

2017 Request for Proposal

Housing Opportunity for Persons with AIDS (HOPWA) Case Management and Selected Direct Services for Area 8 Serving Charlotte, Collier, DeSoto, Glades, Hendry, Lee and Sarasota Counties



The Health Planning Council of Southwest Florida, Inc

8961 Daniels Center Drive, Suite 401

Fort Myers, FL 33912

www.hpcswf.com

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**2017 Request for Proposal
HOPWA Case Management and Selected Direct Services for Area 8**

TIMELINE

RFP Advertised March 20, 2017

Questions Submitted in Writing Must be received prior to 5:00 PM ET March 28, 2017

Questions may be submitted via mail, hand delivery, e-mail or fax.

Submit to: Peggy Brown

Health Planning Council of Southwest Florida, Inc.

8961 Daniels Center Drive, Suite 401

Fort Myers, FL 33912

Fax: (239) 433-6705

E-mail: peggybrown@hpcswf.com

Answers to Questions will be distributed by April 3, 2017 by 5:00 PM.

In order to receive the answers to the questions via e-mail, please submit a request to peggybrown@hpcswf.com.

Answers will also be posted on our website at www.hpcswf.com

Letters of Intent Due: Must be received prior to 5:00 PM on April 10, 2017.

The completed cover page of the proposal will serve as the Letter of Intent (Appendix A). Do not submit any materials in addition to the Letter of Intent. All applicants must submit a Letter of Intent. Letters of Intent may be submitted via mail, hand delivery, e-mail or fax.

Submit Letters of Intent to: Peggy Brown

Health Planning Council of Southwest Florida, Inc.

8961 Daniels Center Drive, Suite 401

Fort Myers, FL 33912

Fax: (239) 433-6705

E-mail: peggybrown@hpcswf.com

If the current provider is the only agency in an area to submit a Letter of Intent, that agency may not be required to submit a full proposal. Any agencies not required to submit a full proposal will be notified in writing by April 12, 2017.

Sealed Proposals Due and Opened: Must be received prior to 4:00 pm on May 1, 2017.

Submit to: Peggy Brown

Health Planning Council of Southwest Florida, Inc.

8961 Daniels Center Drive, Suite 401

Fort Myers, FL 33912

Anticipated Posting of Intent to Award May 22, 2017

Awards will be posted on our website at www.hpcswf.com

Contracts begin for HOPWA: July 1, 2017

SECTION 1.0: INTRODUCTORY MATERIALS

1.1 Statement of Purpose

The Health Planning Council of Southwest Florida, Inc. (HPC) is requesting Proposals for subcontracts related to the provision of housing and supportive services to persons living with HIV/AIDS and their families.

1.1.1. Programmatic Authority

The HOPWA program is governed by 24 Code of Federal Regulations Part 574. The HIV/AIDS Section is governed by Chapter 381, Florida Statutes, entitled Public Health and more specifically Section 381.003, Florida Statutes, entitled Communicable Disease and AIDS Prevention and Control. Additionally, portions of this program are also governed by Florida Administrative Code Chapter 64D-4, entitled "Eligibility Requirements for HIV/AIDS Programs."

1.2 Definitions

Acquired immunodeficiency syndrome (AIDS): A manifestation of infection with the human immunodeficiency virus characterized by the presence of one or more diseases as defined by the Center for Disease Control (CDC).

Beneficiary: Any individual who received HOPWA housing assistance during the operating year and includes all members of the household receiving assistance.

Business hours: Eight hours per day are consecutive and include the core business hours of 9:00 a.m. to 4:00 p.m. in the local time zone.

Calendar days: All days, including weekends and holidays.

CAREWare: Software for managing and monitoring HIV/AIDS patient care services.

Contract: The formal agreement that will be awarded to the successful Respondent under this RFP, unless indicated otherwise.

Contract Manager: An individual designated by HPC to be responsible for the monitoring and management of the Contract.

