



**Request for Proposal
for**

**Ending the HIV Epidemic Priority Population Interventions Program
Black/African American and Latinx Cisgender Women with HIV**

Proposal Deadline: December 1, 2023 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
13300 Crossroads Parkway, North Suite 450
City of Industry, CA 91746
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Request for Proposal – Ending the HIV Epidemic Priority Population Interventions

Black/African American and Latinx Cisgender Women with HIV

KEY DATES SCHEDULE

ISSUANCE OF RFP.....	November 3, 2023
CONSULTANT QUESTIONS ON RFP DEADLINE.....	November 10, 2023 by 5:00 PM PST
PROPOSAL SUBMITTAL DEADLINE	December 1, 2023 by 5:00 PM PST
NOTIFICATION OF SELECTED CONTRACTOR BY	December 8, 2023

SUBMISSION INSTRUCTIONS FOR PROPOSAL

Applicants are allowed to submit one (1) proposal for the EHE Priority Populations Intervention RFP posted for **Black/African American and Latinx Cisgender Women with HIV**. Electronic Submissions ONLY including Application Narrative and Budget. **Only clinics that provide HIV medical care or community-based organizations with a memorandum of understanding (MOU) with a clinic that provides HIV medical care are eligible to apply.** Community-based organizations that do not provide HIV medical care must include the MOU with their application and a clear description of the existing relationship between the organization and clinic with their proposal (e.g. collaborations, projects/programs, grants, referrals) to be considered.

Eligible Applicants: Areas with high HIV burden including, but not limited to, Antelope Valley, East Los Angeles, South Los Angeles.

Send to: Kevin Garcia **Email:** kgarcia@helunahealth.org

Subject Line: Company/Person Name - RFP for EHE Population Interventions Black/African American and Latinx Cisgender Women with HIV

ANTICIPATED TERM OF SERVICE/AFTER-ACTION PROJECT

Anticipated project term is through February 28, 2025. Contract budget, scope and terms are subject to review and approval on an annual basis.



NOTICE: ALL QUESTIONS RELATED TO THIS RFP ARE TO BE DIRECTED TO Kevin Garcia via E-MAIL at kgarcia@helunahealth.org----- no later than November 9, 2023 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 in the U.S. (EHE)*, a national initiative that aims to reduce the number of new HIV transmissions in the United States by 75 percent in five years (by 2025) and by at least 90 percent in ten years (by 2030). 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.

Surveillance data highlights disparities in linkage to care and viral suppression among Black/African American and Latinx cisgender women with HIV in Los Angeles County, prioritizing this population as part of the EHE Initiative. This funding opportunity is meant to strengthen the capacity of agencies to implement innovative, tailored programs that link, engage, and retain cisgender women with HIV into medical care and supportive services. The opportunity is for clinics that provide HIV medical care or community-based organizations with an existing memorandum of understanding (MOU) with a clinic that provides HIV medical care.

DHSP seeks to support agencies in providing client-centered approaches to selected interventions for cisgender women with HIV using their knowledge and expertise working with this population. Contractors will be responsible for focusing on one of the four EHE Pillars: Treat as it relates to this population.



Contractors shall conduct the intervention among Black/African American Cisgender Women with HIV to:

- 1) Improve linkage to HIV medical care and supportive services.
- 2) Improve rapid antiretroviral therapy (ART).
- 3) Improve engagement and re-engagement in HIV care.
- 4) Improve retention in HIV care.
- 5) Improve rates of viral suppression; and
- 6) Strengthen the capacity of the agency to provide tailored services to cisgender women with HIV.

Brief Description of Interventions

DHSP reviewed and selected several evidence-based interventions that offer innovative, client-centered approaches to reducing HIV-related disparities and have promise for reaching the above goals. Organizations applying for EHE Priority Population Interventions grants for this specific population will have the opportunity to implement [Seeking Safety](#).

Seeking Safety is a present-focused, multi-session intervention designed for clients with a history of trauma and/or substance use disorder/substance misuse. Seeking Safety is based on five key principles: 1) safety as the overarching goal, 2) integrated treatment of both substance use and PTSD, 3) focus on ideals to counteract the loss of ideals in both PTSD and substance abuse, 4) four content areas: cognitive, behavioral, interpersonal, and case management, 5) attention to clinician processes (helping clinicians work on countertransference, self-care, and other issues).

