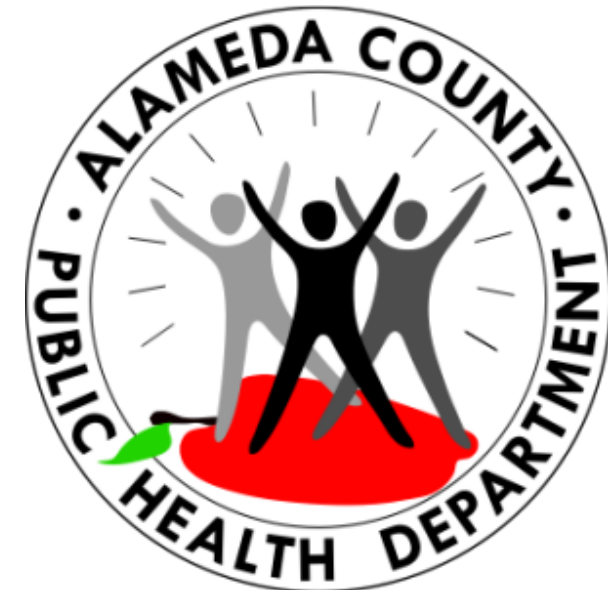


Office of HIV Care Bidders Conference

RFP No. RW0719HCBHS
and RW0719MAI

Home and Community-Based
Health Services
&
Minority AIDS Initiative (MAI)



