

**REQUEST FOR QUOTATIONS FOR  
2024-03 ENDING THE HIV EPIDEMIC PREVENTION  
FOR THE  
CUYAHOGA COUNTY BOARD OF HEALTH**

**Date Issued:** October 21, 2024

**Response Due:** November 5, 2024 at 10:30 am

**Return to:** Documents may be mailed or emailed to the following:

Cuyahoga County Board of Health  
Attention: Erin Lark Turcoliveri  
5550 Venture Drive, Parma, Ohio 44130  
(216)201-2001 ext. 1340  
[elark@ccbh.net](mailto:elark@ccbh.net)

**Contract Period:** January 1, 2025 to May 31, 2025

**Background**

The Cuyahoga County Board of Health (CCBH) has applied for funding from the Ohio Department of Health (ODH) for fiscal years 2021 to 2024 (through 5/31/2025) 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 outcomes, 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.

EHE Testing Strategies will include: (1) routinize screening to increase the number of people who are aware of their HIV status, (2) increase awareness of prevention messaging and techniques, (3) increase access and linkage to care, (4) promote health equity, (5) increase community and provider knowledge of HIV-related treatment, prevention, epidemiology, and effective policies, (6) and reduce new HIV infections.

### **Price Range**

Up to two awardees will be selected under this announcement that shall not exceed \$50,000. Awards contingent upon the Cuyahoga County Board of Health receiving funding from the Ohio Department of Health.

### **Duration of Services**

The Cuyahoga County Board of Health is seeking services commencing as early as January 1, 2025 through May 31, 2025.

### **Scope of Work**

Innovative proposed quotes should align with the goals, strategies and action items included in the [Cuyahoga County Ending the HIV Epidemic Plan](#); specifically, the “Diagnose” Pillar.

### **Deliverables**

Applicants will propose an innovative approach to the following:

- HIV Testing Event(s) or HIV Testing Pilot Programs located at: CBOs (Community Based Organizations), ASOs (AIDS Serving Organizations), Mental Health Centers, Substance Abuse/ Treatment Facilities, Shelters or Specific Events attended by priority populations in Cuyahoga County

Each applicant agency is responsible for overseeing HIV screening services within their agency and testing sites. Agencies are responsible for ensuring that all HIV testers are trained on best practices such as client-centered counseling (CCC). Agencies must demonstrate the support of testing venues that have the potential to reach persons with undiagnosed HIV infections based on [epidemiological data](#).

Selected agencies will carry out the following:

- Identify Key Staff to lead activities to routinize HIV screening
- Promote routine opt out screening
- Conduct point of care (rapid) and/or confirmatory lab HIV testing and provide counseling and risk reduction education.
- Link HIV+ patients to medical care within 30 days and make referrals to appropriate supportive services (Rapid Start of ART, PrEP, Ryan White etc.).
- Establish and maintain linkages and referrals to medical care and supportive services.
- Utilize ODH established data collection tools/forms and submit to ODH or CCBH in accordance with instructions outlined in the Reporting section.
- Agency HIV testing coordinators are responsible for the submission of required client level data collection forms (op scans), positivity report, demographic

information and aggregate data tables to CCBH monthly. Each agency HIV testing coordinator is responsible for ensuring that these forms have undergone a thorough quality assurance process.

Proposed strategies should consider Cuyahoga County's three priority populations: 1) Men who have sex with men (MSM); 2) MSM of Color; and 3) Youth (13-24); and how their proposal addresses EHE Testing Strategies which include: (1) routinize screening to increase the number of people who are aware of their HIV status, (2) increase awareness of prevention messaging and techniques, (3) increase access and linkage to care, (4) promote health equity, (5) increase community and provider knowledge of HIV-related treatment, prevention, epidemiology, and effective policies, (6) and reduce new HIV infections.

### **Information Requested**

The following items listed below must be included, for quotes to be considered.

#### **1. ORGANIZATION INFORMATION**

Name of Organization:

Address:

Project Lead Name and Title:

Phone Number:

Email Address:

Total Amount Requested:

Brief Project Description:

#### **2. Three references (CCBH form attached)**

#### **3. Describe how deliverables will be met:**

a) Background and Justification: This section should clearly identify the problem to be addressed and how it connects to the [Cuyahoga County Ending the HIV Epidemic Plan](#).

b) Priority Population(s): Indicate the key population(s) that the EHE funding would affect, the projected number of participants you anticipate to reach and recruitment strategy during the project period.

c) Work Plan: Outline your plans to implement the project. List specific goals and objectives. List the names and organizations, as well as the roles of any additional individuals who will be involved in implementing this project. Provide a timetable listing specific key activities and completion dates from project beginning to end.

d) Evaluation: How will you define success of your innovative approach? What indicators or performance measures do you anticipate collecting to monitor program implementation and outcomes? Describe your process to collect supporting evidence.

