



Staten Island PEP Center of Excellence and PrEP Navigation

Solicitation # 2018.03.HIV.02.01

Request for Proposals (RFP) Pre-Proposal Conference

Welcome!

Please remember to dial in 866-740-1260 Access Code 6196625

The audio portion of the web-conference will begin shortly. The line will remain quiet until then.

March 26, 2018



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Request for Proposals (RFP) Pre-Proposal Conference

**New York City Department of Health
and Mental Hygiene
Bureau of HIV/AIDS Prevention and Control**

March 26, 2018

Webinar Attendees

- Your phones will be muted during the presentation
- Type your questions in the chat box on the lower left corner of your screen during the presentation and we'll address them during the Q & A section
- Slides will be made available with the supplement

Agenda

- Welcome & Introductions
- Service Category Overview
- General Guidelines
- Procurement Logistics & Document Review
- Procurement Timeline & Tips
- Break
- Q&A

Welcome & Introductions

Public Health Solutions

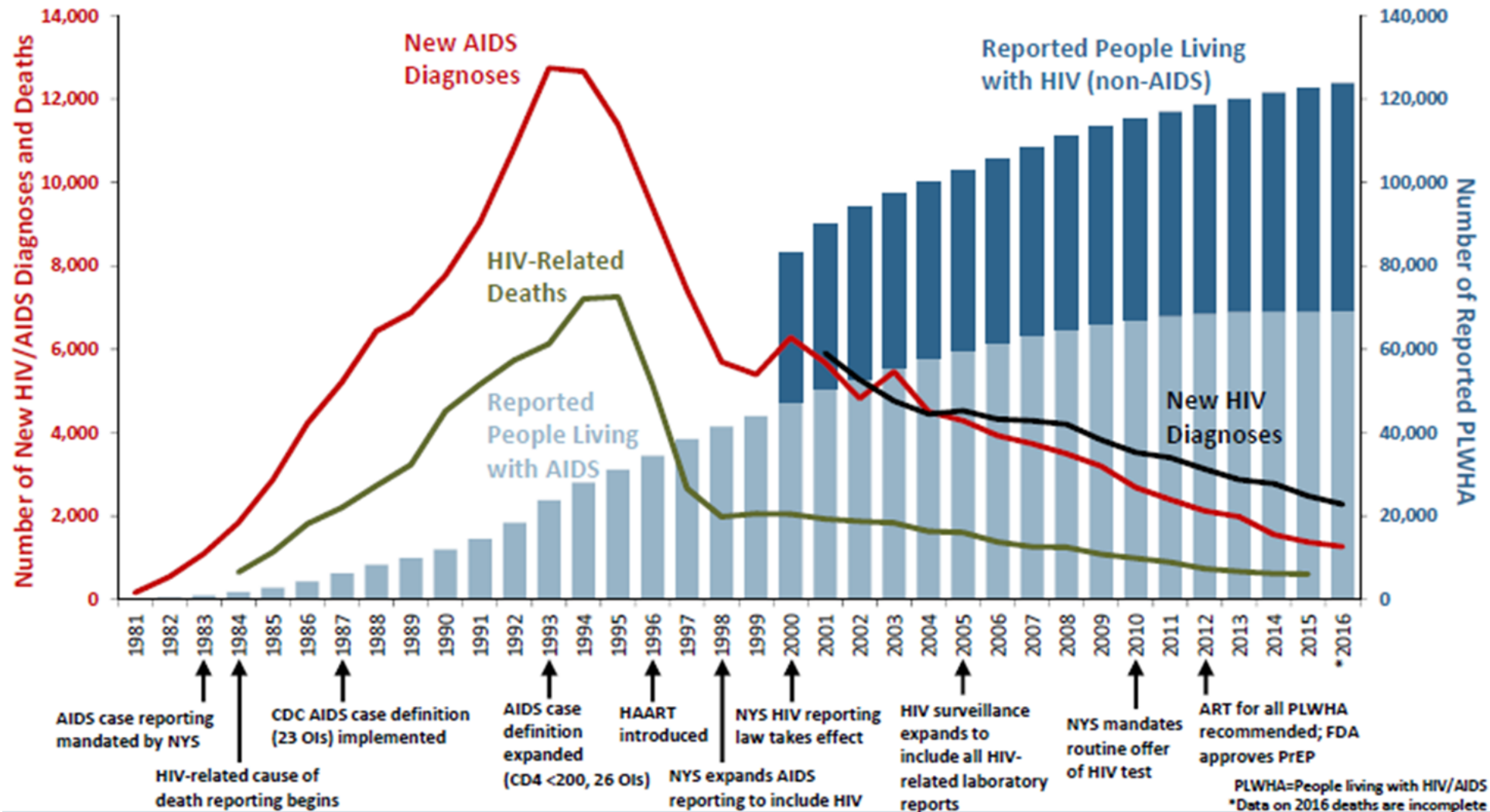
- Operates direct service programs in women's health, early childhood intervention services, HIV prevention and treatment, public health research and evaluation and more; provides management assistance to other non-profits
- Master Contractor for DOHMH (Contracting and Management Services)
- On behalf of DOHMH, issues requests for proposals (RFPs), participates in proposal evaluation and selection process
- Legal holder of contracts
- Negotiates contract terms and monitors contract compliance (jointly with DOHMH)
- Issues payments
- Processes changes to contract terms, including modifications and renewals
- Collects most contract reports

