

## Request for Proposals For Testing Events Across America (TEAA)

In response to the continued increase in new HIV diagnoses among men who have sex with men (MSM) in the United States (US), the US Centers for Disease Control and Prevention (CDC) has contracted with Abt Associates, Inc. and Emory University to implement the MSM Testing Initiative (MTI). MTI seeks to employ novel testing approaches to identify MSM with previously undiagnosed HIV infection and link them to appropriate care and treatment services. MTI will be particularly focused on providing HIV testing to racial/ethnic minority MSM. One component of MTI is to conduct HIV testing at large time-limited events where MSM gather – the Testing Events Across America (TEAA) project. Abt Associates and Emory University are pleased to invite institutions, organizations and companies around the United States to submit proposals to carry out TEAA projects at MSM-focused events and activities in their cities.

### Purpose

The goal of this Request for Proposals is to select qualified institutions and community organizations to serve as implementation site subcontractors to Abt Associates Inc. to conduct streamlined counseling (see FAQs) and instant HIV testing at time-limited community, social, or cultural events that attract large numbers of MSM. Streamlined testing consists of providing HIV testing and counseling in a large, non-clinical group setting. TEAA funding is intended to support testing of MSM only.

### Target Audience

While other components of MTI involve projects focusing on nine high-prevalence US cities (Atlanta, GA; Chicago, IL; Houston, TX; Los Angeles, CA; Miami, FL; New York, NY; Philadelphia, PA; Baltimore, MD; Washington DC; Detroit, MI and Oakland, CA), the TEAA component of MTI will primarily focus on testing MSM from other high-prevalence areas. As with MTI, the TEAA target audience is any person who was biologically born male (minimum age dependent on local regulation) and reports ever having anal or oral sex with another man. These men may be recruited from any event that is time-limited (no longer than 2 weeks) and at which the majority of attendees are MSM. Examples include Gay Pride festivals and related events, Black or Minority Gay Pride festivals and related events, Youth Gay Pride festivals and related events, circuit parties, conventions, House Balls/Pageants, or other events and activities attended primarily by minority MSM.

### Funding Tracks and Application Deadlines

TEAA anticipates funding approximately 10 to 12 organizations per year over two years, depending on the type of applications submitted. Organizations may choose one of two Funding Tracks: A or B. **Funding Track A** will award funding to organizations testing at a small to medium sized event (less than 100 MSM expected to be tested). **Funding Track B** will fund organizations testing at a large scale event (no less than 100 MSM expected to be tested). Award amounts will vary depending on Funding Track and required resources. Contract value will range from \$5,000 to a maximum of \$15,000 per award, including indirect costs. The contract will be awarded for a period of two months prior to and up to 90 days following the event date(s).

Applications are accepted on a rolling basis. Application submission is *preferred* at least three months prior to the proposed event.

Funding Tracks	Application Deadline	Estimated Budget
<b>A: Small to Medium sized Event</b> (less than 100 MSM tested)	3 months prior to event	\$5,000 - \$10,000

**B: Large sized Event** (at least 100 MSM tested)

3 months prior to event

\$10,000 - \$15,000

## Resources Provided to Awardees

Organizations awarded funding will receive the following resources through TEAA:

- Training on TEAA standard operating procedures, including information on reporting testing, previously undiagnosed positives, and linkages to care through required data collection forms;
- Onsite training on TEAA testing procedures, data collection systems and devices; and
- Temporary use of electronic devices (e.g., Samsung Galaxy) for data collection during the event.

## Eligibility Requirements

To be eligible for a TEAA award, an applicant organization must have or demonstrate the following:

1. An identified event and specifics for that event including the expected attendance, planned recruitment and testing activities, along with an explanation of why this event will be appropriate for TEAA.
2. A copy of the applicant organization's most current Federal CLIA (Clinical Laboratory Improvement Amendments) Certificate of Waiver.
3. A letter of support from the local, city or state health department documenting the experience and ability of the applicant organization to conduct rapid HIV testing.
4. Evidence of incorporation (e.g., copies of incorporation documents).
5. At least one year of experience in administering rapid HIV tests to MSM in community outreach settings.
6. At least one year of experience in conducting post-test counseling, appropriate confirmatory testing, and referral to care and treatment resources for those whose HIV test is reactive.
7. A list of referrals of community resources where HIV positive clients are linked to medical care.
8. It is preferred (not required) that the applicant has at least one year of experience in:
  - a. Implementing confidential or anonymous HIV testing at events attended primarily by minority MSM.
  - b. Using streamlined pre- and post-test counseling (see FAQs on Streamlined Testing).

## Requirements for Successful Applicants

Successful applicants will be required to perform the following tasks as part of the award:

Task 1: Develop and utilize current partnerships to ensure that adequate numbers of volunteers and certified HIV testers are available to provide HIV testing.

