

**FLORIDA DEPARTMENT OF HEALTH in Orange County**  
**Area 7 Program Office**  
**REQUEST FOR APPLICATION PROCESS**  
HIV Testing during Nontraditional Hours



**A. Purpose**

Ending the HIV Epidemic (EHE) is a national initiative to achieve the important goal of reducing new HIV transmissions to less than 3,000 per year by 2030. The initiative identified seven Florida counties as part of Phase 1 — Broward, Duval, Hillsborough, Miami-Dade, Orange, Palm Beach, and Pinellas. As part of Ending the HIV Epidemic, the State of Florida (Florida), in partnership with local communities, will implement strategies to increase testing access during non-traditional hours. This funding period will end March 31, 2022.

Despite the wide-range availability of HIV testing services in Central Florida, the disproportionate disparities in new HIV diagnoses within Florida are still evident among African American/Black cisgender<sup>1</sup> women, Black and Hispanic/Latinx gay and bisexual men, and all persons of trans experience (Florida Department of Health, HIV/AIDS Section, 2019). With the addition of HIV testing services during non-traditional hours such as testing conducted after 5:00pm, holidays, and weekends; shall allow the aforementioned priority populations' increased access to testing which may have been impeded by stigma, caused by services only being available during traditional business hours. This scope of work is for recipients, specifically minority-owned organization(s)<sup>2</sup>, to increase availability of HIV testing during non-traditional hours to serve key priority populations<sup>3</sup> through a variety of non-traditional community engagement tactics across Orange County. The Recipients, with the guidance of the Florida Department of Health (Department) in Orange County Area 7 Program Office, will provide these services to the community.

**B. Required Recipient Qualifications**

Eligible recipients are community organizations that:

- Have experience working with communities most affected by HIV, including experience addressing social determinants that influence populations severely affected by HIV;
- Possess the capacity to expand current business hours to accommodate HIV testing during non-traditional hours;
- Possess the capacity to provide referrals to HIV treatment, PrEP, and PEP services

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<sup>1</sup> **Cisgender:** of, relating to, or being a person, whose gender identity corresponds with the sex the person had or was identified as having at birth.

<sup>2</sup> **Minority-owned Organization:** a non-profit enterprise, physically located in the state of Florida, which is owned, operated, and managed by racial/ethnic minority group members who are black, Hispanic, Asian, Native American, or Alaskan Native and United States citizens. Ownership by minority individuals means the business is at least 51% owned by such individuals or at least 51% of the stock is owned by one or more such individuals.

<sup>3</sup> **Key priority populations:** Black cisgender women, Black and Hispanic/LatinX gay and bisexual men, and all persons of trans experience.



**C. Request for Applications Process**

Interested recipients must submit a Response that includes the information described in **Section F.** Requirements for The Recipient’s Response, and by the deadline listed in **Section D.** Schedule. The Department will evaluate each Response based on the evaluation criteria described. The Department may select a recipient based on its review of all submitted Responses. During the evaluation process, the Department may contact recipients for clarification or additional information if the Department determines that additional information or clarification is in the best interest of the State. The Department reserves the right to select the best recipients needed, regardless of lowest price. The selected Respondents will enter into a contract with the Department). The Department reserves the right to not make an award under this process.

**D. Schedule**

The following schedule applies to this process:

<b>Event</b>	<b>Date</b>
1. Information released to recipients	January 15, 2021
2. Recipient response due date and time	February 1, 2021 (by 5:00 P.M. EDT)
3. Recipient selection notification (Anticipated Date)	March 1, 2021
4. Anticipated start date	April 1, 2021

**E. Recipient Selection/Evaluation Criteria**

This process may result in the selection of 1 recipient in Orange to provide the services described herein. Recipient selection will be selected based upon review and evaluation of submitted responses. The best value determination will consider, but not be limited to, the following areas in which recipients show strength, experience, and ability:

1. Have a demonstrated relationship with at least one of the key priority populations;
2. At least two years of experience in community involvement; and
  - a. Community involvement involves the collaboration, inclusiveness, and empowerment to engage individuals in activities that encourage participation and generates discussion.
3. Demonstrated experience conducting outreach services in non-traditional settings and informing individuals where and how to obtain local resources.



**F. Requirements for Recipient's Response**

The Response must address each of the following sections. Failure to provide all requested information may result in disqualification. The Department reserves the right to reject any Response that does not properly address the above requirements, that fails to include the requested information, or that deviates from the requirements of this application process in any manner.

