

**State of Hawaii  
Department of Health  
Communicable Disease Division  
STD/AIDS Prevention Branch**

**Request for Proposals for**

**HIV Care Services:  
HIV/AIDS Housing Assistance Services  
Statewide**

**RFP Number: SAPB-2010-6**

**September 28, 2010**

September 28, 2010

REQUEST FOR PROPOSALS

HIV/AIDS HOUSING ASSISTANCE SERVICES  
STATEWIDE

RFP No. SAPB-2010-6

**The Hawaii Department of Health, Communicable Disease Division, STD/AIDS Prevention Branch, is requesting proposals from qualified applicants to provide HIV/AIDS housing assistance services to individuals with HIV statewide. The contract term will be from July 1, 2011 through June 30, 2013.**

Proposals shall be mailed and postmarked by the United State Postal Service on or before December 1, 2010, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on December 1, 2010, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The STD/AIDS Prevention Branch shall conduct an orientation on October 13, 2010, at 10:00 a.m. HST, in Room 418, Diamond Head Health Center, 3627 Kilauea Avenue, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

**The deadline for submission of all written questions is 4:30 p.m. HST, October 27, 2010. All written questions will receive a written response from the State on or about November 12, 2010.**

**Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Paul Davis, at the STD/AIDS Prevention Branch, 3627 Kilauea Avenue, Rm. 306, Honolulu, Hawaii 96816, telephone: (808) 733-4080, fax: (808) 733-9015.**

# PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ONE ORIGINAL AND FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED.

ALL MAIL-INS MUST BE POSTMARKED BY THE USPS BEFORE 12:00  
MIDNIGHT,  
December 1, 2010

All Mail-ins

**STD/AIDS Prevention Branch  
Hawaii Department of Health  
HIV Housing Services RFP  
3627 Kilauea Avenue, #306  
Honolulu, HI 96816**

DOH RFP Coordinator

**Paul Davis  
STD/AIDS Prevention Branch  
Hawaii Department of Health  
3627 Kilauea Avenue, #306  
Honolulu, HI 96816  
Phone: (808) 733-8040  
Fax: (808) 733-9015**

ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE  
UNTIL 4:30 P.M., December 1, 2010

Drop-off Site

**For all applicants:**

**STD/AIDS Prevention Branch  
Hawaii Department of Health  
HIV Housing Services RFP  
728 Sunset Avenue, 2<sup>nd</sup> Floor  
Honolulu, HI 96816**

BE ADVISED: All mail-ins postmarked USPS after 12:00 midnight, December 1, 2010, will not be accepted for review and will be returned.

Hand deliveries will not be accepted after 4:30 p.m., December 1, 2010.

Deliveries by private mail services, such as FedEx or UPS, shall be considered hand deliveries, and will not be accepted if received after 4:30 p.m., December 1, 2010.

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# **Section 1**

## **Administrative Overview**

## Section 1 Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

### I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	September 28, 2010
Distribution of RFP	September 28, 2010
RFP orientation session	October 13, 2010
Closing date for submission of written questions for written responses	October 27, 2010
State purchasing agency's response to applicants' written questions	November 12, 2010
Proposal submittal deadline	December 1, 2010
Proposal evaluation period	December 2010
Provider selection	December 30, 2010
Notice of statement of findings and decision	January 14, 2010
Contract start date	August 1, 2011

## II. Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>

	For	Click
1	Procurement of Health and Human Services	“Health and Human Services, Chapter 103F, HRS...”
2	RFP website	“Health and Human Services, Ch. 103F...” and “The RFP Website” (located under Quicklinks)
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	“Statutes and Rules” and “Procurement of Health and Human Services”
4	Forms	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Forms”
5	Cost Principles	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Cost Principles”
6	Standard Contract -General Conditions	“Health and Human Services, Ch. 103F...” “For Private Providers” and “Contract Template – General Conditions”
7	Protest Forms/Procedures	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Protests”

### Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	<a href="http://hawaii.gov/tax/">http://hawaii.gov/tax/</a> click “Forms”
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	<a href="http://capitol.hawaii.gov/">http://capitol.hawaii.gov/</a> click “Bill Status and Documents” and “Browse the HRS Sections.”
10	Department of Commerce and Consumer Affairs, Business Registration	<a href="http://hawaii.gov/dcca">http://hawaii.gov/dcca</a> click “Business Registration”
11	Campaign Spending Commission	<a href="http://hawaii.gov/campaign">http://hawaii.gov/campaign</a>

## III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

#### **IV. RFP Organization**

This RFP is organized into five sections:

*Section 1, Administrative Overview*--Provides applicants with an overview of the procurement process.

*Section 2, Service Specifications*--Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

*Section 3, Proposal Application Instructions*--Describes the required format and content for the proposal application.

*Section 4, Proposal Evaluation*--Describes how proposals will be evaluated by the state purchasing agency.

*Section 5, Attachments* --Provides applicants with information and forms necessary to complete the application.