The intervention was designed to be delivered using a variety of formats and has been shown to be effective in multiple populations. For the EHE Priority Population Interventions funding opportunity we will require implementation using a group format to include a minimum of six group sessions covering at least 12 of 25 topics. Within group sessions, past trauma experiences are not discussed in detail but rather the focus is on trauma as it impacts the client in the present. Seeking Safety offers sessions designed to cover 25 topics and has been specifically adapted to serve people with HIV ([Treatment Innovations – Seeking Safety HIV Guide](#)).

Table 1 below offers more information about Seeking Safety.



Table 1: EHE Priority Populations Intervention Descriptions

Intervention Options	Description
<p>(1) Seeking Safety</p> <p>More info: https://www.treatment-innovations.org/ss-description.html</p>	<ul style="list-style-type: none"> ▪ Counseling/treatment model to help people attain safety from trauma and/or substance abuse without requiring clients to delve into traumatic memories. ▪ Implementation: Group (any size) or individual format, variety of settings (outpatient, inpatient, residential). ▪ Recommended Staffing: <ul style="list-style-type: none"> ○ One clinical supervisor, a licensed mental health professional ○ At least one interventionist, an individual who has experience supporting people with HIV and/or mental health conditions; license-eligible staff acceptable. ○ One project manager/coordinator with experience with HIV or other chronic conditions <p>Required Materials:</p> <p>(1) The Seeking Safety Book available at: Treatment Innovations – Resources</p> <p>(2) Seeking Safety HIV Guide available at: Treatment Innovations – HIV Guide</p>

Purpose, Goals and Objectives:

Purpose:

The purpose of this solicitation is for HELUNA HEALTH, a 501(c)3 non-profit organization, on behalf of the County of Los Angeles, Department of Public Health, Division of HIV and STD Programs (DHSP) to solicit proposals from qualified contractors to award a contract for design, development, and implementation of a comprehensive program for the Ending the HIV Epidemic Priority Population Interventions Grant Program, Black/African American and Latinx Cisgender Women with HIV.



Goals and Objectives:

Primary Goal:

Increase rates of viral suppression and improve individual-level health outcomes and well-being of Black/African American and Latinx Cisgender Women with HIV and prevent transmission of HIV.

Program Goals:

- A. Improve linkage to HIV medical care and treatment.
- B. Improve adherence to antiretroviral therapy (ART).
- C. Improve retention in HIV care.
- D. Improve engagement and re-engagement in HIV care.
- E. Improve rates of viral suppression.
- F. Reduce transmission of HIV in Los Angeles County.

Objectives:

- 1. Increase percentage of participants with HIV linked to medical care.
- 2. Increase percentage of participants who are engaged in care (having more than two HIV medical care visits in a 12-month period).
- 3. Increase percentage of participants who are re-engaged in care (having two or more HIV medical care visits after being out of care for at least 9 months (6 months if not virally suppressed) with no medical care visit in a 12-month period).
- 4. Increase percentage of participants who are retained in care (at least 2 visits, 3 months apart in 12-month period).
- 5. Increase percentage of participants who are virally suppressed (<200 copies/ml in 12-month period).
- 6. Increase HIV knowledge, health beliefs, self-efficacy in managing own care among participants.
- 7. Increase capacity of clinic to improve HIV care continuum outcomes among priority population.

Scope of Work and Budget:

Service Overview:

The contractor agrees to provide HELUNA HEALTH/County of Los Angeles, Department of Public Health, Division of HIV and STD Programs the services described herein.



Budget for Year Term 1 is date of execution to February 29, 2024.

Budget for Year Term 2 is March 1, 2024 – February 28, 2025.

Each budget year must include:

- Salaries
- Employee Benefits
- Travel
- Equipment
- Supplies
- Other
- Consultant/Subcontractor
- Indirect

Justification must be included for each category for each budget year.

