CITY OF ST. LOUIS DEPARTMENT OF HEALTH

HIV CARE AND SUPPORTIVE SERVICES

Contract Year 2017

Contract Period: Negotiated Start Date – February 28, 2018

REQUEST FOR PROPOSALS

FOR

CONTRACT COMPLIANCE SERVICES

RFP OPENING DATE: December 19, 2016
BIDDER’S PRE-APPLICATION CONFERENCE: January 17, 2017
DEADLINE FOR FINAL QUESTIONS: January 20, 2016
RFP CLOSING DATE: February 2, 2017

City St. Louis Department of Health
Communicable Disease
1520 Market Street – Rm 4027
St. Louis, MO 63103
(314) 657-1556

Note: If this RFP was downloaded from the City of St. Louis RFP Website each applicant must provide contact information to the RFP contact person in order to be notified of any changes in this RFP document.
NOTICE

BIDDER’S PRE-APPLICATION CONFERENCE

FY2017 CONTRACT COMPLIANCE SERVICES
REQUEST FOR PROPOSALS

ATTENDANCE STRONGLY RECOMMENDED
PLEASE RSVP!

DATE: Tuesday, January 17, 2017

TIME: 2:00 P.M. – 3:30 P.M.

LOCATION: City of St. Louis Department of Health
1520 Market Street, Room 4051
Large Conference Room
St. Louis, MO 63103

CONTACT: Mr. Phillip Johnson
City of St. Louis Department of Health
Grants Administration Office
1520 Market Street – Room 4078
St. Louis, MO 63103
314-657-1556
johnsonp@stlouis-mo.gov

Estimated Schedule:

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, December 19, 2016</td>
<td>Request for Proposal Released</td>
</tr>
<tr>
<td>Thursday, January 12, 2017</td>
<td>Deadline for Pre-Bidder’s Conference Questions</td>
</tr>
<tr>
<td>Tuesday, January 17, 2017</td>
<td>Recommended Pre-Bidder’s Conference</td>
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<tr>
<td>Friday, January 20, 2017</td>
<td>Deadline for Final Questions</td>
</tr>
<tr>
<td>Thursday, February 2, 2017 @ 4:00 pm</td>
<td>Due Date of Applications</td>
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<tr>
<td>Thursday, February 16, 2017 @ 2:00 pm</td>
<td>Selection by Professional Services Agreement Committee</td>
</tr>
<tr>
<td>TBD – Based on the negotiated start date with selected vendor</td>
<td>Contract Start Date</td>
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<tr>
<td>Wednesday, February 28, 2018</td>
<td>Project Completion Date</td>
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APPLICATION FOR FUNDING
FOR
CONTRACT COMPLIANCE SERVICES

The City of St. Louis Department of Health (DOH) is soliciting proposals for the management of sub-recipient contracts and for compliance requirements for sub-recipients and DOH related to funding received through the U. S. Department of Health and Human Services, Health Resources and Services Administration (HRSA) - Ryan White Part A and Minority AIDS Initiative, the Missouri Department of Health and Senior Services (MDHSS) - Ryan White Part B, and the US Housing and Urban Development (HUD) – Housing Opportunities for Persons with AIDS (HOPWA) program. DOH presently contracts with thirteen (13) provider agencies within a twelve (12) county region to deliver HIV treatment and support services to People Living with HIV/AIDS (PLWHA). The funds received are considered entitlement, formula-based funding with a long-standing history and a high degree of assurance for receipt.

I. APPLICATION FOR FORMATTING REQUIREMENTS

The Request for Proposal (RFP) may be obtained beginning Monday, December 19, 2016 from Philip Johnson at the DOH, Communicable Disease, 1520 Market St. – Room 4027, MO 63103, or downloaded from the St. Louis City website at http://stlouis.missouri.org, or by contacting Mr. Johnson at johnsonp@stlouis-mo.gov.

All questions must be submitted in writing no later than Friday, January 20, 2017 to Philip Johnson, Secretary, DOH, 1520 Market Street – Room 4027, St. Louis, MO 63103 or via email at johnsonp@stlouis-mo.gov. All questions will be responded to in writing to all parties having attended the pre-application conference.

