

Unity Project: PrEP for Adolescents

Solicitation #: 2019.01.HIV.01.01

Request for Proposals (RFP) Pre-Proposal Conference

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

January 23, 2019

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.**

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
- RFP Background
- Service category overview
- 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

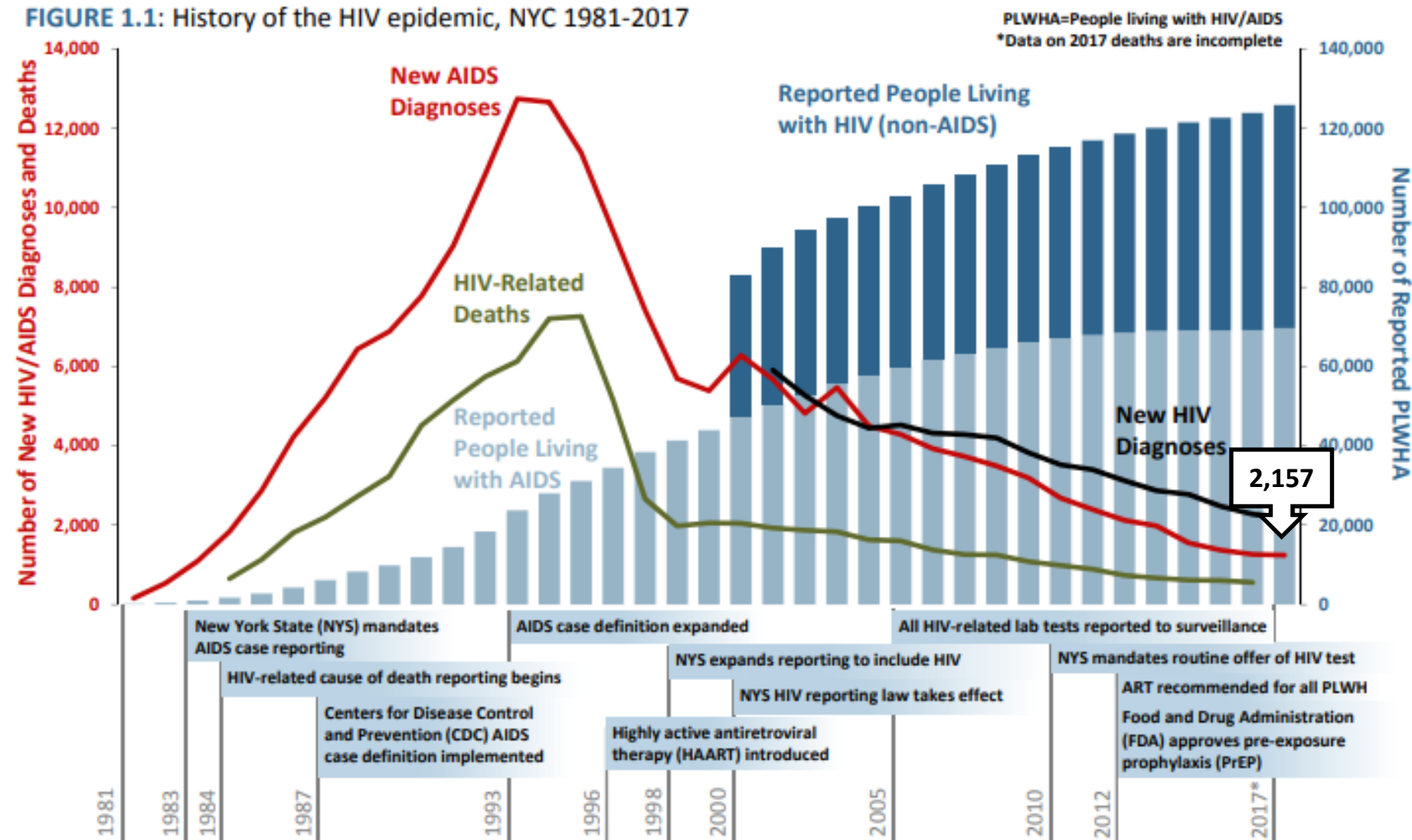
NYC Department of Health and Mental Hygiene

- 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.