Services to be Performed:

Primary responsibilities and/or services to be provided by the Contractor shall include, but not be limited to, those activities as listed in Attachment A, Sample Scope of Work for EHE Priority Population Interventions, Black/African American and Latinx Cisgender Women with 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 Priority Population Interventions 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:

Budget for Term 1 is date of execution to February 29, 2024
Budget amount not to exceed \$75,000.

Budget for Year 2 is March 1, 2024 – February 28, 2025.
Budget amount not to exceed \$300,000.

Reporting:

Primary reporting requirements to be fulfilled by the Contractor shall include, but not be limited to, the Evaluation Methods and Documentation as listed in Attachment A, Scope of Work for EHE Priority Population Interventions, Black/African American and Latinx Cisgender Women with HIV.

Estimated Timeline

Activity	Estimated Timeline
Release of RFP	November 3, 2023
Contractor questions on RFP deadline	November 9, 2023 by 5:00 PM PST
Proposals due from contractor	December 1, 2023 by 5:00 PM PST
Notification of selected contractor	By December 8, 2023
Kick off meeting with LAC DHSP, Heluna Health, 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:



(A) Title Page/Cover Letter - Maximum of 1 page in length.

Include you or your organization'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.

(B) Organizational Capacity - Maximum of 2 pages in length.

(1) Describe your organization's experience providing group-based programming and/or using trauma informed practices among cisgender women and people with HIV. Please include details about the HIV-related services you currently offer and supporting data related to linkage to care, retention, re-engagement in care and viral suppression over the past 2 years.

(2) Describe your organization's experience implementing evidence-based interventions (EBIs) to support PLWH in linkage, retention, re-engagement in care, and viral suppression. Please include in your response:

- A) Examples of interventions your organization has implemented for Black/African American and Latinx Cisgender Women with HIV in the past (if any),
- B) Results of past programs,
- C) The timeline of starting services once funded,
- D) Challenges the organization faced during program implementation, and how your organization has responded to challenges in implementation.

(3) Does your organization have experience implementing Seeking Safety? If yes, please describe. If no, please describe how you envision this program complementing your current service portfolio.

(4) Does your organization have existing staff in place to begin implementing the intervention upon funding being awarded? Does this staff have experience and training in Seeking Safety?

(5) How does your organization currently support clients facing barriers and challenges in treatment adherence and viral suppression, including mental health conditions and substance use disorder? How will the proposed program fill any gaps in services currently offered to these clients?



(C) Project Narrative - Maximum of 3 pages in length.

(1) Describe your plan to implement Seeking Safety based on published research, replication guides, and other relevant resources. The following components must be included in your response:

- a. Summary of how your organization plans to implement the intervention including innovative approaches or strategies that will be included as part of the intervention (e.g. culturally appropriate adaptations, virtual meetings, new technologies, communication methods) if appropriate;
- b. Approach the organization will employ to identify and recruit members of the priority population for the selected intervention;
- c. Staffing plan including whether staff have experience implementing the intervention, previous training on the intervention, clear roles and responsibilities of all program staff, and staff retention plan;
- d. Training, capacity building, and technical assistance (TA) needed to support the implementation of the proposed intervention; and
- e. If incentives are included in the proposed intervention, include value and number of incentives per client, milestones or activities to be incentivized, tracking processes, and incentive management processes.

(D) Data Collection and Evaluation - Maximum of 1 page in length

(1) Please describe your organization's plan for collecting, analyzing, and providing data on an ongoing basis to DHSP/Heluna Health for the EHE Priority Population Interventions grant program.

(2) How will your organization measure success in implementing the selected intervention with this priority population? Please describe your plan to measure effective implementation of the selected intervention(s) and ensure that services provided are reflective of overall initiative goals and strategies.

(E) Budget - Maximum of 1 page in length.

(1) Please provide a budget and budget narrative for the proposed program. Applicants must submit an itemized budget narrative.

Budget must include:

- Salaries and wages
- Fringe benefits
- Operation Expenses
 - Travel
 - Training fees (ex: Seeking Safety training)
 - Supplies
 - Equipment



- Consultant/Contractor
- Total Indirect costs

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
- If the applicant is a community-based organization that DOES NOT provide HIV medical care, please provide at least one memorandum of understanding (MOU) with a clinic that provides comprehensive HIV medical care.
- 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.

