

CUYAHOGA COUNTY BOARD OF HEALTH

REQUEST FOR PROPOSALS

RFP # 2022-02

ISSUED **June 21, 2022**

RFP TITLE: **Ending the HIV Epidemic: Community Advisory Group
Facilitator**

Issuing Department: Administration
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
(216)201-2000

Sealed proposals will be received until: July 19, 2022 at 10:30 a.m.

All inquiries should be directed to: Judy V. Wirsching, CFO
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
(216) 201-2001 ext. 1103

ALL RESPONSES SHALL BE MARKED AS

“SEALED BID”

“REQUEST FOR PROPOSALS”

Ending the HIV Epidemic: Community Advisory Group Facilitator

**PROPOSALS ARE TO BE MAILED OR HAND-DELIVERED DIRECTLY TO THE
ISSUING DEPARTMENT SHOWN ABOVE. ANY PROPOSAL RECEIVED AFTER
THE TIME AND DATE SPECIFIED ABOVE WILL BE RETURNED UNOPENED.**

PUBLIC NOTICE
REQUEST FOR PROPOSALS FOR
ENDING THE HIV EPIDEMIC PREVENTION GRANT

RFP# 2022-02

The Cuyahoga County Board of Health is now soliciting sealed proposals for a facilitator to lead its Ending the HIV Epidemic Advisory Group in a strategic planning process and track progress of the Cuyahoga County EHE Plan (<https://www.ccbh.net/endinghiv/>). Completed proposals must be submitted to the Cuyahoga County Board of Health, 5550 Venture Drive, Parma, Ohio 44130 no later than 10:30 A.M. local time on July 19, 2022.

A pre-proposal conference is scheduled for June 28, 2022 at 10:30 A.M. utilizing the CCBH Microsoft Teams platform. Attendance is strongly recommended but not mandatory.

Pre-proposal conference details along with this notice and proposal may be viewed at the following Board website: www.ccbh.net by clicking on the “Business” tab on the home page. Questions prior to the pre-proposal conference must be emailed to bidquestions@ccbh.net.

Judy V. Wirsching, CFO

Published in the Cleveland Plain Dealer on Tuesday, June 21, 2022.

I. PROPOSAL INFORMATION

A. Background Statement

The Cuyahoga County Board of Health (CCBH) has applied for funding from the Ohio Department of Health (ODH) for fiscal years 2021 to 2025 (through 7/31/2025) to implement the Ending the HIV Epidemic (EHE) Prevention program in Cuyahoga County. The prevention services will prioritize groups who experience a disproportionate burden of disease or health outcome, which are determined by the local HIV epidemiology, along with CDC guidelines. The priority population groups include but are not limited to men who have sex with men (MSM), Black Non-Hispanic and Hispanic/Latino MSM, Youth (ages 13-24) and people who inject drugs.

The Ending the HIV Epidemic initiative focuses on four key strategies that, implemented together, can end the HIV epidemic in the U.S.: Diagnose, Treat, Prevent, and Respond. Cuyahoga County was identified as one of the 57 priority jurisdictions in U.S. that account for more than half of new HIV diagnoses. The 10-year initiative aims to end the HIV epidemic in the United States by reducing transmission by 75% by 2025 and 90% by 2030.

EHE counties will strategically advance local activities to *diagnose* all persons with an HIV infection as early as possible, rapidly *treat* persons with HIV infection to reach viral suppression, *prevent* new HIV transmission by using evidence-based, proven interventions and quickly *respond* to potential HIV clusters and outbreaks to interrupt disease transmission and ensure prevention and treatment services are provided to persons who need them.

The purpose of the EHE Advisory Committee was to guide the formation of the county-wide [EHE plan](#). Committee members shared their knowledge and expertise throughout the plan development, planned stakeholder engagement, connected with stakeholder groups, lent their knowledge and lived experience, developed and revised strategies and adopted the final EHE plan.

The EHE Advisory Committee members are grantee partners, key community stakeholders and members from priority groups including PLWH (people living with HIV); all driven to end the HIV epidemic through shared goals of ending the HIV epidemic by 2030.

The funding for this Request for Proposal is contingent upon CCBH being awarded appropriated funds.

B. Proposal Format

The Board discourages overly lengthy and costly proposals. In order for the Board to evaluate proposals fairly and completely, bidders should follow the format set forth herein and provide all of the information requested.

Proposals that do not adhere to these formatting requirements may be considered non-responsive. Proposals should be submitted in a sealed envelope with the name of the bidder and the relevant RFP name and number on the front.

Responses must be submitted with one (1) original and five (5) copies in addition to one (1) electronic document of the proposal with all required information. All proposals submitted will become the property of the Board and will not be returned.

Proposals must remain open and valid for ninety (90) days from the opening date, unless the time for awarding the contract is extended by mutual consent of the Board and the bidder.

C. Need Statement

The Cuyahoga County Board of Health is accepting proposals for a **12**-month budget period beginning August 1, 2022 through July 31, 2023 with potential funding for 2 additional years to assist with reengagement of the EHE community advisory group, recruitment of new members and create an EHE implementation plan for 2022-25 and/or revise the current Cuyahoga County EHE plan. The facilitator will also assist with convening members, facilitation of meetings and assisting with monitoring the progress towards reaching the county's shared goals of ending the HIV epidemic. The funding is contingent upon the Cuyahoga County Board of Health receiving funding from the Ohio Department of Health. The total amount available for all proposals for the twelve-month period is \$65,000. The Board will select one applicant to lead planning and facilitation of the EHE Community Advisory meetings and track progress of the Cuyahoga County EHE Plan.

II. PROJECT SPECIFICATIONS

The following items apply to the overall implementation of the EHE prevention program.

A. Procedures for grant administration:

Uniform administration of the Cuyahoga County Board of Health EHE Prevention grant funded by ODH grants is governed by the ODH Grants Administration Policies and Procedures (OGAPP) manual. This manual must be followed to ensure adherence to the rules, regulations and procedures for preparation of all sub-grantee applications. The OGAPP manual is available on the ODH website <http://www.odh.ohio.gov>.

B. Qualified Applicants:

The following criteria must be met for grant applications to be eligible for this opportunity:

1. Applicant doesn't owe funds in excess of \$1,000 to SCPH or ODH.
2. Applicant isn't certified to the Attorney General's (AG's) office.

C. Freedom of Information Act:

The Freedom of Information Act (5 U.S.C.552) and the associated Public Information Regulations require the release of certain information regarding grants requested by any member of the public. The intended use of the information will not be a criterion for release. Grant applications and grant-related reports are generally available for inspection and

copying except that information considered being an unwarranted invasion of personal privacy will not be disclosed. For guidance regarding specific funding sources, refer to: 45 CFR Part 5 for funds from the U.S. Department of Health and Human Service.

D. Special Condition(s):

Responses to all special conditions must be submitted to the EHE Prevention Program within 30 days of receipt of the NOA. The 30 day time period, in which the sub-grantee must respond to special conditions, will begin once the NOA is issued. Failure to submit satisfactory responses to the special conditions or a plan describing how those special conditions will be satisfied will result in the withholding of any payments until satisfied.

E. Unallowable Costs: Grant funds **may not** be used for the following:

1. To advance political or religious points of view or for fund raising or lobbying;
2. To disseminate factually incorrect or deceitful information;
3. Consulting fees for salaried program personnel to perform activities related to grant objectives;
4. Bad debts of any kind;
5. Contributions to a contingency fund;
6. Entertainment;
7. Fines and penalties;
8. Membership fees -- unless related to the program and approved by ODH;
9. Interest or other financial payments (including but not limited to bank fees);
10. Contributions made by program personnel;
11. Costs to rent equipment or space owned by the funded agency;
12. Inpatient services;
13. The purchase or improvement of land; the purchase, construction, or permanent improvement of any building;
14. Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds;
15. Travel and meals over the current state rates (see OBM website: <http://obm.ohio.gov/MiscPages/Memos/default.aspx> for the most recent Mileage Reimbursement memo.)
16. Costs related to out-of-state travel, unless otherwise approved by ODH, and described in the budget narrative;
17. Training longer than one week in duration, unless otherwise approved by ODH;
18. Contracts for compensation with advisory board members;
19. Grant-related equipment costs greater than \$1,000, unless justified in the budget narrative and approved by ODH;
20. Payments to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants;
21. Promotional Items;
22. Office Furniture (including but not limited to desks, chairs, file cabinets) unless otherwise stated;

23. Syringes for Syringe Service Programs (PS20-2010).

Vendor will not receive payment from CCBH with ODH grant funds used for prohibited purposes. CCBH has the right to recover funds paid to Vendor for purposes later discovered to be prohibited.

SECTION I – INTRODUCTION (5 points)

A. Cover Page

This must include the RFP title, RFP number, complete bidder name and mailing address as shown in Appendix 6.