#### **V. Contracting Office**

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

STD/AIDS Prevention Branch  
Department of Health  
State of Hawaii  
3627 Kilauea Avenue, Room 306  
Honolulu, Hawaii 96816  
Telephone: (808) 733-9010 Fax: (808) 733-9015

#### **VI. Orientation**

An orientation for applicants in reference to the request for proposals will be held as follows: October 13, 2010, at 10:00 a.m., in Room 418, Diamond Head Health Center, 3627 Kilauea Avenue, Honolulu, Hawaii. Special modifications (e.g. sign language interpreter, large print, taped materials, etc.) can be provided, if requested in advance by calling Mr. Paul Davis at (808) 733-9010.

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted and spontaneous answers provided at the state

purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in paragraph VII, "Submission of Questions."

## **VII. Submission of Questions**

Applicants may submit questions in writing to the RFP Contact Person(s) identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date: October 27, 2010**

**Time: 4:30 p.m., HST**

State agency responses to applicant written questions will be provided by:

**Date: November 12, 2010.**

## **VIII. Submission of Proposals**

**A. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in paragraph II, "Website Reference." Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** - Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in

Section 3 of this RFP, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)

5. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at [www.hawaii.gov/tax/tax.html](http://www.hawaii.gov/tax/tax.html).

- B. **Program Specific Requirements** - Program specific requirements are included in Sections 2, Service Specifications, and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.
- C. **Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Tax Clearance.** Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)
- E. **Wages and Labor Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)
- **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations

unincorporated associations and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See part II, Website Reference.)

- F. Hawaii Compliance Express (HCE).** Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The “Certificate of Vendor Compliance” issued online through HCE provides the registered provider’s current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to this section’s part II. Website Reference for HCE’s website address.
- G. Campaign Contributions by State and County Contractors.** Providers are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)
- H. Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.
- Note that price is not considered confidential and will not be withheld.*
- I. Confidentiality of Personal Information.** Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General’s General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.
- J. Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

## **IX. Discussions with Applicants**

- A. **Prior to Submittal Deadline** - Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR Section 3-143-403.

## **X. Opening of Proposals**

Upon receipt of a proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **XI. Additional Materials and Documentation**

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

## **XII. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

### **XIII. Final Revised Proposals**

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit only the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

### **XIV. Cancellation of Request for Proposal**

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

### **XV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

### **XVI. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with HAR Sections 3-142-202 and 3-142-203.

### **XVII. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
- (2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
- (3) Late proposals. (HAR Section 3-143-603)
- (4) Inadequate response to request for proposals. (HAR Section 3-143-609)
- (5) Proposal not responsive. (HAR Section 3-143-610 (a) (1))
- (6) Applicant not responsible. (HAR Section 3-143-610 (a)(2))

### **XVIII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the AWARDEE prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

### **XIX. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

**Head of State Purchasing Agency**

Name: Chiyome Leinaala Fukino, M.D.

Title: Director of Health

Mailing Address: P.O. Box 3378, Honolulu, Hawaii 96801

Business Address: 1250 Punchbowl Street, Honolulu, Hawaii

**Procurement Officer**

Name: Sharon Abe

Title: Chief, Administrative Services Office

Mailing Address: P.O. Box 3378, Honolulu, Hawaii 96801

Business Address: 1250 Punchbowl Street, Honolulu, Hawaii

**XX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, Hawaii Revised Statutes, and subject to the availability of State and/or Federal funds.

**XXI. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

**XXII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO Website (See paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

## **Section 2**

# **Service Specifications**

# **HIV/AIDS Housing Assistance Services Statewide**

## **Section 2 Service Specifications**

### **I. Introduction**

#### **A. Overview, Purpose or Need**

The STD/AIDS Prevention Branch of the Hawaii State Department of Health seeks to procure housing assistance services for Hawaii residents with HIV/AIDS who have inadequate incomes to maintain minimally acceptable housing and who meet other eligibility requirements.

#### **B. Planning Activities Conducted in Preparation for this RFP**

Extensive internal STD/AIDS Prevention Branch meetings were convened to discuss the development of this RFP. Topics of discussion included identifying specific services to be purchased, developing project goals and objectives, and specific criteria for service providers.

A Request for Information was conducted on May 13, 2010, to provide all interested parties an opportunity to pose questions and to collect current service provider perspectives on the proposed services included in this RFP.

#### **C. Description of the goals of the service**

In each contract year, PROVIDER shall provide HIV housing assistance services as described below:

1. Maintain and staff a comprehensive residence program for persons with the human immunodeficiency virus and who have been rendered homeless due to such condition.
2. Provide residential and rental assistance to HIV-infected individuals state-wide through participation in the rent subsidy program.
3. Provide emergency assistance state-wide to HIV-infected individuals for emergency rent payments, deposits, and utilities.
4. Provide referrals to case management services for clients as needed.

