRHS	15		8,988.1429	80,893	57.99%	72,971	153,863	180,000	**153,863**
TOTAL	**35**	0		188,751	100.00%	125,834	314,585	350,172	**314,585**

Pharmaceuticals

Total Funding	428,979								
60% of Funding	257,387	Number of Patients to be Served							
40% of Funding	171,592	Percentage of Score					Total Funds Available For Award	Bid Request	Part A/MAI Award
	# Patients to be Served 2018	# Patients Served 2017	Unit Cost/Patient	60% of Funding	% of Total Score	40% of Funding			
CAN	180		255.3446	27,577	48.23%	82,759	110,336	442,073	**110,336**
DCHD	1500		255.3446	229,810	51.77%	88,833	318,643	446,000	**318,643**
TOTAL	**1680**	0	255.3446	257,387	100.00%	171,592	428,979	888,073	**428,979**

Emergency Financial Services

Total Funding	28,599								
60% of Funding	17,159	Number of Patients to be Served							
40% of Funding	11,440	Percentage of Score					Total Funds Available For Award	Bid Request	Part A/MAI Award
	# Patients to be Served 2018	# Patients Served 2017	Unit Cost/Patient	60% of Funding	% of Total Score	40% of Funding			
CAN	180		17.0232	1,838.51	48.23%	5,517.32	7,356	-	**7,356**
DCHD	1500		17.0232	15,320.89	51.77%	5,922.28	21,243	-	**21,243**
TOTAL	1680	0		17,159.40	100.00%	11,439.60	28,599	-	**28,599**

Medical Nutrition Therapy

Total Funding	114,394								
60% of Funding	68,636	Number of Patients to be Served							
40% of Funding	45,758	Percentage of Score					Total Funds Available For Award	Bid Request	Part A/MAI Award
	# Patients to be Served 2018	# Patients Served 2017	Unit Cost/Patient	60% of Funding	% of Total Score	40% of Funding			
LSS	150		170.7373	15,366.36	40.10%	18,348.80	33,715	16,770	**16,770**
UF CARES	520		170.7373	53,270.04	59.90%	27,408.80	80,679	88,686	**88,686**
TOTAL	670	0		68,636.40	100.00%	45,757.60	114,394	105,456	**105,456**

Ryan White 2018-2019 RFP Funding Results

Outreach/Psychosocial Support/HERR

Total Funding	88,084								
60% of Funding	52,850	Number of Patients to be Served							
40% of Funding	35,234	Percentage of Score					Total Funds		
	# Patients to be Served 2018	# Patients Served 2017	Unit Cost/Patient	60% of Funding	% of Total Score	40% of Funding	Available For Award	Bid Request	Part A/MAI Award
CAN	220		94.1068	12,422.10	21.74%	7,659.78	20,082	45,989	**20,082**
LSS	200		94.1068	11,292.82	28.46%	10,027.48	21,320	67,954	**21,320**
NFAN	166		94.1068	9,373.04	26.88%	9,470.79	18,844	33,835	**18,844**
UF CARES	350		94.1068	19,762.44	22.92%	8,075.94	27,838	53,901	**27,838**
TOTAL	936	0		52,850.40	100.00%	35,234.00	88,084	201,679	**88,084**

Transitional Housing(Jail Link Housing & Emergencies)

Total Funding	57,197								
60% of Funding	34,318	Number of Patients to be Served							
40% of Funding	22,879	Percentage of Score					Total Funds		
	# Patients to be Served 2018	# Patients Served 2017	Unit Cost/Patient	60% of Funding	% of Total Score	40% of Funding	Available for Award	Bid Request	Part A/MAI Award
LSS	160		357.4813	57,197	100.00%	22,879	80,076	-	**57,197**
TOTAL	**160**	0		57,197	100.00%	22,879	80,076	-	**57,197**