Eligible Person: An individual who meets all of the criteria under Florida Administrative Code Chapter 64D-4.

Eligible person as relates to HOPWA: A person with acquired immunodeficiency syndrome or related diseases who is a low-income individual, as defined in this section, and the person's family. A person with AIDS or related diseases or a family member regardless of income is eligible to receive housing information services, as described in 24 Code of Federal Regulations Part 574.300(b)(1).

Fair Market Rent: The rent that would be required to be paid in the particular housing market area in order to obtain privately owned, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. Separate Fair Market Rents will be established by HUD for dwelling units of varying sizes (number of bedrooms) and will be published annually in the Federal Register.

Family: A household composed of two or more related persons. The term family also includes one or more eligible individuals living with another person or people who are determined to be important to their care or wellbeing, and the surviving member or members of any family described in this definition who were living in a unit assisted under the HOPWA program with the individual with AIDS at the time of his or her death.

Housing Case Management: Allowable service under this RFP. This includes client-centered supportive services focused on maintaining qualified individuals in their home or shifting people back to a more permanent living situation. This is instrumental when providing STRMU or other HOPWA housing assistance. Services include HOPWA enrollment, counseling, housing information, and referral services to assist a qualified individual to locate, acquire, finance, and maintain housing; and conducting individual housing assessments and housing plans of care with the goal of promoting long-term housing stability. Other activities may include help to access other benefits, such as health care and other supportive services.

Housing Information Services/Resource Identification: Allowable services under this RFP. These are services dedicated to helping persons living with HIV/AIDS and their families to identify, locate, and acquire housing. This may also include fair housing counseling for qualified persons who may encounter discrimination based on race, color, religion, sex, age, national origin, familial status, or handicap/disability.

Housing Opportunities for Persons With AIDS (HOPWA): The federal program designed to directly address the housing needs of individuals living with HIV/AIDS.

HUD: U.S. Department of Housing and Urban Development.

Human Immunodeficiency Virus (HIV): The agent isolated and recognized as the etiology of AIDS.

Leveraged Non-HOPWA Resource: A resource other than HOPWA, which is used by Respondent in conjunction with HOPWA to provide housing opportunities to people with HIV/AIDS and their families. Such resources include Housing Choice Vouchers (Section 8), Public Housing Authority units, Supportive Housing for Persons with Disabilities/Elderly, Ryan White HIV/AIDS Treatment Modernization Act programs, and other federal, state, local, and private assistance programs and organizations.

Local Homelessness Planning Process: A forum for communicating, sharing ideas, and developing area strategies to address homelessness.

Low Income: A person whose household income is at or below the maximum allowable amount as defined in Florida Administrative Code Chapter 64D-4.

Minor Irregularity: As used in the context of this solicitation, indicates a variation from the RFP terms and conditions which does not affect the price of the proposal, or give the Respondent an advantage or benefit not enjoyed by other respondents, or does not adversely impact the interests of HPC.

Permanent Housing Placement (PHP): This is a supportive housing service that helps establish the household in the housing unit, including but not limited to, reasonable costs for security deposits not to exceed two months of rent costs.

Proposal: The complete written response of the Respondent to the RFP (Technical Proposal and the HOPWA Program Budget Summary), including properly completed forms, supporting documents, and attachments.

Respondent: An entity that submits a Proposal to the RFP and awarded a Contract by HPC in accordance with the Proposal submitted and subsequent negotiations.

Short-Term Rent, Mortgage, and Utility (STRMU): This activity provides financial assistance limited to 21 weeks in a 52 week period.

Tenant-Based Rental Assistance (TBRA): This activity provides a rental subsidy used to assist participants in obtaining permanent housing, and is a new housing activity that has been added to the Florida State HOPWA Program for the 2016-2017 contract cycle. This program provides a rental subsidy used to assist participants obtain permanent housing.