B. Cover Letter

Proposal Cover Letters should include a brief overview of the services being proposed and must include the telephone number of the person the Board should contact regarding the proposal.

Proposals must confirm that the bidder will comply with all the provisions of this RFP. Any exceptions to the Board contract general terms and conditions should be discussed here.

The bidder must provide a brief description of the organization including history; number of years your organization has been in business; type of services you provide; legal status of bidder organization, i.e. corporation, partnership, sole proprietor; Federal Tax ID and Unique Entity ID. The bidder must submit a copy of its most recent audited or compiled financial statements, with the name, address and telephone number of a contact in the company's principal financing or banking organization. The financial statements must have been completed by a Certified Public Accountant.

An agency representative authorized to make contractual obligations must sign the cover letter.

C. Table of Contents

Provide sufficient detail so reviewers can locate all the important elements of your document readily. Identify each section of your response as outlined in the proposal package.

D. Executive Summary

Provide a high level overview of your services, the distinguishing characteristics of your proposal and the ability of your agency to provide accompanying services related strategic planning and facilitation.

SECTION II - PROJECT NARRATIVE (20 points)

A. Description of Applicant/Experience/Qualifications:

Description of relevant experience, including subject matter expertise and experience in facilitation and strategic planning.

Discussion of your approach to the strategic planning process and how health disparities and health equity will be addressed.

Describe history of successful engagement with the priority groups and plans to formalize relationships with non-traditional partners.

Describe the adequacy of staff, equipment, research tools and administrative resources; quality and appropriateness of technical or support staff; and past performance of the applicant relevant to this type of project.

Does the applicant have demonstrated experience in completing similar projects on time? Do the individuals assigned to the project have experience on similar projects? How extensive is the applicable education and experience of the assigned personnel? Describe how staff assigned to the project will stay up to date on current HIV prevention and care information.

Describe your capacity to communicate effectively and convey information in a timely manner that is easily understood by diverse audiences. This includes persons of limited English proficiency, those who are not literate, have low literacy skills, and individuals with disabilities.

Note any personnel or equipment deficiencies that will need to be addressed in order to carry out this grant. Describe plans for hiring and training as necessary. Delineate all personnel who will be directly involved in program activities. Include the relationship between program staff members, staff members of the applicant agency, and other partners and agencies that will be working on this program. Include position descriptions for these staff.

B. Problem/Need

Identify and describe ideas about how the Cuyahoga County EHE plan (<https://www.ccbh.net/endinghiv/>) might be enhanced or further developed.

Describe recruitment and retention efforts for advisory committee members; especially those from non-traditional settings and priority groups.

SECTION III – METHODOLOGY (35 points)

A. Methodology Description

Describe how the applicant will carry out deliverables as identified in the following sections, please include additional activities to support success of implementation strategies. Please note proposals that include meaningful involvement of PLWHA (Persons Living with HIV/AIDS) and/or with a peer led staff reflective of the local epidemiological profile (Appendix 8) will receive **five** additional points for this section. Provide details outlining how peers are being utilized for programming purposes.

All sections must be addressed. The deliverables and activities listed must be included at a minimum. Deliverables must be written as **SMARTIE** objectives (Specific, Measurable, Achievable, Realistic, Time-bound, Inclusive, and Equitable).

Section 1: Strategic planning and meeting facilitation

The agency/individual should have expertise in strategic planning, facilitation, strategic analysis, and gathering and engaging diverse populations. The selected key staff will use the existing Cuyahoga County EHE Plan as a guide.

Selected vendor will carry out the following:

- a. Review and assess Cuyahoga County's EHE Plan goals and identify areas where improvements can be made to fully align with multiple EHE related work plans and activities.
- b. Produce a roster of advisory committee members with contact information and ensure maximum representation by including people living with HIV, people of color, and transgender people.
- c. Schedule initial and routine in-person local advisory committee meetings throughout project period. Frequency should be determined by local advisory committee and stakeholders. Location should be convenient and accessible to most participants; virtual meetings may be considered; meeting location and amenities must be secured by the vendor. Ensure that meeting notifications, meeting minutes and recordkeeping occurs consistently.
- d. Serve as a communication link between the committee and CCBH administration, as appropriate.
- e. Synthesize feedback and information gleaned from advisory group to provide professional guidance, issue analysis and recommendations.
- f. Assist the committee with goal setting, research, report preparation, and correspondence.
- g. Assist the advisory committee in staying on track and focused.
- h. Maintain a positive working relationship with committee members including conflict

resolution.

- i. Ensure that all community advisory members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- j. Utilize ODH established data collection tools/forms and submit to ODH or CCBH in accordance with instructions outlined in the Reporting section (Appendix 1).

Please answer or provide the required documentation to address the following:

Describe your understanding of the EHE project, the EHE Cuyahoga Plan and how facilitation of an advisory group will further the goals of the initiative.

Describe your approach to group facilitation and strategic planning.

Describe how you will communicate, facilitate and manage follow up to action items of advisory members in between planning meetings.

Describe how challenges will be addressed and resolved in a large group setting.

Section 2: Community Engagement

Applicant should describe how they will use social media and/or other community engagement strategies to recruit EHE advisory group members. Applicant should describe how social media or other communication tools will be utilized to keep community members engaged and informed of the EHE plan progress.

Please answer the following questions:

Describe how the applicant agency will recruit and retain priority groups, including meaningful involvement of PLWH, as active members of the EHE advisory committee.

Describe in detail how your agency will build partnerships with priority groups within Cuyahoga County in order to carry out community engagement activities outlined in the EHE Plan.

Describe current partnerships that could be leveraged for the advancement of the EHE initiative.

SECTION IV – PROJECT MANAGEMENT (20 points)

Proposed project management narratives should:

Describe your project management approach including:

- The method used in managing the project.
- The project management organizational structure including reporting levels and lines of authority.
- How will the project be monitored to ensure that the project is implemented as planned?

Describe your methodology for ensuring timeliness of program and fiscal reporting. Provide potential risks/problems and solutions to avoid or minimize them.

Describe methodology for appropriate record keeping, reporting, invoicing and well maintained fiscal data.

Describe steps taken to protect privacy and ensure confidentiality and security of client data that align with [CDC guidance](#).

Expertise in HIV/AIDS, LGBTQ+, social determinants of health, harm reduction, and/or sexual health is highly valued. Describe your prior experience working with priority groups, including PLWH.

Describe your content knowledge of issues related to health disparities in priority groups and how to effectively engage those populations in HIV education and risk reduction.

SECTION V –BUDGET (15 Points)

The model for reimbursement is cost reimbursement. Agencies should ensure costs are reasonable. One awardee will be selected under this announcement.

- Total amount available for this announcement is **\$65,000.00** for 12 months.

Submission of the application signifies authorization by an agency official and constitutes electronic acknowledgment and acceptance of GAPP (Generally accepted accounting principles) rules and regulations in lieu of an executed Signature Page document. See Appendix 2 for language.

Prior to completion of the budget section, please review page 5 of the Solicitation for unallowable costs.

Match or Applicant Share is not required by this program. Do not include Match or Applicant Share in the budget and/or the Applicant Share column of the Budget Summary. Only the narrative may be used to identify additional funding information from other resources.

- 1. Budget Narrative and Justification Pages:** Provide a detailed budget justification narrative that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and how the costs are allocated for personnel for the proposed costs. Describe the specific functions of the personnel, consultants and collaborators. Explain and justify equipment, travel, (including any plans for out-of-state travel), supplies and training costs.
- 2. Personnel, Other Direct Costs, Equipment and Contracts:** Submit a budget with these sections and form(s) completed as necessary to support costs for the period

August 1, 2022 to July 31, 2023. A sample Budget Narrative is included in Appendix 2. Please ensure the category order is the same as illustrated in the sample while developing your proposal.

Funds may be used to support personnel, their training, travel (see OBM website) <https://obm.ohio.gov/TravelRule/default.aspx> and supplies directly related to planning, organizing and conducting the initiative/program/activity described in this announcement.

Sub-grantees will be responsible for budgeting for supplies required to carry out proposed activities.

The applicant shall itemize all equipment (**defined as \$1,000 or more in unit cost value**) to be purchased with grant funds in the Equipment Section.

SECTION VI – ADDITIONAL DOCUMENTATION (5 Points)

A. Letters of Support

- a. The agency must submit 3 letters of support, including names and phone numbers, for similar projects your firm has completed. Letters of support can also include prospective agencies that you intend to collaborate with.

B. Conflict of Interest

- a. Each agency shall include a statement indicating whether or not the organization or any of the individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict.
- b. The Board reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the agency
- c. The Board's determination regarding any questions of conflict of interest shall be final.