Health Insurance Premium Assistance

Total Funding	640,609								
60% of Funding	384,365	Number of Patients to be Served							
40% of Funding	256,244	Percentage of Score					Total Funds		
	# Patients to be Served 2018	# Patients Served 2017	Unit Cost/Patient	60% of Funding	% of Total Score	40% of Funding	Available for Award	Bid Request	Part A/MAI Award
NFAN	120		3,203.0450	384,365	100.00%	256,244	640,609	668,250	**640,609**
TOTAL	**120**	0		384,365	100.00%	256,244	640,609	668,250	**640,609**

Non-Medical Case Management (Eligibility)

Total Funding	145,853								
60% of Funding	87,512	Number of Patients to be Served							
40% of Funding	58,341	Percentage of Score					Total Funds		
	# Patients to be Served 2018	# Patients Served 2017	Unit Cost/Patient	60% of Funding	% of Total Score	40% of Funding	Available for Award	Bid Request	Part A/MAI Award
CAN	1,458		$ 100.0364	87,512	100.00%	58,341	145,853	144,984	**145,853**
TOTAL	**1,458**	0		87,512	100.00%	58,341	145,853	144,984	**145,853**

Jacksonville Transitional Grant Area (TGA)
Formula for Distributing Ryan White Part A/MAI Funds

Step One

Funding $350,000	Rater 1 Score	Rater 2 Score	Rater 3 Score	Total Score	Average Score
Provider A	500	500	400	1,400	467
Provider B	500	400	400	1,300	433
Provider C	400	400	400	1,200	400
				Total Average Score	1,300

Step Two

(a) Add all average scores to get a total average score (467 + 433 + 400 = 1,300).

(b) Divide average score of Provider A by the total average score to get a percentage of the total average score for Provider A (467/1,300 = 36%).

(c) Divide average score of Provider B by the total average score to get a percentage of the total average score for Provider B (433/1,300 = 33%).

(d) Divide average score of Provider C by the total average score to get a percentage of the total average score for Provider C (400/1,300 = 31%).

Step Three

(a) Multiply total available funds by 60% ($350,000 X 60% = $210,000)

(b) Add number of clients to be served by Provider A, Provider B, and Provider C to get total number of clients to be served (300 + 200 + 100 = 600).

(c) Divide total number of clients to be served by 60% of available funds to get available funds per client ($210,000/600 = $350/client)

(d) Multiply total available funds per client by the number of clients to be served by Provider A to get base funding for Provider A (300 X $350 = $105,000).

(e) Multiply total available funds per client by the number of clients to be served by Provider B to get base funding for Provider B (200 X $350 = $70,000)

(f) Multiply total available funds per client by the number of clients to be served by Provider C to get base funding for Provider C (100 X $350 = $35,000).

Step Four

(a) Multiply the total available funds by 40% ($350,000 X 40% = $140,000)

(b) Multiply funds available by the percentage of total average score for Provider A to get funds to be added to base award of Provider A ($140,000 X 36% = $50,400).

(c) Multiply funds available by the percentage of total average score for Provider B to get funds to be added to base award of Provider B ($140,000 X 33% = $46,200).

(d) Multiply funds available by the percentage of total average score for Provider C to get funds to be added to base award of Provider C ($140,000 X 31% = $43,400).

Step Five

(a) Add award derived from percentage of total average score to base award for Provider A to get final award ($105,000 + $50,400 = $155,400).

(b) Add award derived from percentage of total average score to base award for Provider B to get final award ($70,000 + $46,200 + $116,200).

(c) Add award derived from percentage of total average score to base award for Provider C to get final award ($35,000 + 43,400 = $78,400).

4. SECTION 4 - DESCRIPTION OF SERVICES AND DELIVERABLES

A. PURPOSE

This announcement solicits applications for City of Jacksonville Ryan White Part A HIV Emergency Relief Grant funds to provide services to people living with HIV/AIDS (PLWHA) in the Jacksonville Transitional Grant Area (TGA) which is made up of Clay, Duval, Nassau and St. Johns Counties. Expectations are that eligible providers will apply for funds who can demonstrate capacity to support and further develop and/or expand systems of comprehensive and integrated care to meet the urgent needs of PLWHA within the jurisdiction to achieve the HIV Continuum of Care (HCC) milestones that either equals or exceeds the area's 2016 HCC results.

