



Heluna Health

**Request for Proposal
for**

Ending the HIV Epidemic Mini-grant Program

Proposal Deadline: November 10, 2022 at 5:00 PM PST

Public Health Foundation Enterprises, Inc. dba
Heluna Health
On behalf of
County of Los Angeles, Department of Public Health
Division of HIV and STD Programs

HELUNA HEALTH
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City of Industry, CA 91746
www.HelunaHealth.org



Request for Proposal – Ending the HIV Epidemic Initiative Mini-grant Program

KEY DATES SCHEDULE

ISSUANCE OF RFP..... September 30, 2022
CONSULTANT QUESTIONS ON RFP.....October 14, 2022 by 5:00 PM PST
PROPOSAL SUBMITTAL DEADLINENovember 10, 2022 by 5:00 PM PST
NOTIFICATION OF SELECTED CONTRACTOR BYDecember 2, 2022

SUBMISSION INSTRUCTIONS FOR PROPOSAL

Electronic Submissions ONLY Including Application Narrative and Budget.

Send to: Jaclyn Chavira **Email:** jchavira@helunahealth.org

Subject Line: Company/Person Name - RFP for EHE Mini-grant Program

ANTICIPATED TERM OF SERVICE/AFTER-ACTION PROJECT

Anticipated project term is for one (1) year from date of execution of contract.

NOTICE: ALL QUESTIONS RELATED TO THIS RFP ARE TO BE DIRECTED TO Jaclyn Chavira via E-MAIL at jchavira@helunahealth.org----- no later than October 14, 2022 by 5:00 PM PST. Questions will only be accepted via email. NO PHONE CALLS PLEASE

Once the Contractor’s application has been reviewed and approved, HELUNA HEALTH will draft and send a contract encompassing required activities and approved funding.

Additional documents may be required to establish the contractual agreement.



Introduction and Background:

Background:

The County of Los Angeles, Department of Public Health (DPH), Division of HIV and STD Programs (DHSP) received grant funding for Ending the HIV Epidemic (EHE): A Plan for America, a national initiative that seeks to reduce the number of new HIV infections in the United States by 75 percent within five (5) years and by at least 90 percent within 10 years. EHE focuses on four key pillars to end the epidemic:

- 1) Diagnose people as early as possible,
- 2) Treat people rapidly and effectively,
- 3) Prevent new HIV transmissions, and
- 4) Respond quickly to HIV outbreaks.

Purpose, Goals and Objectives:

Purpose:

To provide mini-grants to organizations and individuals for innovative projects aimed at reducing disparities and improving health outcomes in communities affected by HIV.

Goals and Objectives:

Proposed projects should aim to prevent the transmission of HIV, diagnose HIV as quickly as possible, and/or improve health and quality of life of those living with HIV or indirectly impacted by it. This funding opportunity is for new, innovative, radically disruptive program ideas that address disparities in communities disproportionately affected by HIV. **Non-traditional partners outside of the HIV sector are encouraged to apply.** Programs should address HIV directly (health education, resource distribution, etc.) or indirectly by targeting the social determinants of health that contribute to higher rates of HIV and poorer health outcomes in communities living with or affected by HIV.

Scope of Work and Budget:

Service Overview:

The contractor agrees to provide HELUNA HEALTH/ County of Los Angeles Department of Public Health the services described herein.

Term of Service projected for one (1) year from date of contract execution.



Heluna Health

Services to be Performed:

Applicants are encouraged to be creative and submit ideas related to (1) the diagnosis, prevention, or improved treatment of HIV and/or (2) projects focused on supporting priority populations which will result in achieving EHE goals. Topics of interest include but are not limited to: improving quality of life; non-clinical interventions meant to improve wellness; stigma reduction; decreasing intimate partner violence or violence against marginalized populations; addressing racial injustice; supporting individuals indirectly affected by HIV (children, partners, etc.); Undetectable = Untransmittable education; and social media related projects.

In alignment with the EHE Plan in Los Angeles County, the priority populations of focus for the EHE mini-grants include Black/African American and Latinx MSM, Black/African American and Latinx cisgender women, transgender persons, people who use substances and/or who inject drugs, youth under 30 years of age, and people who are living with and/or affected by HIV.