RFP Overview

Unity Project: PrEP for Adolescents

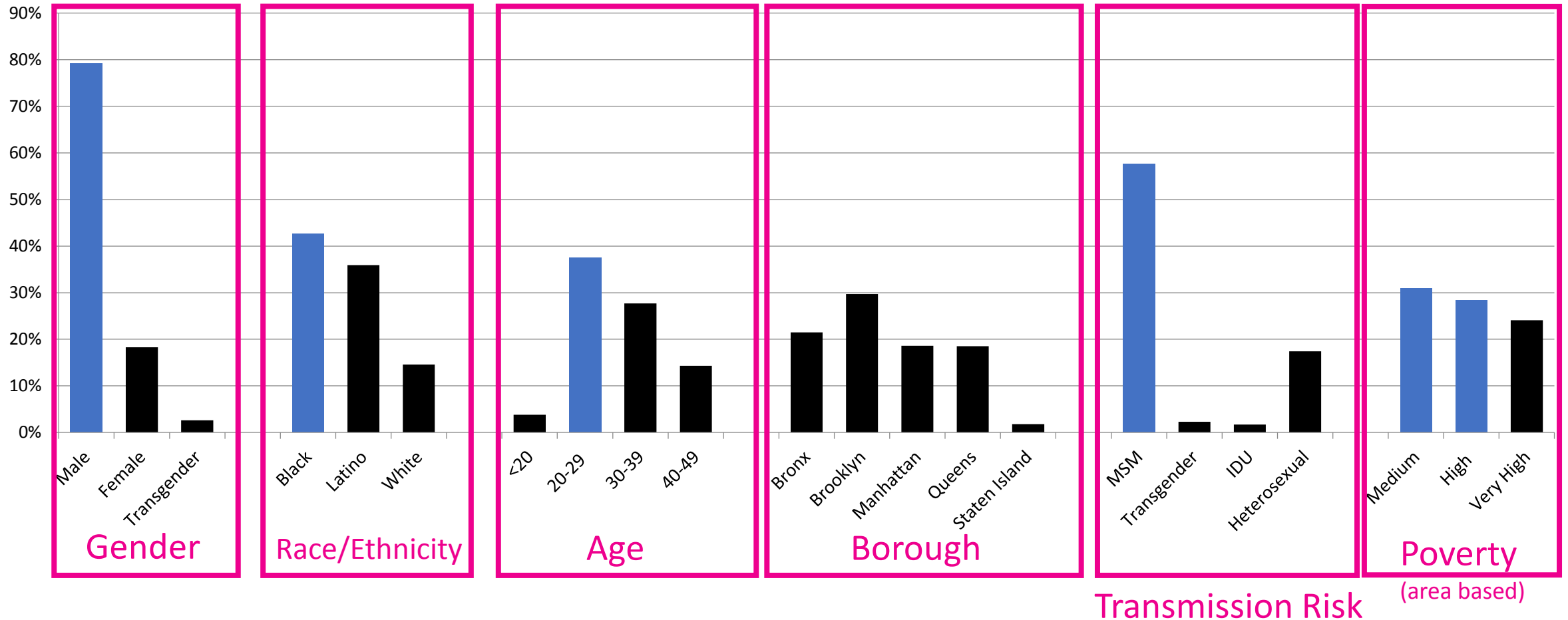
History of the Epidemic



Source: NYC Dep't of Health & Mental Hygiene, HIV Surveillance Annual Report, 2017 (Dec 5, 2018), available at <https://www1.nyc.gov/assets/doh/downloads/pdf/dires/hiv-surveillance-annualreport-2017.pdf>

New HIV Diagnosis, NYC, 2017

N= 2,157 HIV Diagnoses



HIV and Adolescents (13-24 years)

- In 2016, adolescents between 13 to 24 years old comprised 17.7% of new HIV diagnoses in NYC
 - 84% of these new diagnoses were among Black and Latinx adolescents, 70% of whom were MSM
 - From 2012-2016, 44% of all transgender people diagnosed with HIV in NYC were adolescents (13-24 years), and of adolescents, 95% were Black or Latinx