Transitional Housing (Short-Term Supported Housing): Short-term housing not to exceed 60 days in six months (e.g., hotel/motel, housing rooms), and is a supportive service.

SECTION 2.0: PROCUREMENT PROCESS, SCHEDULE & CONSTRAINTS

2.1 Procurement Officer

The Procurement Officer assigned to this solicitation is:

Peggy Brown
Health Planning Council of Southwest Florida, Inc.
8961 Daniels Center Drive, Suite 401
Fort Myers, FL 33912
Peggybrown@hpcswf.com
Fax: 239-433-6705

2.2 Restriction on Communications

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee of HPC concerning any aspect of this solicitation, except in writing to the procurement officer as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

2.3 Term

It is anticipated that the single or multiple Contracts resulting from this RFP will be for a single year period beginning July 1, 2017, or the Contract execution date, whichever is later, and is subject to renewals as stated in Section 5.1. The single or multiple Contracts resulting from this RFP are contingent upon the availability of funds. The total estimated budget for the single year contracts under this RFP is **\$280,000**. That amount is divided by county and service as follows:

Service	County	Amount
Case Management	Charlotte	\$15,000
Case Management	Collier	\$27,000
Case Management	DeSoto	\$20,000
Case Management	Hendry & Glades	\$26,000
Case Management	Lee	\$110,000
Case Management	Sarasota	\$70,000
Resource Identification	Lee	\$12,000

2.5 Addenda

If HPC finds it necessary to supplement, modify, or interpret any portion of the specifications or documents during the solicitation period a written addendum will be posted on the HPCSWF.com website, it is the responsibility of the Respondent to be aware of any addenda that might affect their Proposal. However, it will also be sent via e-mail to anyone who submitted a Letter of Intent.

2.6 Questions

Questions related to this solicitation must be received, in writing (either via U.S. Mail, courier, e-mail, fax, or hand-delivery), by the Procurement Officer identified in **Section 2.1**, within the time indicated in the Timeline. Verbal questions or those submitted after the period specified in the Timeline will not be addressed.

Answers to questions submitted in accordance with the RFP Timeline and/or during the pre-Proposal conference, will be posted on the HPCSWF.com website

SECTION 3.0: SCOPE OF SERVICES

3.1 Background

The HOPWA Program is the only Federal program designed to directly address the housing needs of individuals living with HIV/AIDS.

Through subcontractors like the Health Planning Council of Southwest Florida Inc. (HPC), The Florida Department of Health, HIV/AIDS Section, provides patient care services, housing and support services for an estimated 20,513 HIV/AIDS individuals in the state of Florida. Successful respondent(s) are tasked to improve quality, availability, and facilitate collaboration of HIV/AIDS services within the designated area to improve the overall health of individuals living with HIV/AIDS.

The Florida State HOPWA Program has provided financial resources to assist clients in stabilizing their living situations, and to increase their chances of maintaining and achieving self-sufficiency to ultimately prevent homelessness by:

- Establishing or better maintaining a stable living environment.
- Fostering long-term solutions to housing problems of qualified persons.
- Improving access to HIV treatment and other healthcare support.
- Reducing the risk of homelessness among people living with HIV/AIDS and their families.

3.2 Scope of Services

Respondent will provide case management and selected direct services to clients and improve the quality and availability of HIV/AIDS services within the designated area. Respondent must adhere to the most recent version of the following regulations in performing all tasks and deliverables covered by this contract:

- Florida HIV/AIDS Ryan White Part B Eligibility Procedures Manual (<http://www.floridahealth.gov/diseases-and-conditions/aids/patient-care/eligibility-information1.html>).
- Florida HIV/AIDS Case Management Operating Guidelines (<http://www.floridahealth.gov/diseases-and-conditions/aids/patient-care/case-management-info.html>).
- Florida Department of Health, HIV/AIDS Section, Patient Care Program, CAREWare User Manual (<http://www.floridahealth.gov/diseases-and-conditions/aids/patient-care/careware.html>).
- Title 24, Code of Federal Regulations, Part 574 (<http://www.floridahealth.gov/diseases-and-conditions/aids/patient-care/Federal-Regulations.pdf>).
- U.S. Department of Housing and Urban Development, Notice of Community Planning Development 06-07 (<http://www.floridahealth.gov/diseases-and-conditions/aids/patient-care/CPD-NOTICE-06-07-STRMU-1-.doc>).
- HOPWA Grantee Oversight Resource Guide (<http://www.floridahealth.gov/diseases-and-conditions/aids/patient-care/HOPWAOversightGuide-Aug2010.pdf>).
- Florida State HOPWA Program Policies and Procedures (<http://www.floridahealth.gov/diseases-and-conditions/aids/patient-care/documents/master-hopwa-2016.pdf>)

Request for Proposals

3.2.1. Client Eligibility

The Florida State HOPWA Program serves individuals living with HIV/AIDS who meet the criteria in Florida Administrative Code Chapter 64D-4, and are low income individuals; and their eligibility information has been entered into the eligibility module in the State of Florida CAREWare database as well as information for members of the eligible person's family. Additionally, the household income for program qualified persons and their families must not exceed 80% of the median income for the area(s) in which they reside.

3.2.2. Geographic Areas

The table below designates the counties eligible for funding and the approximate number of unduplicated clients to be served in a one-year period. These same counties apply to this RFP. The number of clients served may vary. Respondents must submit only one proposal even if they are submitting for more than one county. Respondents may also submit a proposal to partially cover a county. The full or partial counties included in the proposal should be indicated on the Letter of Intent.

The estimated amount of funding is for the county as a whole. If the proposal does not cover the entire county the requested amount of funding should be proportional to the number of clients served. If the proposal is for the entire county the requested amount of funding should not exceed the estimated amount of funding. The number of HOPWA clients to be served includes clients who receive only counseling and referral in addition to those who receive paid HOPWA services.

County	Approximate Number of Clients
Charlotte	12
Collier	30
DeSoto	15
Hendry/Glades	27
Lee	120
Sarasota	75

HPC reserves the right to offer multiple grant awards as it deems in the best interest of the State of Florida, Area 8 and HPC. Before grant awards are made, HPC may conduct pre-decisional site visits to further assess the applicant's infrastructure and organizational capacity. HPC may negotiate with respondents on the number of clients to be served in order to ensure adequate coverage throughout Area 8 and to ensure that case management services are available for all clients in Area 8. Additionally, HPC reserves the right to negotiate budgetary changes with applicants prior to the offer of a grant award and/or execution of the Contract.

3.2.3. Task List

Respondent will perform the following tasks:

1. Provide client assistance monthly to all clients requesting services. Client assistance includes coordinating with HPC for payment of invoices for STRMU, TBRA, and support services (e.g., Permanent Housing Placement, Transitional Housing, and/or Housing Case Management) in accordance with HUD regulations.

