**Proposal Narrative**

* *Your Proposal Narrative must address all of the following questions.*
* *Your Proposal Narrative is limited to a maximum of 10 pages (suggested page limits for each section are indicated below). Any text exceeding the 10-page limit will not be reviewed.*
* *Please identify any components of the proposed program that will be funded by another source(s) in your program narrative, if applicable.*
* *See Proposal Format Requirements on page 37 of the RFP.*

**Section 1 - Service Delivery Experience** *[20 points] (up to 2.5 pages)*

1. Describe your experience providing PrEP, PEP, HIV care, and behavioral health and social services to the priority populations of this service category outlined on page 11 of the RFP. Your answer should be comprehensive, detailed and provide the reviewer with a clear picture of how these services are implemented in the context of your organization’s priority populations.
2. Describe how your organization’s experience (delineated in 1, above) makes you uniquely qualified to contribute to the implementation of the program goals. ***NOTE****: The response to this answer should explore how your organization’s experience has shaped your ability to provide high quality services.*

**Section 2 – Program Narrative** *[65 points] (up to 6 pages)*

1. Describe your organization’s proposed program design and client flow in detail and explain how your organization will implement each of the services outlined in Table 3: Service Types, Descriptions, and Staff Responsible on page 17 of the RFP (you may include a flow chart diagram in addition to your response that will not count toward your page limit). Your description must include your organization’s proposed strategies for reaching and engaging clients (including but not limited to hours, accessibility, outreach strategies – including use of social/new media, client retention strategies) and how your organization will ensure its reach to the priority populations (e.g., if you propose to provide services to TGNC persons of color, describe how your organization will ensure to reach this population).
2. Describe how the proposed program will be embedded and seamlessly integrated into existing services.
3. Describe how the program will be developed and implemented in a culturally, linguistically, and educationally appropriate manner that meets the needs of the priority populations, especially communities of color and LGBTQ clients.

**Section 3 – Program Implementation** *[15 points] (up to 1.5 pages)*

1. Program Implementation Timeline

Complete a 12-month timeline (using the table provided below) addressing each start-up and program implementation milestone that will be achieved.

***NOTE****: All start-up milestones must have a projected completion date within six months of the contract start date, except when otherwise indicated. Assume a July 1, 2018 start date.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start-Up / Program Milestone | Activities | Staff Responsible | Projected Start Date of Activities | Projected Date of Milestone Completion |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Service Tracking and Reporting

Describe your organization’s process for adhering to the service tracking and reporting requirements outlined on page 39 of the RFP. Your description must include how your organization documents services received and ensures accuracy and confidentiality of client records. ***NOTE****: Please include a clear description of the steps from service delivery to data entry into eSHARE.*

1. Quality Assurance

Describe your organization’s system for conducting quality assurance (QA) and continuous quality improvement (CQI) of the services delivered through this service category. Your description must include how you will use data to continually optimize outcomes.

**Section 4 – Program Budget**

* + - 1. Budget – Full 12 months [will *not* be scored, but *required* in order to be eligible for proposal review]
1. ***Note: The service elements table indicates how funds may or may not be used.***
2. The total budget request should be the estimated cost of providing the proposed services for a full 12-month budget period for a full year of operation at capacity – that is exclusive of any start-up period you anticipate during which staff would be hired, services would be ramping up, etc. Clearly indicate an estimated number of individuals who will receive services and provide a clear explanation for how that estimate was derived. There must be a clear correlation between staffing and other personnel services costs and the proposed program activities and projected clients to be served. Submit using the Budget Template provided (*download from RFP website*).

**Attachment A - Organization and Program Information Summary** (*excluded from Proposal Narrative page limit and not scored)*

1. Complete Attachment A – Organization and Program Information Summary by providing the information requested for each item on all tabs/worksheets of the Excel spreadsheet. *Note: Attachment A – Organization and Program Information Summary is available for download with the RFP and required for submission.*