B. BACKGROUND

The City of Jacksonville receives federal Ryan White HIV/AIDS Treatment Extension Act Part A/MAI grant funds. The City of Jacksonville's Social Services Division is the Administrative Agency responsible for administering the Part A program. The City of Jacksonville also receives Minority AIDS Initiative (MAI) funds to improve the health outcomes of African-Americans infected with HIV/AIDS. The Part A and MAI programs provide emergency HIV-related health and support services within the TGA.

The federal government requires local HIV/AIDS planning bodies be established and be representative of the demographics of the local epidemic and the HIV/AIDS community. The Metropolitan Jacksonville Area HIV Health Services Planning Council (Planning Council) was established under authority of the Public Health Service Act, Public Law 101-381, to provide a means for planning and implementing a coordinated response to the needs of people living with, and affected by, HIV/AIDS.

C. COMPREHENSIVE, CONTINUOUS, COORDINATED AND INTEGRATED CARE (CCCIC)

Funds from this Request for Proposals (RFP) are to provide services that achieve specific goals based on milestones of the HIV Continuum of Care . The Health Resources and Services Administration (HRSA)'s goals are to:

1. Improve access to health care;
2. Improve health outcomes;
3. Improve the quality of health care;
4. Eliminate health disparities;
5. Improve the public health care system;
6. Enhance the ability of the health care system to respond to public health emergencies; and
7. Achieve excellence in management practices.

Healthy People 2020 goals are to:

1. Attain high quality, longer lives free of preventable disease, disability, injury and premature death;
2. Achieve health equity, eliminate disparities, and improve the health of all groups;
3. Create social and physical environments that promote good health for all; and
4. Promote quality of life, healthy development, and healthy behaviors across all life stages.

The National HIV/AIDS Strategy (NHAS) goals are to:

1. Reduce new HIV infections

2. Increase access to care and improve health outcomes for people living with HIV
3. Reduce HIV-related disparities and health inequities
4. Achieve a more coordinated national response to the HIV epidemic

HIV Continuum of Care (HCC) milestones are:

1. Diagnosed – The number and percentage of people living with HIV/AIDS diagnosed with HIV.
2. Linked to Care – The number and percentage of people living with HIV/AIDS connected to an HIV healthcare provider.
3. Retained in Care – The number and percentage of people living with HIV/AIDS receiving a minimum of two medical care visits in a 12-month period.
4. Prescribed Antiretroviral Therapy (ART) – The number and percentage of people living with HIV/AIDS prescribed a combination of three or more antiretroviral drugs from at least two different HIV drug classes every day to control the virus.
5. Virally Suppressed – The number and percentage of people living with HIV/AIDS with a viral load below 200 copies/mL.

Successful applicants will specifically do four things:

1. Present a work plan that describes a program strategy that is comprehensive, continuous, coordinated and integrated (CCCI). This narrative will describe how the agency plans to achieve HRSA, Healthy People 2020 and NHAS goals that can be measured using the HCC milestones and Health and Human Services (HHS) common indicators for funded HIV programs and services.

2. Demonstrate a history of professional standards of care and service as evidenced by external evaluation reports, implementation of competency based staff training and evaluation of employee performance on such trainings, utilization of Peer Navigators as client linkage specialists, and case notes that document the progress of clients in achieving treatment goals that align with HCC milestones and Health and Human Services common indicators for funded HIV programs and services.

3. Show at least five years of competencies using state of the art disease management methodologies for successfully addressing HIV infection as a chronic disease.

4. Present an objectively verifiable record of systematic, ongoing improvements in quality and outcomes of HIV/AIDS care and services at multiple levels of the service ecology: Policy, Community, Institutional, and Client.

This RFP asks for a plausible program plan that will reduce Unmet Needs, which is 27%, and close gaps in the HCC, especially for historically, disadvantaged populations now living with HIV. Therefore, organize applications logically so that a multidisciplinary team of external reviewers can understand your proposed strategy. Applications that fail to meet the aforementioned standards will not be considered fundable.