Agenda

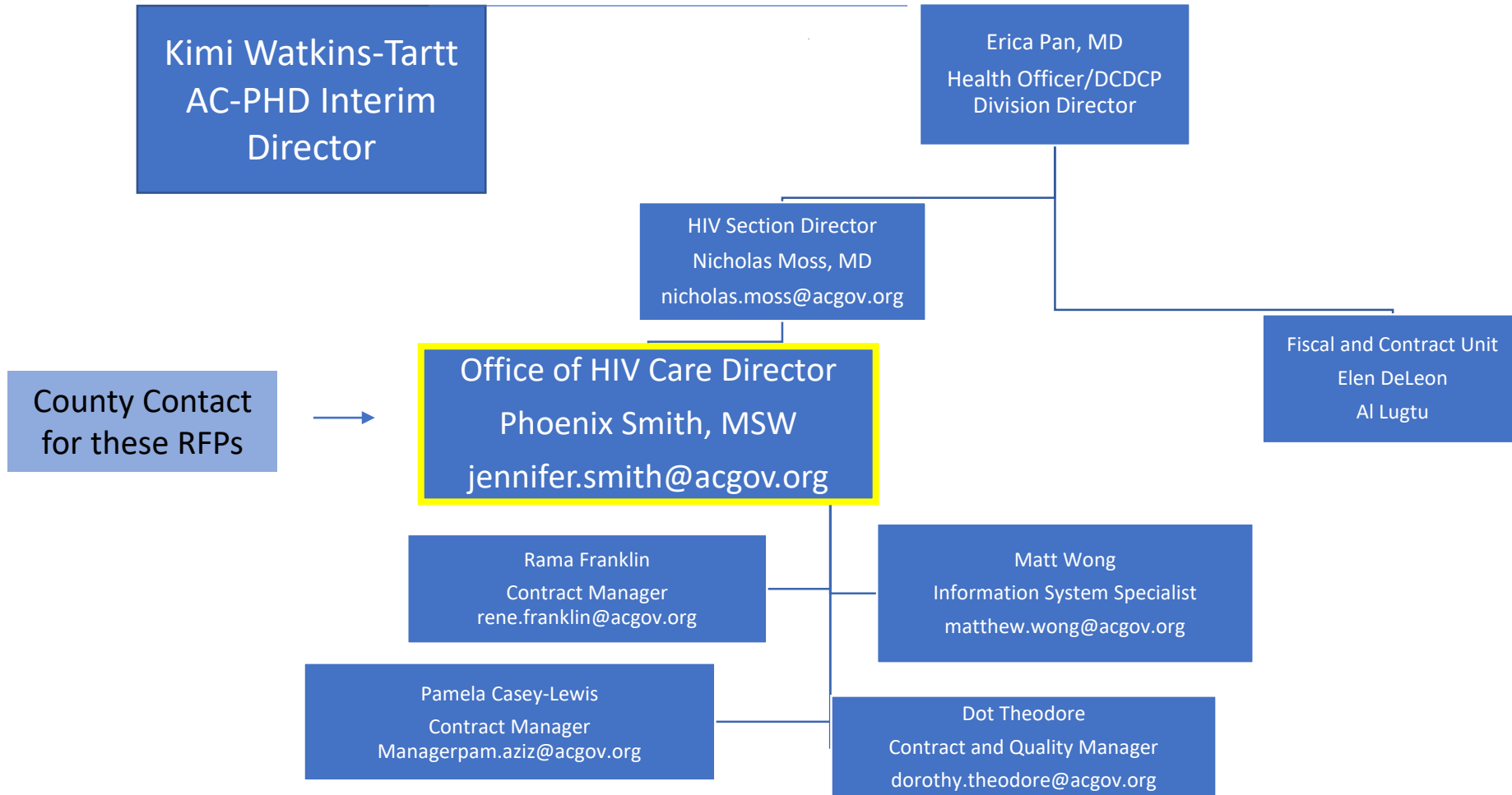


- Sign-in
- Welcome and Introductions
- RFP highlights
 - Record your questions
https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp#goods
- Bidder Questions
- Meeting Adjourned
- Networking

Alameda County Public Health Department

Division of Communicable Disease Control and Prevention (DCDCP)

Office of HIV Care



Ryan White HIV/AIDS Program Part A



- The Ryan White HIV/AIDS Program (RWHAP) was first authorized in 1990
- Part A funds used to provide core medical and support services for people living with HIV
- Grants are awarded to the chief elected official of the city or county, who designates a lead agency to administer the funds, AC-PHD
- Oakland Transitional Grant Area (OTGA)
 - Alameda and Contra Costa counties
 - Reported 1,000 to 1,999 AIDS cases in the most recent five years
 - Population of at least 50,000
- **RWHAP and MAI funding for 2020-21 is \$6,273,255**

Statement of Work - HCBHS

(pages 4-12)



Intent (page 4)

- Home and Community-Based Health Services
 - \$294,338
 - One **(1)** award

• **One Proposal per BIDDER**

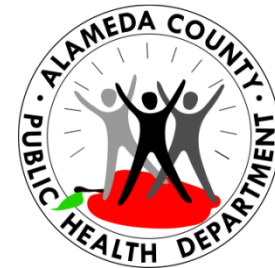
Scope (page 4-5)

- **Alameda County** underserved, and underinsured
- **HIV+**



Qualifications and Requirements - HCBCS

- **Minimum Qualifications (page 6)**
 - At least 3 years engaged in the business
 - **Not-for-profit**
 - **Certified to accept Medicare and Medi-Cal**
 - Possess all permits, licenses and professional credentials
- **Specific Requirements (pages 7-12)**
 - Service Category definition and client eligibility
 - Staffing and Personnel requirements
 - Proposed program key activities (pages 8-9)
 - Proposed objectives and requirements (pages 9-10)



Statement of Work - MAI

(pages 4-21)

Intent (page 4)

- **Minority AIDS Initiative**
 - \$350,977.00
 - Up to **five (5)** awardees
 1. Medical Case Management and Outpatient Ambulatory Health Services
 2. Mental Health
 3. Early Intervention Services
 4. Substance Abuse and Non-medical Case Management
 5. Psychosocial Support Services

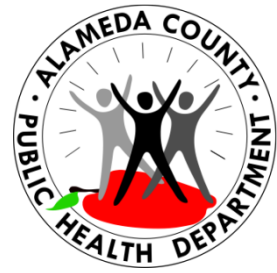
BIDDERS ARE REQUIRED TO SUBMIT SEPARATE PROPOSALS FOR EACH SERVICE CATEGORY

Scope (page 4-5)

- **Alameda County** underserved, and underinsured
- **HIV+**
 - Young men who have sex with men (YMSM) of color (13-29 years old)
 - African American and Latinx transwomen

Qualifications and Requirements - MAI

(pages 6-21)



- **Minimum Qualifications (pages 6)**
- **Provide Services according to OTGAPC allocations (pages 6-7)**
 - Comply with all AC-PHD, OTGA and RWHAP
 - Must follow current Federal RWHAP guidelines and standards
 - Must follow current Federal RWHAP policies and procedures
 - Services must be delivered in Alameda County
- **Program Specific Requirements (pages 7)**
 - **BIDDERS APPLYING FOR MORE THAN SERVICE CATEGORY ARE REQUIRED TO SUBMIT SEPARATE PROPOSALS FOR EACH SERVICE CATEGORY**
 - Address barriers to healthcare
 - MOUs with other non-HIV organizations
 - Addressing stigma
 - Use of technology
- **Service Category Specific Requirements (pages 7-21)**
 - Service definitions for each service category
 - Proposed program key activities and objectives for each service category
 - Proposed objectives and performance requirements