Five (5) paper bound copies with original signatures, one (1) copy unbound, and one (1) flash drive containing a copy of the proposal in Microsoft Word or PDF format must be submitted to the Grants Administration office by 4:00 p.m. Thursday, February 2, 2017. **Late or incomplete proposals will not be accepted.** Applicants must adhere to the following:

- Applications must be in English
- One (1) bound original, five (5) paper copies bound, one (1) copy unbound
- Use 12-point font
- Use 8.5 by 11 inch white paper that can be photocopied
- Top, bottom, left, and right margins may not be less than one inch each
- Text may be either 1.5 or double-spaced
- Each copy must contain a Table of Contents
- A flash drive must be properly formatted and be able to be read by Department of Health computers using Microsoft Word 95, 97 or XP. **NOTE: Flash drive must contain the same information as original paper copy, i.e., (draft RFP’s and resulting contracts, draft participation agreements and sole source contracts, organizational chart, resumes of key staff, most current financial statement,**
documentation of not for profit status, letters of support, current business license, etc.).

II. SCOPE OF SERVICES

TOTAL TO BE AWARDED: Not to exceed $180,000
Please note: Funding is contingent upon DOH grant awards. Final funding levels for FY2017 (negotiated start date – February 28, 2018) have not been established at this time.

Contractor shall report to the Bureau Chief of Communicable Disease Control. The Contractor's required scope of services are listed below.

**Contract Compliance**
- Develop Request for Proposals (RFP’s), Request for Qualifications (RFQ’s), contracts and policies in cooperation with the Grants Administrator, that are compliant with legislation and policies of the funding agent(s).
- Provide technical assistance to sub-recipients to ensure compliance with federal, state, and city policies, laws, rules, and regulations and to improve service delivery. Utilize data to inform technical assistance needs for providers.
- Serve as the lead for all contract monitoring activities including fiscal, programmatic, quality and chart audits. Train compliance staff in contract monitoring and schedules monitoring activities for the section. Coordinate programmatic monitoring with fiscal monitoring as required by the funder. Update monitoring tools to comply with changes in legislation, regulations, rules and policies.
- Ensure RFP’s, contracts and policies are reviewed routinely for compliance with changes in legislation, regulations, policies, rules, and guidelines.
- Oversee the review process for applications in response to RFPs/RFQs.
- Ensure contracts are properly and legally executed. Review contracts for compliance with insurance, bonding, licenses, taxes and related areas; confers with legal department on questions regarding documentation.
- Compile a profile of applicants with appropriate information including service history, risk indicators, and other information relevant to the grant approval process.
- Conduct risk assessment of sub-recipients through desk audits and programmatic monitoring.
- Analyze data and transpose to report form.
- Review and processes invoices and utilization reports.
- Coordinate and/or attend meetings as a city representative. Prepares for and/or conduct pre-proposal conferences.
- Compile and/or support required information for reporting and grant applications.

**Quality Assurance**
- Develop and implement a quality management system for services funded through Ryan White Part A, Part B and HOPWA.
• Interpret federal policy regarding quality management as it relates to HIV services and work with funded providers to initiate quality improvement projects based upon baseline service quality indicators and outcome data.
• Identify appropriate outcome measures, service quality indicators, and benchmarks for services provided under Ryan White.
• Assist in the development of evaluation tools that will produce quantitative and qualitative data and findings to validate compliance by providers to Public Health and local standards of care for services approved in the St. Louis Region
• Coordinate the process of data collection and the analysis of data by Grants Administration staff and outside consultants
• Review quality management findings and formulate recommendations to improve the quality of local standards of care and provider performance.
• Prepare monthly, quarterly, and annual quality management reports.
• Coordinate the regional Quality Management Committee.
• Analyze data and submit corresponding reports on trends and statistics for Planning Council’s Priority Setting and Resource Allocation process.
• Assist in writing grant applications and conditions of award reports.
• Represent Grants Administration at Planning Council meetings as designated by Grants Administrator.
• Ensure appropriate quality management language included in Request for Proposals and contracts.
• Provide technical assistance to service providers as needed/requested to develop program specific quality improvement strategies and to increase their capacity to provide quality services.
• Attend meetings, trainings and conferences as requested.
• Develop and implement a quality management system for services funded through Ryan White Part A, Part B and HOPWA.
• Interpret federal policy regarding quality management as it relates to Ryan White services and work with funded providers to initiate quality improvement projects based upon baseline service quality indicators and outcome data.
• Identify appropriate outcome measures, service quality indicators, and benchmarks for services provided under Ryan White.

Development and Review of Policies and Procedures
• Develop procedures and/or policies in cooperation with sub-recipients, in compliance with HRSA, HUD, and City of St. Louis regulations and policies, to streamline invoice processing. Provide examples of demonstrated working knowledge of the invoicing and document requirement of the funding agencies and develop invoice submission received processing payment.

• Provide Guidance on City of St. Louis compliance with 45 CFR 75.305 of the Uniform Guidance regarding the requirement that Recipients and Sub-Recipients must be paid in advance.

