



REQUEST FOR PROPOSALS

FOR

THE HIV ZERO INITIATIVE STRATEGIC PLAN: EVALUATION SERVICES

RFP Issue Date:	January 9, 2017
Proposal Due Date:	January 23, 2017
Project Manager:	David Giugni, Manager Social Services Division
Submit Proposals To:	City of West Hollywood City Clerk's Office 8300 Santa Monica Blvd. West Hollywood, CA 90069

1. INTRODUCTION

The City of West Hollywood is seeking a consultant team to provide evaluation services for the HIV Zero Initiative Strategic Plan (“Strategic Plan”).

1.1 West Hollywood

Since its incorporation in 1984, the City of West Hollywood has been at the forefront of efforts to confront the HIV/AIDS epidemic. Throughout the City’s History, its leadership has directed tens of millions of dollars to fund HIV/AIDS direct services, education, and public awareness efforts.

Nationally and globally recognized as a model city for its response to the AIDS crisis, West Hollywood was one of the first cities to establish an ordinance prohibiting discrimination against people living with HIV and AIDS and to provide grant funding to local HIV/AIDS service organizations.

Certainly, the faces of HIV have changed over the past 32 years, but in West Hollywood, those who are most impacted remain gay and bisexual men and transgender women. Over the years, treatment, politics, prevention and service delivery have changed, but one thing has remained solid and true – the City’s unwavering dedication to bring an end to this disease, while at the same time servicing and supporting those who are living with it.

Over its 30-plus year history, the City has continued to play a leadership role in the fight against HIV/AIDS by committing tens of millions of dollars in social service contract funding to HIV/AIDS service organizations; developing web-based series and videos aimed at men who have sex with men (MSM) to provide information on HIV and STDs; supporting condom distribution programs and efforts organizing educational community forums to help increase public awareness of HIV/AIDS services and programs; and developing creative, innovative, and affirming HIV/AIDS prevention campaigns.

Still at the vanguard of HIV-related policies, West Hollywood is launching one of its most ambitious and hopeful campaigns to date.

Though some of the prevention messages and support strategies mirror those from earlier in the epidemic, the central goal of West Hollywood’s new campaign is bolder in a different way. The opportunity to end the AIDS epidemic has never been greater – buoyed by biomedical interventions, such as PEP (Post-exposure prophylaxis) and PrEP (pre-exposure prophylaxis), the Affordable Care Act, and the National HIV/AIDS Strategy – the City, in collaboration with its community partners, is looking to make HIV/AIDS history by becoming an HIV Zero City.

For more information on the City of West Hollywood, visit www.weho.org and to read the Strategic Plan, visit <http://www.weho.org/residents/HIVZero>.

1.2 Required Qualifications

The work of the evaluation team will be to track and analyze progress toward achieving the Strategic Plan’s identified four goals ([click here to view the draft HIV Zero Strategic Plan](#)):

1. Expand access to healthcare for people living with HIV and People currently at an elevated risk for acquiring HIV.
2. Reduce new HIV infections.
3. Reduce HIV-related disparities and health inequalities, and
4. Slow disease progress from HIV to Stage 3 (AIDS).

These goals will be achieved through eighteen Social Services contracts. Progress will be tracked through the following 7 indicators of progress and their corresponding metrics:

1. HEALTHCARE COVERAGE: Increase primary healthcare coverage enrollment by 6 percent among men aged 18 to 44 years from 77% at baseline to 81%.
2. HIV DIAGNOSIS: Reduce the number of newly diagnosed by 15% from 77 per year at baseline to no more than 66 per year.
3. LINKAGE TO CARE: Increase the percentage of newly diagnosed persons linked to HIV medical care within 1 month of their diagnoses from 92% at baseline to 95%.
4. RETENTION IN CARE: Increase the percentage of persons with diagnosed HIV infection who are retained in HIV medical care to 7% from 60%.
5. VIRAL SUPPRESSION: Increase the percentage of persons with diagnosed HIV infection who are virally suppressed to 75% up from 69%.
6. STAGE 3 DIAGNOSES: Reduce the percentage of persons diagnosed with Stage 3 (AIDS) to no more than 2% of the HIV positive population without a Stage 3 diagnoses.
7. STIGMA: Reduce the rate of HIV diagnoses by 15% for young MSM (15-34 years).