1. **Project Description** – This section must include a high-level synopsis of the recipient's response. The Project Description should be an overview of:
  - a) The problem being addressed;
  - b) The goals and objectives of this project;
  - c) The priority population(s) that will participate in the project;
  - d) The activities associated with the project; and
  - e) The key staff assembled to provide the services described in this Request.
2. **Success Criteria & Measurable Outcomes** – This section must include outcomes the recipient expects to see as a result of this project.
3. **Organization Background** – This section must include a description of the relevant experience related to the activities available from the recipient. The recipient should include descriptions of relevant work performed that demonstrates and represents the ability to conduct project activities.
4. **Collaboration** – Provide an overview of communities or organizational partners the recipient currently engages with.
5. **Timeline** – Include a timeline for conducting project activities to be concluded by March 31, 2022.

**G. Submission of Request for Application Responses**

Responses to this Request are due by the date and time specified in the Section E. Schedule, above. The Department requires electronic responses only. Responsibility for timely delivery rests with the recipient. The Department reserves the right to reject Responses delivered after 5:00 P.M. EDT on the submission deadline. The recipient's e-mail response to this Request must be addressed with the subject line as "HIV TESTING DURING NON-TRADITIONAL HOURS" and delivered to the [WILLIAM.HAUBENESTEL@FLHEALTH.GOV](mailto:WILLIAM.HAUBENESTEL@FLHEALTH.GOV). All required documentation must be included as an attachment to the email

## I. PROJECT DESCRIPTION

A. Organization Name			
B. STATEMENT OF PROBLEM TO BE ADDRESSED			
C. GOALS & OBJECTIVES			
D. PRIORITY POPULATION(S)	<input type="checkbox"/> Black cisgender <sup>1</sup> women	<input type="checkbox"/> Persons of trans experience	<input type="checkbox"/> Black and Hispanic/LatinX gay and bisexual men
	(choose at-least one)		
E. PROJECT ACTIVITIES			
F. KEY STAFF			

## II. SUCCESS CRITERIA & MEASURABLE OUTCOMES

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<sup>1</sup> **Cisgender:** of, relating to, or being a person, whose gender identity corresponds with the sex the person had or was identified as having at birth.

**III. ORGANIZATION BACKGROUND**

**IV. COLLABORATION**

**V. TIMELINE**

ACTIVITY	PROJECTED DATE

**VI. BUDGET**

ITEM DESCRIPTION	PRICE	QUANTITY	TOTAL

# HIV testing during Non-Traditional Hours Project Evaluation Criteria Scoring



## How Proposals are Scored

Each proposal will be evaluated and scored based on the category requirements identified in **Section F**. Applications will be scored by objective Review Teams using evaluation sheets to designate the point value assigned to each application. The scores of each member of the Review Teams will be averaged with the scores of the other members to determine the final score. Application scores establish a reference point from which to make negotiation decisions. The maximum points possible are **50**. Scoring will be in the following categories up to the maximum points indicated for each category:

<b>PROJECT DESCRIPTION (20 points)</b>	<b>POINT VALUE</b>
1. How comprehensive was the applicant in identifying the goals, objectives, and key activities of the project. Providing a description of the key staff that will implement these activities.	0–10
2. How comprehensive was the applicant in identifying the priority population(s) that the proposed project will target.	0–5
3. How well did the applicant’s measurable outcomes articulate how the proposed project will be assessed, complete with objectives?	0–5
	<b>Total Score for Section</b>

<b>ORGANIZATIONAL CAPACITY AND STAFFING (20 Points)</b>	<b>POINT VALUE</b>
1. How well does the applicant provide information about the organization, including history, mission, vision, goals, and how they relate to the purposes of their proposed program.	0–10
2. How comprehensive was the applicant in describing their experience engaging with racial and ethnic minority populations who identify as either cisgender women, transgender, gay, or bisexual men in a culturally competent or responsive manner; the key personnel who will implement the proposed project; and how their organization is prepared to implement the activities of the proposed project.	0–10
	<b>Total Score for Section</b>

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<b>COLLABORATIONS (10 Points)</b>	<b>POINT VALUE</b>
1. How well did the applicant describe how they will be able to implement testing services during non traditional hours including but not limited to testing to be conducted after 5pm, holidays, and weekends.	0-10
	<b>Total Score for Section</b>