Interface with Planning Council Support and DOH Fiscal Section
• Attend St. Louis Regional HIV Health Services Planning Council (PC) committee and subcommittee meetings to provide trend data, fiscal reports, and utilization
information. Interface with DOH Fiscal Manager and grant accountant to share outcomes of meetings and PC decisions to ensure fiscal responsibility of funds.

**Travel, Training, and Conferences**

Required minimum travel is as follows:
- Monthly: Statewide Managers Meeting, Jefferson City or Columbia, MO, 2 days
- Quarterly: Statewide All-Grantees Meetings, Jefferson City, MO, 2 days
- Annually: National Conference as needed

The contractor will be reimbursed based on the travel reimbursement guidelines of the funder and/or the City travel policy as appropriate.

**III. PROJECT ABSTRACT** (Maximum of two (2) 1.5-spaced pages)

The proposal must include a project abstract. The abstract can be a maximum of two 1.5-spaced pages and should be an overview of the proposal. The abstract should include:

- Name and brief description of the applicant organization.
- A brief description of your organization’s existing programs or services designed to serve the St. Louis communities public health needs.

**IV. PROGRAM NARRATIVE** (Maximum of 10 1.5-spaced pages)

The program narrative should be a minimum of five pages and a maximum of 10, 1.5-spaced typewritten pages numbered consecutively. Applicants must respond to each of the required narrative proposal components (IV. A through D and V. A). The order of the responses must follow exactly the order provided below. The Applicant’s primary response should be included in the body or text of the submitted proposal. The response to proposal components may not consist solely of references to attached materials. This is not to say that Applicants may not attach documentation or material to demonstrate capacity or prior projects, but the response must not consist exclusively of attached material.

- A statement of the applicant’s prior experience in providing services to the DOH and/or pertaining public health services to other local agencies. (10 pts)

- A statement that includes information about the applicant’s background providing the type of service requested in this RFP. Describe your organization’s experience with the following:
  - Health Services and Resources Administration (HRSA) National Monitoring Standards, Programmatic and Fiscal
  - Ryan White Part A, Part B, Minority AIDS Initiative legislation and policy updates
  - Audit requirements utilizing the Uniform Guidance (formerly A-133 audit)
  - HOPWA Programmatic monitoring, specifically, HOPWA Oversight Guide and certification trainings to provide oversight to project sponsors
  - Provide any pertinent examples of work or references as part of the
proposal.
  o Include as attachments any resumes of individuals who will provide the services. *(40 pts)*

• A statement that the applicant understands the scope of services to be provided (see Section II. Scope of Services); including a description of how each of the services will be performed. *(20 pts)*

• It is the policy of the City of St. Louis to address the effects of identified discrimination against minority business enterprises and women’s business enterprises within its jurisdiction. Contractual services shall be allocated according to the policy. The method that the city shall employ to implement that policy is the establishment of a goal of at least 25% minority business enterprise participation and at least 5% women’s business enterprises participation in contracts and purchases wherein City funds are collected or expended. Please provide information on minority and women enterprise participation in your company. Provide as an attachment a statement of M/W/DBE participation. *(5 pts)*

V. **BUDGET AND FINANCIAL DATA**

**Budget Narrative and Budget (25 Points)**

Develop and submit the program budget with narrative. In developing your budget, keep in mind that administrative charges may not exceed 8% of the total direct service charges to the contract.

*Personnel Costs:* Personnel costs should be explained by listing each staff member who will be supported from funds, their name (if possible), position title, percent full-time equivalency, and annual salary.

*Fringe Benefits:* List the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plan, and tuition reimbursement.

*Travel:* Travel costs should be broken out based on whether they are local or long distance. For local travel, the mileage rate, number of miles, reason for travel (e.g., staff training, client visits, etc), and staff members/others completing the travel should be outlined. Long distance travel is limited to HRSA-sponsored meetings.

*Equipment:* List equipment costs and describe why they are needed to carry out the program’s goals. Extensive justification and a detailed status of current equipment must be provided when requesting funds for the purchase of computers and furniture items that meet the definition of equipment.

*Supplies:* List items the project will use, and be sure to separate office supplies from medical and educational purchases. Office supplies include paper, pens, and the like. Medical supplies include syringes, blood tubes, plastic gloves, etc.
Educational supplies would include pamphlets and educational videotapes, for example.

**Subcontracts:** Sub-contracts are not required as part of the application submission.

**Other:** All costs that do not fit into the previous categories should be classified under “other.”

**Administrative:** Allowable administrative costs as defined by HRSA include usual and recognized overhead activities, including rent, utilities, and facility costs; costs of management oversight of specific programs funded under this title, including program coordination; clerical, financial, and management staff not directly related to patient care; program evaluation; liability insurance; audits; computer hardware/software not directly related to patient care.

