



## Newark EMA HIV Health Services Planning Council Request for Bids

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### **INTRODUCTION**

United Way of Greater Union (UWGUC), on behalf of the Newark EMA HIV Health Services Planning Council (hereafter "the Planning Council"), seeks a consultant to support the Planning Council in the development of Part A of a comprehensive Needs Assessment.

### **SUBMISSION DEADLINE**

All bid submissions should be emailed to [Tania.Guaman@uwguc.org](mailto:Tania.Guaman@uwguc.org) before the close of business on **November 15, 2021**. Late submissions will not be considered.

Bid results will be reviewed and considered by the Executive Committee of the Planning Council for funding and the selected vendor will be notified by the end of November 2021.

### **SCOPE OF WORK**

The Planning Council seeks consulting support to assess the service needs and gaps of people living with HIV (PLWH) in and out of care, including barriers to obtaining services. This work will be carried out in close collaboration with the Research and Evaluation (REC) Committee and will include the following activities:

- Participate in monthly online REC meetings from Nov 2021 to Feb 2022.
- Provide input and support with the development of a research topic.
- In collaboration with the REC, help identify methods to be used in the planning and implementation of a comprehensive needs assessment.
- Develop selected research tools (e.g., surveys or key informant questionnaires) in both paper and electronic versions, as applicable.

### **ACTIVITY SCHEDULE**

All Bidders shall provide a preliminary description of the proposed work method and schedule. The work to be performed shall end no later than February 2022. A new bid will be released in March for Part 2 of the work.

### **BUDGET AND BUDGET JUSTIFICATION**

Contract funds may be used for costs of project-related including hours spent attending online meetings, sending email communications, conducting data analysis, making presentations, preparing written reports, and supplies. Proposed budgets should be itemized to be considered and shall not exceed \$6,500.

### **AWARD AND CONTACT PROCESS**

UWGUC shall award the contract to the successful Bidder. This will be the bid that substantially responds to the bidding document at the lowest evaluated cost. Award letters and contract negotiations are contingent upon an award announcement to United Way of Greater Union County from the City of Newark.

### **AWARD TYPE AND DELIVERY DATE**

Funding will be provided in the form of a contract, contingent upon funding availability.

## **BACKGROUND INFORMATION**

The Ryan White Comprehensive AIDS Resources Emergency (CARE) Act was enacted by Congress in 1990 as a response to the growing HIV epidemic, and the need to improve the availability and quality of healthcare for low-income, uninsured, and underinsured people living with HIV/AIDS (PLWHA). The law established funding for Ryan White programs called “Parts” that are administered through the USDHHS-Health Resources and Services Administration's HIV/AIDS Bureau (HRSA/HAB). It is the largest federally-funded program for PLWHA, third only to Medicaid and Medicare as a source of HIV health care and treatment.

Ryan White Part A grant awards are issued annually to eligible metropolitan areas (EMAs) and transitional grant areas (TGAs) that are most disproportionately impacted by HIV. In New Jersey, the Newark EMA (comprised of Essex, Union, Morris, Sussex, and Warren counties) serves the largest number of PLWHA in the state. Newark’s public health agency, the Department of Health and Community Wellness's Ryan White Unit (RWU) serves as the Recipient of the grant, providing day-to-day management and program oversight.

As a subcontractor with the City of Newark, UWGUC provides logistical and administrative support to the Planning Council. Two designated staff assist the Planning Council to carry out its legislative responsibilities and to operate effectively as an independent planning body that works in partnership with the recipient.

The Planning Council is a federally required body responsible for setting priorities and funding resource allocations for HIV/AIDS treatment for the covered counties. Based on the Planning Council’s recommendations, the Recipient subcontracts with local agencies to provide medical and support services for PLWHA. For more information about the Planning Council, please visit [www.nemaplanningcouncil.org](http://www.nemaplanningcouncil.org).