Qualifications and Requirements - MAI

(pages 6-21)



- Policy and Procedure Requirements (pages 16-18)
 - Specific policy and procedure requirements that are new to MAI
 - How will your agency will put the required policies in place
 - How will your agency implement new, required policies
- Client Access Requirements (page 18)
 - Specific requirements to increase access
 - How will you the client where they are?
 - Use of technology
 - Non-traditional service delivery

Additional Requirements

(pages 10-11 – HCBHS
pages 6-7 – MAI)



• **General Program and Eligibility requirements (pages 10-11)**

- Comply with all AC-PHD, OTGA and RWHAP
 - Allowable costs and service standards
- Services must be delivered in Alameda County
- Client eligibility to be kept on file, and includes
 - proof of HIV diagnosis, residency, insurance, income <300% FPL; re-certification required every six months
- Certified to receive Medi-Care/Medi-Cal payments (Home Health and OAHS)
- Payer of last resort; aggressively check for insurance sources and client eligibility
- Client rights and responsibilities
- Client-focused care including safety, accessibility, language needs, relevant federal and state requirements
- Attendance at OHC required meetings and trainings

Fiscal Requirements and Restrictions

(pages 11-12 – HCBHS
page 19-20 – MAI)

- Payment of invoices are reimbursed with satisfactory submission of documentation
- Use of ARIES for entry of client level data
- A maximum of 10% of the total proposed budget can be used for administrative costs
- No cash incentives to clients (Refer to HRSA Policy Clarification Notice 16-02) (page 10 – HCBHS, page 20 – MAI)

Deliverables

(page 12 – HCBHS
page 20-21 – MAI)

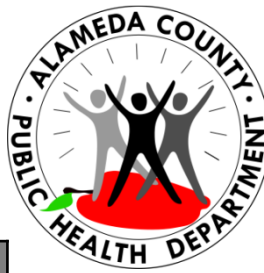


- **Awardees are required to:**

- Submit all contract documents on the due date
- Enter client level data in the ARIES database by the 10th day of the following month (unduplicated clients and units of service - UDC, UOS)
- Complete and upload Ryan White Service Report (RSR) annually
- Submit mid-year and year-end progress reports
- Participate in periodic evaluations, including site visits, personnel/client file reviews
- Participate in a clinical quality management program (TBD)

Calendar of Events

(page 13 – HCBHS
page 21 – MAI)



EVENT	DATE/LOCATION	
Request Issued	July 10, 2018	
Bidders Conference #1	July 17 th 1:00 PM – 3:00 PM	Health Care Services Agency 1000 San Leandro Blvd, Room 325 San Leandro, CA
Bidders Conference #2	July 25 th 10:00 AM – 12 PM	Alameda County PHD (Office of HIV Care) 1000 Broadway, Room #5000-A Oakland, CA
Written Questions Due (via email only)	Friday, July 25th by 2:00 PM	
List of Bidders Conference attendees issued	Monday, July 29th	
Mandatory letter of intent due	Monday, July 29th	
Addendum and Q&A Issued	August 2nd (See GSA SITE, emailed to attendees of BIDDERS CONFERENCES)	
Response Due (PROPOSALS)	August 22nd by 2:00 p.m. NO LATE OR UNSEALED BIDS! NO EXCEPTIONS!	
Evaluation Period	August 23rd through September 6th	
Vendor Interviews, if needed	September 10 th	
Notice of Intent to Award	September 14 th	
*Board Letter Recommending Award Issued	<i>October 8th</i>	
*Board Consideration Award Date	<i>October 22nd</i>	
*Contract Start Date	<i>March 1, 2020</i>	

*** Dates are approximate**

Format

(pages 29 – HCBHS
page 37 – MAI)



- One (1) original and five (5) copies (marked as such)
- Plain white paper (30% post consumer recycled paper), 8 ½ X 11, double-sided
- Loose leaf or 3-ring binder (NOT BOUND)
- 13-point Arial font, single-spaced, one (1)-inch margins
- No more than 40 pages, sequentially numbered
- **NO SCANNED, OR RE-CREATED VERSIONS OF ANY COUNTY-PROVIDED DOCUMENT** (page 28 – HCBHC, page 35 – MAI)
 - Forms are provided as Word Documents

