

**Ryan White HIV Provision of Care
Ryan White Part B Care Program**

**Request for Proposals – Review Committee
Scoring Sheet**

Note to Applicants: This may be used as a template for applicants: Please note it is advisable that applicants use this as a template to guide them in detailing all required elements of this RFP. Applicants are not asked to score themselves as this is the reviewer’s responsibility. However, if you follow this template answer all areas listed below.

Remember to follow the Outline associated with all required areas; specifically, the application sequence is as follows: **1. Cover Page & Table of Contents, 2. Project Narrative, 3. Agency Qualifications and Experience, 4. Work Plan (SMART Goals and Objectives), 5. Staffing Plan, 6. Budget and Justification, and Appendices. There is a separate Narrative, Work Plan , Staffing Plan and Budget/Justification for each service category for which funds are requested.**

Agency Name:

Reviewer:

Date:

Section IV: Part 1. Cover Page Form, Letter & Table of Contents: Description of Section - (Limit this section to two pages one for the letter and one for the cover page form. There is no limit to the Table of Contents.)	Maximum Points	Score
The Cover Page and Letter (<i>See Attachment A for Cover Page Form</i>) must be completed and included as a part of the application. Note that if you are applying for more than one service category you must clearly state those in the cover letter. The individual(s) authorized to sign on behalf of the applicant organization or, for oral health care services, a licensed dentist, must sign this page. As noted previously, the cover page must be included as the first page of the application. A Table of Contents must follow the Cover Letter.	5	
Cover Page Form (Limited to 1 page)	2	
Cover Letter (Limited to 1 page)	2	
Table of Contents (Unlimited pages)	1	

Men, transgender, male sex workers, etc.). Minority outreach, access to care/programs and plans to sustain minorities are important elements to discuss.		
2.B Continued: The applicant demonstrated clarity in providing a description of statewide or community resources and networks related to needs/gaps, including inter- and intra agency linkages.	1	
2.B Continued: The applicant demonstrated compelling evidence of the unmet service needs of eligible PLWHA, including a description of why needs are not being met, relative to the service categories for which funds are requested.	1	
<p>2.C. Populations To Be Served/Continuum of Care Described: In this section the applicant will clearly articulate the populations to be served with particular attention to minorities and special/target populations. Data and verification of that data is critical. Describing the continuum of care as it relates to serving the populations targeted will be descriptive and practical.</p> <p>Describe any high priority populations and/or target area to be served. Describe equity issues and incorporate equity strategies that meet the populations you mention. Target populations include minorities, MSM, Transgender, Women, Infants, Children and Youth as described by Rhode Island’s epidemiology. The applicant will demonstrate clarity in providing a geographic description of the service area and a demographic description of the service area and populations to be served.</p> <p>Discuss seasonal or topographic factors if they impact the availability of and accessibility to Ryan White service categories for which funding is requested. If you are to extend beyond state lines into the MSA designated areas of New Bedford and Fall River clearly describe the outreach and the physical ability of the agency to be in these areas (e.g., We have an office in New Bedford, We have a mobile van that shall be located on X Street in Fall River, We have outreach workers in Fall River and New Bedford designated for the purposes of X...etc.).</p>	3	
2.C. Continued: The applicant provided clarity in providing a description of the continuum of care offered by the applicant, including how clients are supported in accessing and in remaining in care and a description of existing resources for the provision of service categories for which funding is requested. A description of the continuum of care offered by the applicant, including how clients are supported in accessing, referred to, and in remaining in care. Follow the NHAS here and designate goals that compliment NHAS as well as specific strategies as to how your agency and this proposal will isolate people out of care, keep them in care and support prevention activities associated with	1	

decreasing incidence.		
2.C. Continued: Estimated numbers and percentages of women, youth, children, and infants to be served (See Attachments J and J.i).	1	

2.D. Applicant’s Selected Service Category(s) and Operational Description of The Program(s): The applicant presented a clear description of existing resources for the provision of service categories for which funding is requested.	3	
2.D. Continued: Description of any fee schedules and/or restrictions (such as waiting lists, cost-shares, or co-pays, etc.).	1	
2.D. Continued: A description of statewide or community resources and networks related to HIV care, including inter- and intra agency linkages. Describe the relationship with these organizations. Describe how the agency will work with other agencies within a comprehensive system of care framework and minimize duplication of resources. Provide (append) copies of formal agreements if applicable.	2	
2.E. Applicant’s Strategies to Meet National Requirements, HRSA Requirements and State Requirements: Here the agency will clearly describe and provide proof of adherence to how the agency implements Ryan White “payor of last resort” requirements. The applicant will describe and append any procedures policies, etc. that describe how Part B dollars will be tracked and what specific policies are in place regarding screening and insuring payor of last resort.	2	
2.E Continued: A description of how the agency will implement and share with EOHHS, for inclusion as a part of EOHHS’s needs assessment, comprehensive planning, and coordinated statement of needs process; any internal assessment data and/or survey information pertaining to agency client needs, gaps, and service priorities.	1	

Section IV: Part 2. TOTAL SCORE: _____ (not to exceed 20 points)