5. Provide temporary shelter to HIV-infected individuals state-wide at a YMCA/YWCA facility or economy hotel or similar facility.
6. Provide housing for persons living with HIV/AIDS (PLWH) through the operation of a residential facility which shall be maintained at an average occupancy rate of at least eighty percent (80%) for each contract year.
7. Identify landlords and rental units for HIV-infected individuals.
8. Facilitate clients' access to public and private housing subsidy benefits.
9. Provide supervision and follow-up to ensure client and landlord compliance with rent subsidy policies and landlord/tenant laws.
10. Explore and access available housing resources for clients.

**D. Description of the target population to be served**

Residents of Hawaii with HIV/AIDS whose incomes are inadequate to maintain minimally acceptable housing.

**E. Geographic coverage of service**

Statewide

**F. Probable funding amounts, source, and period of availability**

**Total Funding:** Three hundred ninety-six thousand seven hundred eighty-four dollars (\$396,784) each fiscal year (pending legislative appropriations and the availability of funds).

**Source of Funds:** State

**Availability:** August 1, 2011 through July 31, 2013

**II. General Requirements**

**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

NONE

**B. Secondary purchaser participation**

After-the-fact secondary purchases

**WILL BE ALLOWED**

Planned secondary purchases

**NONE**

**C. Multiple or alternate proposals**

Allowed      Unallowed

**D. Single or multiple contracts to be awarded**

Single                     Multiple             Single & Multiple

**E. Single or multi-term contracts to be awarded**

Single term (< 2 yrs)                     Multi-term (> 2 yrs.)

**Initial term of contract: Two (2) years**

**Length of each extension: Twenty-four (24) months**

**Number of possible extensions: Two (2)**

**Maximum length of contract: Six (6) years**

**The initial period shall commence on the start date (August 1, 2011) or**

**Notice to Proceed, whichever is later.**

**Conditions for extension: 1) Availability of funds; 2) must be in writing;  
3) must be executed prior to expiration.**

**F. RFP contact person**

**The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should will be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.**

**Paul Davis**  
**STD/AIDS Prevention Branch**  
**Hawaii State Department of Health**  
**3627 Kilauea Avenue, Rm. 306**  
**Honolulu, Hawaii 96816**  
**Phone: (808) 733-4080 (Non-TDD) Fax: (808) 733-9015**

### **III. Scope of Work**

**The scope of work encompasses the following tasks and responsibilities:**

#### **A. Service Activities**

With the funds provided through this procurement, or with the funds provided through this procurement in combination with funds from other sources, in each contract year, the PROVIDER shall:

1. Provide rental subsidy assistance for a minimum of one hundred twenty (120) persons statewide, which includes new applicants and persons renewing applications at six-month intervals, to secure housing in accordance with policy and procedural guidelines developed by the PROVIDER and approved in writing by the STD/AIDS Prevention Branch. PROVIDER will maintain a statewide wait list for those individuals needing housing assistance. On the Neighbor Islands, the PROVIDER shall provide these services in cooperation with case managers from AIDS services organizations, hospital discharge planners, or other case management resources.
2. Provide housing through the operation of a residential facility with a minimum capacity of ten (10) persons which shall be maintained at an average occupancy rate of at least eighty percent (80%). The PROVIDER shall ensure that the residential facility is accessible to handicapped persons.
3. Provide emergency assistance services to address housing or utility needs for a minimum of sixty (60) clients statewide who possess inadequate resources to meet their needs. On the Neighbor Islands, PROVIDER shall provide emergency assistance services in cooperation with case managers from AIDS services organizations, hospital discharge planners, or other case management resources. Emergency assistance services shall not last more than five (5) days.
4. Provide temporary shelter for a maximum of fourteen (14) days to a minimum of twenty-five (25) people with HIV/AIDS statewide, who are homeless or in need of short-term housing.

5. Assure that all residential program clients receive or have been referred for case management services from the STD/AIDS Prevention Branch-contracted case management services provider on Oahu.
6. Provide housing coordination services to a minimum of ninety-five (95) persons, which may include:
  - a. Identifying landlords and rental units for HIV-infected individuals participating in the PROVIDER's rental subsidy assistance program;
  - b. Assisting clients statewide to apply for available housing resources; and,
  - c. Providing supervision and follow-up to ensure client and landlord compliance with rent subsidy policies and landlord/tenant laws.
7. A continuum of housing options shall be developed to ensure the accessibility to housing services by multiply diagnosed individuals, with a special focus on the provision of intermediate care facilities.

## **B. Management Requirements**

### **1. Personnel**

#### **Staff Training and Development**

All staff providing services under this procurement shall have demonstrated skills and expertise in the topic areas in which they will be expected to assist the target population.

