

**FLORIDA DEPARTMENT OF HEALTH
BROWARD COUNTY HEALTH DEPARTMENT
REQUEST FOR APPLICATION PROCESS
Ending the HIV Epidemic (EHE) RFA#22-001**



Provision of PrEP Services including Provider Visits, PrEP Labs and TelePrEP Consultations in
Broward County

A. Purpose

Integrated HIV Programs for Health Departments to Support Ending the HIV Epidemic in the United States funded by the CDC grant (CDC-RFA-PS20-2010) is an initiative to achieve the important goal of reducing new HIV transmissions to less than 3,000 per year by 2030. This initiative identified seven Florida counties as part of Phase 1 — Broward, Duval, Hillsborough, Miami-Dade, Orange, Palm Beach, and Pinellas. As part of Ending the HIV Epidemic, the Department of Health in Broward County (DOH-Broward), in partnership with local communities, will implement strategies to increase the clinical provision of PrEP services (including provider visits, PrEP labs and TelePrEP consultations). The funding period will end May 31, 2024 and is subject to the availability of funds.

PrEP is an effective antiretroviral medication for decreasing HIV transmission and ending the HIV epidemic in Florida. Despite the wide-range availability of this preventative tool, the disproportionate disparities in new HIV diagnoses within Florida are still evident among Black Heterosexual Men and Women, Hispanic/Latinx, Black, White MSM¹ and all persons of Trans experience residing in Broward County. (Florida Department of Health, HIV/AIDS Section, 2020). The scope of work is for the recipient to increase the clinical provision for PrEP services (including provider visits, PrEP labs and TelePrEP consultations) among the key priority populations² through non-traditional community engagement in Broward County.

B. Required Applicant Qualifications

Eligible applicants are community organizations that:

- Currently are not funded by the Department of Health in Broward County to provide clinical PrEP services including Provider Visits, PrEP Labs, TelePrEP, and those via mobile unit;
- Have experience working with communities most affected by HIV, including experience addressing social determinants that influence populations severely affected by HIV;
- Possess the capacity to provide clinical PrEP provisions, including provider visits, PrEP labs and Tele PrEP consultations to the key priority populations identified in **Section A**
- Community-Based Organizations with 501c3 status;
- Are registered in the state’s MyFloridaMarketPlace.com. For more information, please visit: http://dms.myflorida.com/business_operations/state_purchasing/myflorida_marketplace For online help, go to www.myFloridaMarketPlace.com or to register by phone, call (866) 352-3776;
- Have a completed W-9 on file with the Department of Financial Services. Please call (850) 413-5519 for more information.

¹ **MSM** refers to men who have sex with other men, regardless of sexual orientation.

² **Key priority populations:** Black Heterosexual Men and Women, Hispanic/Latinx, Black, White MSM and all persons of Trans experience residing in Broward County.

**FLORIDA DEPARTMENT OF HEALTH
BROWARD COUNTY HEALTH DEPARTMENT
REQUEST FOR APPLICATION PROCESS
Ending the HIV Epidemic (EHE) RFA#22-001**



Provision of PrEP Services including Provider Visits, PrEP Labs and TelePrEP Consultations in Broward County

C. Request for Applications Process

Interested applicants must submit a Response that includes the information described in **Section F**. The schedule for the Response deadline is listed in **Section D**. The Department will evaluate each Response based on the evaluation criteria described. The Department may select a recipient based on its review of all submitted Responses. During the evaluation process, the Department may contact applicants for clarification or additional information if the Department determines that additional information or clarification is in the best interest of the State. The Department reserves the right to select the best recipient needed, regardless of lowest price. The selected recipient will enter into a contract with the Department and is subject to the terms and conditions of the Standard Contract (Exhibit A, subject to revisions and its corresponding Attachments) and this RFA. The terms and conditions contained in the Standard Contract are non-negotiable. The Department reserves the right to not make an award under this process.

D. Schedule

The following schedule applies to this process:

Event	Date
1. Request for Applications Released and Advertised	March 1, 2023
2. Submissions of Questions emailed to BrowardHIVprevention@flhealth.gov due:	March 10, 2023
3. Anticipated posting of Answers to Questions - Department of Health Grant Funding Opportunities Website: http://www.floridahealth.gov/about/administrativefunctions/purchasing/grant-funding-opportunities/index.html	March 17, 2023
4. Applications due (No faxed or emailed applications)	March 31, 2022
5. Anticipated evaluation of Applications	April 14, 2023
6. Anticipated award date: Department of Health Grant Funding Opportunities Website: http://www.floridahealth.gov/about/administrativefunctions/purchasing/grant-funding-opportunities/index.html	April 21, 2023

**FLORIDA DEPARTMENT OF HEALTH
BROWARD COUNTY HEALTH DEPARTMENT
REQUEST FOR APPLICATION PROCESS
Ending the HIV Epidemic (EHE) RFA#22-001**



Provision of PrEP Services including Provider Visits, PrEP Labs and TelePrEP Consultations in Broward County

7. Anticipated start date	June 1, 2023
---------------------------	-----------------

E. Recipient Selection/Evaluation Criteria

This process may result in the selection of one recipient in Broward County to provide the services described herein through a contract from the Department which will incorporate terms of the Department’s Standard Contract. Recipient selection will be based upon review and evaluation of submitted responses. The best value determination will consider, but not be limited to, the following areas in which the recipient shows strength, experience, and ability:

1. Have a demonstrated relationship with at least one of the key priority populations;
2. At least two years of experience in community involvement - community involvement involves the collaboration, inclusiveness, and empowerment to engage individuals in activities that encourage participation and
3. Demonstrated experience providing clinical PrEP services in traditional and non-traditional settings.