SECTION VII – REQUIRED FORMS

The agency must complete and submit the following forms:

- Non-Collusion Affidavit (requires notarization).
- Certification of Compliance with Section 3517.13 of the Ohio Revised Code.

Ohio Revised Code Section 3517.131(3) and J(3) requires that no agency or department of this state or any political subdivision shall enter into any contract for the purchase of goods costing more than five hundred dollars or services costing more than five hundred dollars with a corporation, individual, partnership or other unincorporated business, association, including,

without limitation, a professional association organized under Chapter 1785 of the Revised Code, estate, or trust unless the contract includes a certification that the individuals named in Revised Code Sections 3517.13(1)(1) and (J)(1) are in compliance with the aforementioned provisions. Any questions you may have as to whether or not you are in compliance should be directed to your legal counsel.

Blank copies of the above are included in Appendix 4 and 5 of this RFP.

Original signatures required as indicated on the forms. Copies of the proposal documents will be acceptable only if they contain original signatures and required notarization on all documents.

SECTION VIII – ADMINISTRATIVE INFORMATION

A. RFP Contact

All vendor communications concerning the RFP must be directed to the contact person listed below. Any oral communication will be considered unofficial and non-binding on the agency. Vendors should only rely on written statements issued by the Board.

Name	Judy Wirsching, CFO
Department	Administration
Address	5550 Venture Drive, Parma, OH 44130
Phone	216.201.2001 x 1103
Fax	216.676.1311
Email	Jwirsching@ccbh.net

B. Location of work

Work to be performed, completed and managed at agency's place of business and/or service area.

C. Pre-proposal conference

The pre-proposal conference for all participating agencies scheduled as indicated below.

Date: June 28, 2022

Time: 10:30 A.M

Location:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 469-208-1353,,453844581#](#)

Phone Conference ID: 453 844 581#

The purpose of the conference is to discuss the work to be performed with prospective agencies and allow them the opportunity to ask questions concerning the RFP. It is encouraged that interested organizations attend. Questions prior to the pre-proposal conference must be emailed to bidquestions@ccbh.net. No questions will be accepted or answered after the pre-proposal conference. Questions and answers will be posted and may be viewed on the Board's website: www.ccbh.net by clicking on the "Business" tab on the home page.

Prospective participants needing ADA accommodations should contact Judy V. Wirsching at (216) 201-2001 ext. 1103 prior to the date set for the pre-proposal conference so that reasonable accommodations can be made.

D. RFP Addenda

The Board reserves the right to issue addenda to the RFP at any time. The Board also reserves the right to cancel or reissue the RFP. If an addendum is issued less than seventy-two hours prior to the proposal due date, the closing date will be modified accordingly.

E. Proposal Response Date and Location

The applicants' proposal, in its entirety, must be received at the location, by the date and time specified on the cover page of this RFP. Proposals arriving after the deadline will be returned unopened, to the agency. The official closing time will be determined by the time clock located in Board Administrative offices. All proposals and accompanying documents will become the property of the Board and will not be returned. Proposals should be submitted in a sealed envelope with the name of the vendor and the relevant RFP name and number on the front.

Applicants assume the risk of the method of dispatch chosen. The Board assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted nor will additional time be granted to any vendor. Proposals may not be delivered by facsimile transmission or other telecommunication or electronic means.

Hand-delivered proposals may be delivered ONLY between the hours of 8:30 a.m. and 4:30 p.m., Mondays through Fridays, excluding holidays observed by the Board.

F. Proposal Opening

Proposals will be publicly opened at the Administration Office, Cuyahoga County Board of Health, 5550 Venture Dr., Parma, OH 44130. At this time, all proposals will be opened, the bidder name and dollar amount read from the proposal cover page, and logged. The submittal of a proposal will be considered by the Board as constituting an offer to perform the required services at the stated costs.

G. Required Review

Applicants should carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and objectionable material should be made in writing and received by the RFP contact at least ten days before proposal opening. This will allow for issuance of any necessary addenda. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the RFP contact before the time set for opening.

H. Multiple Proposals

The submission of multiple proposals for the same service will be considered noncompliant and those proposals will be disqualified. We are relying on the applicant as expert, to identify in its proposal the approach which the bidder believes will be the most effective to produce the required services on time and within budget. A potential bidder submitting a proposal for direct services cannot submit a proposal for administrative and quality management support for the grantee.

I. Proposal Rejection

The Board reserves the right to reject any or all proposals at any time without penalty. Bidders may withdraw a proposal that has been submitted at any time up to the proposal closing date and time, by submitting a written request to the RFP contact.

J. Response Property of the Board

All materials submitted in response to this request become the property of the Board. Selection or rejection of a response does not affect this right.

K. No Obligation to Buy

The Board reserves the right to refrain from contracting with any bidder. The release of this RFP does not compel the Board to purchase. The Board is not bound to accept the lowest priced proposal or any of the proposals submitted.

L. Cost of Preparing Proposals

The Board is not liable for any costs incurred by bidders in the preparation and presentation of proposals submitted in response to this RFP.

M. Acceptance of Terms

All the terms and conditions of this RFP are deemed to be accepted by the bidder and incorporated in its proposal except those conditions and provisions that are expressly excluded by the vendor in the proposal.

N. Disclosure of Proposal Contents

All documents submitted to the Board as part of the proposal become public information after the contract is awarded, and available for review and inspection by anyone requesting to do so. The Board does not encourage the submission of confidential/proprietary information in response to this proposal. However, written requests for confidentiality can be submitted to the RFP contact. Neither a proposal in its entirety, nor proposal price information will be considered confidential or proprietary. Under Ohio Revised Code Section 149.43, the BOARD will make a determination of application for disclosure on an ad hoc basis.

O. Equal Opportunity

Prospective bidders must comply with the applicable contract compliance procedures for equal employment opportunity as stipulated by the Board. It is the policy of the Board, to assure equal employment opportunity. Discrimination against any person in the recruitment, training, examination, appointment, promotion, retention, discipline or any other aspect of personnel administration because of race, religion, national origin, sex, ancestry, age, disability, sexual orientation, or veteran status is prohibited.

Words of the masculine gender used in proposals shall be deemed and construed to include correlative words of the feminine gender.

P. Evaluation Process

All proposals will be reviewed to determine if they are responsive. They will then be evaluated by an Evaluation team. The team will evaluate and numerically score each proposal in accordance with the following evaluation criteria:

- Introduction (5 points)
- Project Narrative (20 points)
- Methodology (35 points)
- Project Management (20 points)
- Budget (15 points)
- Additional Documents (5 Points)

The evaluation process is designed to award the contract to the bidder with the best combination of attributes based upon the evaluation criteria. Due to the fixed cost for this project, lowest cost is not considered.

Further details on how the proposal will be scored can be found in Appendix 7.

Q. Contract Negotiations

The option of whether or not to initiate contract negotiations rests solely with the Board. If the Board elects to initiate contract negotiations, these negotiations cannot involve changes in the Board's requirements or the bidder's proposal which would, by their nature, affect the basis of the source selection and the competition previously conducted. The terms of the proposed contract will be negotiated based upon the merit of the application, availability of funding, and conditions of award. Failure of a selected bidder to satisfactorily negotiate a contract within a reasonable time may result in the bidder forfeiting its award.

The bidder is responsible for their travel and per diem expenses during contract negotiations.

R. Failure to Negotiate

If any contract cannot be negotiated within fifteen (15) days of notification to the designated bidder, the Board may terminate negotiations with the bidder and negotiate a contract with the next highest ranked bidder.

S. Recommendation of Award

Once the Board evaluation team has made its selection, a Notice of Recommendation of Award letter will be issued to the recommended bidder(s), advising of the expected award date.

T. Notice of Intent to Award

Prior to approval of the award by the Board, the Administration will issue a written Notice of Intent to Award and send copies to all unsuccessful bidders. The scores and placement of bidders will not be part of the notice. A tabulation of all bidders' names and addresses submitting proposals will be available upon request from the RFP contact person.

U. Debriefing

Bidders who submitted an unsuccessful proposal may request a meeting for debriefing and discussion of their proposals after receiving a Notice of Intent to Award letter. The request must be in writing addressed to the RFP contact. The debriefing is not to be seen as an opportunity to challenge the decision, nor will it include any comparisons of the bidder's unsuccessful proposal with any other bidder's proposals. The Board will attempt to respond to questions and concerns in this debriefing.

V. Protests

A bidder may protest the recommendation of award of a contract by filing in writing to the RFP contact person, as outlined in the Notice of Intent to Award letter. The protest letter shall include the following information:

1. Name, address and telephone number of the protester;
2. The signature of the protester;
3. Identification of the contract at issue;
4. A detailed statement of the legal and factual grounds of the protest;
5. The form of relief requested.