Ending the HIV Epidemic (EHE) Intervention
Category 2: Black and/or Latinx Ciswomen with HIV
Scope of Work
 Date of Contract Execution – 2025

Goal: Increase rates of viral suppression and improve individual-level health outcomes and well-being of Black/African American and Latinx Cisgender Women with HIV and prevent transmission of HIV.

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Attachment A
COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HIV AND STD PROGRAMS
Ending the HIV Epidemic (EHE) Intervention
Category 2: Black and/or Latinx Ciswomen with HIV
Scope of Work
Date of Contract Execution – 2025

OBJECTIVES	ACTIVITIES	TIMELINE	EVALUATION METHOD AND DOCUMENTATION
skills building trainings/webinars and a minimum of 3 conference calls.	<p>2.2 Identify and attend intervention specific trainings to ensure staff are up to date on technical information to effectively provide services. Maintain list of trainings, participants, and certificates of completion.</p> <p>2.3 Participate in meetings/conference calls as required by DHSP to provide updates on intervention planning, implementation, and progress.</p> <p>2.4 Attend trainings and meetings/conference calls. Maintain list of trainings, participants, certificates of completion.</p>	<p>DOE and ongoing</p> <p>DOE and ongoing</p> <p>DOE and ongoing</p>	<p>2.2 Documents will be kept on file and documented in monthly reports to DHSP.</p> <p>2.3 Documents will be kept on file and documented in monthly reports to DHSP.</p> <p>2.4 Documents will be kept on file and documented in monthly reports to DHSP.</p>
Objective 3.0 Intervention Planning and Training	<p>3.1 Identify and train appropriate staff to support implementation of intervention.</p> <p>3.2 Determine clinic or program operations and processes to support implementation of intervention.</p> <p>3.3 Develop intervention implementation plan and submit to DHSP for approval. Intervention plan must include, but is not limited to:</p> <p style="padding-left: 20px;">a. Overview of program/intervention plan with timeline including (1) schedule of classes for entire intervention, (2) overview of class content/topics, and (3) meeting times/locations.</p>	<p>Within 3 months of DOE</p> <p>Within 3 months of DOE</p> <p>Within 3 months of DOE</p>	<p>3.1 Documents will be kept on file and documented in monthly reports to DHSP.</p> <p>3.2 Documents will be kept on file and documented in monthly reports to DHSP.</p> <p>3.3 DHSP letter of approval and document to be kept on file.</p>

Attachment A
COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HIV AND STD PROGRAMS
Ending the HIV Epidemic (EHE) Intervention
Category 2: Black and/or Latinx Ciswomen with HIV
Scope of Work
Date of Contract Execution – 2025

OBJECTIVES	ACTIVITIES	TIMELINE	EVALUATION METHOD AND DOCUMENTATION
	b. Staffing model and Staffing Retention Plan for intervention c. Recruitment process. Include criteria for clients to participate, selection process, incentive plan, steps and timeline for recruitment, etc. (see Objective 4.0) d. Data collection and reporting		
Objective 4.0 Participant Selection and Recruitment Enroll a minimum of 75 unduplicated clients who identify as Black and/or Latinx cisgender women and are: 1) Newly diagnosed with HIV 2) Previously diagnosed with HIV and out of care 3) Previously diagnosed with HIV and not virally suppressed.	4.1 Recruitment process (Activity 3.3c) must be included in Intervention Plan (Activity 3.3) and approved by DHSP. 4.2 Recruit and finalize participants. Participant rosters with contact information and demographics to be kept on file. 4.3 Prepare, develop, and compile materials and/or resources to provide clients recruited for intervention. Submit for DHSP approval.	Within 3 months of DOE Start recruitment within 3 months of DOE Within 3 months of DOE	4.1 DHSP letter of approval and document to be kept on file. 4.2 Documents will be kept on file and documented in monthly reports to DHSP. 4.3 DHSP approval and documents to be kept on file and reported in monthly reports.