Sources of data identified to inform progress on the aforementioned indicators of progress and their corresponding metrics include the L.A. County Department of HIV Epidemiology and the City of West Hollywood's contracted and collaborative service providers. The evaluator will have knowledge of L.A. County Department of HIV Epidemiology and ideally, will have experience with and access to additional County and State-level databases that may inform the 7 indicators of progress.

Ultimately the project will measure, refine and demonstrate the impact of specific programs and demonstrate whether there has been a collective impact across the community. The evaluation framework will measure community-wide impact and help establish to what degree West Hollywood is effectively using its resources in accomplishing improvements for its community members at risk of or living with HIV as well as its consciousness about PrEP, PEP and Treatment as Prevention (TASP).

The ideal consultant will provide:

- Subject Matter Expertise – Extensive knowledge of the healthcare field, including insurance companies and providers, and extensive knowledge of the conditions impacting the community members currently at an elevated risk for contracting or transmitting HIV.
- Technical Expertise – Ability to provide technical assistance in ongoing data collection in order to quantitatively capture the results of the Strategic Plan and evaluate its effectiveness on a regular basis.
- Community-Oriented Strategies – Program and evaluation services tailored to the City of West Hollywood designed to strengthen the City’s capacity for serving its members and involving different stakeholders working together.
- Cultural Competencies – The Strategic Plan focuses on the needs of the overall West Hollywood community, including but not exclusively long-term HIV/AIDS survivors, young MSM, transgender women, gay and bisexual men who engage in sex work and community members challenged by substance use (primarily crystal methamphetamine). The consultant must be equipped with the cultural competency to understand the specific health, social, and financial needs and sensitivities of each population.

1.3 Scope of Services

During the two year scope of work (Year 1: February 7, 2017 through December 31, 2017; Year 2: January 2, 2018 through December 31, 2018) the consultant will support program implementation and fully design an evaluation for the City of West Hollywood’s HIV Zero Initiative Strategic Plan.

Key tasks include:

- Work with the City and its social service agencies to determine the strategies for inclusion in the evaluation plan through meetings with key stakeholders and reviewing existing data and data collection protocols.
- Building on existing indicators of progress, further develop measures and data collection protocols for inclusion in the evaluation.
- Integrate with City staff and social services agencies to train staff and support the collection of strategy level process and outcome measures.
- Analyze and summarize the data bi-annually and report on it annually.
- Contribute substantially to evaluative analysis regarding the Strategic Plan. Activities will include departmental and inter-agency outreach meetings, strategy calls, research to support program decision making, stakeholder outreach, presentations at Human Services Commission meetings (two per year) and City Council meetings (one per year).
- Evaluate the Strategic Plan progress at recommended intervals to provide feedback on successes and challenges with recommendations for improving programs.

Deliverables: final recommendations on city-wide measures to include in the final evaluation plan; an evaluation plan detailing all elements including specific measures and data collection protocols; collection of contracted agency data and L.A. County Department of HIV Epidemiology data,

biannual summaries and an annual report on evaluation findings; significant strategy contributions; and recommendations and a presentations for Human Servcies Commission (2 per year), potential stakeholder convening (TBD) and City Council meetings (1 per year).

2. PROCESS FOR SUBMISSION AND EVALUATION OF PROPOSALS

2.1 Schedule

January 9, 2017	City issues RFP
January 23, 2017	Proposals due to the City 6:00 p.m.
January 23 – 27	City review of proposals
January 30	Consultant(s) selected
February 6	City Council Review of Contract
February 7	Contract Begins

The City reserves the right to adjust this schedule as it deems necessary

2.2 Requested Submittal

Proposals are due by the Close of Business January 23rd. Late submissions will not be accepted. Please submit one (1) original and five (5) copies of each proposal.