The expected service delivery model in the Jacksonville Area Ryan White Network is "client-centered" services for all population subgroups. Applications must illustrate how services are organized to meet the needs of all in-care clients in ways that are consistent with their needs, values and preferences. Specifically identify what you plan to do for whom and support your description with a succinct rationale.

Ryan White funds **may not** be used to make payments for any items or services to the extent that payment has been made, or can reasonably be expected to be made, by another third party benefit program or by an entity that provides services on a prepaid basis. Ryan White funds under this RFP are to be used as monies of last resort and applicants are required to return monies when clients are found to qualify for other funding sources such as Medicaid, Medicare, or private insurance.

D. ORGANIZATIONS/AGENCIES ELIGIBLE TO APPLY – ADDITIONAL REQUIREMENTS

Agencies/organizations meeting the following criteria are eligible to apply for funding under this RFP:

1. Able to deliver two months of service through its own financial resources prior to reimbursement by the City.

2. Conduct full criminal background checks on all employees providing services funded as a result of this RFP.

3. Willing to serve all eligible consumers.

4. Must not currently be debarred from doing business with the City of Jacksonville. Any bid or proposal submitted by a person, agency or affiliate that has been placed on the **convicted vendor list** shall be rejected as an unresponsive bid or proposal and shall not be further evaluated.

5. Request a copy of the Administrative Agency newly developed "Care Pathways for Treating Conditions Concomitant with HIV"

6. Use the Administrative Agency "Care Pathways for Treating Conditions Concomitant with HIV" as a strategy for addressing HIV-related health disparities in the target group

7. Populate all appropriate, newly developed CAREWare inventories, (REALM (Rapid Estimate of Adult Literacy in Medicine), Barriers to Care, Health Disparities, BMI (Body Mass Index), etc.), as part of the on-going assessment and documentation process for understanding the challenges of the target population and for developing appropriate strategies to mitigate the said challenges.
8. Use the CAREWare ISP for documenting programmatic activities with the target population's and monitoring health status improvements

Applicants are required to submit copies of the following:

1. 501(c)(3) exempt state letter (if applicable).
2. Business licensures as proof of eligibility to do business in the State of Florida.
3. Federal Tax Identification Number.
4. Agency Medicaid Number and/or Individual Employee Medicaid Number.

In order to be eligible for MAI funding, an agency/organization must meet the following definition of "MAI Service Provider":

1. Be located in the same zip code or within a 10-mile radius of the African-American community the agency is intending to serve;
2. Have a documented history of at least five years of providing service to the African-American community;

3. Have African-Americans either on the agency's Board of Directors and/or the agency's Advisory Group or in a management position within the agency that serves the African-American community;
4. Have a history of evaluating services provided to African-Americans to ensure that service delivery is culturally and linguistically appropriate for recipients.

All services funded by MAI dollars must be used for African-American consumers. MAI funding may be delayed, reduced or cancelled at any time an agency ceases to qualify as a MAI provider.

An agency providing MAI funded services must submit monthly outcome reports in CAREWare to the Ryan White Part A office using the "Minority AIDS Initiative (MAI) Report Form" which will include the following:

1. Number of clients served
2. Socio-demographics, (i.e., age, sex, race, ethnicity, gender, federal poverty level), and special populations, (i.e., WICY), of clients, served
3. Number of units of services provided in the aggregate and by the socio-demographic and special populations
4. Cost of services provided in the aggregate and by the socio-demographic and special populations
5. Specific client-level outcomes planned based on initial and on-going assessment data
6. Specific client-level outcomes achieved based on units and type of service/s provided to clients

E. FUNDING: DOLLAR VALUES REFERRED TO IN THIS RFP

Agency Executive Director/Chief Executive Officers should know and understand that the dollar values referred to in this RFP do not constitute a guarantee of the level of effort that may be requested of the successful applicants or a guaranteed payment of the maximum amount payable. All available funding is contingent upon federal funding awards to the Jacksonville TGA in any grant year. Additional conditions of funding are as follows:

1. The City of Jacksonville reserves the right to award all or part of the funds under each service category in this RFP.