2. [For Resource Identification Line Item available in Lee County only] Provide monthly a list of other housing assistance resources (allowable activity of Housing Information Services/Resource Identification) available to clients, make this list available to all clients, and submit the list to HPC within 10 days of the end of each month, but no later than submission of the monthly invoice.
3. Prepare and maintain daily a case management file for each client seeking services, which must include at a minimum the client's State HOPWA Program eligibility determination, as well as required forms to be provided post-award to be included in the contract; and comprehensive case notes documenting the delivery of services.
4. Review five percent of active HOPWA case management files monthly in accordance with a client file review sheet to be provided post-award. Prepare a HOPWA Case Management File Review Summary Report (template to be provided post-award), based on the review and submit it to HPC within 10 days of the end of each month, but no later than submission of the monthly invoice.
5. Ensure daily the availability of at least one case manager to clients during normal business hours.
6. Prepare annually a disaster response plan and submit it to HPC within 60 days of contract execution. The disaster response plan must address Respondents plans to ensure client safety during a natural disaster.
7. Determine HOPWA program eligibility daily for all respondents prior to rendering services under this contract. The eligibility information of any eligible respondent must be entered into the eligibility module in the CAREWare database.
8. Collect client demographic information monthly for clients receiving services for the first time this contract year. Prepare a HOPWA Monthly Demographic Report (also known as the First Time This Year Report); (template to be provided post-award), using this information and submit it to HPC within 10 days of the end of each month, but no later than submission of the monthly invoice.
12. Survey annually at least five percent of clients each year of the contract using the Client Satisfaction Survey, (template to be provided post-award). If Respondent elects to use a different survey, it must capture all the information in the provided template. The results of this survey must be reported to HPC by February 10, each year of this contract.
13. Prepare an Annual Progress Report annually using the most recent version of Form HUD-40110-C or the template provided and submit it to HPC within 30 days following the end of each contract year. This form is available on the U.S. Department of Housing and Urban Development website at <https://www.hudexchange.info/resource/1012/hopwa-annual-progress-report-apr-form-hud-40110-c/>.
14. Report annually the actual amount of leveraged non-HOPWA resources used to address needs identified in clients' individual housing service plans using the Planned Leveraged Non-HOPWA Funds Form (template to be provided post-award). Submit the completed form to the HPC within 10 days of the end of the contract year, but no later than submission of the June invoice.

3.2.4. Service Times

Services must be provided to clients a minimum of eight hours per day, Monday through Friday excluding state holidays. The eight hours per day

must be consecutive and must include the core business hours of 9:00 a.m. to 4:00 p.m. in the local time zone.

3.2.5. Certifications, Licenses, Permits, Taxes, and Equipment

Professional Qualification: Respondent must ensure that all project staff possess the relevant qualifications, experience, and licensure needed to perform all required contract duties.

Respondent must pay for all licenses, permits, certificates and taxes required to operate in the State of Florida. Also, Respondent must comply with all applicable federal, state, and local laws, ordinances, codes, regulations, action transmittals, program instructions, and other requirements. Respondent will supply all necessary equipment to perform contract.

3.2.6 Deliverables

Respondent will perform the following deliverables in the time and manner indicated:

1. Monthly client assistance as specified in Section 3.2.3., Task List # 1.
2. Monthly list of other housing assistance resources as specified in Section 3.2.3., Task List # 2 [If requesting Resource Identification Line Item – Funded in Lee County Only].
3. Monthly case management services as specified in Section 3.2.3., Task List # 3 through # 5.
4. Monthly reporting services as specified in Section 3.2.3., Task List # 6 through # 14.

3.2.7. Minimum Qualifications

Respondent must ensure that all project staff possess qualifications and experience needed to perform all required contract duties. Experience must include, at a minimum, six months of providing direct client housing assistance, or direct client health services, or case management services.

SECTION 4.0: INSTRUCTIONS FOR PROPOSAL SUBMITTAL

4.1 General Instructions to Respondents

Respondents must use the forms included in this RFP. Alternate forms must not be used. Respondents request for funding must address all sections of the RFP in the order presented and in as much detail as requested. The provision of extraneous information should be avoided. Proposals must adhere to the page limits as identified below.

4.2 Proposal Format

HPC discourages lengthy Proposals. Respondents are asked to use the following format:

4.2.1. Proposals should be on paper that is 8.5 by 11 inches.

4.2.2. The font size and style is at the discretion of the Respondent but should be at least 11 point.

4.2.3. The pages should be numbered and one-inch margins should be used.

4.3

Proposal may be submitted via mail, hand delivery or e-mail. If submitted by mail or hand delivery, proposal should include an electronic copy on a flash drive or disk.