W. Contracting Requirements

The successful bidder shall, upon notification of award, be required to enter into a contract with the Board and must comply with the contract terms and conditions defined herein. If the bidder is unwilling to agree to a proposed clause or term, then your cover letter must reference an appendix which identifies these clauses in dispute and should:

- a. Suggest a specific alternative term, clause or approach;
- b. Provide an explanation of your reasons.

X. Contract Processing

The Board's Administrative Counsel shall prepare the contract required by this RFP specification. This contract shall be fully responsive to the requirements defined in these RFP specifications.

Y. Proposal as Part of the Contract

Part or the entire successful proposal may be incorporated into the contract.

Z. Commencement of Contract Performance

In order to protect the interests of the Board, a contract must be approved by the Board at a regularly scheduled Board meeting after which it must be executed by the Health Commissioner and approved by Administrative Counsel before the goods or services as set forth in this RFP specification can be provided.

SECTION IX – CONTRACT INFORMATION

A. Terms and Conditions

The following terms and conditions shall apply to the contract between the contractor and the Board:

1. The contract shall be subject to interpretation under the laws of the State of Ohio, and subject to the review of the Board's Administrative Counsel as to legal form and correctness.
2. The successful contractor shall agree to indemnify and save the Board harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by a party or parties or from any act of the contractor, his servants or agents.
3. The Board shall not assume responsibility for the payment of any personal property taxes for any materials not owned by the Board, nor shall the Board pay any insurance premiums for any coverage of any property not owned by the Board. No conditions shall alter this statement.
4. The Board is a tax-exempt No. 29 political subdivision of the State of Ohio (Federal Tax ID No. 34-6000817). Necessary tax exemption blanks will be furnished to the contractor when the contract is signed.
5. Acceptance of performance is a condition of the contract. It shall be understood and agreed that an agent for the Board shall determine finally the satisfactory quality of the services and/or materials furnished under the contract. Failure to meet performance requirements is a reason for termination of the contract, and the contractor shall be liable to the Board for any excess cost and/or expenses incurred by the Board thereafter.
6. In the event that the contract is terminated by the Board, advance written notice shall be given to the contractor as provided in contract. The contractor shall provide all services and/or materials required by the contract and the specifications to the date of termination. Under no circumstances shall the Board be responsible for any type of penalty payment upon the cancellation of the contract. The contractor, however, shall be paid for all services and/or materials provided to the date of termination.
7. Anti-discrimination: The contractor agrees that in the employment of labor, skilled or unskilled, under this contract, there shall be no discrimination exercised against any person because of race, religion, national origin, sex, ancestry, age, disability, sexual orientation, or veteran status, and that violation thereof shall be deemed a material breach of said contract.
8. Social Security Act: The contractor shall be and remain an independent contractor with respect to all services performed hereunder and agrees to and does hereby accept full and exclusive liability for payment of any and all contributions or taxes for social security, unemployment insurance, or old age retirement benefits, pensions, or annuities now or hereafter imposed under

any Local, State or Federal Law which are measured by the wages, salaries, or other remuneration paid to persons employed by the contractor for work performed under the terms of this contract and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now or hereafter may be issued or promulgated under said respective laws by and duly authorized State or Federal officials; and said contractor also agrees to indemnify and save harmless the Board from such contributions or taxes or liability.

9. Labor and Material: The contractor shall well, truly and promptly pay or satisfy the just and equitable claims of all persons who have performed labor or furnished materials or equipment for said contractor in the execution of this contract, and all bills, costs or claims of whatever kind which might in law or equity become a lien upon said work.

10. Assignment: The contractor shall not assign, transfer, convey or otherwise dispose of this contract, or his right to execute it, or his right, title or interest in or to it or any part thereof, or assign, by power of attorney or otherwise, any of the monies due or to become due under this contract without approval of the Board.

11. Ownership of Contract Products: All products produced in response to the contract will be the sole property of the Board.

12. If applicable, the successful Respondent will comply with the provisions of the Ohio Revised Code (4115.03 through 4115.16) requiring the payment of prevailing wage. Information on prevailing wage may be obtained from the Prevailing Wage Coordinator of Cuyahoga County, 2079 East 9th Street, Cleveland, Ohio 44113, (216) 443-5530.

13. Respondent's Warranty against an Unresolved Finding for Recovery: Ohio Revised Code Section 9.24 prohibits the award of a contract to any Respondent against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is "unresolved" at the time of the award. By submitting a bid, the bidder warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under Ohio Revised Code Section 9.24, prior to the award of any contract arising out of this RFP, without notifying the Board of such finding.

14. Suspension and Debarments: The Board will not award contracts for services funded in whole or part with Federal funds, to an entity who has been suspended or debarred from doing business or who appears on the Federal Excluded Parties Listing System at www.sam.gov/ .

15. Criminal Background Checks (If applicable): Prior to entering into a contract with the Board the successful Respondent shall conduct background checks on all applicants for employment in direct service positions in accordance with applicable requirements so as to not knowingly employ staff who have been convicted or plead guilty to any of the crimes specified in ORC 3319.39(B) or other section of the ORC applicable to the Agency. Failure to conduct such background checks may result in termination of this contract.

16. Disbursement of Funds: The Board shall make payments to the contractor on a

reimbursement basis based on actual, reasonable and necessary costs in the contractor's Board-approved budget. The contractor shall submit invoices supported by such documentation as requested by the Board. The contractor may be required to provide the Board with copies of time sheets, receipts or contracts as validation of expenditures when submitting requests for payment.

17. Confidential Information: During the term of this contract, confidential information shall be held by the contractor in the strictest confidence and shall not, without the prior written consent of the Board, be disclosed to any person other than in connection with contractor's assigned projects and activities hereunder. All of the documents and information transmitted and communicated to the contractor shall be considered as sensitive material and shall be held in the strictest confidence by the contractor. Upon termination of contractor's engagement or at any time at the request of Board, or its designees, the contractor shall promptly return or destroy all confidential information in the possession or under the control of contractor and shall not retain any copies or other reproductions or extracts thereof. Nothing contained herein shall be construed as granting or conferring any rights by license or otherwise in any confidential information.

18. Books and Records: Funded agencies will be expected to keep records of their activities related to funded projects and services to permit the Board, the federal funding source, or their agents access to those records, including fiscal, medical and client records, where appropriate and with respect for client rights to privacy and confidentiality.

19. Payment: Payment for contracted services will be made on a line-item reimbursement basis based on monthly invoices (quarterly invoicing is an option) and compliance with reporting requirements. This is a cost reimbursement grant.

20. Projections and Revisions: Funded agencies will be held accountable for meeting their programmatic projections or, when fitting, for revising projections with the Board. Failure to make progress as projected or to revise projections in conjunction with the Board staff will jeopardize the funded agency's current and/or future funding. Corrective action may include contract amendment or termination of contract.

21. Amendments: Contracts may need to be amended from time to time throughout the funding cycle based on program performance, and other contracted requirements.

22. Change in Services: If awarded a contract, providers will be reimbursed for defined services delivered as outlined in the service contract. Any change of staffing, service location, or service protocols is not permitted without the written consent of the Board. Any such change in service delivery is not eligible for reimbursement and may result in termination of the service contract.

23. Reporting: All funded providers and programs will be required to collect and report data reports to the grantee. This report may include program, quality, and fiscal data. The format in which these reports will be submitted will be determined by the grantee. Completion and submission of these reports must be in compliance with the guidance of the reports.

B. Required Contract Documents

In addition to the contract agreement furnished by the Board, the successful contractor shall provide the following documents within fourteen (14) calendar days of the RFP award date. Failure to provide these documents within this time frame may result in a rescission of the award.

1. Signature Authorization
2. Worker's Compensation Certificate (if required)
3. Certificates of Insurance (if required)
4. Letter of Indemnification in Lieu of Worker's Compensation Certificate and/or Certificate of Insurance
5. IRS Form W-9: Request for Taxpayer ID and Certification
6. Certification of Personal Property Tax
7. Suspension and Debarment
8. Warranty against Unresolved Finding for Recovery

These documents are described in the following paragraphs.

C. Signature Authorization

The contractor shall provide one of the following signature authorizations:

- a. For a corporation, including but not limited to non-profit organizations, a notarized certificate of power of attorney authorizing the individual's signature to bind the entity or a notarized certificate of corporate resolution authorizing the signature of the document.
- b. For the sole owner, a notarized statement indicating that the individual is the sole owner and is authorized to sign for and bind the company.
- c. For a partnership, a certificate of partnership agreement showing the names and address of all partners and authorizing the signatures to bind the partnership.

D. Worker's Compensation Certificate

A Worker's Compensation Certificate is required from corporations and partnerships with employees. Sole proprietors and individual contractors are not required to submit this document.