2. The Ryan White HIV/AIDS Treatment Extension Act requires that federal funds be utilized in a cost-effective manner that is immediately responsive to demonstrated need. To ensure that this objective is met, the applicant agrees to voluntarily participate in the reallocation of funds authorized if the applicant is unable, for any reason, to fully utilize their awarded amount.

3. Federal law imposes a 10% limit on the amount of Ryan White funding that can be used for administrative and quality management purposes including staff salaries and benefits.

4. Contracts will be entered into for an initial period from March 1, 2018 through February 28, 2019 with an option to renew some or all of the services requested in the RFP for two (2) additional one (1) year periods, at terms mutually agreeable to both parties. Unless renewed or extended, contracts shall end on February 28, 2021 for all Ryan White Part A and MAI contract awards. Any renewals or extensions shall be contingent upon satisfactory evaluations of the applicant's performance in delivering services as specified in the signed contract and annual quality management plans, the availability of funds, and approval according to the City's Purchasing Code.

5. Refer to **Exhibit A**, Ryan White Part A and MAI FY 2018 - 2019 Estimated Funding Allocations, for a complete listing of funding offered through this RFP by service category.

6. Acceptance of a contract obligates the provider to budget funds to allow for continuous service throughout the Ryan White Part A and MAI fiscal year. Failure to provide continuous services may be grounds to discontinue all services with a provider and bar the provider from participation in funding during the next fiscal year cycle.

F. CURRENT SERVICE POPULATION/TARGET POPULATION

Proposals shall be expected to target services to populations that are recognized as having a high incidence of HIV/AIDS. For incidence rates for Area 4 refer to: **Exhibit B**, *AIDS Surveillance Report for March 2017.* Other data from the Florida Department of Health/Duval can be accessed for your informational profile. The AIDS epidemic continues to severely impact the four counties of Northeast Florida. This area includes Clay, Duval, Nassau, and St. Johns Counties. Situated in the upper northeast corner of Florida, the area is populated by approximately one million people. The epicenter of the AIDS epidemic in Area 4 is the core City of Jacksonville. Zip codes in Duval County with the highest concentration of reported AIDS cases are 32202, 04, 06, 08, 09, and 10. Other population centers include St. Augustine, MacClenny, Orange Park, and Fernandina Beach.

Most Providers of HIV related services in Area 4 are based in Jacksonville and most of the persons receiving services live in Jacksonville. The estimated HIV/AIDS prevalence (the number of people living with HIV/AIDS) in the four county area including Clay, Duval, Nassau and St. Johns Counties is 8,439 cases. Demographically, AIDS has most severely impacted gay and bisexual men, IV drug users and their partners, and heterosexual women. The epidemic has also disproportionately impacted minorities in the TGA with 69% of the reported AIDS cases in the past three years being among African-Americans and 5% of the cases being among Hispanics. Current reporting patterns reinforce this trend with a majority of new HIV and AIDS cases being among African-Americans.

In reauthorizing the Ryan White HIV/AIDS Treatment Extension Act, Congress included language requiring TGAs and States receiving Ryan White funds to set aside funds to provide services to women, infants, children, and youth in proportion to the percentage of reported AIDS cases among women, infants, children and youth in a TGA. That percentage is 38.70. The definition of *women* is females aged 25 years and older, *infants* as birth through 24 months of age, *children* as 2 through 12 years of age, and *youth* as 13 through 24 years of age.

G. CONSUMER ELIGIBILITY

Consumer eligibility for services under this RFP shall be determined on the basis of verification of HIV infection or verification of being an affected family member of such a person. Proof of positivity is an Immunoassay (IA) or other State approved confirmatory test. Non-infected individuals may be appropriate candidates for Ryan White services in limited situations, but these services shall always have at least indirect benefit to a person with HIV infection. Funds awarded under this RFP may only be used for services to individuals not infected with HIV as outlined in HRSA Program Policy Notice No. 16-02; see **Exhibit C-1 through C-6**, *HRSA Policy Notices.* In addition, the services shall:

1. ***Directly enable an infected individual to receive needed medical or support services by removing an identified barrier to care.*** Examples include payment of premiums for a family health insurance policy to ensure continuity of insurance coverage for a low-income HIV+ family member, or child care for non-infected children while an infected parent accesses medical care or support services.