PROVIDER shall provide staff with training on HIV infection and AIDS at least every six (6) months. New staff members shall receive training on HIV infection and AIDS within sixty (60) days of employment and before providing services to the public. Training shall include basic HIV training based on the topics listed below to ensure that staff:

i) have correct factual knowledge of HIV and STDs including:

- history and epidemiology of the HIV epidemic;
- biology of HIV;
- modes of HIV transmission;
- information on STDs;
- prevention of transmission;
- populations at risk for HIV;
- utilizing theories of behavioral interventions;

- treatment of HIV infection;
- treatment of STDs;
- community resources statewide;
- HIV antibody counseling and testing sites statewide; and,

- ii) understand clearly the populations to be served under this contract;
- iii) understand the purposes of activities they will be implementing are oriented to behavioral interventions;
- iv) are familiar with the specific requirements of the contract; and
- v) understand the basics about HIV/AIDS and STD prevention.

Arrangements for, and any expenses related to, this training shall be the sole responsibility of the PROVIDER. Completion by each new staff member of all elements of this training, and how this training was provided, shall be reported to the SAPB in the quarterly program reports.

## **2. Administrative**

During the contract period, PROVIDER shall:

- a. Expand permanent, independent living housing alternatives for HIV-positive individuals living in Hawaii.
  - i) PROVIDER shall explore options for permanent housing including accessing U.S. Department of Housing and Urban Development and other funding sources;
  - ii) PROVIDER shall work with the Hawaii Public Housing Authority to acquire long-term funding for permanent housing services;
  - iii) PROVIDER shall ensure that decisions on permanent housing shall include client representation/input.
- b. Provide adequate support services such as anger management, life skills classes, mentor programs, buddy programs, and psychological services as necessary for clients to maintain an independent living situation.
- c. Utilize a standardized electronic data collection system designated by the STD/AIDS Prevention Branch. This data collection system shall contain intake information, needs assessment, and service utilization and other data elements.

- d. Conduct a uniform client satisfaction survey which measures the quality of services provided by all contracted HIV/AIDS care service providers at least once per twelve (12) month fiscal year, and provide data and analysis to the STD/AIDS Prevention Branch.
- e. Maintain and respect the confidentiality of client medical records and information, including HIV status and any test results, pursuant to all relevant Federal and State confidentiality requirements.
- f. Develop and maintain a mechanism to ensure consumer input into or involvement with the agency's board of directors. This mechanism shall be written up and submitted to the STD/AIDS Prevention Branch at the start of the contract period and be made available to all clients.

**3. Quality assurance and evaluation specifications**

Activities to monitor, evaluate, and improve the PROVIDER's services must be an integral part of program design, and these activities must be included as part of the proposed program.

**4. Output and performance/outcome measurements**

Outcome and performance measurements must be an integral part of the program design, and these measurements must be included in the proposal.

**5. Experience**

The PROVIDER shall have a history of providing the services sought in this procurement, or similar services, to either the target population or other disabled populations.

**6. Coordination of services**

**Not Applicable**

**7. Reporting requirements for program and fiscal data**

- a. PROVIDER shall use and maintain a standardized client services data management and reporting system as specified by STD/AIDS Prevention Branch. This data system shall contain common intake information across all provider agencies and additional information related to needs assessment, service utilization and other data elements.
- b. PROVIDER shall provide STD/AIDS Prevention Branch with written program and budget reports within thirty (30) days after the end of each

quarter. These reports shall indicate all services provided, expenses incurred, and the PROVIDER's progress in providing the services required under this procurement.

- c. PROVIDER shall provide the STD/AIDS Prevention Branch with written quarterly narrative reports of approximately two (2) pages, describing overall progress toward achieving contract objectives. The quarterly reports shall describe activities conducted, number of individuals in the target population served, problems/issues in service delivery, and a brief discussion of next quarter's activities and goals.
- d. PROVIDER shall provide the STD/AIDS Prevention Branch with a final written report within thirty (30) calendar days after the end of each contract period which reflects results of the PROVIDER's program, including accomplishments of service requirements, target populations served, development of program methodology, and adherence to the projected budget costs.
- e. PROVIDER shall provide the STD/AIDS Prevention Branch with the names and full-time equivalence (FTE) of all staff positions funded under this procurement and under which service priority they are providing services and their qualifications and experience. The name, qualifications and experience of the individual providing clinical supervision shall be included. The PROVIDER shall indicate any vacant positions funded through this procurement as part of each quarterly report and its plans to fill the vacancy.

### **C. Facilities**

Applicant's facilities must meet all applicable Federal and State requirements for accessibility and safety.

## **IV. COMPENSATION AND METHOD OF PAYMENT**

### **Compensation and Method of Payment: Cost Reimbursement**

The cost reimbursement pricing structure reflects a purchase arrangement in which the purchasing agency pays the provider for budgeted agreed-upon costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

Payments for services shall occur on a quarterly basis upon submission of an invoice from the provider. There shall be four (4) quarterly payments each year of the term of this contract. In the first year, an advance equal to one-eighth (1/8) of the total amount of the contract may be requested by the provider in the form of an invoice submitted to the contracting agency in the first month of the contract period.