NYC Department of Health and Mental Hygiene

- One of the largest and oldest public health agencies in the world
 - Annual budget of \$1.6 billion
 - More than 6,000 employees throughout the five boroughs
- One of the oldest public health agencies in the US
 - Over 200 years of leadership in the field
- Bureau of HIV/AIDS Prevention and Control (BHIV)
 - The core mission of the is to reduce the incidence of HIV infection among NYC residents and improve the health of residents living with HIV, thereby reducing morbidity and mortality associated with HIV.

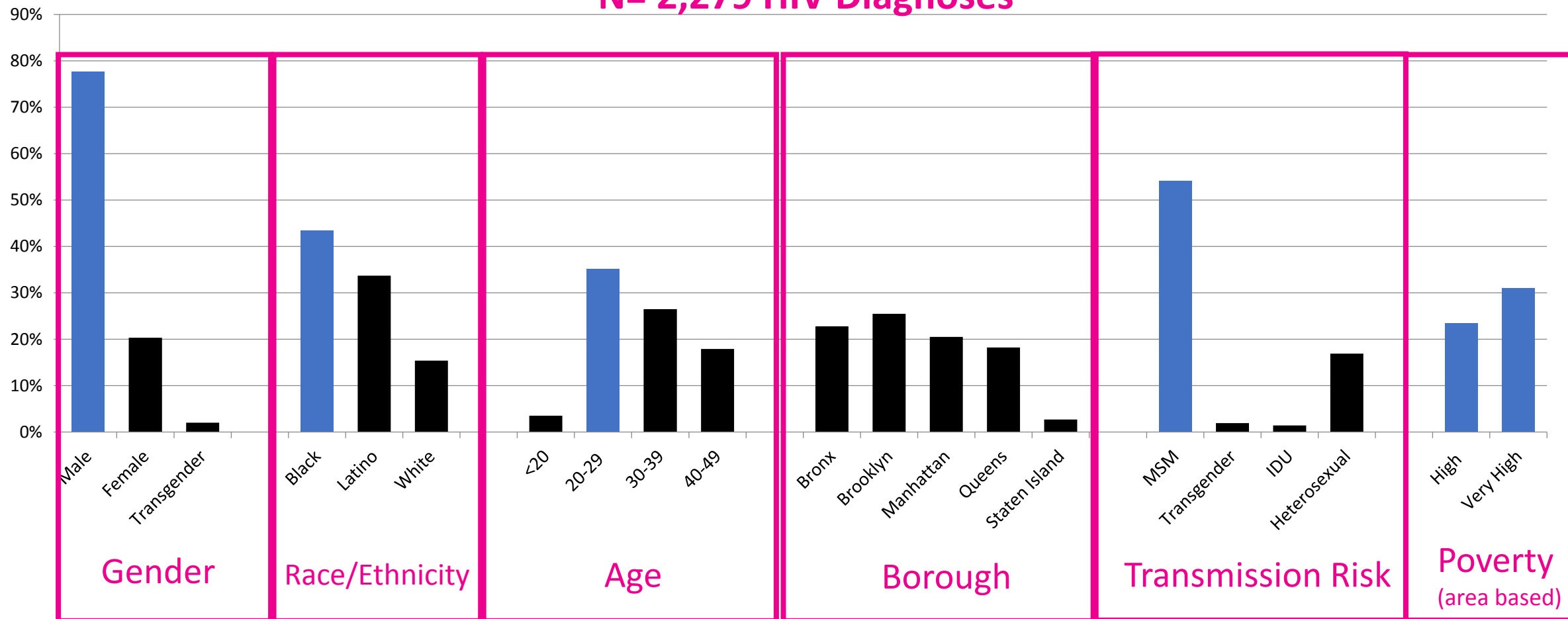
Service Category Overview

History of the Epidemic



New HIV Diagnosis, NYC, 2016

N= 2,279 HIV Diagnoses



New HIV Diagnosis, Staten Island

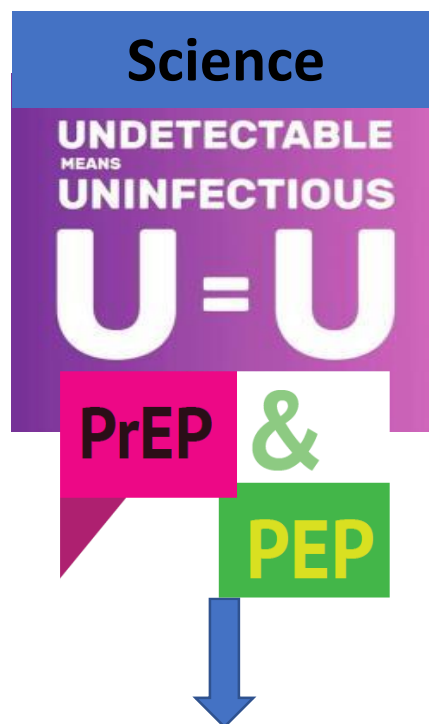
- The epidemiology for new diagnosis in Staten Island is different than the rest of NYC
 - More women are impacted, 30% compared to 20%
 - Percentage of men who identify as gay, bisexual and other MSM is lower at 55% compared to 70%
 - Data suggests messaging needs to appeal to diverse priority populations
- However, the landscape across racial/ethnic categories looks similar:
 - 67% SI residents newly diagnosed were Latino or Black
 - 83% of women were women of color
 - 60% of men were men of color