The contractor shall provide a Certificate of Premium Payment for Ohio State Worker's Compensation Insurance, or equivalent Worker's Compensation Insurance or letter of indemnification in lieu thereof. This document shall be current for the entire period of the contract.

E. Certificate of Insurance

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

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

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

F. Letter of Indemnification in Lieu of Worker's Compensation Certificate and/or Certificate of Insurance (if either document is required above)

If the contractor cannot provide a workers compensation certificate and/or certificate of insurance as requested, the contractor must, at the time of submission of the RFP, substitute a letter of indemnification for a worker's compensation certificate and/or certificate of insurance.

Only in those circumstances where the contractor verifies being self-insured by means of documentation will the Board consider the substitution of a letter of indemnification for a worker's compensation certificate and/or certificate of insurance. Such documentation, together with the letter of indemnification, must be submitted with the RFP proposal. Such a request will not be considered after the contract has been awarded.

G. Performance bond

If applicable, a Performance Bond or certified check, made payable to the Board, in a sum equal to 100% of the total contractual award shall be provided by the contractor should the total amount of the contractual award be in excess of \$25,000.

Such bond or check shall be conditional on the faithful performance of the work in accordance with the specifications, and shall remain in the possession of the Board for the term of the contract and material warranties, whichever is concluded last. Such bond or check shall also indemnify the Board, Ohio, against such damages as may be suffered by failure to perform such contract according to the provisions thereof and in accordance with the specifications. If a bond is submitted, it shall be executed by a surety company authorized to do business in the State of Ohio. The bond shall be notarized with the corporate seal and the bonding company seal. Accompanying the bond shall be:

A. A certified power of attorney for the agent to sign the bond.

B. A certificate of compliance for the bonding company for the State of Ohio, Department of Insurance.

If the contractor fails to satisfactorily perform the contract, the bonding company which provided the performance bond will be required to obtain timely performance of the contract.

H. Liquidated Damages

If applicable, liquidated damages shall be assessed in the amount of \$800.00 per calendar day for each and every day that the Contractor fails to meet the agreed upon deadline requirements for deliverables under the negotiated contract.

I. Letter of Credit in Lieu of Performance Bond/Certified Check

If a performance bond is required, the following will be in effect:

If the contractor cannot provide a performance bond or a certified check in the amount requested, the contractor must, at the time of entering into a contract, substitute a letter of credit for a performance bond or certified check.

Only in those circumstances where the contractor verifies by documentation from insurance and/or bonding companies that a performance bond is not available because of the new, unusual or unique nature of the product or the service being purchased will the County consider the substitution of a letter of credit for the performance bond or certified check requirement. Such documentation, together with the letter of credit in the amount requested for the performance bond, must be submitted during the writing of the contract with the successful contractor.

J. IRS Form W-9: Request for Taxpayer Identification Number and Certification

An Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number and Certification) is required to be completed by the contractor, prior to the execution of the contract with the Board.

K. Certification of Personal Property Tax

A Certificate of Compliance with Section 5719.042 of the Ohio Revised Code, which requires a certification of delinquent personal property tax by the contractor prior to the execution of the contract of a political subdivision, must be completed.

L. Suspension and Debarment

The Board will not award a contract for services funded in whole or part with Federal funds, to an entity who has been suspended or debarred from doing business or who appears on the Federal Excluded Parties Listing System at www.sam.gov/.

M. Warranty against Unresolved Finding for Recovery

Ohio Revised Code Section 9.24 prohibits the award of a contract to any Respondent against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is “unresolved” at the time of the award. By submitting a bid, the bidder warrants that it is not now, and will not become subject to an “unresolved” finding for recovery under Ohio Revised Code Section 9.24, prior to the award of any contract arising out of this RFP, without notifying the Board of such finding.

APPENDIX 1

SCOPE OF SERVICES

Scope of Work

Designate a lead that will be responsible for all day to day interactions with CCBH. This team member is responsible for coordinating all communication within the contracted agency.

A. Project Responsibilities:

Project Management

- Develop a work plan and timeline for EHE advisory group activities that align with the [Cuyahoga EHE plan](#).
- Review and become familiar with local entities and work plans that align with the goals and activities of the Cuyahoga EHE Plan such as: EHE Care work plan (HRSA/CCBH); EHE Prevention Work Plan (CDC/ODH/CCBH); FQHC EHE Plan (OACHC/The Centers); Gilead EHE funded plans (LGBT Center of Greater Cleveland); and HOPWA (HUD/CDPH) plans to inform strategies and identify gaps in service delivery.
- Manage project tasks including planning for and hosting community meetings on schedule and within budget.
- Coordinating and facilitation of large advisory meetings, work groups and workshops.
- Synthesize discussions and feedback from community members to create strategies/ action items for advisory group members.
- Serve as a communication link between the committee and CCBH administration, as appropriate.

Community Engagement & Collaboration

- Produce a roster of advisory committee members with contact information and ensure maximum representation by including meaningful involvement of people living with HIV, people of color, transgender people and people who inject drugs.
- Schedule initial and routine in-person local advisory committee meetings throughout project period. Frequency should be determined by local advisory committee and stakeholders. Location should be convenient and accessible to most participants; virtual meetings may be considered; meeting location and amenities must be secured by the vendor. Ensure that meeting notifications, meeting minutes and recordkeeping occurs consistently.
- Build and maintaining relations with committee members, stakeholders, and health department staff, while also building a community within the broader peer network.
- Recruitment, engagement and retention of committee members.
- Maintaining a positive working relationship with committee members; ensuring that all community advisor committee members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.

EHE Implementation Plan

- Assess and provide professional guidance, issue analysis and recommendations for Cuyahoga County's EHE Plan and identifying areas where improvements can be made.
- Development of a collaborative 2022-25 EHE implementation plan that is inclusive of various EHE funding streams, partners and the overall EHE plan for Cuyahoga.
- Revisions to the existing EHE plan as needed.
- Develop an executive summary (1-2 pgs.) of the EHE project and implementation plan.

Tracking & Reporting Progress

- Provide updated content about the EHE plan for the website and other online forums and making presentations about the plan to community members, stakeholders, and funding agencies.
- Develop a mechanism to track activities across the EHE pillars, overarching strategies and EHE/HIV funded organizations.
- Develop a communication strategy to share EHE progress with stakeholders, partners and community members.

B. Meetings

1. Participate in monthly TA calls or in person meetings with CCBH
2. Attend Regional HIV Prevention and Care Planning/Community meetings
3. Attend required program or fiscal meetings established by CCBH
4. Facilitate and plan for all EHE community advisory group meetings
5. Attend required trainings conducted by CCBH

C. Reporting

Sub-Recipients are expected to submit required program and fiscal reports according to pre-established dates. The reports should be reviewed for quality assurance before submission.

Note: Failure to assure quality of reporting such as submitting incomplete and/or late program or expenditure reports will jeopardize the receipt of future agency payments.

1. Program Reports: Sub-grantee's Program Reports must be completed and submitted via email as required by CCBH HIV Prevention Program by the dates listed below. **Program Reports that do not include required attachments will not be approved.** All program report attachments must clearly identify the authorized program name.

Submission of Sub-grantee Program Reports via email indicates acceptance of the requirements of CCBH Fiscal Office and ODH GAPP.

Report	Due Date	Submitted
Comprehensive Work Plan that gives ample description detailing how the project scope will be accomplish. (template will be provided)	60 days after NOA	Email
Monthly <u>or</u> Quarterly expenditure report and supporting documentation submitted to CCBH	15 th of the month following close of billing period	Email
Monthly meeting agendas, minutes & action items.	TBD	Email
Interim Implementation Plan & Progress Report- 6 months	TBD	Email
Final Implementation Plan & Progress Report- 12 months	TBD	Email

2. Final Expenditure Reports: A Sub-Recipient Final Expenditure Report reflecting total expenditures for the fiscal year must be completed and submitted **via email** by 4:00 p.m. on or before **August 14, 2023**. The information contained in this report must reflect the program’s accounting records and supporting documentation.

3. Inventory Report: A listing of all equipment purchased in whole or in part with **current** grant funds (Equipment Section of the approved budget) must be submitted to CCBH as part of the Sub-Recipient Final Expenditure Report. At least once every two years, inventory must be physically inspected by the sub-grantee. Equipment purchased with CCBH grant funds must be tagged as property of ODH for inventory control. Such equipment may be required to be returned to ODH at the end of the grant program period.

