

**Alabama Department of Public Health  
Bureau of Communicable Disease  
Division of HIV/AIDS Prevention and Care**

**Request for Proposals for  
Lead Agency (Fiscal Agent) for Alabama Ryan White  
Comprehensive AIDS Resources Emergency (C.A.R.E.) Act  
Part B Program**

**November 20, 2018**

## **INTRODUCTION**

Alabama Department of Public Health (ADPH), Division of HIV/AIDS Prevention and Care desires to acquire Lead Agency (fiscal and program monitoring agent) services for the Alabama Ryan White Comprehensive AIDS Resources Emergency (C.A.R.E.) Act Part B Program. These services shall include:

1. Management of a statewide insurance program with reimbursable health related expenses, including premiums, co-pays and other related costs.
2. Management of a supplemental benefits card covering the cost of medical and pharmaceutical co-pays, deductibles and other out-of-pocket insurance related expenses.
3. Sub-grant administration, which includes auditing and program monitoring for funded direct care services providers (sub-grantees).
4. Hosting of a state-wide data base.
5. Making payments to sub-grantees, and vendors.
6. Providing monthly invoices to ADPH for services performed by Grantee and sub-grantees.

## **PERIOD OF PERFORMANCE**

These services shall be provided for the period April 1, 2019 through March 31, 2020. Subject to approved service provision and available funding, the contract will be renewable for a second and third year through March 31, 2022.

## **ELIGIBILITY**

Eligible applicants are non-profit 501(c)(3) organizations, located in the state of Alabama.

Organizations must **not**: 1) be a provider of HIV/AIDS services receiving Ryan White funding; 2) currently maintain a financial relationship with any provider of Ryan White, Part B services that may represent a conflict of interest.

Preference will be given to agencies serving in existing position of fiscal agent for same or similar agencies. A minimum of ten years of experience providing similar fiscal services and no less than three years of experience providing insurance benefits management services is required.

## **BACKGROUND INFORMATION**

Until 1990, ADPH had very limited participation in provision of direct care services to persons infected with HIV/AIDS. Under Ryan White funding in 1991, a Direct Care Services Branch, within the division of HIV/AIDS Prevention and Care, was organized to assume responsibility for all direct care and support services, including AIDS Drug Assistance Program (ADAP) and continuation and expansion of a program providing home-based medical services to AIDS and HIV-positive patients.

Since 1994, ADPH has continued to be the Governor's designated agency to administer the Ryan White Part B funds for Alabama. Since 1996, the ADAP program has been managed by ADPH and all other direct care services are contracted to one lead agency for fiscal and program monitoring activities. Beginning in 2015, an insurance assistance program was added to the Ryan White Part B services.

## **AVAILABLE FUNDS**

This request for proposals is soliciting an applicant to serve as the lead agency/fiscal agent for the Ryan White Comprehensive AIDS Resources Emergency (C.A.R.E.) Act Part B Program for the entire state of Alabama.

Subject to availability of funds from the Health Resources and Services Administration, the successful vendor will receive a contract of approximately \$19,000,000 annually.

Funding for a lead agent may not exceed eight percent of total available funding for the state. Allowable costs are defined as follows:

Administrative/indirect charges are retained by the lead agency for management, administrative planning, and other overhead not directly related to executing specific client service program objectives. Examples include management salaries and fringe benefits, travel, reporting and coordination, accounting and insurance expenses.

**Please note:** Indirect expenses for administration and monitoring can be less than, but cannot exceed five percent of the direct care service budget.

Up to **three percent of the direct care service budget** will be available to the funded lead agent for "Program Support" - activities related to meeting federal and state mandates and recommendations. Examples: planning activities/meetings, surveys, hosting and update of web-based data collection and analysis system, and technical assistance requests.

## **LEAD AGENT REQUIREMENTS**

The contracted lead agency (fiscal agent) will be responsible for the following:

**Procurement:** This includes developing and implementing a competitive and/or sole source bidding process for selecting sub-grantees, developing sub-grants agreements, and signing subcontracts with providers and consultants.

### **Program support and technical assistance to service providers:**

This includes fiscal management principles, training, data collection and reporting as defined by the HIV/AIDS division. This also includes Web-based updating and maintenance of the Health Resources Services Administration (HRSA) Care Ware software and database.

**In Collaboration with ADPH (HIV/AIDS division):**

**Fiscal management:** This includes such tasks as establishing a bank account; receiving, checking, and paying invoices from sub-recipients electronically; receiving, checking, and paying invoices for the insurance assistance program costs; invoicing the state and other funders; reimbursing sub-recipients by direct deposit or other electronic methods; and preparing and submitting financial reports to ADPH HIV/AIDS division.

**Sub-Recipient grant management:** This includes such tasks as developing program and fiscal report formats for sub-grantees, ensuring that sub-recipients collect and report as required by the state, modifying and terminating sub-grants based on approved standards and requirements and ensuring that sub-recipients have client grievance procedures.

**Establishment and implementation of conflict of interest and grievance procedures:** This includes preventing conflict of interest in procurement and providing grievance procedures that address the procurement and contract management process.

**Reporting:** This includes preparation and submission of regular programmatic and financial reports to the service providers, the state and other funders, where applicable by hard copy or electronically as required by the HIV/AIDS division.