Ending the Epidemic (EtE): A Recipe

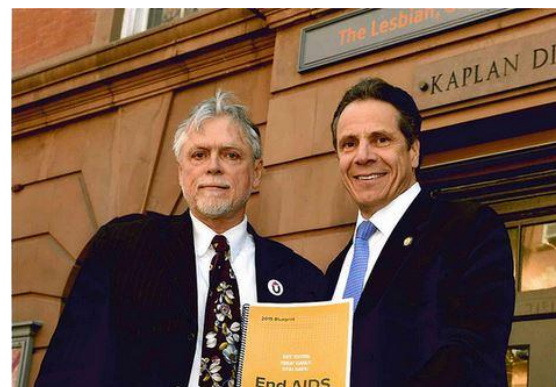
Community



Science



Political Will

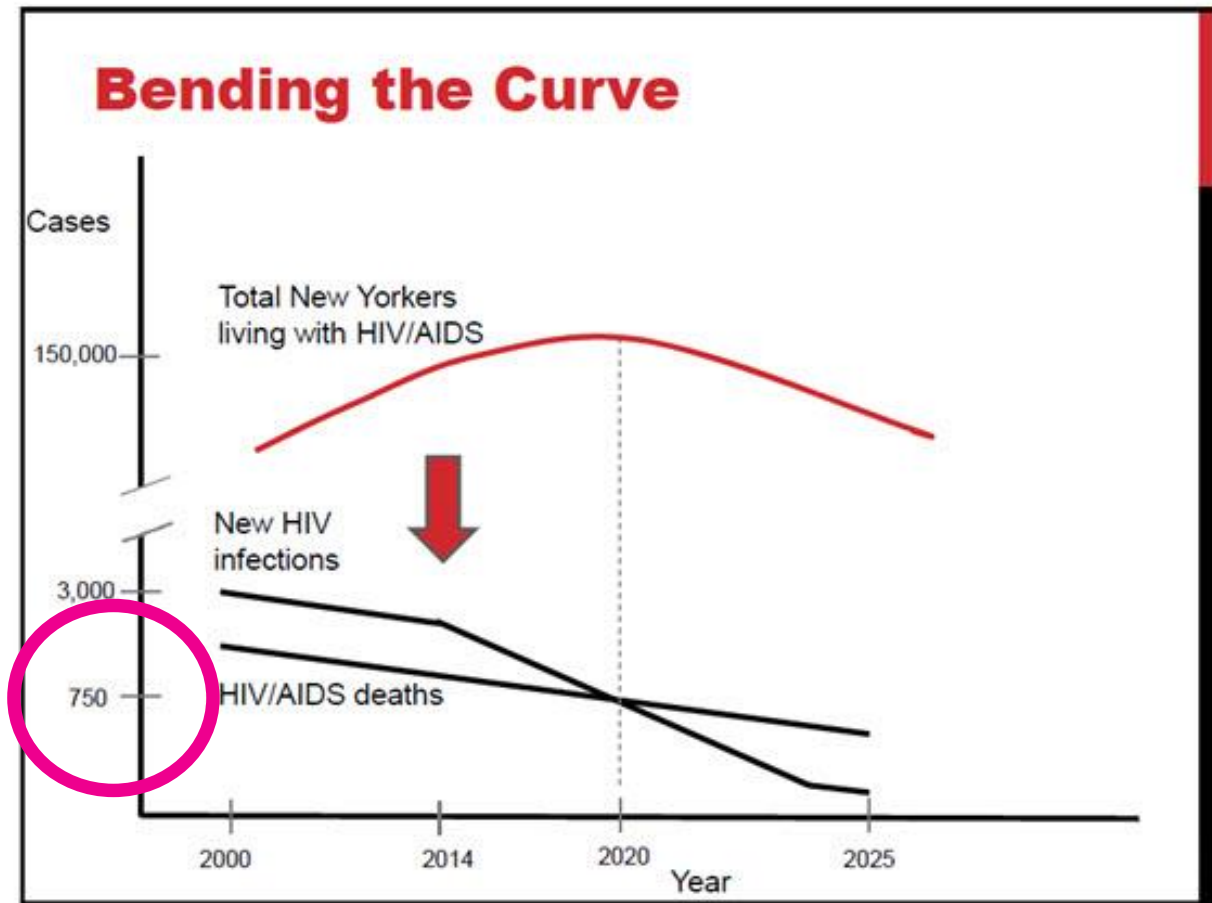


April 2015

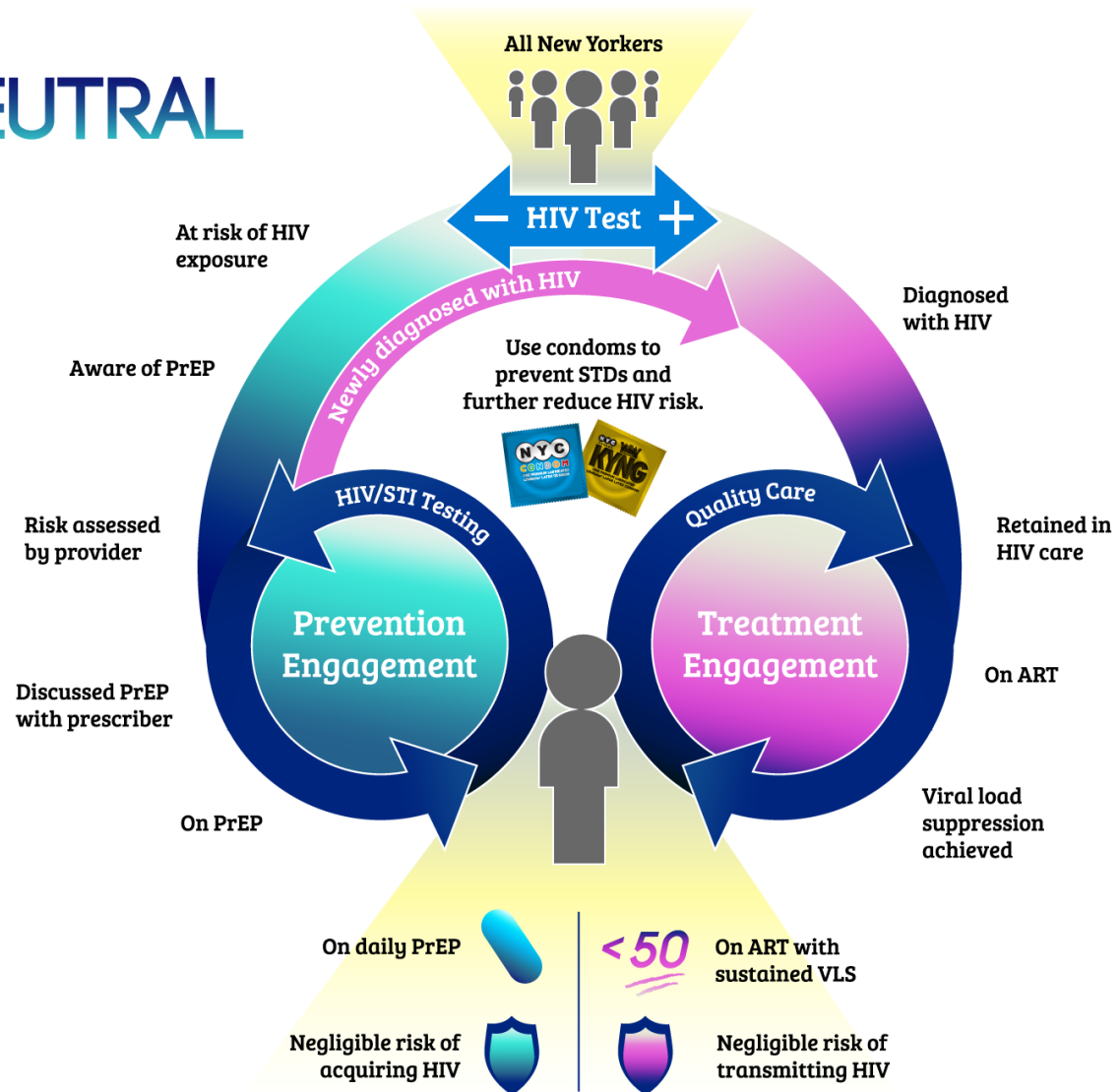


Dec. 2015

What Does Ending the Epidemic Mean?