2. Promote family stability in coping with the unique challenges posed by HIV/AIDS. Examples include permanency planning for infected and non-infected children of HIV+ parents, and mental health services which focus on equipping non-infected family members and caregivers with skills to manage the stress and loss associated with HIV.

Client eligibility shall be determined in accordance with requirements of the Ryan White HIV/AIDS Treatment Extension Act and eligibility criteria established by the Metropolitan Jacksonville Area HIV Health Services Planning Council (Planning Council). Client eligibility criteria by service category are provided as **Exhibit D-1 and D-2**.

Service providers contracted under this RFP shall assume the financial risk for providing services to individuals who do not meet the eligibility criteria. Service providers shall also assume the financial risk for providing services for which other sources of funding could reasonably have been anticipated or determined. The Planning Council has the authority to develop additional eligibility requirements for recipients of services, provided that the eligibility requirements are in accordance with state and federal laws, rules, and regulations.

H. GENERAL TERMS AND CONDITIONS

All agencies/organizations selected for funding under this RFP shall be required to comply with the terms and conditions of City of Jacksonville contracts. Providers should understand and be prepared to comply with the following key provisions that will be included, along with other provisions, in the contract agreements:

1. Participate in an HIV community-based continuum of care as defined by the Metropolitan Jacksonville Area HIV Health Services Planning Council.

2. Participate in case conferences with other core medical and support service providers where necessary. Typical cases would be clients who appear to be suffering from mental health and/or substance abuse problems or clients who are not adherent to their medical regimens.

3. Medical and non-medical case management staff shall participate in the monthly Jacksonville TGA Case Management Cooperative and maintain an agency level training program for case managers. In addition, case management agencies will conduct intra-and-interagency case conferencing, share data, and collaboratively develop and implement care plans.

4. Ryan White Part A Quality Coordinator and at least one staff member are required to attend all, scheduled monthly provider meetings and any other meetings that may be necessary to convey and collect information as required by the federal or state governments. Attendees must be willing to serve on subcommittees to accomplish the work of the Provider Network, outside of scheduled meetings.

5. Record all fiscal and programmatic data, including demographic and service utilization data on consumers served through CAREWare.

6. Participate in continuous quality improvement activities, which have been developed in partnership and consultation with core service providers.

7. Provide information for the completion of federal and state reports.

8. Comply with all current and subsequent HRSA policies. A listing of current HRSA policies is included as **Exhibits C-1 through C-6**.

9. Comply with all Ryan White Part A/MAI policies and procedures as developed by the Administrative Agency, City of Jacksonville Social Services Division.

10. Recipients of an award will submit a revised Work Plan, proof of insurance and Civil Rights compliance within 30 days of notice of grant award. The Work Plan shall be submitted electronically.

11. Agencies/organizations may bill for up to 10% of their total grant award in any given month, but not more than 25% within a given quarter, without the written permission of the City.

12. Before execution of the contract by the City and commencement of the operations and/or services to be provided, and during the duration of the contract, the agencies receiving awards shall obtain or possess the insurance coverages listed in **Attachment G**, if applicable, and will provide current Certificates of Insurance to the City, with Certificate Holder listed as the City of Jacksonville, to verify such coverage.

13. Ryan White Part A and MAI funds will be used as a payor of last resort in the payment of services for a consumer. Applicants must have established policies and procedures for seeking to obtain other funding sources for all consumers served and for documenting such efforts. Ryan White funding may not be used to pay for Medicaid covered services for Medicaid beneficiaries, Medicare covered services for Medicare beneficiaries, or services covered under a private health insurance plan. The only exceptions will be health insurance premium assistance, medical office visit co-payment assistance, mental health visit co-payment assistance, and medication co-payment assistance for eligible consumers. Under the Ryan White Part A funded Health Insurance Premium Assistance Program; eligible consumers may receive assistance in paying monthly health insurance premiums, medical visit co-payments, and mental health visit co-payments. Under the Ryan White Part A funded Local Pharmacy Assistance Program, eligible consumers with Medicare Part D or private health insurance may receive assistance with medication co-payments.