**Financial Information**
Provide the following financial documents:

- A copy of your program/organization budget for the most recent fiscal year.
- A summary of your current 2016 contracts, including the funding sources.
- A list of outside funds applied for to provide partial support for the proposed project and the status of those applications.
- Listing of governing body members and officers, as applicable.
- Most recent audited financial report. Report must be from within the previous three years.
- Include your agency’s most recent financial statements.
- Not for Profit organizations should attach evidence of 501 (c) 3 status which includes the following documents:
  - IRS Tax Determination Letter
  - Articles of Incorporation

**VI. OTHER REQUIREMENTS**

- The successful bidder must obtain and maintain a current business license and pay all applicable taxes to the City of St. Louis.

- **M/W/DBE Participation:** It is the policy of the City of St. Louis to address the effects of identified discrimination against minority business enterprises and women’s business enterprises within its jurisdiction. Contractual services shall be allocated according to the policy. The method that the city shall employ to implement that policy is the establishment of a goal of at least 25% minority business enterprise participation and at least 5% women’s business enterprises
participation in contracts and purchases wherein City funds are collected or expended. Please provide information on minority and women enterprise participation in your company.

- **Living Wage Requirements**: Bidders [Proponents] are hereby advised that the St. Louis Living Wage Ordinance #65597 and associated Regulations apply to the service [concession] [lease] [City Financial Assistance] for which [bids] [proposals] are being sought herein. This Ordinance requires that, unless specific exemptions apply, all individuals who perform work pursuant to a contract executed between the successful [bidder] [proponent] and the City [Agency] must be paid a minimum of the applicable Living Wage rates set forth in the attached Living Wage Bulletin (Attachment B), and, if the rates are adjusted during the term of the contract pursuant to the Ordinance, applicable rates after such adjustment is made. Each bidder [proponent] must submit the attached “Living Wage Acknowledgement and Acceptance Declaration” (Attachment B) with the bid [proposal] will result in rejection of the bid [proposal]. A successful bidder’s [proponent’s] failure to comply with contract provisions related to the Living Wage Ordinance may result in termination of the contract and the imposition of additional penalties as set forth in the Ordinance and Regulations.

Copies of the Ordinance and Regulations are available upon request from The Department of Health, or can be accessed at [http://www.stlouiscity.com/livingwage](http://www.stlouiscity.com/livingwage). A copy of the Living Wage Bulletin now in effect is attached.

### VII. EVALUATION CRITERIA

The RFP will undergo the following evaluation process. An independent review panel will evaluate the proposal using the above criteria and provide recommendations to the DOH Professional Service Agreement (PSA) Committee, established under City of St. Louis Ordinance 64102. The PSA Committee will evaluate and make selection based on the responses received. The total points possible are 100, awarded as follows:

- Prior experience with DOH 10 pts
- Applicant’s Background 20 pts
- Description of Scope of Services 40 pts
- Minority participation 5 pts
- Budget 25 pts

### VIII. RFP Terms

The City reserves and may exercise one or more of the following rights and options regarding this RFP:

- To reject any and all bids, to seek additional bids, to enter into negotiations and subsequently contract with more than one Bidder at any time during the process.
• To evaluate separately the individual components of each bid such as any proposed subsystem, product or service, and to contract with such Bidder for any individual component.
• To cancel or withdraw this RFP without the substitution of another RFP or alter the terms and conditions of this RFP.
• To modify specific terms and conditions in this document prior to execution.
• The City reserves the right to renew the contract for an additional one year term for up to four (4) consecutive years, for a total of five (5) years.
• Renewal of the contract will be dependent upon available funds.

Contents of Proposals: All materials submitted in accordance with this RFP will become and remains the property of the City and will not be returned. All Proposals shall be considered public records, but may be deemed and treated as closed or exempt by the City Counselor's Office, at the sole discretion of the City Counselor's Office, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All Proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.
# APPLICATION COVER SHEET

## APPLICANT INFORMATION

1) **LEGAL NAME:**

2) **MAILING Address Information** (include mailing address, street, city, county, state and zip code):  

   Check if address change □

3) **PAYEE Mailing Address** (if different from above):  

   Check if address change □

4) **Federal Tax ID No.:**

5) **TYPE OF ENTITY** (check all that apply):  

   - City  
   - County  
   - Other Political Subdivision  
   - State Agency  
   - Indian Tribe  
   - Nonprofit Organization*  
   - For Profit Organization*  
   - Individual  
   - FQHC  
   - State Controlled Institution of Higher Learning  
   - Hospital  
   - Private  
   - Minority Organization  
   - Community-Based Organization  
   - Other (specify): ________________________