#### **4. Pricing document: Provide an estimated budget of the funding needed to carry out the above strategy.**

### **Insurance Requirements**

During the full term of the contractual agreement, the contractor shall have in effect and maintain such insurance as defined and determined by the Board. Where applicable, to

be determined by the Board's General Counsel, the applicable insurance shall name the Board and its employees as a co-insured or additional insured.

This insurance may protect the contractor, the Board and its employees and any subcontractor performing work covered by the contractual agreement against liabilities including but not limited to: 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.

If applicable, 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 General Counsel at the time of negotiation of the contract.

### **Payment**

Quoted projects shall be no more than \$50,000. Awards will be based upon fee schedule or cost reimbursement. The amount should be reasonable in comparison to number of clients served and services delivered during the funded period.

Funds Cannot 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'S REFERENCE SHEET

### INSTRUCTIONS:

List a minimum of three (3) organizations to whom you have provided like services to that being requested in the specification. Provide all data requested below for each reference listed. Use additional sheets if desired.

ORGANIZATION'S NAME:

CONTACT PERSON'S NAME & EMAIL:

ORGANIZATION'S FULL ADDRESS:

CONTACT PERSON'S TELEPHONE NUMBER:

DATE SERVICE(S) PROVIDED:

SPECIFY THE SERVICES PROVIDED:

ORGANIZATION'S NAME:

CONTACT PERSON'S NAME & EMAIL:

ORGANIZATION'S FULL ADDRESS:

CONTACT PERSON'S TELEPHONE NUMBER:

DATE SERVICE(S) PROVIDED:

SPECIFY THE SERVICES PROVIDED:

ORGANIZATION'S NAME:

CONTACT PERSON'S NAME & EMAIL:

ORGANIZATION'S FULL ADDRESS:

CONTACT PERSON'S TELEPHONE NUMBER:

DATE SERVICE(S) PROVIDED:

SPECIFY THE SERVICES PROVIDED:

### **Application Scoring**

All proposed quotes that are complete and comply with the requested requirements will be reviewed and scored by an objective review committee. Ineligible applications will not be reviewed. A scoring of 50 points will be used to evaluate each quote as follows (details for each of these categories can be found in the application section):

AGENCY:

Proposed Project:

REVIEWER:

Grant: Ending the HIV Epidemic- Prevention

Information Requested	Score	Comments
Organization Information (3 Points) <ul style="list-style-type: none"><li>○ Did the applicant provide the following: Name of Organization; Address; Project Lead Name and Title; Phone Number; Email Address; Total Amount Requested &amp; Brief Project Description.</li></ul>		
References (2 Points) <ul style="list-style-type: none"><li>○ Did the applicant provide 3 references?</li></ul>		
Background and Justification (10 points) <ul style="list-style-type: none"><li>○ Did the applicant clearly identify the problem?</li><li>○ Was the need for funding properly justified?</li><li>○ Did the applicant indicate how this program connects to the Cuyahoga County EHE Plan?</li></ul>		

<p>Priority population(s) (10 points)</p> <ul style="list-style-type: none"> <li>○ Did the applicant identify the key population that aligns with the EHE priorities?</li> <li>○ Did the applicant provide an accurate projected number of clients that the funding would affect?</li> <li>○ How will the program recruit clients who represent the priority populations?</li> </ul>		
<p>Work Plan (10 points)</p> <ul style="list-style-type: none"> <li>○ Did the applicant provide specific goals and objectives relevant to the project outline?</li> <li>○ Did the applicant list specific key activities necessary to fulfill the project requirements?</li> <li>○ Did the applicant specify completion dates from project beginning to end inclusive of person(s) responsible?</li> </ul>		
<p>Evaluation (10 points)</p> <ul style="list-style-type: none"> <li>○ How will the project determine that intended outcomes were reached?</li> <li>○ How will the project be monitored to ensure that the project is implemented as planned?</li> <li>○ Did the applicant identify how it will collect potential indicators or performance measures?</li> </ul>		
<p>Pricing Document (5 points)</p> <ul style="list-style-type: none"> <li>○ Did the applicant provide an accurate budget needed to carry out the project's projected goals?</li> <li>○ Is the proposed budget reasonable and adequate to meet the intended goals and objectives?</li> </ul>		
<b>Total Score</b>		