



Referendum for Proposal (RFP)



United Way of Greater Union County
Newark EMA HIV Health Services Planning Council

This announcement solicits applications for the development of the 2020 Assessment of the Administrative Mechanism Report as required by the Ryan White Part A HIV/AIDS Program.

Key Dates: The closing date for receipt of proposals under this Announcement is March 4, 2020. Proposals are due to UWGUC no later than 4:00:00 p.m. Eastern Time.

Executive Summary:

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, which has been reauthorized four times (1996, 2000, 2006 and 2009), establishes funding for Ryan White programs called “Parts” that are administered through the USDHHS-Health Resources and Services Administration/HIV AIDS Bureau (HRSA/HAB). It is the largest federally funded program for PLWHA, and 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), who are most disproportionately impacted by HIV. As the city in the New Jersey EMA serving the largest number of PLWHA, the Mayor of Newark, NJ, serves as the Chief Elected Official (CEO) for the Newark EMA. The city’s public health agency, the Department of Health and Community Wellness- Ryan White Unit (RWU) serves as Grantee, providing day-to-day management and oversight of the program.

1) Assessment of the Administrative Mechanism

The Ryan White HIV/AIDS Program (RWHAP) legislation requires each Part A program’s planning council to “assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area and at the discretion of the planning council, assess the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs.” [Section 2602(b)(4)(E)].

“Its purpose is to assure that funds are being contracted for quickly and through an open process, and that providers are being paid in a timely manner....” Generally, assessments are based on time-framed observations of procurement, expenditure, and reimbursement processes. A final written report is required with conclusions and recommendations to the recipient. The Recipient, in turn, provides a written plan of action in response to said recommendations. Topics covered in the Assessment of the Administrative Mechanism include the following: - Contracting, Reimbursement of subrecipients, and Use of funds.

Methods

The methodology for the Assessment of the Efficiency of the Administrative Mechanism examines the allocations determined by the Planning Council, contracting of those services, and reimbursement for those services. The data can be collected through the following means:

- Provider Survey
- Care Council Survey
- Review of Care Council Approvals of Allocations and Re-allocations
- Review of Provider Contracts and Contract Amendments
- Review of Provider Invoices and Reimbursement Records
- Review of Committee Meeting Minutes
- Interviews with Grantee staff, provider staff, and Planning Council members

Both the Provider Survey, the Planning Council Survey questions, or any other tool are to be reviewed by the Research and Evaluation Committee (REC).

Award Type and Delivery Date

This report shall be completed on or before August 20, 2020. Funding will be provided in the form of a contract.

Application Narrative

This section provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory and well organized so that reviewers can understand the proposed project. The proposal should not exceed 4 - 5 pages, excluding budget tables or references. The FY 2019 Application Narrative consists of the following sections:

Experience

- a) A summary of the consultant's involvement and past experience with Ryan White Program services in the Newark Eligible Metropolitan Area, and the HIV community (if applicable).
- b) The consultant's capacity to conduct research projects and how this project aligns with the past experience.

Scope of Services

- Describe how the applicant will assist United Way of Greater Union County to carry out its legislative duties.
- Describe any similar services provided currently or in the past by your company.
- Identify key staff in the company that will be responsible for administration and execution of the project.

Budget and Budget Justification

Contract funds may be used for project staff salaries and fringe benefits, consultant fees, data collection and analysis, meetings, supplies, project-related travel, and other direct project expenses, including a limited amount of equipment essential to the project.

Address: Mail applications with return receipt or in-person to:

Attention: Tania Guaman, Project Manager
Newark EMA HIV Health Services Planning Council
United Way of Greater Union County
33 West Grand Avenue Elizabeth NJ 07202