   *If incorporated, provide 10-digit charter number assigned by Secretary of State:

6) **PROPOSED BUDGET PERIOD:**  

   Start Date:  

   End Date:  

7) **COUNTIES SERVED BY PROJECT:**

8) **AMOUNT OF FUNDING REQUESTED:**

9) **PROJECTED EXPENDITURES**  

   Does applicant’s projected state or federal expenditures exceed $500,000 for applicant’s current fiscal year (excluding amount requested in line 8 above)? **

   Yes □  No □

   **Projected expenditures should include funding for all activities including “pass through” federal funds from all state agencies and non project-related DSHS funds.

10) **PROJECT CONTACT PERSON**  

   Name:  

   Phone:  

   Fax:  

   E-mail:  

11) **FINANCIAL OFFICER**  

   Name:  

   Phone:  

   Fax:  

   E-mail:  

The facts affirmed by me in this proposal are truthful and I understand that the truthfulness of the facts affirmed herein are conditions precedent to the award of a contract. This document has been duly authorized by the governing body of the applicant and I (the person signing below) am authorized to represent the applicant.

12) **AUTHORIZED REPRESENTATIVE**  

   Name:  

   Title:  

   Phone:  

   Fax:  

   E-mail:  

   Check if change □

13) **SIGNATURE OF AUTHORIZED REPRESENTATIVE**

14) **DATE**
Please review and enclose this checklist to ensure that your application is complete. Applications that do not contain a copy of each of the items below will be considered incomplete and will not be reviewed. The inclusion of letters of support and any other requested documentation is strongly suggested.

Application Cover Sheet

Project Abstract (Section III.)

Program Narrative and Budget (Section IV and V)

A. Prior experience with DOH 10 pts
B. Applicant’s Background 20 pts
C. Description of Scope of Services 40 pts
D. Minority participation 5 pts
E. Budget 25 pts

PROPOSAL ATTACHMENTS

- Letters of Support/Letters of Intent
- Resumes of Individuals that would perform the Scope of Services
- 501 (c) 3
- Current Business License
- Living Wage Declaration Form
- Statement of M/W/DBE Participation
ST. LOUIS LIVING WAGE ORDINANCE

NOTICE OF ST. LOUIS LIVING WAGE RATES
EFFECTIVE APRIL 1, 2016

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance ("Ordinance") and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is $12.60 per hour (130% of the federal poverty guideline for a family of three); and

2) Where health benefits as defined in the Ordinance are not provided to the employee, the living wage rate is $16.87 per hour (130% of the federal poverty guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).

3) Fringe benefit rate defined under Chapter 6.20 of the Revised Code of the City of St. Louis: $4.27 per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and are effective as of APRIL 1, 2016. These rates will be further adjusted when the federal poverty guidelines are adjusted by the U.S. Department of Health & Human Services, or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at https://www.stlouis-mo.gov/government/city-laws/ordinances/ordinance.cfm?ord=65597 or obtained from:

City of St. Louis Living Wage Program Office
St. Louis, Missouri
(314) 426-8106

Dated: February 5, 2016
Attachment B: Living Wage Acknowledgement

ST. LOUIS LIVING WAGE ORDINANCE

LIVING WAGE ACKNOWLEDGMENT AND ACCEPTANCE DECLARATION
(To be completed by each respondent to a bid/proposal solicitation when that solicitation has included Living Wage Advertisement/Solicitation Language.)

CONTRACTING AGENCY: ___________________________ 

AGENCY CONTRACT NUMBER: ____________________________

DATE: _________ PREPARED BY: ____________________________

PREPARER’S TELEPHONE NUMBER: ________________________

PREPARER’S E-MAIL ADDRESS: ____________________________

PREPARER’S CELL PHONE NUMBER: ________________________

PREPARER’S ADDRESS AND ZIP CODE: ____________________

As the authorized representative of the above-referenced bidder or proponent, I hereby acknowledge that the bidder/proponent understands that the contract or agreement that will be executed with a successful bidder/proponent pursuant to this solicitation is subject to the St. Louis Living Wage #65597 and the Regulations associated therewith. The bidder/proponent hereby agrees to comply with the Ordinance and the associated Regulations if awarded a contract pursuant to this solicitation. I am authorized to make the above representations on behalf of the bidder or proponent.

AUTHORIZED REPRESENTATIVE CERTIFICATION:

_____________________________ (Signature)

NAME: ____________________________

TITLE: ____________________________

DATE: ____________________________