Submit Proposals to: Peggy Brown
Health Planning Council of Southwest Florida, Inc.
8961 Daniels Center Drive, Suite 401
Fort Myers, FL 33912
Fax: (239) 433-6705
E-mail: peggybrown@hpcswf.com

4.4 Cost of Preparation

Neither the Department of Health nor the State is liable for any costs incurred by a Respondent in responding to this solicitation.

SECTION 5.0: CONTRACT TERMS AND CONDITIONS (not exclusive)

5.1 Renewal

The Contract resulting from this solicitation may be renewed. Contracts may be renewed for a period that may not exceed three years or the term of the original contract, whichever is longer. Renewals must be in writing, subject to the same terms and conditions set forth in the initial contract and any written amendments signed by the parties. Renewals are contingent upon satisfactory fiscal and programmatic performance evaluations as determined by HPC and are subject to the availability of funds.

5.2 Subcontractors

Respondent may enter into written subcontracts for performance of specific services (but not all contract services) under the Contract resulting from this solicitation, as specified in the terms of the Standard Contract. Anticipated subcontract agreements known at the time of

Proposal submission and the amount of the subcontract must be identified in the Proposal. If a subcontract has been identified at the time of Proposal submission, a copy of the proposed subcontract must be submitted to HPC. No subcontract that the Respondent enters into with respect to performance under the Contract will in any way relieve the Respondent of any responsibility for performance of its contractual responsibilities with HPC. HPC reserves the right to request and review information in conjunction with its determination regarding a subcontract request.

5.3 Performance Measures

Pursuant to Section 287.058(1)(e), Florida Statutes, the resulting contract must contain performance measures which specify the required minimum level of acceptable service to be performed. These will be established based on final determination of tasks and deliverables.

5.4 Financial Consequences

Pursuant to Section 287.058, Florida Statutes, the contract resulting from this solicitation must contain financial consequences that will apply if Respondent fails to perform in accordance with the Contract terms. The financial consequences will be established based on final determination of the performance measures and contract amount.

5.5 Conflict of Law and Controlling Provisions

Any contract resulting from this RFP, plus any conflict of law issue, will be governed by the laws of the State of Florida.

5.6 Records and Documentation

To the extent that information is utilized in the performance of the resulting contract or generated as a result of it, and to the extent that information meets the definition of "public record" as defined in Section 119.011(1), Florida Statutes, said information is hereby declared to be and is hereby recognized by the parties to be a public record and absent a provision of law or administrative rule or regulation requiring otherwise, must be made available for inspection and copying by any interested person upon request as provided in Chapter 119, Florida Statutes, or otherwise. It is expressly understood that the Respondent's refusal to comply with Chapter 119, Florida Statutes, will constitute an immediate breach of the Contract resulting from this RFP and entitles HPC to unilaterally cancel the Contract agreement. The Respondent will be required to promptly notify HPC of any requests made for public records.

Unless a greater retention period is required by state or federal law, all documents pertaining to the program contemplated by this RFP must be retained by the Respondent for a period of six years after the termination of the resulting Contract or longer as may be required by any renewal or extension of the Contract. During the records retention period, the Respondent agrees to furnish, when requested to do so, all documents required to be retained. Submission of such documents must be in a standard word processing format (word or excel). If this standard should change, it will be at no cost incurred to HPC. Data files will be provided in a format readable by HPC and the Department.

The Respondent must maintain all records required to be maintained pursuant to the resulting Contract in such manner as to be accessible by HPC and the Department upon demand. Where permitted under applicable law, access by the public must be permitted without delay.

Pursuant to Section 119.0701, Florida Statutes, the Respondent must keep and maintain public records that ordinarily and necessarily would be required by Respondent in order to perform the service; provide the public with access to such public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law; ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and meet all requirements for retaining public records and transfer to the public agency, at no cost, all public records in possession of Respondent upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the agency.

SECTION 6.0: PROPOSAL EVALUATION PROCESS AND CRITERIA

6.1 Introduction

HPC will evaluate and score Proposals to determine the most advantageous Proposal. The ability of the HPC to evaluate a Respondent's Proposal is dependent upon the completeness of the Proposal.