The NYC Unity Project

- The NYC Unity Project is the City's multi-agency strategy to deliver unique services to young people who are lesbian, gay, bisexual, transgender, or questioning their sexual orientation or gender identity (LGBTQ)
 - Services include:
 - Family Support
 - School and education
 - Healthcare and wellness
 - Counseling and mental health
 - Housing
 - Employment
- In 2018, First Lady Chirlane McCray announced additional investment in 2 new PrEP for Adolescents clinical sites in Harlem and Central Brooklyn



PrEP/PEP and Adolescents (13-24 years)

- HIV biomedical prevention methods for adolescents have been limited in the past
 - Significant progress was made in 2018!
 - NYS Sanitary Code allows minors to consent to PrEP, PEP, and treatment without parental or guardian notification or consent
 - FDA expands approval of Truvada for PrEP to adolescents weighing at least 35 kg

- Despite recent policy and guideline updates, providing PrEP and PEP for adolescents is still a challenge
 - The adolescent context is unique
 - Adolescents may need additional support with adherence
 - HIV prevention programs must deliver culturally-responsive and age-appropriate services to be successful

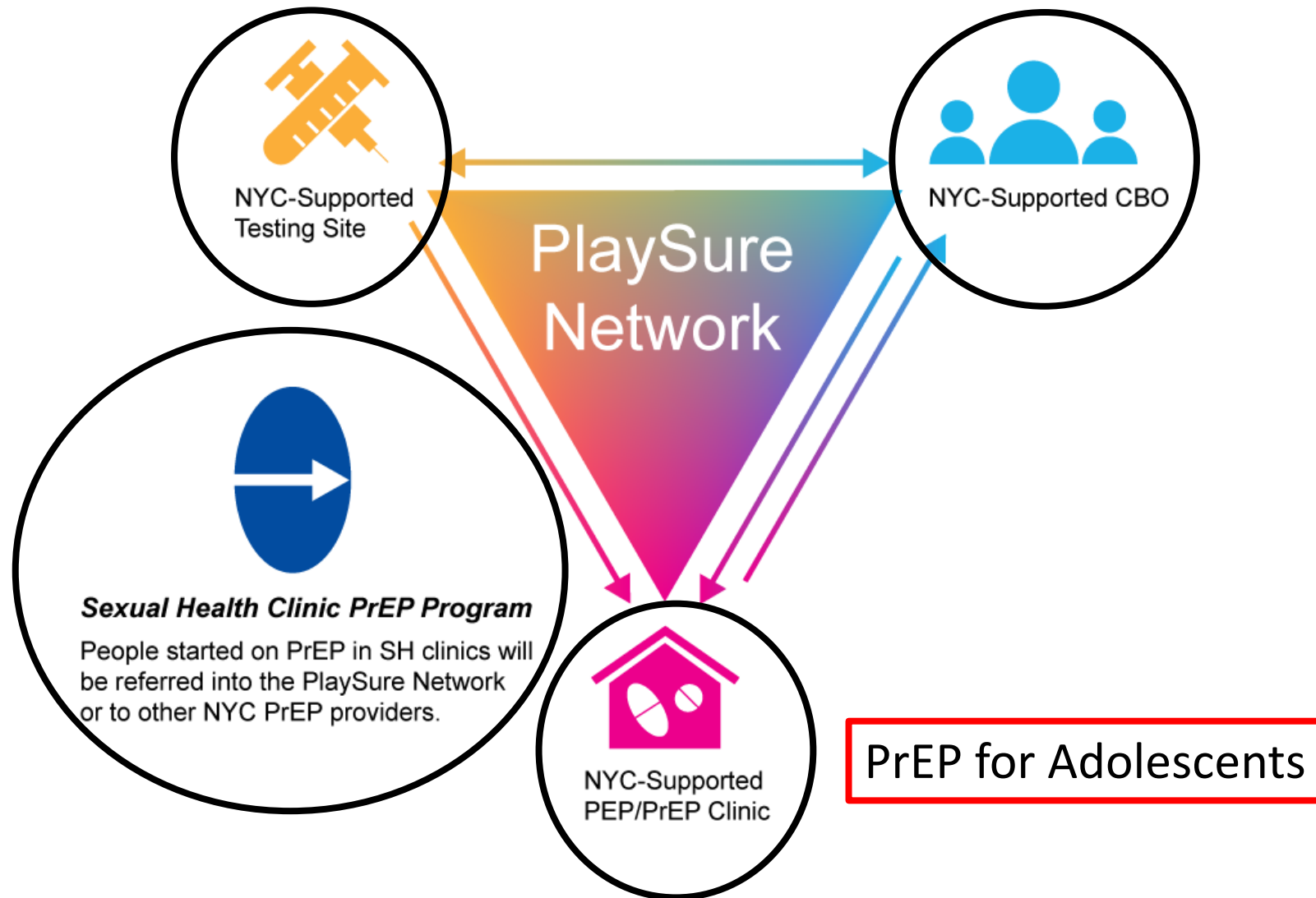
PrEP for Adolescents

- BHIV is seeking to establish two clinical sites, one specifically located in Central Brooklyn and one in Harlem, to support HIV biomedical prevention through evidence-based/evidence-informed interventions for adolescents (13-24 years)
- The program aims:
 - To outreach to and provide PrEP and/or PEP LGBTQ youth-friendly navigation and additional support services to adolescents (13-24 years) who might benefit
 - To increase timely access to PEP and PrEP and appropriate linkage to care for adolescents (13-24 years) who might benefit

Service Category Goals

1. Engage HIV-negative adolescents (13-24 years), especially those who identify as LGBTQ, in biomedical HIV prevention services
2. Provide patient navigation and support services to reduce the behavioral health, structural, financial, and psychosocial barriers related to HIV prevention

PrEP for Adolescents and The PlaySure Network



Service Elements

▪ **OUTREACH SERVICES**

- Targeted Outreach
- Media Outreach

▪ **ASSESSMENT AND EDUCATION SERVICES**

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