Service Location:

Contractor shall maintain a physical office location with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8 a.m. to 5 p.m., Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Contract. When the office is closed, an answering service shall be provided to receive calls. The Contractor shall answer calls received by the answering service within twenty-four (24) hours of receipt of the call.

Service Hours:

The Contractor shall provide EHE Mini-grant Services during the hours that are the most effective and convenient for the population served. Hours may be the standard Monday through Friday, between 8:00 a.m. to 5:00 p.m., but may also include alternate hours such as evenings, late nights, and weekends. Contractor is not required to work on the following County recognized holidays: New Year's Day; Martin Luther King's Birthday; Presidents' Day; Cesar Chavez Day; Memorial Day; Independence Day; Labor Day; Indigenous Peoples Day; Veterans' Day; Thanksgiving Day; Friday after Thanksgiving Day; and/or Christmas Day.

Budget:

The total amount for the budget period of one (1) year is not to exceed \$50,000.



Reporting:

The Contractor will develop a formative evaluation plan, conduct evaluation activities, and maintain documentation to assess the feasibility of the project. The evaluation will be concurrent with program implementation. Methods may include, but are not limited to, participant pre/post self-assessments, focus groups, and listening sessions. The Contractor will submit the evaluation plan to DHSP for approval. The Contractor will maintain documentation of evaluation instruments, analyze results, and report results in monthly reports to DHSP. The Contractor will also develop and submit a formal year-end case study report and conduct presentations on progress and findings to identified partners in partnership with DHSP including, but not limited to the Los Angeles County Ending the HIV Epidemic Steering Committee and Commission on HIV.

Estimated Timeline

Activity	Estimated Timeline
Release of RFP	September 30, 2022
Contractor questions on RFP deadline	October 14, 2022 by 5:00 PM PST
Proposals due from contractor	November 10, 2022 by 5 PM PST
Notification of selected contractor	By December 2, 2022
Kick off meeting with LAC DHSP, Heluna Health, partners, and contractor	TBD after contract is executed.

Proposal Requirements-Instructions:

- 12 pt. Font, Times New Roman.
- Double-spaced.
- All documents submitted as PDFs.
- Title Page/Cover Letter must be signed by an agent, owner or authorized officer of your company.
- Each section must contain a separate header.



All proposers must provide the following as part of their proposal:

Title Page/Cover Letter

Maximum of 1 page in length.

Include you or your company's name, address, web site, telephone number, and primary contact person with e-mail, direct line and mobile phone numbers. The title page will be considered a cover letter, and should be signed by an agent, owner or authorized officer of your company.

Proposer Short Answer Questions

Maximum of 3-5 pages in length.

1. Please describe the proposed program in detail, including specific activities that will be implemented and any evidence-based interventions or best practices that have informed its development.
2. How does this program contribute to ending the HIV epidemic?
3. How is this program innovative?
4. Does this program take a direct or indirect approach at reducing disparities associated with HIV? Please explain in detail.
5. What outcomes are you hoping to achieve for this program, how will they be measured, how will you know you succeeded?
6. How do you plan to staff this program?
7. What is your relationship to the priority population(s) that you are hoping to focus on?
8. Have you previously contracted with DHSP or other partners to provide HIV-related services?
9. Do you consider yourself or your organization to be a non-traditional partner in the field of HIV? If yes, how so?



Documents to Include with Application

- Completed and signed W9 <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Proof of General Liability Insurance Certificate
Insurance Coverage Requirements:
 - Commercial General Liability
 - General Aggregate: \$2 Million
 - Products/Completed Operations Aggregate: \$1 Million
 - Personal and Advertising Injury: \$1 Million
 - Each Occurrence: \$1 Million
 - Automobile Liability: \$1 Million per accident
 - Workers Compensation and Employers' Liability: \$1 Million per accident
 - Professional Liability/Errors and Omissions: \$1 Million per claim and \$3 Million aggregate
 - Sexual Misconduct Liability: \$2 Million Aggregate
- Business License
- All employees of Contractor and persons working on its behalf will be required to submit proof of vaccination for COVID-19 and negative TB test.