APPENDIX 2

EHE PREVENTION BUDGET NARRATIVE– EXAMPLE COMMUNITY CARES CENTER

PERSONNEL

A. Salaries and Fringe

Salary

Total: \$54,750.00

Position/Title/Name	Description	FTE	Amount	<u>Budget Request</u>
Health Educator TBD	Coordination of program requirements/community contact	50%	\$32,000.00	\$16,000.00
Jose Pierce, Outreach Coordinator	Completes all testing	100%	\$32,000.00	\$32,000.00
Tim Brown, Program Coordinator	Oversight program objectives and reporting	15%	\$45,000.00	\$6,750.00
	TOTAL PERSONNEL:		\$109,000.00	\$54, 750.00

B. Fringe Benefits

Total: \$ 14,560.05

Fringe benefits are computed at a approximate rate of 26.5% of total salaries. Fringe Benefits for staff including health insurance, payroll taxes, workers compensation, unemployment and retirement plan.

Health Educator – TBD (Part-Time Employee) 1 FTE 50% on Prevention Grant

This position will provide direct services to prevention services for 2 counties in conjunction to coordination with local jails and prisons and youth Detention Centers. They will assist with the completion of all required program components and reports. This team member is on the prevention 50% of the time and the other 50% is on the local HOPWA grant.

Outreach Coordinator – Jose Pierce

This position will be responsible for all counseling testing and referral service requirements in the community.

Program Coordinator – Tim Brown (Part-Time Employee)

This position will be responsible for monitoring grants outcomes, program reporting to CCBH. Responsible for providing program coordination 15% of the time this team member’s other time is divided between 50% Ryan White Care coordination and 35% HOPWA coordination.

Total Personnel Cost

\$69,310.05

OTHER DIRECT COSTS

Advertising

- 30 Radio spots @ \$100.00 per spot will be used to raise awareness to parents and community on effects of <purpose or objective to achieve>. **\$300.00**

Maintenance/Lease

- Liability Insurance
The agency's annual insurance cost in 2019 was \$10,000 and we anticipate a 5 percent increase in 2020. The estimated annual cost in 2020 is \$10,500. A cost allocation plan is in place and this grant will be charged 5% of the annual cost. **Total charged \$525.00.**
- Postage
Agency cost for mailing billings and general patient communications.
Agency cost for shipping and handling of supplies. **\$250.00**
- Copier – The lease for the copier/fax is based on the amount of copies each program makes and each program is assigned a four digit code. The annual lease is estimated to be \$2,500 annually and 5% is the share being charged according to the cost allocation plan to this program based on actual copies made in 2019. **\$125.00**

Subscriptions/Publications

Subscriptions to journals related to clinical genetics will provide access to this vital information and give staff the opportunity to be current in their knowledge. Budget is for renewal of <Name of Subscription/Publication>. **\$500.00**

Supplies

Medical supplies budgeted at **\$700.00** for the year are needed to service patients of the program such as band aids, alcohol swabs, needles, rubber gloves, paper gowns, hand soap, paper towels, tissue, cleaning supplies, hand sanitizer and cotton balls. The budgeted amount includes the pharmaceuticals listed below:

Office supplies budgeted at **\$650.00** for the year are needed for general operation of the program such as binder clips, copy paper, highlighters, labels, markers, pens, portfolios, pencils, message pads, rubber bands, adding machine tape, staplers, staples, binders, file folders, tape and desk trays. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.

Travel/Training

Agency's mileage reimbursement rate is \$.52 per mile. ODH will only allow reimbursement \$.40 per mile.

In State

Program Coordinator

This person will travel to 6 meetings, approximately 5 times each per year, to participate meetings and trainings with CCBH.

20 miles per meeting x .40 cents a mile x 5 meetings = \$40.00

Total In-State = \$40.00

Out of state

Outreach Coordinator

<Name of Conference> <Location> : <Purpose and objective of Out of state travel> for example, Out of state travel for Program Coordinator to attend required curriculum training (costs not to exceed current state rates).

Mileage to and from Airport 100 miles x \$0.40/mile = \$40

Airport parking \$30/day x 4 days = \$120

Airfare \$300 x 2 people = \$600

Hotel \$81/night x 4 nights x 2 people = \$324

Per-diem of \$56/day x 4 days x 2 people = \$448

Total Out of State = \$1,532.00

Links:

OBM Travel: <http://obm.ohio.gov/TravelRule/>

GSA: <http://www.gsa.gov/portal/content/104877>

Training

Health Educator will be attending the 2 seminars (name the seminars) to prepare for this year's prevention activities.

- <Name of Seminar 1> = \$ 75.00
- <Name of Seminar 2> = \$ 25.00

Project Kind is a 3-day Train the Trainer program for the training of cultural humility. The cost for the training is \$1,000.00 per participant. The training will be attended by the Program Coordinator.

Training Total = \$1,100.00

Utilities/Phone Services

- Cell Phone
 - Service for 1 agency owned cell phones used by Outreach Coordinator at \$66.70/month times 11 months = **\$733.70**

Total Other Direct Cost= \$6,455.70

EQUIPMENT

Laptop Computer

1 Laptop @ 1,500 each are to support the Outreach Coordinator. The laptops would enhance the ability of the team member to have a virtual location to meet the program needs of working in the field.

Total Equipment Cost **\$1,500.00**

CONTRACTS

1. Your sub-contractors are required to abide by the same rules and regulations as that of an ODH Sub-recipient
2. The “Services” line item should be used to identify contract services for the Vendor’s contractor. For example, if Community Cares Center enters into a contract for interpreters then the amount of the contract is listed under “Services.”

Speaker

A Contractor is needed to conduct 1 cultural competency training for HIV Prevention staff. The agenda will be provided to CCBH for approval before the training is scheduled. Speaker will be paid \$300 per training/workshop.

- Contractor \$3,000.00

Total Contract Cost **\$3,000.00**

Total Request for 2022 EHE Prevention **\$80,265.75**

Vendor’s authorized representative certifies the foregoing:

- Vendor understands and agrees that it must follow the federal cost principle that applies to its type of organization (2 CFR, Part 225; 2 CFR, Part 220; or, 2 CFR, Part 230).
- Sub-recipient’s budgeted costs are reasonable, allowable and allocable under OGAPP and federal rules and regulations.
- The OGAPP and the rules and regulations have been read and are understood.
- Vendor understands and agrees that costs may be disallowed if deemed unallowable or in violation of OGAPP and federal rules and regulations.
- The appropriate programmatic and administrative personnel involved in this application are aware of agency policy in regard to subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies.
- Vendor agrees and understands that costs incurred in the fulfillment of the Deliverables must be allowable under OGAPP and federal rules and regulations to qualify for reimbursement.

[Signature]

[Print Name & Title]

[Date]

APPENDIX 3

NON-COLLUSION AFFIDAVIT

* THIS AFFIDAVIT MUST BE EXECUTED FOR THIS BID TO BE CONSIDERED

STATE OF OHIO)
) SS.
COUNTY OF CUYAHOGA)

_____being first duly sworn, deposes and says that he/she is _____ of the party making the foregoing proposal: that such proposal is genuine and not collusive or sham: that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any contractor or person to put in a sham proposal, or that such other person shall refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the price of affiant or any other contractor, or to fix any overhead, profit or cost element of said price, or of that of any other contractor, or to secure any advantage against the Cuyahoga County Board of Health or any other persons interested in the proposed contract; and that all statements contained in said proposal are true; and further that all statements contained in said proposal are true; and further that such contractor has not, directly or indirectly submitted this proposal, or contents thereof, or divulged information relative thereto to any association or to any member or agent thereof.

AFFIANT

Sworn to and subscribed before me this _____ day of _____ 2022.

NOTARY PUBLIC

APPENDIX 4

CERTIFICATION OF COMPLIANCE WITH SECTION 3517.13 OF THE O.R.C. RFP #2022-02

CONTRACTS AWARDED TO INDIVIDUAL, PARTNERSHIP, OTHER UNINCORPORATED BUSINESS, ASSOCIATION (INCLUDING A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785), ESTATE, OR TRUST MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(1)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- THE INDIVIDUAL
- EACH PARTNER OR OWNER OF THE PARTNERSHIP OR UNINCORPORATED BUSINESS
- EACH SHAREHOLDER OF THE ASSOCIATION
- EACH ADMINISTRATOR OF THE ESTATE
- EACH EXECUTOR OF THE ESTATE
- EACH TRUSTEE OF THE TRUST
- EACH SPOUSE OF ANY OF THE PRECEDING PERSONS
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF ANY OF THE PRECEDING PERSONS
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

CONTRACTS AWARDED TO A CORPORATION OR BUSINESS TRUST (EXCEPT A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785) MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(J)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- EACH OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH SPOUSE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

It is hereby certified that all of the persons listed above are in compliance with section 3517.13(1)(1) or 3517.13(J)(1) of the Ohio Revised Code.

IF CONTRACTING ENTITY IS A NONPROFIT CORPORATION ESTABLISHED UNDER ORC CHAPTER 1702, THE UNDERSIGNED CERTIFIES THAT SECTIONS 3517.13(1)(1) AND 3517.13(J)(1) ARE NOT APPLICABLE TO THE CONTRACTING ENTITY.