▪ **MEDICATION SERVICES**

- PEP Starter Pack/ PEP Medication
- PrEP Starter Pack

Service Elements

■ PEP SERVICES

- PEP Eligibility Assessment
- PEP Initial Medical Visit
- PEP Prescription (Non-Medical)
- PEP Follow-up (Non-Medical): 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 Prescription (Medical)
- PrEP Follow-up (Medical)
- PrEP Follow-up (Non-Medical)

■ TESTING SERVICES

- STI Testing-Gonorrhea/Chlamydia
- STI Testing-Syphilis
- HIV Testing
- HIV Confirmatory Test

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

General Guidelines

General Applicant Eligibility (for the proposed program service site)

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 a brick-and-mortar clinical site (proposed program service site) that is open and able to provide clinical services a minimum of five days a week (Monday-Sunday) for at least 5 hours a day in one of the Central Brooklyn or Harlem ZIP codes listed in Table 2: High Priority Area ZIP Codes; and
4. Have an Article 28 license from the New York State Department of Health for the proposed program service site.

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. Subcontracting with governmental agencies is not allowed.

Both the applying organization and any partner organization(s) are to meet the criteria listed above.

To be eligible for funding, applicants must also:

1. Have at least 12 months of experience working , with adolescents (13-24 years).*
2. Not be funded as of December 1, 2018 by the NYC DOHMH, via Public Health Solutions, to provide PrEP for Adolescents (ADL).
3. Have at least 12 months of direct experience providing PrEP AND PEP to HIV-negative adolescents (13-24 years) **by the proposal due date of February 14, 2019.**
4. Have extensive experience collaborating with other organizations that serve adolescents (13-24 years) (either CBOs or clinic sites) as evidenced by:
 - a) At least 12 months of collaboration/partnership; and
 - b) A Linkage Agreement (LA) / Memorandum of Understanding (MOU) / Memorandum of Agreement (MOA) with at least two collaborative partner organization which includes a detailed description of how the two organizations interact (i.e., in terms of activities and processes).
5. Be a PrEP-AP provider or will obtain one prior to the contract start date of April **± 15, 2019.**