## **Section 3**

# **Proposal Application Instructions**

# Section 3

## Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Proposal Applications must be in a standard 12 point font, single spaced, with one inch margins.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of Contents*
- *Tabbing of sections is recommended.*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for each item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are strongly encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website References). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

#### **I. Program Overview**

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

#### **II. Experience and Capability**

##### **A. Necessary Skills**

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

**B. Experience**

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

**C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

**D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community, including providers of HIV/AIDS case management and support services.

**E. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

**III. Project Organization and Staffing**

**A. Staffing**

**1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

**2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

## **B. Project Organization**

### **1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

### **2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

## **IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant's approach to the following service activities and management requirements and applicable service activities and management requirements from Section 2, Item III. - Scope of Work. Include (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

With the funds provided through this procurement, or with the funds provided through this procurement in combination with funds from other sources, in each contract year, the APPLICANT shall:

1. Provide rental subsidy assistance for a minimum of one hundred twenty (120) persons statewide, which includes new applicants and persons renewing applications at six-month intervals, to secure housing in accordance with policy and procedural guidelines developed by the APPLICANT and approved in writing by the STD/AIDS Prevention Branch. APPLICANT will maintain a statewide wait list for those individuals needing housing assistance. On the Neighbor Islands, the APPLICANT shall provide these services in cooperation with case managers from AIDS services organizations, hospital discharge planners, or other case management resources.
2. Provide housing through the operation of a residential facility with a minimum capacity of ten (10) individuals which shall be maintained at an average occupancy rate of at least eighty percent (80%). The APPLICANT shall ensure that the residential facility is accessible to handicapped persons
3. Provide emergency assistance services to address housing or utility needs for a minimum of sixty (60) clients statewide who possess inadequate resources to meet their needs. On the Neighbor Islands, APPLICANT shall provide emergency assistance services in cooperation with case managers from AIDS services organizations, hospital discharge planners, or other case management resources. Emergency assistance services shall not last more than five (5) days.

4. Provide temporary shelter for a maximum of fourteen (14) days to a minimum of twenty-five (25) people with HIV/AIDS statewide, who are homeless or in need of short-term housing.
5. Assure that all residential program clients receive or have been referred for case management services from the STD/AIDS Prevention Branch-contracted case management services provider on Oahu.
6. Provide housing coordination services to a minimum of ninety-five (95) persons, which may include:
  - a. Identifying landlords and rental units for HIV-infected individuals participating in the APPLICANT's rental subsidy assistance program;
  - b. Assisting clients statewide to apply for available housing resources; and,
  - c. Providing supervision and follow-up to ensure client and landlord compliance with rent subsidy policies and landlord/tenant laws.
7. A continuum of housing options shall be developed to ensure the accessibility to housing services by multiply diagnosed individuals, with a special focus on the provision of intermediate care facilities.

## **V. Financial**

### **A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see Section I, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205  
SPO-H-206A  
SPO-H-206B  
SPO-H-206C  
SPO-H-206D  
SPO-H-206E  
SPO-H-206F  
SPO-H-206G  
SPO-H-206H  
SPO-H-206I  
SPO-H-206J

On Budget Form SPO-H-205, APPLICANT shall indicate all expenditures proposed under this RFP. A minimum of three (3) columns **must** be included on SPO-H-205 (see Section 5, Attachment D: Sample Form SPO-H-205):

- one column showing all proposed program(s) specific direct service costs funded under this RFP;
- one column showing all proposed administrative and program support costs funded under this RFP;
- one column showing the total budget request which combines the above two (2) and any other columns which show expenditures proposed under this RFP.

For purposes of this RFP, “administrative and program support costs” include lease/rental of space, lease/rental of equipment, repair and maintenance, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration and accounting. “Direct service costs” include wages and benefits of employees who directly provide the services, and the cost of materials, equipment, and supplies used to provide these services, and any staff training required under the agreement.

The applicant must include a detailed line by line narrative justification for all budget items proposed under this RFP (see Section 5, Attachment C: Sample Narrative Budget Justification).

## **B. Other Financial Related Materials**

### **Accounting System**

In order to determine the adequacy of the applicant’s accounting system as described under the administrative rules, the following documents **must** be attached as part of the Proposal Application:

- A copy of the Applicant’s most recent financial audit.

## **VI. Other**

### **Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

## **Section 4**

# **Proposal Evaluation**

# Section 4

## Proposal Evaluation

### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Threshold

<u>Evaluation Categories</u>	<u>Possible Points</u>
<b>Administrative Requirements</b>	
<b>Proposal Application</b>	<b>100 Points</b>
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	<u>10 Points</u>
<b>TOTAL POSSIBLE POINTS</b>	<b>100 Points</b>

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

**(1) *Administrative Requirements***

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Certifications

**(2) *Proposal Application Requirements***

- Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

**B. Phase 2 - Evaluation of Proposal Application (100 Points)**

***Program Overview***

No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

**1. Experience and Capability (20 Points)**

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

**A. Necessary Skills**

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.

**B. Experience**

- Demonstrated capability to provide requested services.

**C. Quality Assurance and Evaluation**

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

**D. Coordination of Services**

- Demonstrated capability to coordinate services with other agencies and resources in the community.