PRINTED NAME

TITLE

SIGNATURE

DATE

APPENDIX 5

SAMPLE PROPOSAL COVER PAGE

(Use this as the format for preparing the proposal Cover Page)

RFP # 2022-02

**PROPOSAL FOR EHE PREVENTION GRANT:
Community Advisory Committee Facilitator**

**Agency Name
Agency Street Address
Agency City, State, Zip Code**

CEO/Executive Director: _____

Board President: _____

Individual who will sign contract: _____

Agency EIN: _____

Agency accounting basis: _____

Total Amount Requested: _____

Proposal Contact: _____

Phone Number: _____

E-Mail Address: _____

APPENDIX 6

RFP EVALUATION FORM

Agency: _____ Service: _____

Reviewer: _____ Total Score: _____

CRITERIA	POINT VALUE	SCORE	REVIEWER COMMENTS
<p>1. Cover Letter and Introduction-Executive Summary</p> <ul style="list-style-type: none"> ◆ Is there a concise description of the agency; ◆ Is there a concise description of the proposed service; ◆ Does the agency have experience with this service and/or population; ◆ Does proposal identify target population to be served and total budget; ◆ Does the proposal provide an overview of the agencies' unique approach to providing services? 	5		
<p>2. Project Narrative</p> <ul style="list-style-type: none"> ◆ Conveys understanding of purpose and scope of this project. ◆ Demonstrates ability to meet each of the scope of services. ◆ Provides qualifications for deliverables identified in RFP. ◆ Description of how program staff will stay up to date on HIV information. 	20		

<ul style="list-style-type: none"> ◆ Is there a clear description of priority population(s) to be addressed by proposed services supported by epidemiological data? ◆ Does agency have experience with target population? 			
<p>3. Methodology</p> <ul style="list-style-type: none"> ◆ Description of how deliverables will be met. ◆ Activities in Section 1: Strategic planning and meeting facilitation addressed, including: <i>The agency/individual should have expertise in strategic planning, facilitation, strategic analysis, and gathering and engaging diverse populations. Utilization and framing with the existing Cuyahoga County EHE Plan as a guide.</i> ◆ Activities in Section 2: Community Engagement addressed, including: <i>Described how they will use partnerships, social media and/or other community engagement strategies to recruit EHE advisory group members. Meaningful involvement of PLWH and priority populations. Identified communication strategies to keep community members engaged and informed of the EHE plan progress.</i> ◆ Peer led program reflective of epidemiologic profile described (<i>if applicable-5pts</i>) 	<p style="text-align: center;">35</p> <p style="text-align: center;">5/NA</p>		
<p>4. Project Management</p> <ul style="list-style-type: none"> ◆ Describes method(s) for managing the project; ◆ Provides organizational structure for managing the project; ◆ Describes method(s) for reporting project status updates; 	<p style="text-align: center;">20</p>		

<ul style="list-style-type: none"> ◆ Provides potential risks/problems and solutions to avoid or minimize them. ◆ Can agency demonstrate appropriate record keeping, reporting, invoicing and well maintained data? 			
<p>5. Budget</p> <ul style="list-style-type: none"> ◆ Is budget data complete and accurate; ◆ Is cost reasonable for services being provided; ◆ Are actual costs (i.e. not estimates) with detailed breakdown provided; ◆ Do staffing patterns match services proposed; ◆ Authorized individual to make contractual obligations must sign the pricing document. 	15		
<p>6. Additional documents</p> <ul style="list-style-type: none"> ◆ 3 letters of support included from previous partners or prospective testing sites? ◆ Conflict of Interest statement provided? 	5		
TOTAL	100		

APPENDIX 7
CUYAHOGA COUNTY BOARD OF HEALTH
REQUEST FOR PROPOSALS
RFP # 2022-02
CHECKLIST

Proposal should include the following components submitted in the following order:

A. INTRODUCTORY PAGES

- _____ 1. Cover Page (see Appendix 6 – Sample Cover Page).
- _____ 2. Table of Contents
- _____ 3. Proposal Submission Requirements Checklist (A signed copy of this form)

B. SCORED NARRATIVE SECTION

- _____ 4. Cover Letter
- _____ 5. Introduction – Executive Summary (5 points)
- _____ 6. Project Narrative (20 points)
- _____ 7. Methodology (35 points)
- _____ 8. Project Management (20 points)
- _____ 9. Budget (15 points)
- _____ 10. Attachments (5 points)

C. REQUIRED ATTACHMENTS

- _____ 11. Vendors Reference Sheet - *Appendix 10*
- _____ 12. Non-Collusion Affidavit – *Appendix 4* (must be notarized)
- _____ 13. Certification of Compliance with Section 3517.13 of the O.R.C.- *Appendix 5*
- _____ 14. Cover Page- *Appendix 6*
- _____ 15. Work Plan
- _____ 16. Resumes/bios of all proposed program staff
- _____ 17. Budget Narrative – *Appendix 2*
- _____ 18. Letters of Support (3)
- _____ 19. Current W-9
- _____ 20. Additional supporting attachments (*Optional*)

APPENDIX 8

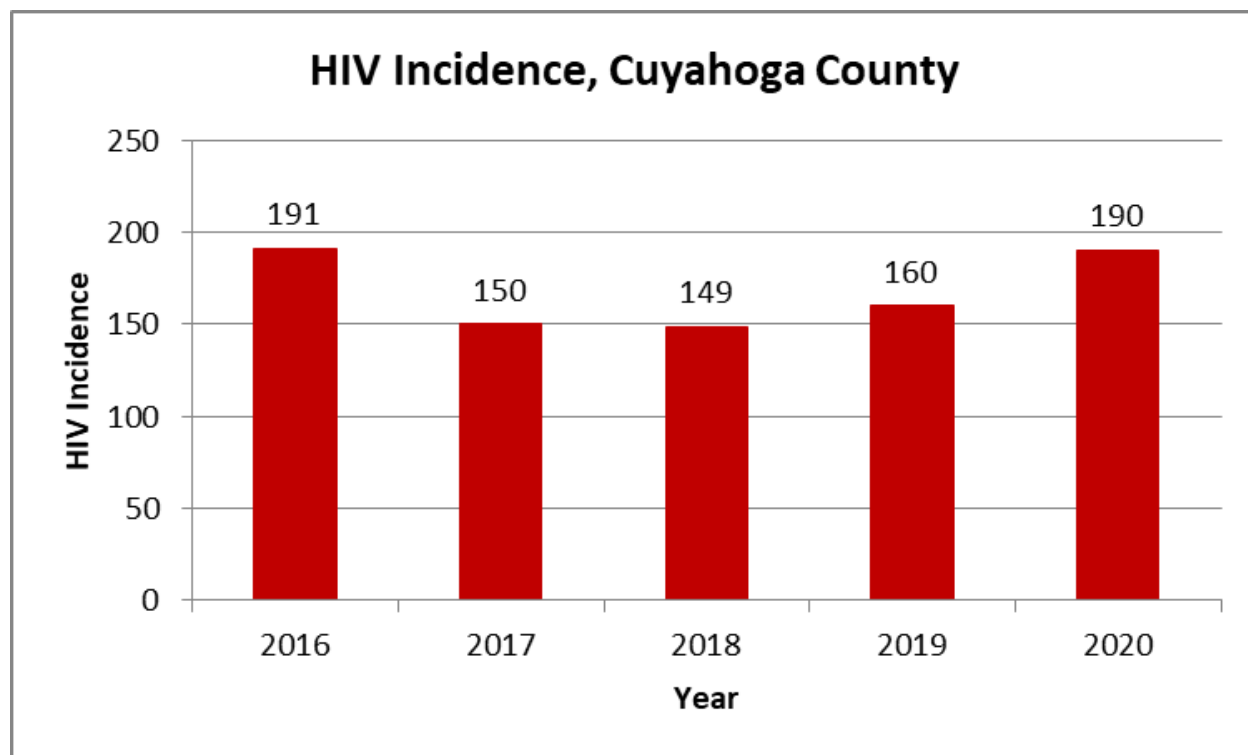
CUYAHOGA COUNTY EPIDEMIOLOGY SUMMARY, 2020

Prevalence

- 5,180 PLWH in Cuyahoga County as of end of 2020
- Males made up 80% of PLWH in the county; 44% were African-American males
- Highest number of PLWH was in the 55-64yo age group
- 52% of PLWH were in the MSM exposure category