Attachment A
COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HIV AND STD PROGRAMS
Ending the HIV Epidemic (EHE) Intervention
Category 2: Black and/or Latinx Ciswomen with HIV
Scope of Work
Date of Contract Execution – 2025

OBJECTIVES	ACTIVITIES	TIMELINE	EVALUATION METHOD AND DOCUMENTATION
Objective 5.0 Implement Intervention Implement Seeking Safety as designed.	5.1 Implement intervention plan. Implement Seeking Safety using client-centered approach that helps clients attain safety from trauma and/or substance abuse without requiring clients to delve into traumatic memories. 1) Implement intervention as designed in Seeking Safety intervention . 2) Cover a minimum of 12 Seeking Safety topics during psychosocial sessions with each client throughout the duration of the intervention. Note that the minimum 12 topics can be covered either in 12 sessions or 6 sessions (if 2 topics are covered each session).	DOE and ongoing	5.1 Documents will be kept on file and reported in monthly reports.
	5.2 Ensure clients are linked to HIV medical care and provided rapid antiretroviral therapy (ART). Linkage is defined as having a viral load, CD4 or genotype test within 7 days of diagnosis. Document number of clients linked to care and ART.	DOE and ongoing	5.2 Documents will be kept on file and reported in monthly reports.
	5.3 Refer clients to supportive services as determined via meetings with clients. Document number of clients referred and of the number referred, the number of clients linked. Linkage is defined as a client accessing supportive service within 7 days of referral.	DOE and ongoing	5.3 Documents will be kept on file and reported in monthly reports.
	5.4 Use principles of motivational interviewing and trauma informed care to conduct intake meetings with all clients to	DOE and ongoing	5.4 Documents will be kept on file and reported in monthly reports.

Attachment A
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DIVISION OF HIV AND STD PROGRAMS
Ending the HIV Epidemic (EHE) Intervention
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Scope of Work
Date of Contract Execution – 2025

OBJECTIVES	ACTIVITIES	TIMELINE	EVALUATION METHOD AND DOCUMENTATION
	<p>introduce them to the project; and monthly needs assessments, including mental health, housing, food security, and employment, make referrals to meet clients' needs.</p> <p>5.5 Develop client care and support plans.</p>	DOE and ongoing	5.5 Documents will be kept on file and reported in monthly reports.
<p>Objective 6.0 Monitoring and Evaluation Conduct impact and outcome evaluations to assess program efficacy and present progress and findings to DHSP and identified DHSP partners.</p>	<p>6.1 Participate in Heluna Health/DHSP evaluation activities, including but not limited to data collection, participant pre/post self-assessments, mid-year evaluations, focus groups, listening sessions, and chart abstractions. In addition to participant assessments, outcomes tracked should include linkage to care, adherence to ART, viral suppression</p> <p>6.2 Conduct evaluation activities and maintain documentation of evaluation instruments, completed questionnaires, pre/post tests/assessments; analyze results; and report in monthly reports to DHSP.</p>	<p>DOE and ongoing</p> <p>DOE and ongoing</p>	<p>6.1 DHSP approval and document to be kept on file.</p> <p>6.2 Report in monthly report and documents to be kept on file.</p>

Attachment A
COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HIV AND STD PROGRAMS
Ending the HIV Epidemic (EHE) Intervention
Category 2: Black and/or Latinx Ciswomen with HIV
Scope of Work
Date of Contract Execution – 2025

OBJECTIVES	ACTIVITIES	TIMELINE	EVALUATION METHOD AND DOCUMENTATION
	<p>6.3 Develop and submit a mid-year evaluation narrative on progress to date.</p> <p>6.4 Develop and submit a formal year-end case study report.</p> <p>6.5 Develop and conduct presentations on progress and findings to identified partners in partnership with DHSP including, but not limited to the Los Angeles County Commission on HIV and Los Angeles County Ending the HIV Epidemic Steering Committee.</p>	<p>DOE and ongoing</p> <p>DOE and ongoing</p> <p>DOE and ongoing and ongoing</p>	<p>6.3 Mid-Year Evaluation Report.</p> <p>6.4 Year-End Case Study Report.</p> <p>6.5 Documents will be kept on file and reported in monthly reports.</p>