**PROPOSAL SUBMISSION INSTRUCTIONS AND DEADLINE**

Deadline: Completed proposals will be due to the Division of HIV/AIDS Prevention and Care no later than Friday, December 21, 2018, by 5:00 p.m. An original and one copy of the proposal with appropriate signatures must be submitted by the due date. Incomplete proposals, emailed proposals and faxed copies will not be accepted. Proposals should be addressed to:

Division of HIV/AIDS Prevention and Care  
Anetha Robinson  
Alabama Department of Public Health  
201 Monroe Street, Suite 1400  
Montgomery AL 36104 (Delivery)

\*\*\*Please note on outside of correspondence:

**Lead Agency Proposal.  
To be opened only by Anetha Robinson**

**Review Criteria:**

Award of funds will be based on the proposed plan to accomplish Lead Agency responsibilities. Please see paragraph B subparagraphs 1-5 of the Proposal Guidance Instructions. Proposals will be rated on the following criteria:

Proposal Description/ Capability	10%
Program Implementation	35%
Staffing Plan	15%
Current Relationships	10%
Past Performance	30%
Budget and Budget Justification	Rated Based on Total Cost

ADPH intends to award a contract to the one vendor that meets all requirements, but reserves the right to negotiate the final contract amount of award. **Late proposals will not be considered.**

Review committee will include ADPH staff and possibly outside consultants. Questions should be addressed to Ms. Anetha Robinson, at (334) 206-5364 or by email to [Anetha.Robinson@adph.state.al.us](mailto:Anetha.Robinson@adph.state.al.us). All questions must be submitted in writing, either electronically or via traditional mail.

### **RENEWAL CRITERIA**

The term of this contract shall be for twelve (12) months beginning April 1, 2019 and ending March 31, 2020. The ADPH Confidentiality Statement regarding HIV/AIDS related information must be signed by appropriate persons. The three-year contract cycle includes two years in addition to the basic period. These two continuation years will be awarded, one year at a time, on a non-competitive basis, provided the services are still required, funding is available, and the vendor has performed satisfactorily in the previous period.

### **PROPOSAL GUIDANCE INSTRUCTIONS**

**A. Table of Contents:** Each proposal must contain a table of contents.

**B. Proposal Outline:** Proposals submitted must follow the outline below.

- 1. Proposal Description/Capability Statement:** Briefly describe applicant's:
  - a) Strengths and capabilities.
  - b) Experience working with community-based agencies/organizations.
  - c) Fiscal and organizational soundness through structure, staffing and accounting process/procedures.
  - d) Proven ability to construct and maintain a web-based data collection and management system to support the Ryan White Care Ware application.

Documentation of 501(c)(3) non-profit status must be included. By-laws, most current applicant audit, and any other relevant documents should be referenced and submitted as appendices with the submitted proposal.

**2. Program Implementation:** Describe clearly proposed activities to meet the requirements for a lead agency as detailed in the following: procurement, program

support for the service providers and consumers, fiscal management, sub-grant management, statement of no conflict of interest, grievance policy, and reporting capability. (See "Lead Agency Requirements" page 3.)

**3. Staffing Plan:** Indicate the appropriateness of existing/proposed staff experience and any training necessary for accomplishing the proposed project. State the job title and provide a job description for each position, whether volunteer or paid. Identify any individual who will assume a project role/position and include (as an appendix) a copy of their resume/biographical sketch.

**4. Current relationships with Community-based organizations/HIV/AIDS Services Providers:** Describe current or planned linkages with groups and agencies that will take part in the project. Discuss any relationships which involve funding, either awarding funds to any agency or receiving funds from any agency. Specifically address any relationship which could possibly represent a conflict of interest that might arise in a monitoring/evaluation role for your agency.

**5. Past Performance Accomplishing Lead Agency Functions:** Proposals must include three examples of projects with the same or similar activities to the Lead Agency functions described herein in the last five years. For each example specify the following: name of organization the project was for, what the project involved, the term of the project, some of the specific accomplishments of the project, and the name and telephone number of the project leader or the customer.

**6. Budget and Budget Justification:** Proposals must include a projected administrative fee rate and a detailed budget for the administrative fee for the basic year using the format shown in Attachment 1. A budget narrative section providing supportive description and justification for each line item should follow the budget. Capital costs, such as the purchase of office equipment, computers, video equipment, etc., will not be funded and should not be requested.

**7. Required Documentation – To be included as appendices:**

- a) Documentation of Non-profit 501(c)(3) status.
- b) Most current financial audit.
- c) State of Alabama Vendor Disclosure Form:  
Form can be downloaded from the following web site.  
<http://www.ago.state.al.us/File-AL-Vendor-Disclosure-Statement>
- d) Projected Administrative Fee Rate and Budget Justification - See Attachment 1
- e) Resumes or biographical sketches of existing or proposed position/roles to carry out project responsibilities.

**Service Provider Sub-grantees:**

All service provider sub-grantees will be selected by ADPH.

**PROJECTED ADMINISTRATIVE FEE RATE**

**Administrative Fee Rate**

Year 1 \_\_\_\_\_ % of Direct Care Service Budget  
Year 2 \_\_\_\_\_ % of Direct Care Service Budget  
Year 3 \_\_\_\_\_ % of Direct Care Service Budget

**Administrative Fee Amount for Year 1 \$ \_\_\_\_\_**

**Total Amount of Sub-Grant for Year 1 to include Direct Care Service Budget,  
Administrative Fee and Program Support Fee \$ \_\_\_\_\_**

**BUDGET JUSTIFICATION/NARRATIVE:**

**Discussion of specific costs to be covered by the administrative fee to include salaries by position, fringe benefits, and indirect expenses (add additional pages if necessary).**