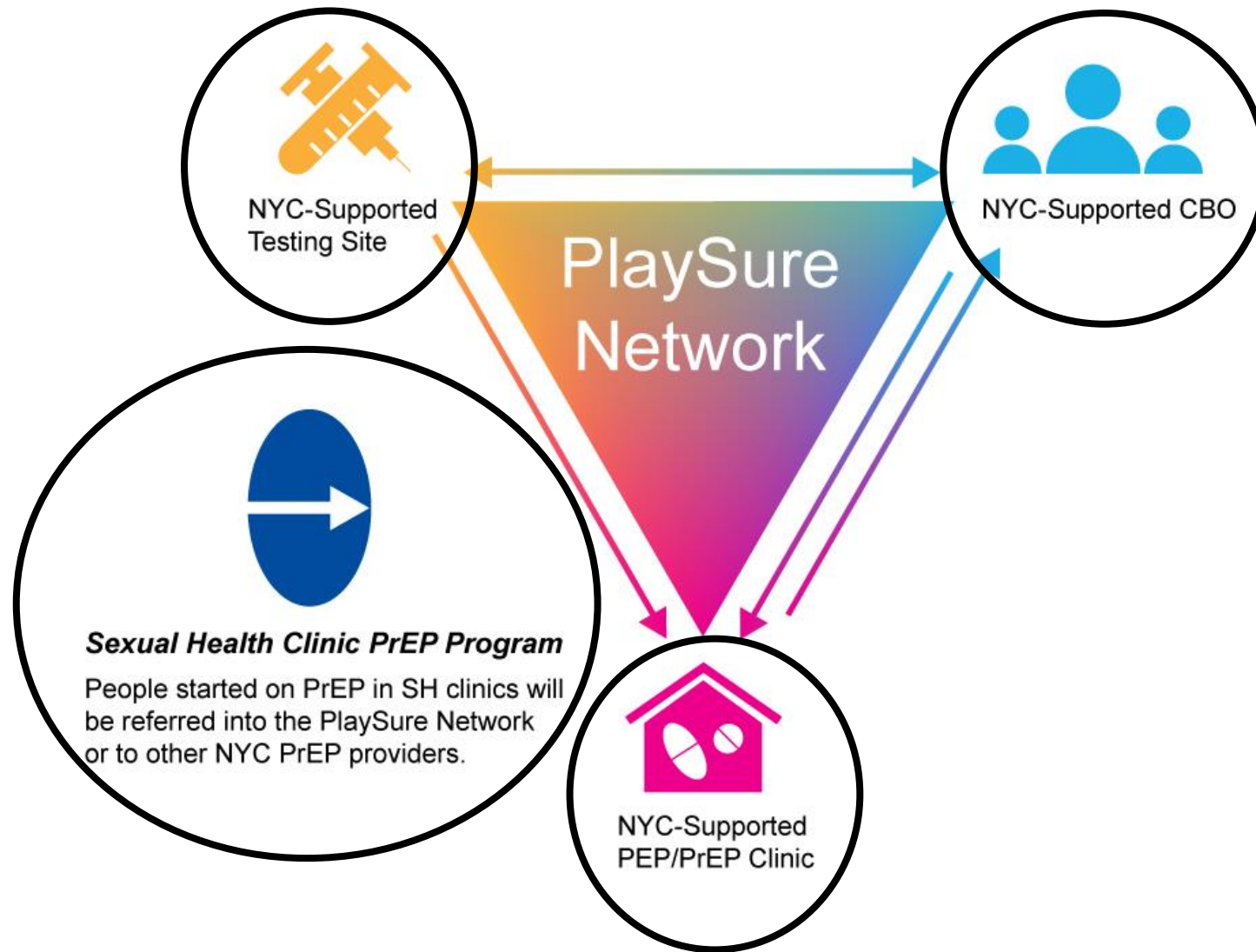


NEW YORK CITY'S HIV STATUS NEUTRAL PREVENTION & TREATMENT CYCLE



People at risk of HIV exposure **taking daily PrEP**
and people with HIV **with sustained viral load suppression** do not acquire or transmit HIV.

Launching PrEP and PEP: The PlaySure Network



Citywide PEP Implementation

PEP Center of Excellence – On Call Clinic

Clinician staffed

Free starter packs
e-prescribed to a 24h
pharmacy

Link to PEP Center next
business day



PEP Centers Of Excellence

Urgent Care Model

Immediate starts
regardless of insurance
status

PrEP Linkage

PrEP and PEP: Staten Island

- BHIV is seeking a clinical site specifically located in Staten Island to support biomedical prevention through evidence-based/evidence-informed interventions for persons at risk
- The program aims to increase timely access to PEP and PrEP and appropriate linkage to care for New Yorkers who might benefit
- Maintain coverage of PEP and PrEP-related services across NYC's five boroughs by funding:
 - An additional PlaySure Network site and an additional PEP Centers of Excellence in Staten Island

Service Category Goals

1. Increase access to immediate emergency PEP medications for HIV-negative individuals with recent HIV risk exposure event
2. Increase access to PrEP for HIV-negative individuals for whom PrEP is indicated, as per guidelines
3. Provide client navigation and support services to ease barriers to uptake and adherence to PrEP/PEP

Service Elements

■ OUTREACH SERVICES

- Targeted Outreach

■ ASSESSMENT AND EDUCATION SERVICES

- H-PLUS
- Brief Intervention
- Intake Assessment
- PrEP Reassessment
- PrEP/PEP Education

■ MEDICATION SERVICES

- PEP Prescription (Medical)
- PEP Starter Pack
- PrEP Starter Pack
- PrEP Prescription (Medical)

Service Elements

■ PEP SERVICES

- PEP Eligibility Assessment
- PEP Initial Medical Visit
- PEP Prescription (Non-Medical)
- PEP Follow-up (Weekly)
- PEP Follow-up (medical): Labs
- PEP Follow-up (30-day)
- PEP Follow-up (90-day)

■ PrEP SERVICES

- PrEP Initial Medical Visit
- PrEP Prescription (Non-Medical)
- PrEP Follow-up (Medical)
- PrEP Follow-up (Non-Medical)