Submit proposal to: City of West Hollywood
City Clerk's Office
8300 Santa Monica Blvd.
West Hollywood, CA 90069

Project Proposal must include:

1. Cover Letter – describing your firm's approach to the project
2. Required Qualifications (1.2)
3. Explanation of Other Work that Illustrates the Consultant's Cultural Competency and Expertise in Working with West Hollywood's Demographics
4. Scope of Services with complete narrative about each area above (1.3), estimated cost per phase, including start-up phase, and deliverables timeline.
5. Consultant's Professional Service and Fee Schedule
6. A detailed timeline for the phases of developing and implementing the evaluation plan.
7. Project Team Resumes
8. References: Please provide three references for projects with similar process and work product provided to a governmental agency.
9. Examples: Please provide between one and three examples of current relevant work product provided to a governmental agency a community collaborative.

2.3 Evaluation Criteria and Review

Qualifications will be evaluated by the City to determine if each submittal meets the requirements of this RFP. No single criterion, including price, will dictate the City's ultimate selection. The relative importance of these factors involves judgement on the part of the City staff and will include both objective and subjective analysis. The selected consultant will be based on the following:

1. Cover letter description of the firm's approach
2. Required qualifications
3. Demonstrated knowledge of West Hollywood demographics and cultural competency
4. Scope of services - comprehensive
5. Fee schedule
6. Project team resumes
7. Consultant's Capabilities in Grant Advisory Services

A proposal that fails to address any one or more critical specifications of the RFP will not be considered. The Project Team may seek outside expertise, including but not limited to technical advisors in the selection process. Award is contingent upon the successful negotiation of final contract terms.

2.4 Questions

The City's principal contact for the RFP is David Giugni, Social Services Manager, (323) 848-6410 or dgiugni@weho.org. All questions should be submitted by email only and all replies will be posted on the City's website in the RFP section.

2.5 Sample Basic Contract

Prior to submittal please review the City's sample Basic Contract (Exhibit A). The contract is the City's standard contract for services. Any deviations from this contract should be clearly identified in the proposal. Please note the City's mandatory Living Wage and Equal Benefits clauses.

3. City Reservations and Conditions

- All costs of proposal preparation shall be borne by the Proposer.
- The proposal should always include the Proposer's best terms and conditions, though the City reserves the right to negotiate.
- All proposals become the property of the City, which reserves the right to use any or all of the ideas in these proposals, without limitation. Selection or rejection of a proposal does not affect these rights.
- The City reserves the right to extend the RFP submission deadline if, in the City's sole judgment, such action is in its interests. If the deadline is extended, all applicants will have the right to revise their proposals.
- The City reserves the right to reject all, or any, of the proposals it receives.

- The City reserves the right to withdraw or modify this RFP, and to refrain from awarding contracts altogether.
- The City reserves the right to request additional information, including agency support documents, during the RFP evaluation process.
- Prior to award of the contract, the City reserves the right to request additional information about the history of operations of the Proposer and its principals.
- Proposals deemed non-responsive will be returned.
- Unacceptable conditions, limitations, provisos, or failure to respond to specific instructions or information requested may result in rejection of the proposal.
- No proposal shall be withdrawn after the date and time set for opening thereof, and all proposals shall remain in effect for one hundred eighty (180) days after the final proposal submission date.
- Upon request, all proposals will be available for public review (except financial statements, submitted under a separate cover with a request for confidentiality, which shall be disclosed only upon order of a court with competent jurisdiction) once negotiations are complete and contract award is ready to be made to the successful Proposer.
- Any changes to the RFP requirements will be made by addendum. Addenda will be mailed to Proposers at the address provided by Proposers. All addenda shall be signed and attached to the proposal form. Failure to attach any addenda may cause the proposal to be considered non-responsive. Such proposals may be rejected.
- No prior, current or post award verbal conversations or agreements with any officer, agent, or employee of the City shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.
- Non-acceptance of any proposal will not imply any criticism of the proposal or convey any indication that the proposal or proposed system or equipment was deficient.
- Non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the City or that no proposal was deemed acceptable.
- The selected consultant must provide and maintain in force at all times during the term of the services insurance for Workers' Compensations, General Liability, Errors and Omission, and Automobile Liability, in amounts consistent with the services provided as determined by the City.