**E. Facilities**

- Adequacy of facilities relative to the proposed services.

**2. Project Organization and Staffing (15 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

**A. Staffing**

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.

**B. Project Organization**

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

**3. Service Delivery (55 Points)**

*The State will evaluate the applicant's overall approach service delivery that shall include:*

- Tasks to be completed.
- Service activities.
- Work plan.
- Management plan.
- Timeline and schedules.

**4. Financial (10 Points)**

Pricing structure based on cost reimbursement:

- Personnel costs are reasonable and comparable to positions in the community.
- Non-personnel costs are reasonable and adequately justified.
- To what extent does the budget support the scope of service and requirements of the Request for Proposal?
- Adequacy of accounting system.

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

## **Section 5**

## **Attachments**

# **Section 5**

## **Attachments**

- A. Proposal Application Checklist
- B. Proposal Application Sample Table of Contents
- C. Sample Narrative Budget Justification
- D. Sample: SPO-H-205
- E. Client Acuity Determination

# **Attachment A**

## **Proposal Application Checklist**

## Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. \*SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*	X	
<b>Certifications:</b>				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Narrative Budget Justification			X	

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

# **Attachment B**

## **Proposal Application Sample Table of Contents**

## Sample Table of Contents

<b>I.</b>	<b>Program Overview</b> .....	1
<b>II.</b>	<b>Experience and Capability</b> .....	1
	<b>A.</b> Necessary Skills .....	2
	<b>B.</b> Experience.....	4
	<b>C.</b> Quality Assurance and Evaluation.....	5
	<b>D.</b> Coordination of Services.....	6
	<b>E.</b> Facilities.....	6
<b>III.</b>	<b>Project Organization and Staffing</b> .....	7
	<b>A.</b> Staffing.....	7
	1.    Proposed Staffing.....	7
	2.    Staff Qualifications .....	9
	<b>B.</b> Project Organization .....	10
	1.    Supervision and Training.....	10
	2.    Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery</b> .....	12
<b>V.</b>	<b>Financial</b> .....	20
	See Attachments for Cost Proposal	
<b>VI.</b>	<b>Litigation</b> .....	20
<b>VII.</b>	<b>Attachments</b>	
	<b>A.</b> Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	<b>B.</b> Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1994	
	<b>C.</b> Organization Chart	
	Program	
	Organization-wide	
	<b>D.</b> Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	

# **Attachment C**

## **Sample Narrative Budget Justification**

## SAMPLE: NARRATIVE BUDGET JUSTIFICATION

### 1999 HIV Prevention Budget and Justification

#### Summary

Hawai'i's FY 1999 HIV/AIDS Prevention Cooperative Agreement is requesting \$1,735,732 in federal financial assistance. This is the same amount received in FY 1998. In accordance with the revised *1999 HIV Prevention Plan Update for the State of Hawai i*, adjustments have been made to the contracts for HIV prevention activities to increasingly focus on those priority groups as identified by the plan. At a time of level funding and increasing demand for services, the STD/AIDS Prevention Branch of the Department of Health (DOH) has made every effort to reduce costs without negatively impacting upon the delivery of services as well as conforming to the recommendations of the Hawai i HIV Prevention Community Planning Group.

#### I. PERSONNEL \$502,500

Request includes 16 previously funded positions.

##### A. Disease Intervention Specialists (DIS) 265,200

8.5 Positions: (Employee 1), (Employee 2), (Employee 3), (Employee 4), (Employee 5), (Employee 6), (Employee 7), (Employee 8), and (Employee 9).

These positions are under the STD/AIDS Prevention Branch of the Department of Health (DOH). Although they are housed in different health centers, they all have the same functions -- HIV antibody counseling and testing. The staff in these positions will be performing full-time HIV antibody counseling and testing (C&T ) activities including: Phlebotomy; pretest counseling; post-test counseling; encouraging partner notification and referral of seropositive patients, including guidance of appropriate methods of referrals, and notifying sex and needle-sharing partners of seropositive patients, including counseling and testing as appropriate. These positions will also be involved in outreach counseling and testing with OraSure by accompanying CHOW outreach workers on all islands. They also will collaborate with other agencies to provide counseling and testing to at-risk populations. These positions will allow the program to accomplish

the objectives in Counseling, Testing, Referral, and Partner Notification (CTRPN).

Five positions will be working in the HIV Antibody Clinic at the Diamond Head Health center on O'ahu during various days. They also provide HIV antibody counseling, testing, referral and partner notification services in support of the STD Clinic. The HIV Antibody Clinic at the Diamond Head Health Center currently performs 600 HIV antibody tests per month. These five positions will also provide outreach counseling and testing services in other sites which include drug treatment facilities, TB Clinic, family planning clinics, colleges, prisons, medical clinics, and the CHOW mobile van. These counseling and testing sites are scheduled during various days and hours.