Checklist

(page 35-36 – HCBHS
pages 43-44 – MAI)



1. Table of Contents
2. Letter of transmittal
3. Exhibit A
 - a) Cover page (page 33 - HCBHS, page 41 – MAI)
 - b) Bid form (page 34 – HCBHS, page 42 - MAI)
 - c) References (pages 38-39 – HCBHS, pages 46-47 – MAI)
 - d) Exceptions, Clarification, Amendments (page 40 – HCBHS, page 48 – MAI)
4. Key Personnel
5. Program Description and Service Delivery (use Exhibit C) (page 41 – HCBHS, page 52 – MAI)
6. Cost (see Exhibits D) (pages 44-47 – HCBHS. pages 53-56 – MAI)
7. Implementation Plan and Schedule
8. Capacity and Relevant Experience
9. Data and Reports

EXHIBIT B (insurance) IS PART OF MINIMUM REQUIREMENTS. CERTIFICATES ARE NOT REQUIRED AT THE TIME OF SUBMISSION

NOTE THE PAGE LIMITS FOR EACH SECTION LISTED IN THE RFP

Evaluation

Pass/Fail

(pages 16-19 – HCBHS
page 24-28 – MAI)

- Completeness
- Debarment and Suspension
- References

Evaluation - HCBHS

(pages 16-19)



Evaluation Criteria	Weight
Program Description and Service Delivery	30 points
Cost	15 points
Implementation Plan and Schedule	5 points
Capacity and Relevant Experience	15 points
Data and Reports	15 points
Understanding of the Project	10 points
Extended Service Hours Offered	5 points
Health Equity	5 points
TOTAL	100 points

Evaluation - MAI

(pages 24-28)



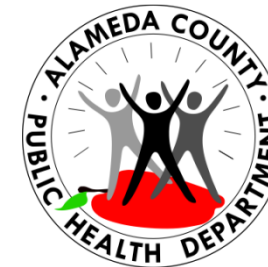
Evaluation Criteria	Weight
Program Description and Service Delivery	25 points
Cost	15 points
Implementation Plan and Schedule	10 points
Capacity and Relevant Experience	15 points
Understanding of the Project	10 points
Health Equity	5 points
Methodology	15 points
Extended Service Hours Offered	5 points
TOTAL	100 points



0	Not Acceptable	Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average / Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent / Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

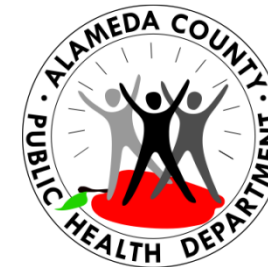
Total of 500 Points

(pages 17-18 – HCBHS
Page 24 – MAI)



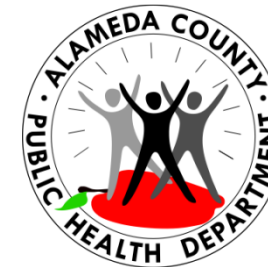
Bid Protest and Appeal Process

(pages 20-23 – HCBHS
Pages 29-31 – MAI)



Instructions to Bidders

(page 26-47 – HCBHS
Pages 34-56 MAI)



Mandatory Letter of Intent must be
sent via email to

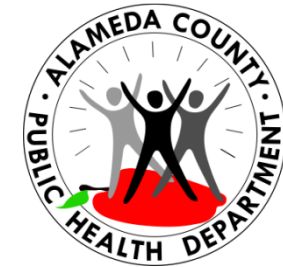
Phoenix Smith

jennifer.smith@acgov.org

by

2:00pm

July 29, 2019



Written Questions Due:
July 25th
at 2:00 PM
to the County contact

Phoenix Smith, MSW, Director
jennifer.smith@acgov.org

VIA EMAIL ONLY

Proposals Due:
August 22, 2019
by 2:00 PM

No Exceptions!!



Sealed, hand-delivered, and addressed to:
Phoenix Smith, MSW, Director
Office of HIV Care
Alameda County Public Health Department
1000 Broadway, suite 310
Oakland, CA 94607

NO PROPOSALS VIA EMAIL OR FAX

Calendar of Events

(page 13 – HCBHS
page 21 – MAI)



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Bidders Questions