All criteria above must be met at the proposed program service site

Funding Availability

Service Category	Funding Year	Budget Period	Approximate Funding Ranges per Award	Anticipated # of Awards
PrEP for Adolescents	1	April 1 15, 2019 – June 30, 2019	\$45,000 - \$50,000	2*
	2	July 1, 2019 – June 30, 2020	\$200,000	
	3	July 1, 2020 – June 30, 2021	\$200,000	

**This RFP will make all efforts to fund at least one award in Central Brooklyn and one in Harlem, as defined by the ZIP codes in Table 2: High Priority Area ZIP Codes..*

Data Reporting Requirements

- Awarded organizations must comply with all NYC DOHMH, Public Health Solutions and as applicable, Health Resources and Services Administration (HRSA) and/or Centers for Disease Control and Prevention (CDC) data reporting requirements.
- The NYC DOHMH and Public Health Solutions will require the submission of client information and service utilization data through the Electronic System for HIV/AIDS Reporting and Evaluation (eSHARE).
- Contractors will be required to enter client-level data into eSHARE for all funded services (as directed by NYC DOHMH) as listed on pg. 47 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 Public Health Solutions will provide training and technical assistance on the use of the data reporting systems and submission of data.

Reimbursement Method

- Services provided under this service category will be reimbursed using a combination of deliverables-based and fee-for-service payment methodology.

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 February 14, 2019.**
- Proposals sent by hard copy or email will **NOT** be considered as submitted.

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.

Required Components of a Complete Proposal

- Proposal Checklist – signed and dated by the CEO/Executive Director/President
 - Organization Information Cover Sheet
 - Proposal Narrative **and** all attachments referenced in the Proposal Narrative section
 - Attachment A – Organization and Program Information Summary
 - Applicant Eligibility
 - Organization and Program Information
 - Organization Staff
 - Geographic Area and Service Site
 - Priority Populations
 - Budget including Budget Justification (*must be submitted in MS Excel*)
- Organization Chart for Proposed Program
 - Curricula Vitae or Resumes of Key Staff (leadership and program level)
 - Linkage Agreement (LA) / Memorandum of Understanding (MOU) / Memorandum of Agreement (MOA) with at least two collaborative partner organizations which includes a detailed description of how the two organizations interact (i.e., terms of activities and processes)
 - Proposal Format Form

Proposals missing the Proposal Narrative section or the Budget may be deemed non-responsive and ineligible for review.

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

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/>)

Attachment A

Provide the information requested on each worksheet of Attachment A

- Applicant Eligibility
- Organization & Program Information
- Organization Staff
- Geographic Area & Service Site
- Priority Populations

Budget Form

Budget pages – MRA Computation, 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

Procurement Timeline & Tips

Timeline

- Deadline for written inquiries: **January 23, 2019, 5:00pm EST**
- Notice of intent to respond: **February 7, 2019, 5:00pm EST**
- **Deadline for proposal submission: February 14, 2019, 2:00pm EST**
- Expected timing of site visits: **Mid March 2019**
- Expected timing of award notification: **Late March 2019**
- Contract Start Date: **April 15, 2019**

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 section and overall
- Strongly encouraged to provide answers in the same order that questions are asked in the Proposal Evaluation Criteria of the RFP (starts on pg. 39)
- 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
- Ensure value of proposed services and budget total match and are within the allowable funding range
- 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
 - The evaluation criteria include:
 - A written Proposal Narrative (100% of total score).
 - ~~The Site Visit Assessment will be conducted for the top 2-3 proposal narrative-scoring applicants in each neighborhood, as applicable.~~
 - We plan to conduct site visits for all eligible applicants, however, NYC DOHMH and Public Health Solutions reserve the right to conduct site visits for at least the top 2-3 proposal narrative-scoring applicants in each neighborhood, depending on the number of eligible applicants.
 - Final award decisions will be determined based on the Proposal Narrative score (40%) and a Site Visit assessment score (60%), both based on the guidance set below.
- 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

UnityProjectRFP@healthsolutions.org

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

Break

Questions