Four positions are assigned to the neighbor islands -- one for Maui County; two for the island of Hawai'i, which is the largest island geographically and has one position assigned to each of the two main population centers on the opposite sides of the island -- Hilo and Kona; and one half-time position for the island of Kaua'i.

B. Clerk Stenographer 22,100

(Employee 10)

This position is under the DOH and will be housed on O'ahu. This position will be responsible for all the clerical, stenographic and statistical functions of the HIV Antibody Counseling and Testing Program, including: preparing HIV antibody clinic records and forms, posting of laboratory results onto medical records; filing of HIV antibody medical records, tabulating all epidemiologic data through an electronic data system; providing stenographic support to the DIS; and preparing all purchase orders for office and laboratory supplies of the HIV Antibody Counseling and Testing Program.

C. Public Health Educator IV 138,700

4 Positions: (Employee 11), (Employee 12), (Employee 13), and vacant to be hired.

These four public health educators are located on O'ahu. Each of these educators will undertake a diversity of statewide, community-based activities to implement the impact objectives stated in the grant. These educators will coordinate and collaborate with government and community leaders throughout the state to

establish networks which facilitate HIV/STD education among populations at risk for HIV. These educators will continue to provide some direct service HIV/STD education to populations at high risk for HIV, including men who have sex with men, injection drug users, women, transgender, youth at risk for HIV, cultural and ethnic minority populations, incarcerated populations, and other underserved populations at risk for HIV. However, the priority for these health educators will be community coordination and providing technical assistance to HIV/STD-related agencies statewide.

<b>II.</b>	<b>FRINGE BENEFITS</b>	
	27.17% x \$502,500	\$136,529
	<b>TOTAL PERSONNEL COSTS</b>	<b>\$639,029</b>
<b>III.</b>	<b>TRAVEL</b>	<b>\$ 44,880</b>
A.	In-state Travel	33,150
1.	Interisland Travel	23,650
a.	Counseling and Testing	2,530

This amount is necessary for the four neighbor island disease intervention specialists to travel to O’ahu for the annual staff meeting and training. The costs of the meetings include \$300 (\$74 per person x 4 people) air fare; per diem costs of \$160 (\$40 per day x 4 people); car rental costs of \$40; and airport parking fees of \$40 (\$10 per day x 4 people).

Interisland travel is also necessary for the CTRPN trainer to travel to each island to provide HIV Prevention Counseling training to staff at community agencies and at AIDS service organizations. Costs for this activity include \$150 (\$74 per person X 2 trips) airfare; per diem costs of \$720 (\$80 per day X 9 days); car rental costs of \$360 (\$40 per day X 9 days); and airport parking fees of \$100 (\$10 per day X 10 days).

b. Community Planning 13,170

This amount is necessary for the neighbor island community planning group representatives to travel to O'ahu to attend Community Planning Group (PCPG) and PCPG committee meetings. The costs of the meetings include \$6,660 (\$74 per person X 9 people X 10 meetings) air fare. Funding is also necessary for the seven committees to meet on O'ahu for a total of 45 meetings.

c. Health Education/Risk Reduction and Public Information 2,600

Travel costs are also necessary for the 4 public health educators on O'ahu for use of their personal car for travel to various AIDS prevention activities. The estimated cost is \$2,400 (\$50 per month X 4 people X 12 months). The clerk stenographer also is assigned duties which involves the use of her personal car for such travel to various AIDS meetings to take minutes and travel to the various vendors to pick up educational supplies. The estimated cost is \$200 (\$17 per month X 12 months).

**IV. SUPPLIES \$101,893**

A. ELISA Kits (serum) 50,400  
\$3.00 per test X 16,800

This amount is necessary to purchase the HIV antibody testing kits for the Laboratories Branch of the Department of Health. An estimated 14,000 tests will be performed by the laboratory for HIV antibody testing during this budget period. Assuming an average of 20% of the tests will be performed for repeat testing of positives/indeterminates and for quality control testing as required by the manufacturer as well as for CLIA, a total of 16,800 tests will be performed. This total includes all tests performed through the counseling, testing and partner notification program. Thus, the estimated cost for this budget period is \$50,400. (16,800 tests X \$3.00/test)

- B. Reagents and Laboratory Supplies 5,500  
(\$25 per test X 220 tests)

This amount is necessary to purchase laboratory supplies to perform the Western Blot test. During the budget period, we plan to perform a total of 14,000 tests. Assuming a 1.6% positivity rate/indeterminate rate, we may anticipate performing 220 Western Blot tests.

- C. Laboratory Supplies 1,000

This amount is necessary to purchase the miscellaneous laboratory supplies to perform the ELISA and Western Blot tests. Costs include dilution tubes, storage vials, gloves, certified mailing packages and disinfectants.

- D. Other Counseling and Testing Supplies 17,600

1. Laboratory Forms 8,300

11,000 forms X \$.75 per form

2. Paper Supplies and Printing Costs 1,000

This amount is needed for AIDS Informed Consent Forms and educational supplies.