Failure of a Respondent to provide information requested by this RFP may result in reduction in scoring during the evaluation.

HPC may accept or reject any and all Proposals, and waive any minor irregularity, technicality, or omission if the HPC determines that doing so will serve Area 8's best interests.

6.2 Evaluation Criteria

HPC will evaluate proposals against all evaluation criteria set forth in **Section 6.2.1** in order to determine the proposal most advantageous to the Area.

6.2.1. Proposal Scoring

Proposals will be scored by the Evaluation Team in the areas indicated below. The raw scores in each evaluation area from each team member will be averaged together. These average scores will be added to determine each Respondent's Proposal score.

Evaluation Criteria	Maximum Points
Statement of Need	5
Objectives	10
Program Plan	30

Evaluation Plan	10
Management Plan	30
Collaboration	15
TOTAL MAXIMUM POINTS POSSIBLE	
	100

The Proposal should include the following items.

Statement of Need

The statement of need must describe the necessity for the proposed project and at a minimum must include all of the following components in narrative form:

- a) Description of the housing needs within each geographic area
- b) Description of the assessed housing needs and capacity development needs resulting from disparities in the availability of housing services
- c) Description of housing priorities for the allocation of funds based on the population to be served and identified needs
- d) Description of assessed gaps in housing services

Objectives

Respondents will be responsible for providing housing and support services to PLWHA. The Respondent will be responsible for planning and implementation of the services listed above in order to establish or better maintain a stable living environment.

If a Respondent intends to subcontract, it must explain how it will hold subcontractor(s) accountable so there is no decrease in services. All services specified in a proposal must be to assist clients and their households in achieving housing stability, and to improve quality and availability of housing activities within the designated area to improve the overall health of PLWHA.

This section must describe the intended purpose and the expected project results related to program expectations. The objectives must correspond to the assessed needs, priorities, gaps in services, and barriers to housing stability described in the preceding section.

While objectives utilize the language of outcomes, the objectives discussed in the proposal must express the expected outcomes in specific terms. The objectives must also establish a foundation for project assessment, which will be described in a subsequent section related to the respondent’s evaluation plan.

Program Plan

This section must describe the respondent’s plan to achieve the objectives identified in the preceding section, through a narrative that describes how the activities outlined in the HOPWA Program Narrative will achieve the following:

- Establish or better maintain a stable living environment.
- Improved access to HIV treatment and other healthcare support.

- Reduce the risk of homelessness among people living with HIV/AIDS and their families.
- Address unmet need and reduce the number of persons experiencing housing instability.
- Ensure geographic parity in access to housing services throughout the geographic area.

Evaluation Plan

Respondents must describe how they will evaluate program activities. It is required that evaluation activities will be implemented at the beginning of the contract in order to capture and document actions contributing to program outcomes. The evaluation plan must be able to produce documented results that demonstrate whether, and how, the strategies and activities funded under the program made a difference in the improvement of housing outcomes for PLWHA and improving health outcomes. The plan must identify the expected result (*i.e.*, a particular impact or outcome) for each major objective and activity, and discuss the potential for replication. In addition, respondents must describe their internal quality management plan, including the process for continued improvement and handling potential challenges.

Management Plan

This section must describe the respondent's ability to successfully carry out the proposed project and to sustain the program once the contract ends.