14. Applicants must establish internal grievance procedures. The agency's/organization's internal grievance procedure must include, at a minimum, the following: written notification to the Administrative Agency office (Social Services Division) at the time a consumer grievance is received; the agency's/organization's written response to the consumer; and consumer opportunity to meet with the agency's/organization's Executive Director, board member, or their designee. The grievance process must be posted in a public common area.

15. Applicants will have in place a quality assurance and continuous quality improvement program. The agency/organization will cooperate with the Administrative Agency's quality assurance staff and consultants, reporting requirements and quality management activities. Agencies/organizations will be expected to develop and measure program outcomes and service performance and submit the results to the Administrative Agency office.

16. Applicants must agree to participate in research, evaluation studies or needs assessments sponsored by the Administrative Agency, Health Resources and Services Administration (HRSA), or the Planning Council to evaluate the effect of consumer service activities, or the appropriateness of quality of services. Furthermore, the applicant agrees to participate in

on-going meetings or task forces aimed to increase, enhance and maintain coordination and collaboration among HIV/AIDS related health and support service providers.

17. Applicants must demonstrate a method for provision of services in case of emergencies occurring outside of regular business hours.

18. Indemnification. See **Attachment F.**

ATTACHMENT B
EVALUATION CRITERIA

The evaluations will be based upon the following criteria, and Proposers are requested to provide, as a minimum, the information listed under each criterion. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive. The response to each of the criterion will be evaluated relative to the other responses received and will be awarded a score based on the criteria listed. Proposers are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion. Please note that 85 points is the maximum total for all categories combined.

Criteria	Description of Criteria	Maximum Points Available
General Information	**• Includes the Proposal Cover Letter, Table of Contents and Executive Summary as laid-out in Section 5.** *Maximum of four (4) points*	**4**
Scope of Services	**• Clear description of how HIV Continuum of Care (HCC) will be used in care planning.** **• Activities agency will utilize to support PLWHA movement across the stages of the HCC.** **• Objectives that specify percentages of clients expected to transition between stages of the HCC in the long term.** **• Anticipated challenges in delivering outcomes-focused HIV care.** **• How challenges in service delivery will be addressed to ensure planned HIV care achieves intended outcomes.** *Maximum of twenty (20) points*	**20**
Business Incubator – Bonus Points	**• Clear description of the relationship between parent organization and startup organization.** **• Measurable goals and objectives that relate to HCC.** **• Organization location and service sites to meet needs of populations to be served.** *Maximum of eight (8) bonus points*	**8**
Quality Management	**• Clear description of agency's Quality Management structure, vision/mission, and goals.** **• Measurable goals and objectives.** **• Discussion of deliverables and targets of improvement initiatives.** **• Clearly identified HAB Performance Indicators.** *Maximum of twelve (12) points*	**12**
Evaluation	**• Clear description of methods for measuring programmatic objectives.** **• Description of how agency will use client feedback to improve services.** **• Strategies to ensure CAREWare data is accurate complete and submitted in a timely manner.** **• Evidence that services will be delivered in a culturally and linguistically competent manner.**	**12**

	Maximum of twelve (12) points	
Collaboration	• **Discussion of how cooperation and collaboration with other Jacksonville area Ryan White network providers has benefitted clients.** • **Description of cooperation and collaboration with non-HIV Providers.** • **Copies of MOAs.** • **For agencies applying for Medical Case Management funding, clearly define agency and staff roles and responsibilities.** *Maximum of eight (8) points*	**8**
Organizational Experience / Structure	• **Description of agency's experience and history of working with HIV/AIDS clients.** • **Description of staff experience with the proposed service.** • **Three letters of support from clients.** • **Copy of organizational chart.** • **Copies of staffing plan and job descriptions.** *Maximum of thirteen (13) points*	**13**
Budget / Work Plan	• **Program activities, number of unduplicated clients to be served, units of service to be provided, and unit type/procedural codes are clearly identified.** • **Total cost for services is reasonable and supports proposed activities.** *Maximum of eight (8) points*	**8**