■ TESTING SERVICES

- STI Testing-Gonorrhea
- STI Testing-Chlamydia
- STI Testing-Syphilis
- HIV Screening Test
- HIV Confirmatory Test
- Hepatitis B and C Screening
- Hepatitis C RNA Testing

Service Elements

▪ OTHER MEDICAL SERVICES

- Vaccination
- STI Treatment (Gonorrhea/Chlamydia)
- STI Treatment (Syphilis)

▪ LINKAGE AND SUPPORT SERVICES

- Linkage Facilitation
- Linkage to Services
- Benefits Navigation
- Linkage to Care - 0-14 days
- Linkage to Care - 15-30 days
- Linkage to Care - 31-365 days

Data Reporting Requirements

- The NYC DOHMH and PHS will require the submission of client information and service utilization data through a web-based data system (currently, eSHARE).
- For all funded services, programs will be required to report (as directed by NYC DOHMH) client-level data as listed on pg. 38 of the RFP.
- Contractors will also submit an electronic program narrative report (ePNR) each month. Post award, contractors will receive information that details reporting requirements, including format and submission process.
- The NYC DOHMH and/or PHS will provide training and technical assistance on the use of the data reporting systems and submission of data.

General Guidelines

General Applicant Eligibility

1. Legal incorporation by the State of New York as a not-for-profit corporation;
2. Federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code; and
3. Currently operating in New York City.

Facilities of the NYC Health + Hospitals Corporation, branches of the City University of New York (CUNY) and New York City branches of the State University of New York (SUNY) are also eligible to apply. Other NYC, New York State (NYS), or federal government agencies and for-profit organizations are not eligible for funding through this RFP.

Specific Applicant Eligibility

1. Have an Article 28 license from the New York State Department of Health; and
2. Currently provide clinical services and have a brick and mortar site in Staten Island.

Funding Availability

| Service Category | Available Funding | Anticipated Number of Awards |
|--|-------------------|------------------------------|
| Staten Island PEP Center of Excellence and PrEP Navigation | \$100,000 | 1 |

Reimbursement Method

- Services provided under this service category will be reimbursed using a cost-based methodology. **All services provided to the client must be reported.**

Contract Term

- Contract is expected to begin on July 1, 2018. Initial contract term will be one year with two (2) two-year renewal options.
- Initial and continued funding for contract is contingent upon the availability of funds, satisfactory contractor performance, and continued compliance with all other terms and conditions of the award and agreement.

Procurement Logistics & Document Review

Proposal Submission Process

- Refer to Proposal Checklist and Proposal Format Guidelines when preparing submission.
- Proposals must be submitted via the Contracting Portal on the Public Health Solutions website: <https://mer.healthsolutions.org>
- One copy of the complete proposal, including one set of required administrative documents, must be submitted **by 2:00pm on April 19, 2018.**
- Proposals sent by hard copy or email will **NOT** be considered as submitted.

Required Components of a Complete Proposal

1. **Proposal Checklist** signed/dated by CEO/Executive Director/President- confirm eligibility and components included in your proposal package
2. **Organization Information Cover Sheet** (MS Word) – *Proposal contacts listed here are contacted, if needed, by PHS for proposal follow up*
3. **Proposal Narrative** and all attachments referenced in Narrative section
4. **Attachment A** – Program Information (MS Excel)- *Will be reviewed*
5. **Budget Form** (MS Excel) - *Will be reviewed*
6. **Organization Chart for Proposed Program** - Applicants may submit an organization chart as an additional document, but this requirement specifies organization chart for the proposed program.
7. **Curricula Vitae or Resumes of Key Staff** (leadership and program level)
8. If any, **Linkage Agreement/Memorandum of Understanding/Memorandum of Agreement (LA/MOU/MOA)** with collaborative partner organization(s)
9. **Proposal Format Form**– Proposal format expectations, including maximum page limit and document naming convention

Attachment A

Provide the information requested on each worksheet of Attachment A

- **Program Information:**
 - ☐ Organizational Summary
 - ☐ Organizational Experience
 - ☐ Organizational Protocols
- **Program Staff:** In addition to the required organization chart, complete this worksheet for all proposed staff, including titles and roles, and languages spoken by staff
- **Target Geographic Area:** where applicant will target clients for proposed program, where populations served reside and projected priority zip codes where proposed clients will reside
- **Service Site Locations:** sites where proposed services will be provided and administrative office location