Respondents must identify in narrative form all of the following information:

- a) Information about the respondent, including history, administrative structure, mission, vision, goals and how they relate to the purposes of the proposed program.
- b) A description of how the program will be staffed (*e.g.*, paid staff or volunteers). Indicate how often employees are evaluated. Identify the number and type of positions needed; how they will be recruited and maintained; whether they will be full-time or part-time; and the qualifications proposed for each position, including type of experience and training required. Describe staff development and training practices, including both internal and external capacity trainings and any other relevant training.
- c) The last five years of previous experience providing services to the target population including a brief description of projects similar to the one proposed in response to the RFP. Include the length of time working with the target population and any services that the respondent currently provides to the target population. If respondent has not been in existence for more than five years, then describe relevant experience of key staff providing services to the target population.
- d) Respondents' capacity to implement and maintain the proposed project. Include information on project resources, materials, and space. Detail how Respondent is prepared to implement the required services and activities of the proposed project, or respondent's plan to build the capacity to implement and sustain (once project period ends) its proposed project.

Collaboration

This section must be used by the respondent to describe its efforts to partner with other organizations within the local community to deliver the proposed project. Collaboration may also be considered as a means of ensuring program sustainability once funding ends. Respondents are encouraged to develop relationships with local community-based organizations, shelters, homeless coalitions, and other charitable organizations to facilitate information and referrals to clients in order to meet the additional needs not available through the Florida State HOPWA Program. Respondents are also encouraged to use public and community resources to address the critical housing needs of HOPWA clients, to prevent homelessness, and to reduce the cost of services whenever possible to enhance client integration into the community.

Respondents must identify in narrative form all of the following information:

- a) Respondent's level of involvement with its local community planning partnership and community planning activities in its area. Detail the name of the planning partnership, and any personnel that are members of the partnership. Describe any committees/sub-groups that its personnel serve on, and their activities. Identify planned collaborative efforts with public/private agencies that address issues of PLWHA. Describe the coordination of the collaborative process used to plan and implement the proposed project, including, but not limited to, an explanation of who was involved, how these relationships will be maintained, the expected roles and responsibilities, and assurance that there is no duplication, or overlap, of services.
- b) How members of the target population and the local community will be involved in project implementation, including the following:
 - 1) A description of the methods used to engage communities, PLWHA, and impacted population groups to ensure that HIV activities are responsive to the needs in that service area.
 - 2) A description of engagement of impacted communities in the planning process to provide critical insight into developing solutions to health problems to assure the availability of necessary resources.

6.3 Notice of Decision

At the conclusion of evaluation of the proposals HPC will announce its intended decision. Notice will be posted on the HPCSWF.com website and will be sent in written format to the awardees. HPC will award to the responsible, responsive Respondent determined to be the most advantageous to the Area, taking into consideration the Proposal.

Award of a Contract does not guarantee placement of order for services.

HPC reserves the right to award more than one contract as a result of this RFP.

6.4 Agency Inspectors General

It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section.

**ATTACHMENT A
Letter of Intent/Cover Letter**

Respondent Name: _____

Respondent Mailing Address: _____

City, State, Zip: _____

Telephone: () _____ **Fax Number:** () _____

E-Mail Address: _____

Federal Employer Identification Number (FEID): _____

County	Approximate Total Number of Clients	Approximate Number of Clients to be served under this Proposal	Total Funding Available	Funding Requested
Charlotte CM	12		\$15,000	
Collier CM	30		\$27,000	
DeSoto CM	15		\$20,000	
Hendry/Glades CM	27		\$26,000	
Lee CM	120		\$110,000	
Sarasota CM	75		\$70,000	
Resource ID (Lee Only)	N/A		\$12,0000	

CM is an abbreviation for Case Management Services

BY AFFIXING MY SIGNATURE ON THIS PROPOSAL, I HEREBY STATE THAT I HAVE READ THE ENTIRE RFP TERMS, CONDITIONS, PROVISIONS AND SPECIFICATIONS. I hereby certify that my company, its employees, and its principals agree to abide to all of the terms, conditions, provisions and specifications during the competitive solicitation and any resulting contract including those contained in the Standard Contract.

Signature of Authorized Representative: _____

Printed (Typed) Name and Title: _____

*An authorized representative is an officer of the Respondent's organization who has legal authority to bind the organization to the provisions of the Proposals. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the Proposal if signed by other than the authorized representative.