Comments: _____

Section IV: Part 3. Agency Qualifications & Experience: Description of Section - The applicant must include an organizational chart, evidence of non-profit status, a listing governing board and/or advisory board members that have identified expertise and populations represented, evidence of Medicaid certification (if the agency is providing Medicaid-eligible services), and, for home and community-based health care services in a residential setting, evidence of Rhode Island Assisted Living Facility licensure as an Appendix in the application. The organizational chart must depict the administrative structure responsible for the administration of the Part B	Maximum Points	Score
	15	

grant. The applicant should also include an organization chart for fiscal staff, if fiscal staff are not within the proposed Ryan White project staff personnel. A total of 35 points may be attained in this section. The applicant shall clearly address all of the below criteria. <u>This section must not exceed 6 pages in length.</u>		
3. Continued: The applicant demonstrated that they are qualified and experienced in providing core medical and/or support services to culturally diverse, low-income PLWHA. The applicant must include an organizational chart, evidence of non-profit status, a listing governing board and/or advisory board members that have identified expertise and populations represented, evidence of Medicaid certification (if the agency is providing Medicaid-eligible services), and, for home and community-based health care services in a residential setting, evidence of Rhode Island Assisted Living Facility licensure as Appendix II in the application. The organizational chart must depict the administrative structure responsible for the administration of the Part B grant.	3	
3. Continued: The applicant demonstrated that it is able to adhere to EOHHS reporting requirements. A description of the process used for fiscal and program monitoring, including the frequency of reports.	2	
3. Continued: A description of similar projects undertaken and/or similar clients served, including a brief detailing of the projects that have tasks similar to those included in this RFP.	2	
3. Continued: The applicant demonstrated capacity to track Ryan White funds through strong fiscal and program monitoring systems. A description of the applicant's process to track Ryan White funds, including information of the data systems used specifically assuring the state they can meet CAREWare requirements, RSR, and Quality management data needs.	3	
3. Continued: The applicant demonstrated clarity in providing a description of how the applicant will implement and monitor federally mandated CLAS requirements.	1	
3. Continued: A description of the process for selection and rotation of board members.	1	
3. Continued: A description regarding how the applicant will meet the specified vendor requirements, contractor responsibilities on pages 20-22 in this RFP; specifically outlining each area.	3	

Section IV: Part 3. TOTAL SCORE: _____ (not to exceed 15 points)

Comments: _____

<p>Section IV Part 4. Work Plan: Description of Section - The purpose of this section is to present the applicant’s service plan, with specific attention to ensuring access to a continuum of HIV/AIDS care. The work plan is meant to be an ongoing monitoring and evaluation tool for the contractor and EOHHS. The Work Plan is a major component of the application. <u>This section must not exceed 5 pages in length for each service category</u> (e.g., If an agency is applying for medical case management and mental health services then they may submit up to 10 pages here) for which funds are requested. The applicant must complete the Implementation Plan Table (<i>See Attachment B</i>) for the first-year of the 3-year project period and include it as a part of this application. The Implementation Plan Table can be used by the applicant as a way to present to visually present the applicant’s proposed goals, objectives, and outcomes/indicators to be tracked as long as this decision is referenced, all other information requested above is including in the Work Plan narrative, and that it is clearly articulated within the proposal so reviewers understand what the Work Plan strives to accomplish during the project period. <i>A distinct and separate Implementation Plan must be completed for each service category for which funds are requested. Include the Implementation Plan as an Appendix in the application.</i></p>	<p>Maximum Points</p> <p>30</p>	<p>Score</p>
<p>4. Continued: <i>The applicant demonstrated goals that address identified needs and objectives that are SMART</i> - Specific, Measurable, Achievable, Realistic and Timely (must be specific as to time of completion be it ongoing, or definitive in terms of a deadline. A description of the action steps/activities that must occur to accomplish each objective – critical actions that must be taken to attain the measurable outcome or end result. Identify the kinds of data to be collected and maintained and the staff who will be responsible for oversight and/or performance for each objective.</p>	<p>4</p>	
<p>4. Continued: <i>A description of how the applicant’s proposed project plan will reflect the intended purpose of Ryan White for the service categories for which funds are requested.</i> This section should describe the applicant’s understanding of federal and state Ryan White Part B requirements. Be certain to adhere the HRSA/Rhode Island definitions for the service areas you select and describe. Applicant describes how that Ryan White funds will be cost effective, coordinated, and used as the payer of last resort for each service category for which funds are requested.</p>	<p>5</p>	
<p>4. Continued: <i>The applicant presented a strong evaluation system for service categories</i> for which funds are requested which assess, at a minimum, the quality of care provided to clients, the success or failure in meeting goals and objectives, effectiveness in meeting identified needs of the targeted population, effectiveness and efficiency of program operations, the process used to assess client satisfaction, the method for ensuring ongoing availability of effective and high quality services, and the process for resolution of identified quality issues. <i>An evaluation statement</i></p>	<p>4</p>	