Budget Form

Budget pages – Summary, Personnel Services, Fringe Benefits, Travel, Equipment, Supplies, Other, Consultant, Admin Calculation, and Admin Certification

Completion of the Forms:

- Complete only areas shaded yellow
- Estimated cost of providing the proposed services for a full 12-month budget period - assume a full year of operation at normal capacity, post-start-up
- Justify each budgeted line-item:
 - clearly explain how your line-item cost estimates were derived (include cost allocation methodology)
 - relationship between the proposed costs and program activities
- Refer to instruction document for additional guidance to complete the budget forms and a list of unallowable costs

Administrative Documents of a Complete Proposal

- *Internal Revenue Service 501(c) (3) determination letter
- *New York State Certificate of Incorporation (full copy, including any amendments)
- *Current Board of Directors List
- *Most recent audited annual Financial Statement; if total expenditures of federal funding exceed \$750,000 a year, a Single Audit report
- *Article 28 License from the New York State Department of Health
- Board of Directors' Statement – written on your letterhead and signed by the Chair/President or Secretary of the Board of Directors
- Government Contracting Experience/References

Refer to “Sharing Documents in Vault to PHS” for instructions (available for download on PHS website: <https://www.healthsolutions.org/get-funding/request-for-proposals/>)

HHS Accelerator

- Online system managed by the City as a service to providers:
 - Establish a basic organizational profile and submit critical background documents for prequalification prior to competing for direct City funding;
 - Document Vault - store and share key organizational documents with the City and other funders;
 - To share documents, you must have an active HHS Accelerator Account and elect to share documents with Public Health Solutions.

Email info@hhsaccelerator.nyc.gov or visit www.nyc.gov/hhsaccelerator

PHS Contracting Portal

- Same portal used by existing contractors for reporting expenditure (eMER) and/or narrative (ePNR) data.
- Only one person may create & submit a proposal per organization.
- Login:
 - If you have been named on a Contract Contact Verification Form (CCVF), use existing account.
 - If not, please email RFPLoginrequest@healthsolutions.org to request a login at least two weeks prior to the proposal due date.
 - Individuals submitting proposals should familiarize themselves with the portal, at least one week prior to the proposal due date.
 - All should ensure they have a working login and get familiar with the portal upload area well in advance of the proposal due date.

Procurement Timeline & Tips

Timeline

- Deadline for written inquiries: **March 27, 2018, 5:00pm EDT**
- Notice of intent to respond: **April 12, 2018, 5:00pm EDT**
- **Deadline for proposal submission: April 19, 2018, 2:00pm EDT**
- Expected timing of award notification: **June 2018**
- Contract Start Date: **July 1, 2018**

Supplement to the RFP

- Supplement posted online
 - Send notification when it's available for download
 - Will be posted on PHS website upon release: <https://www.healthsolutions.org/get-funding/request-for-proposals/>
- Notification of any changes/updates
 - Email will be sent to all who download the RFP and attended today's conference
- Includes Pre-proposal Conference Q&A summary, PowerPoint slides and responses to email inquiries

Proposal Tips

- Read the RFP in its entirety several times
- Stay within the page limit as stated for each category
- Strongly encouraged to provide answers in the same order that questions are asked in the Proposal Evaluation Criteria of the RFP (pg. 33-34)
- Decide on the size of your proposed program within the stated anticipated funding range
- Use the proposal checklist carefully

Proposal Tips, Continued

- Make sure your Budget justification is sufficiently detailed and supports your proposal
- Do not submit additional documents/information not specifically requested
- Submit via Contracting Portal only
- Submit documents in the format provided via the RFP (Budget *via excel*, Attachment A *via excel*, Organization Information Cover Sheet *via word*, etc.)

Review and Selection Process:

- Proposal Review
 - Evaluated and scored by three reviewers independently
- Contract Award Determination
 - Awards made in rank order
 - Right to fund out of order to ensure:
 - Adequate geographic distribution of services
 - Services targeted to priority populations identified in RFP
- DOHMH makes final award decisions

Contact Information

- **RFP Contact:**
 - Mayna Gipson, Director of Contracts Management

SIPEPandPrEPRFP@healthsolutions.org

***All inquiries must be made in writing
to this email address.***

Break

Questions