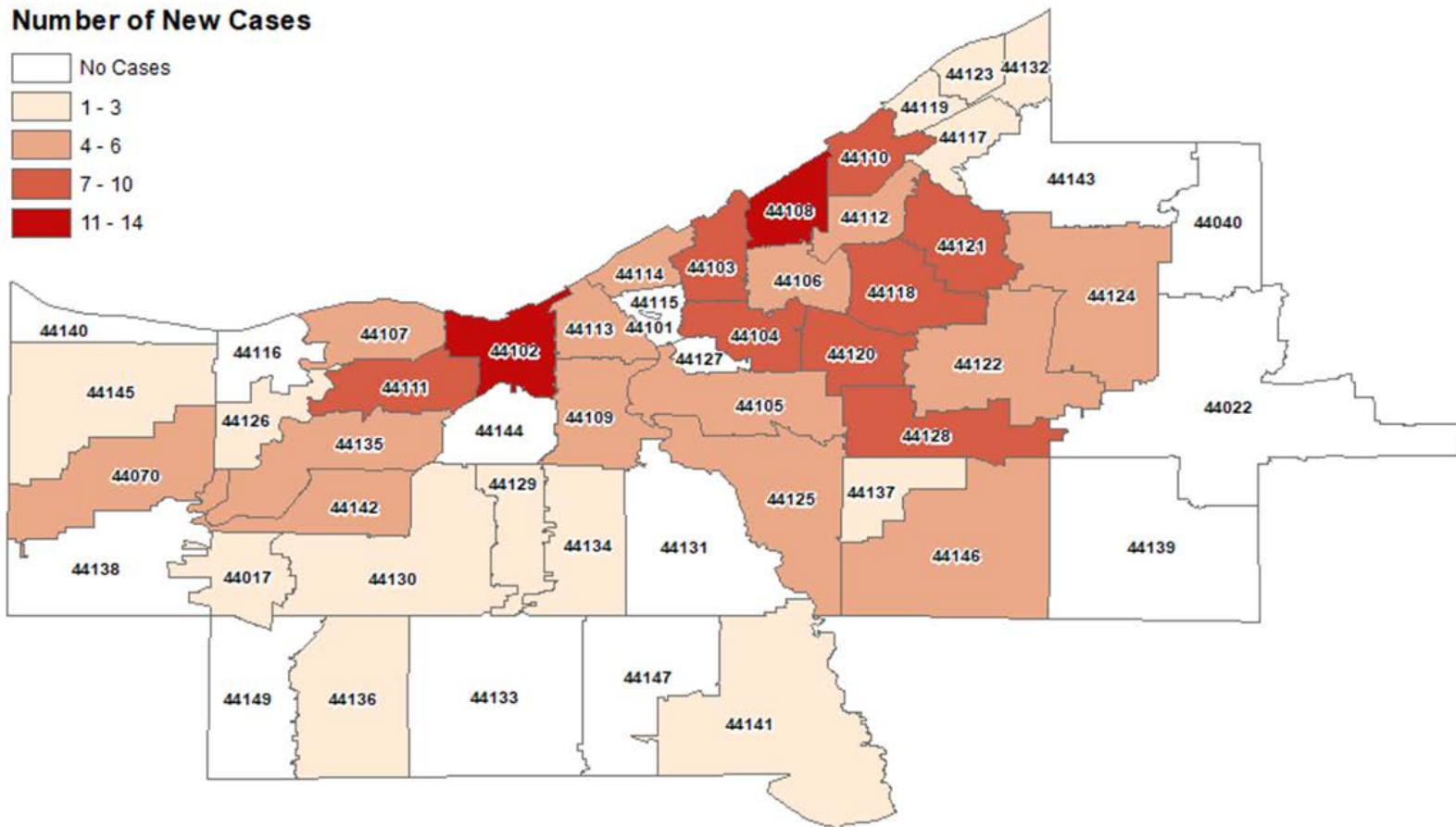
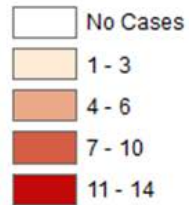
Incidence

- 190 new cases in the county; 19% increase from 2019
- Males made up 88% of new cases in the county; specifically, 63% of new cases were African-American males
- Highest number of new cases was in the 20-24yo age group. 49% of new cases were below the age of 30
- 41% of new cases were in the MSM exposure category



HIV Incidence in Cuyahoga County, 2020, by Zip Code

Number of New Cases



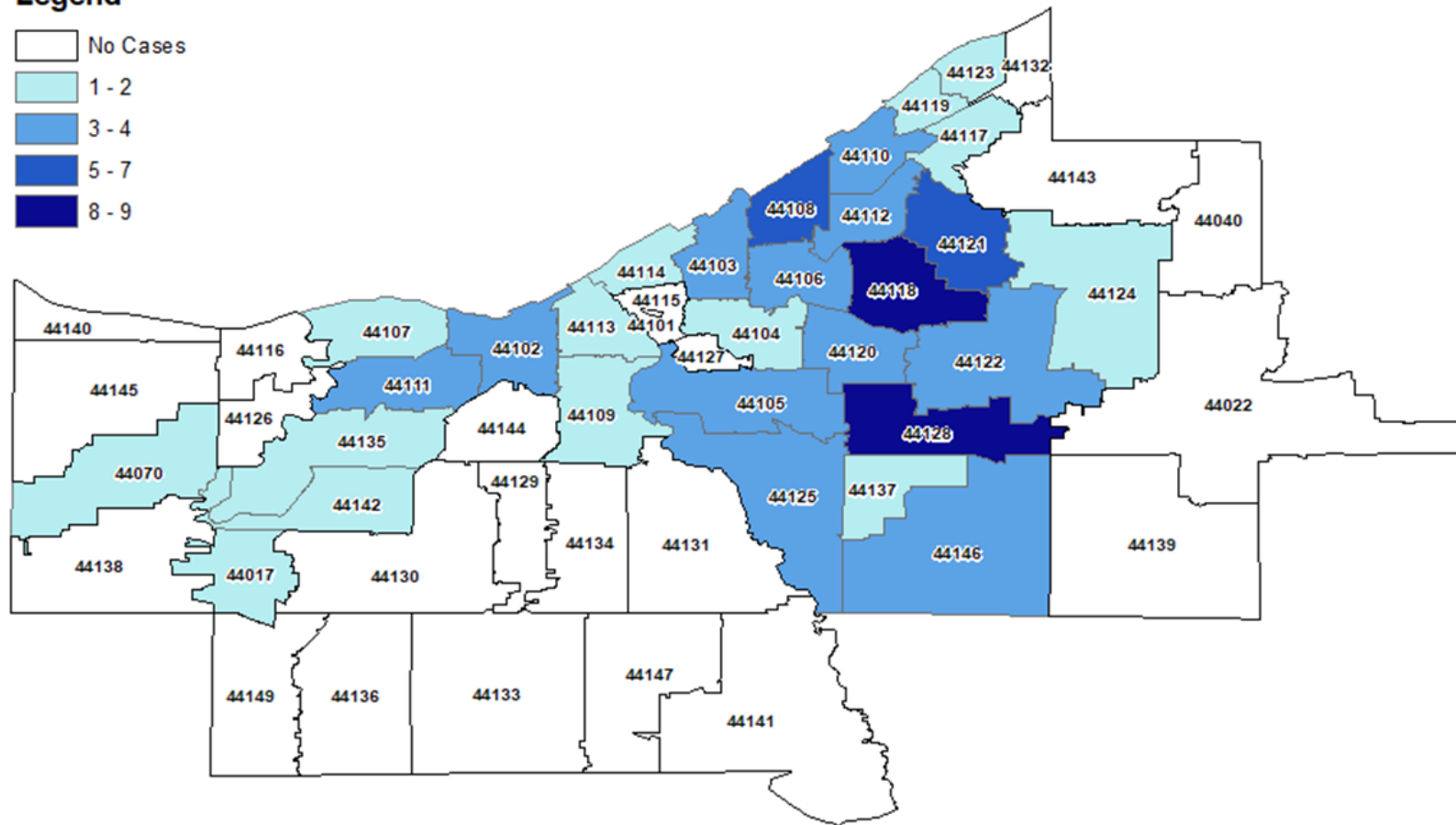
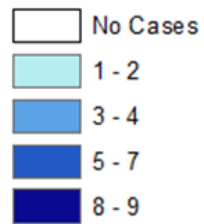
CUYAHOGA COUNTY
BOARD OF HEALTH
YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

Data Source: Ohio Disease Reporting System (ODRS)
Map Created By: V.Panakkal
Version Date: 3.14.2022

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HIV Incidence in Cuyahoga County Under Age 30, 2020, by Zip Code

Legend



CUYAHOGA COUNTY
BOARD OF HEALTH
YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

Data Source: Ohio Disease Reporting System (ODRS)
Age is at the time of diagnosis
Map Created By: V.Panakkal
Version Date: 3.21.2022

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