<p><i>at the end of each goal/objective section, must offer quantifiable endpoints within a specified timeframe as to how and when the goal/objectives will be achieved.</i> Since HRSA has outlined a very specific monitoring strategy, agencies must clearly describe their strategy for meeting the monitoring requirements across program, and fiscal areas. See Attachment E for the Monitoring Standards. Note: The review for this area shall determine the applicant’s ability to evaluate and monitor their success and failures associated with the goals and objectives; as well as determine if the applicant can associated the required HRSA Monitoring Standards into their workplan. Oftentimes adherence to the Monitoring Standards at the agency level is reflective in policies and procedures found in manuals, etc. These may be appended but must be referenced in the application. If monitoring standards are appended then the applicant must speak to how they are implemented within the application.</p>		
<p>4. Continued: <i>The applicant demonstrated clarity in providing a description of how the applicant’s plan will reduce or eliminate service and health outcome disparities</i> among populations with specific needs for services and, as an organization, work toward achieving health equity. A description of how proposed Work Plan activities will provide increased access to the HIV continuum of care for minority communities and will meet the needs of any emerging populations. A description of how the agency will utilize all sources of funding available to it to work toward achieving health equity for PLWHA populations, through eliminating health disparities and by preventing and controlling disease.</p>	5	
<p>4. Continued: <i>The applicant demonstrated a strong ability to ensure that that PLWHA remain engaged in HIV/AIDS primary medical care and adhere to HIV treatment, and provided clarity in describing how the proposed Work Plan activities will address unmet need and reduce the number of PLWHA out of care.</i> A description of how proposed Work Plan activities will address unmet need and reduce the number of PLWHA out of care, keeping in mind that the needs assessment that EOHHS conducted indicated that a higher proportion of persons “not in care” are persons of color, born outside the United States of its territories, living with HIV not AIDS , and recently incarcerated .</p>	5	
<p>4. Continued: How the services and their goals and objectives relate to the goals of the national Healthy People 2020 initiatives (See www.Healthypeople.gov/ and http://healthypeople.gov/2020/topicsobjectives2020/overview.aspx?topicid=22).</p>	2	
<p>4. Continued: Specific plans to submit, utilize and adhere to the QM Standards of Care and the Performance measures (<i>see Attachment H.i</i>). The applicant must detail how they are to input QM data and report that data to EOHHS.</p>	5	

Section IV: Part 4. TOTAL SCORE: _____ (not to exceed 30 points)

Comments: _____

Section IV: Part 5. Staffing Plan: Description of Section -	Maximum Points	Score
A description of the staffing plan that includes a detailing of the education, experience, qualifications, roles and responsibilities of each staff position (include both program and fiscal staff positions) dedicated to Ryan White Part B activities regardless of funding source. The applicant demonstrated that it has a strong staffing plan that includes staff with the education, experience and qualifications to carry out funded activities. An organizational chart depicting the agency as a whole and the proposed staff and functions affiliated with this proposal.	15	
The applicant demonstrated clarity in describing the process and coordination of program and fiscal staff in ensuring adequate reporting, reconciliation, and tracking of expenditures for funded activities.	5	
The applicant demonstrated that the staffing plan will demonstrate cultural and linguistic competence through clearly defined values, behaviors, attitudes, policies, structures, and practices, as well as through the employment of bilingual and bi-cultural staff at all levels of the agency.	5	
A description of the applicant’s policy and procedures for employee orientation and in-service training. A description of the applicant’s policy and procedures for ensuring that required professional licenses are current and on file.	5	

Section 1V: Part 5. TOTAL SCORE: _____ (not to exceed 15 points)

Comments: _____

Section IV: Part 6. Proposed Budget & Justification: Description of Section - <u>Part 6 Budget Narrative must not exceed 4 pages in length per category applied for.</u>	Maximum Points	Score
Include the Budget Narrative section behind the completed budget form in the application. The budget form itself is exempt from the page limit for the Budget Narrative.	15	

The applicant presented a budget and budget narrative that reflects pages 28 -31 in the RFP and the appropriate expenses to accomplish the project goals are evident and the budget is cost effective.	6	
The applicant presented a budget justification that specifically describes how proposed services will support the achievement of proposed goals and objectives.	3	
The applicant demonstrated clarity in describing how it will document that clients have been screened for and enrolled in eligible programs to ensure that Ryan white HIV/AIDS Program funds are the payer of last resort.	3	
The applicant demonstrated appropriate use of required 10% match and HRSA requirements relative to indirect and administrative costs.	3	

Section IV: Part 6. TOTAL SCORE: _____ (not to exceed 15 points)

Comments: _____

Reviewers Recommendation Summary

Total Score: _____ (not to exceed 100 points)

Has the required minimum score of 70 been met? _____ Yes _____ No

Reviewer’s Recommendation: _____ Recommended _____ Not Recommended

Scoring:

Criteria	Possible Points	Score Given By Reviewer
Section IV: Part 1 – Cover Page & Letter, Table of Contents	5	
Section IV: Part 2 – Project Narrative	20	
Section IV: Part 3 – Agency Qualifications and Experience	15	
Section IV: Part 4 – Work Plan	30	
Section IV: Part 5 – Staffing Plan	15	
Section V: Cost Proposal	15	
Total	100	