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

February 26, 2018

5966 Moncrief Rd. Unit 1
Jacksonville, FL 32209

NOTIFICATION OF FORMAL BID REJECTION

BIDDERS' NAME: Edgewood Pharmacy

CONTACT NAME: Sreedhar Maladi

BID NUMBER: ESC-0361-18

NAME OF BID: Ryan White Care Act - Part A / Minority Aids Initiative

DATE OPENED: January 17, 2018

REASON FOR REJECTION:

Vendor is being rejected due to non-profit agencies submitting responses in the same service category. As stated in Section 1.4 – 2. "A for-profit agency is eligible to be a service provider only if the agency is the only available Provider of quality HIV care in that service category."

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, AT CFLEMING@COJ.NET.

ANALYST'S SIGNATURE: _____

CHELSEY FLEMING

Fleming, Chelsey

From: Fleming, Chelsey
Sent: Monday, February 26, 2018 10:56 AM
To: 'edgewood pharmacy'
Subject: ESC-0361-18 Ryan White Care Act - Part A / Minority Aids Initiative
Attachments: Edgewood Pharmacy Notification.pdf

Please see the attached rejection notification for subject bid.

Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net
Direct 904.255.8826

CITY OF JACKSONVILLE

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

February 26, 2018

700 SE 3rd Ave. 4th Floor
Ft. Lauderdale, FL 33316

NOTIFICATION OF FORMAL BID REJECTION

BIDDERS' NAME: AIDS Healthcare Foundation

CONTACT NAME: Charity Chandler

BID NUMBER: ESC-0361-18

NAME OF BID: Ryan White Care Act - Part A / Minority Aids Initiative

DATE OPENED: January 17, 2018

REASON FOR REJECTION:

Vendor is being rejected for service categories: Local Pharmaceutical Assistance, Medical Case Management, and Outreach Services due to vendor submitting only one application/response for all categories. As specified by the vendor, the response was evaluated for only the Outpatient Medical Care service category.
As stated in Section 5 – Instructions for Responding to the RFP, A. How to Prepare the Proposal, "In preparing proposals, please adhere to the following technical guidelines: 1. Submit one (1) proposal for each service category being applied for."

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, AT CFLEMING@COJ.NET.

ANALYST'S SIGNATURE: _____
CHELSEY FLEMING

Fleming, Chelsey

From: Fleming, Chelsey
Sent: Monday, February 26, 2018 10:56 AM
To: 'charity.chandler@aidshealth.org'
Subject: ESC-0361-18 Ryan White Care Act - Part A / Minority Aids Initiative
Attachments: AIDS Healthcare Foundation Notification.pdf

Please see the attached rejection notification for subject bid.

Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net
Direct 904.255.8826

CITY OF JACKSONVILLE

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

February 26, 2018

246 E 11th Street, Ste 202
Chattanooga, TN 37402

NOTIFICATION OF FORMAL BID REJECTION

BIDDERS' NAME: American Exchange Health Insurance Services, LLC.

CONTACT NAME: Robert Huffaker

BID NUMBER: ESC-0361-18

NAME OF BID: Ryan White Care Act - Part A / Minority Aids Initiative

DATE OPENED: January 17, 2018

REASON FOR REJECTION:

Vendor is being rejected due to non-profit agency submitting a response in the same service category. As stated in Section 1.4 – 2. "A for-profit agency is eligible to be a service provider only if the agency is the only available Provider of quality HIV care in that service category."
Vendor also failed to acknowledge and submit Form 3 – Assurances and Form 4 – Certifications that were required with submissions, along with the three (3) issued addendums.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, AT CFLEMING@COJ.NET.

ANALYST'S SIGNATURE: _____
CHELSEY FLEMING

Fleming, Chelsey

From: Fleming, Chelsey
Sent: Monday, February 26, 2018 10:56 AM
To: 'b.huffaker@americanexchange.com'
Subject: ESC-0361-18 Ryan White Care Act - Part A / Minority Aids Initiative
Attachments: American Exchange Notification.pdf

Please see the attached rejection notification for subject bid.

Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net
Direct 904.255.8826

CITY OF JACKSONVILLE