3. Phlebotomy Supplies 8,300

This amount is necessary to purchase vacutainers, needles, needle holders, bandaids, cotton, alcohol, gloves and sharps collectors necessary for performing phlebotomy on 11,000 patients at \$.75 per patient.

- E. HIV Antibody Counseling and Testing Supplies (oral) 13,400

The HIV antibody counseling and testing program is planning to continue the outreach program to provide HIV counseling and testing services through oral collection devices to hard to reach men who have sex with men as well as IDUs. Assuming an average of 20% of the tests will be performed for repeat testing of positives/indeterminates and for quality control testing as required by the manufacturer as well as for CLIA, a total of 1,620 tests will be performed. The laboratory costs include:

HIV antibody test kits  
1,620 tests X \$4.00 per test = \$6,480

OraSure oral specimen collection device  
1,350 X \$3.60 = \$4,860

Reagents and other  
laboratory supplies \$2,060

F. Educational Supplies \$7,200

Educational supplies such as pamphlets are an integral part of the AIDS health education program. Pamphlets and booklets from Channing L. Bete Company and other vendors. The pamphlets are distributed to Hawai'i residents on all islands.

20,000 pamphlets @ \$0.36 7,200

# **Attachment D**

**Sample Form SPO-H-205**

## BUDGET

(Period \_\_\_\_\_ to \_\_\_\_\_)

Applicant/Provider: \_\_\_\_\_  
 RFP No.: \_\_\_\_\_  
 Contract No. (As Applicable): \_\_\_\_\_

BUDGET CATEGORIES	Budget Request (a)	Program Specific (b)	Administrative Costs (c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, In-State				
2. Airfare, Out-of-State				
3. Audit Services				
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts				
6. Insurance				
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space				
10. Mileage				
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Substances/Per Diem				
16. Supplies				
17. Telecommunication				
18. Transportation				
19. Utilities				
20.				
21.				
22.				
23.				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>TOTAL (A+B+C+D)</b>				
<b>SOURCES OF FUNDING</b>	(a) Budget Request	Budget Prepared By: _____		
	(b) _____	Name (Please type or print): _____ Phone: _____		
	(c) _____	Signature of Authorized Official: _____ Date: _____		
	(d) _____	Name and Title (Please type or print): _____		
<b>TOTAL REVENUE</b>		For State Agency Use Only		
		Signature of RFPWAL: _____ Date: _____		

SAMPLE

# **Attachment E**

## **Client Acuity Determination**

## **Client Acuity Determination**

### **PURPOSE:**

To formulate a set of guidelines to be used by HIV/AIDS case management providers in Hawaii regarding the relationship between the client and the provider group. Acuity level is one analytical method by which the relationship between client and provider group may be reviewed.

### **POLICY:**

Acuity level determinations shall be made by the individual provider agency. Acuity guidelines may be used at the discretion of the local provider agency in determining services. Acuity level will be determined at intake and reviewed as needed to meet changing client needs or whenever substantial changes occur. It is not the intention of the acuity level determination process to limit clients from access to services, but as a tool to focus attention upon services that the client deems beneficial or an integral part of the client's functioning support plan.

### **PROCEDURE:**

Case managers will endeavor to make periodic contact with clients in order to assess changing client's needs and appropriateness of a written care/service plan. Frequency and type of contact will be based upon client acuity level and expressed client need. Case managers will act as liaisons between clients and service providers to facilitate meeting client needs. Case managers will also provide supportive counseling for clients for whom services have yet to be found or implemented. The following broad acuity level criteria have been formulated to assist case managers and service providers in the process of determining a client's service needs. Specific acuity level determinations will be made at the local agency level based upon the individual client's needs and requests. It is recognized that acuity evaluations will fluctuate based upon client need, request, and services received.

### **Level One – Highest**

HIV-positive clients with severe and acute medical, financial or psychosocial crisis who may have difficulty in successfully managing a personal care/service plan. Client will receive initial response within 24 hours when possible. When feasible, ongoing contacts should be attempted with such frequency as daily to weekly to allow intensive service coordination with other agencies/providers.

### **Level Two – High**

HIV-positive clients with complex and acute medical, financial or psychosocial needs whose needs require emotional and/or environmental support in order to manage their own care/service plan. Contact attempts should be at least twice monthly within a significant amount of collateral contacts.

### **Level Three – Moderate**

HIV-positive symptomatic individuals with aggravating, but not acute medical, financial or, psychosocial needs who request assistance from the provider agency with case management and/or medical strategy decisions and who may benefit from moderate care assistance. Contact attempts should be less than once a month but more than once a quarter.

### **Level Four – Low**

HIV-positive individuals without acute or complex medical, financial or psychosocial needs. Clients perform independent case management with assistance and/or information from a provider agency upon client's request. No currently unaddressed medical problems. Client will need minimum contact. Quarterly contact by the agency, not necessarily from a case manager.

### **Types of contact with or on behalf of clients:**

Face-to-face, telephone, written notes and letters, electronic mail, ohana communications