F. Requirements for Applicant’s Response

The Response must address each of the following sections. Failure to provide all requested information may result in disqualification. The Department reserves the right to reject any Response that does not properly address the above requirements, that fails to include the requested information, or that deviates from the requirements of this application process in any manner.

1. **Project Description** – This section must include a high-level synopsis of the applicant’s response. The Project Description should be an overview of:
 - a) The problem being addressed;
 - b) The goals and objectives of this project;
 - c) The priority population(s) that will participate in the project;
 - d) The activities associated with the project;
 - e) The key staff assembled to provide the services described in this Request;
 - f) The program outcomes. Program outcomes must align with Broward County’s Ending the HIV Epidemic (EHE) goals and objectives.
2. **Success Criteria & Measurable Outcomes** – This section must include outcomes the applicant expects to see as a result of this project.
3. **Organization Background** – This section must include a description of the relevant experience related to the activities available from the applicant. The applicant should include

**FLORIDA DEPARTMENT OF HEALTH
BROWARD COUNTY HEALTH DEPARTMENT
REQUEST FOR APPLICATION PROCESS
Ending the HIV Epidemic (EHE) RFA#22-001**



Provision of PrEP Services including Provider Visits, PrEP Labs and TelePrEP Consultations in
Broward County

descriptions of relevant work performed that demonstrates and represents the ability to conduct project activities.

4. **Collaboration** – Provide an overview of communities or organizational partners the applicant currently engages with.
5. **Timeline** – Include a timeline for conducting project activities to be concluded by June 30, 2024, subject to the availability of funds.
6. **Budget** - Proposed Project Budget Narrative (Exhibit B) and Budget Summary (Exhibit C) as related to the contract - Provide a brief justification for each budget line item. Applicants should demonstrate how the proposed expenditures relate to the activities in the work plan or how the proposed expenditures will improve progress towards project objectives.
7. **Organization Information** – Legal name of the organization, funding amount requested, name of contact person, applicant mailing address, contact information, W-9, authorized name title and signature of person submitting the application, documentation that verifies official status of CBO (Community-Based Organization) (501c3 status), documentation that verifies the official not for profit status of an organization in accordance with Chapter 617, Florida Statutes.

G. Submission of Request for Application Responses

Responses to this Request are due by the date and time specified in the **Section D.** Schedule, above. Responsibility for timely delivery rests with the applicant. The Department reserves the right to reject Responses delivered after 5:00 P.M. EDT on the submission deadline.

Applicants are required to submit the application as follows:

- The application must be signed by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant.
- Applicants are required to submit three copies of the application via express/regular mail or hand delivered.
- Mailed or hand-delivered applications will be considered as meeting the deadline if they are received and signed by DOH-Broward by the date/time stated in the Timeline. Applicants are encouraged to submit applications early. Applications that do not meet the deadline will be returned to the applicant unread.

**FLORIDA DEPARTMENT OF HEALTH
BROWARD COUNTY HEALTH DEPARTMENT
REQUEST FOR APPLICATION PROCESS
Ending the HIV Epidemic (EHE) RFA#22-001**



Provision of PrEP Services including Provider Visits, PrEP Labs and TelePrEP Consultations in
Broward County

Express Mail or Hand Delivered
Krystle Kirkland-Mobley
HIV Prevention Program Administrator
Florida Department of Health in Broward County
780 SW 24th Street
Fort Lauderdale, FL 33315

H. Funding Information

Funding for this project is estimated to be up to \$150,000.00 for the selected recipient per contract term. Administrative/indirect costs are capped at 10% of the total amount awarded.

I. Use of Grant Funds

Use of Grant Funds Allowable Costs: All expenditures must be reasonable and necessary to provide the services described in the contract and include, but are not limited to, the following:

- Personnel salaries and fringe benefits
- In-state travel in accordance with Section 112.061, Florida Statutes and the Department's policies and procedures
- Office space, furniture, and equipment
- Project related expenses, such as office supplies, postage, copying, telephone, utilities, insurance, advertising.
- Computer hardware and software
- Direct service provision and activities
- Promotional activities
- Media and marketing activities
- Financial compliance audit if required
- Level II background screening

Unallowable Costs: Unallowable costs are expressly prohibited expenditures. Unless specifically authorized by law, the expenditure of state funds for the following items related to professional and occupational licenses are not allowable and are not limited to the following:

- Florida or other bar dues
- Professional license fees
- Occupational license fees
- Driver license fees
- Other fees for licenses required for an individual to pass the examination for any of the above licenses, unless the training is directly related to the person's current official duties related to delivery of the project services.

**FLORIDA DEPARTMENT OF HEALTH
BROWARD COUNTY HEALTH DEPARTMENT
REQUEST FOR APPLICATION PROCESS
Ending the HIV Epidemic (EHE) RFA#22-001**



Provision of PrEP Services including Provider Visits, PrEP Labs and TelePrEP Consultations in Broward County

- Examination fees for professional occupational or other licenses for a Person to perform his or her official duties.
- Cash awards to employees or ceremony expenditures
- Entertainment costs, including food, drinks, decorations, amusement, diversion, and social activities and any expenditure directly related to such costs as tickets to shows or sporting events, meals, lodging, rentals, or transportation
- Organizational affiliations, fund raising and public relations
- Deferred payments to employees as fringe benefit packages • Severance pay and unearned leave
- Capital improvements, alterations, or renovations
- Lease or purchase of vehicles
- Development of major software applications
- Direct client assistance (monetary)
- Event sponsorship
- Personal cellular telephones
- Meals not in accordance with Section 112.061, Florida Statutes
- Appliances for the personal convenience of staff, including microwave ovens, refrigerators, coffee pots, portable heaters, fans, etc.
- Water coolers, bottled water
- Penalty on borrowed funds or statutory violations or penalty for late/nonpayment of taxes