Task 2: Coordinate pre-event meeting(s) with all local HIV testing agencies and testers that are participating in the event. This meeting may be necessary as a final review of protocol for event HIV testing and counseling, to ensure consistency with state and/or local HIV testing guidelines, and to confirm compliance with TEAA procedures.

Task 3: Develop and implement a strategy to solicit support and permission from the specific event site to conduct HIV testing activities on premises. This includes securing a setting that ensures the confidentiality of the participants.

Task 4: Publicize and promote the testing activities for the event via local media (radio, TV, etc.).

Task 5: Work with staff from Emory University and participate in trainings for all staff and volunteers that will be assisting with the testing event. This includes regular calls with Emory University prior to testing event(s), and accommodating a 2 hour classroom style training conducted by Emory University for all staff

and volunteers participating in your event(s). This should take place no more than one to two days prior to the actual testing event(s).

Task 6: Conduct streamlined pre-test counseling, instant HIV test, and post-test counseling at identified testing event(s) (see FAQs on Streamlined Testing).

Task 7: Provide appropriate referrals to community resources for any MSM tested, and linkages to care and treatment **within 90 days** (according to MTI protocols) for any MSM with an HIV reactive test result.

Task 8: Participate in all data collection requirements as specified:

- a. Use the CDC MTI HIV Test Form to document individual counseling and testing information and linkage to care for positives, including confirmatory test results and referrals made.
- b. Collect testing event process and outcome indicators

Task 9: Compile brief summary report following all proposed testing activities/events detailing:

- a. Recruitment and outreach processes employed at the event(s)
- b. Type of testing (streamlined/group) employed at the event(s)
- c. Successes and challenges faced in planning and implementing the testing event(s) and lessons learned
- d. Partner involvement (actual versus planned)

Task 10: Comply with all state reporting requirements

Task 11: Work collaboratively with Abt Associates to execute a subcontract between organization and Abt. This will include a statement of work, required deliverables, and your final budget. Payments will align with the submission and approval of agreed deliverables

## Proposal Instructions:

TEAA proposals must directly address how your organization can efficiently and effectively implement the large-scale testing event for minority MSM. The proposal must be logical and technically sound, and demonstrate a clear understanding of the issues to be addressed. Only those proposals deemed to have the highest technical merit will be considered. As previously mentioned, TEAA is intended to supplement testing events in geographical regions outside of the MTI cities; hence proposals supporting events in the following MTI cities will be less competitive: Atlanta, GA; Baltimore, MD; Houston, TX; Los Angeles, CA; Miami, FL; New York City, NY; Philadelphia, PA; Baltimore, MD; Washington DC; Detroit, MI and Oakland, CA.

Please indicate if you are applying to **Funding Track A** or **Funding Track B**.

Your proposal must contain sections **(A)** through **(E)** as outlined below. Please limit your proposal sections **(A)** through **(D)** to **no more than 12 pages (double-spaced)**, **not including supporting documentation**.

## Section A. Organizational Background (5 points)

Provide a brief description of the organization including:

- Contact information
- Years of operation
- History of HIV programs/services
- Description of the organization's coalitions, cooperative agreements and memorandums of understanding for implementing HIV programming
- Primary populations served
- Lists of organization's officers and board of directors
- Evidence of incorporation (for example, a 501c3 letter)

## Section B. Organizational Experience (20 points)

Describe the organization's experience relevant to implementing MSM testing events and activities:

- Experience administering rapid HIV tests to MSM in community outreach settings.
- Experience with implementing confidential (not anonymous) HIV testing events
- Experience using streamlined pre- and post-test counseling
- Experience in providing referrals to community resources for those whose HIV test is non-reactive, and/or experience in linking HIV positives to medical care.
  - Supporting documentation required: Include a list of the referral agencies that your organization partners with (either informal or formal partnerships) to link HIV positives to HIV medical care
  - A copy of the applicant organization's most current Federal CLIA (Clinical Laboratory Improvement Amendments) Certificate of Waiver.
  - A letter of support from the local, city or state health department documenting the experience and ability of the applicant organization to conduct rapid HIV testing.

## Section C. Project Plan and Implementation (50 points)

Write a detailed description of the scope of work that your organization will implement to address the above tasks. Provide details about the HIV testing event you would like to coordinate, including estimates of the number of MSM in attendance.

- Provide information about the testing event(s) including the following:
  - Location(s);
  - Date of event(s);
  - Expected overall attendance and projections of the number of MSM at the event(s); including racial/ethnic distribution of MSM at the event;
  - Justification for selecting this event(s) to test MSM. (Why was this event(s) chosen?);
  - Projections of the number of MSM to be tested and the anticipated number of reactive HIV tests.

- Justification for the projections of tests and positives (e.g., based on previous testing experience, based on local HIV prevalence, etc.)
- Explanation of logistics for operating an HIV testing site at the event, securing facilities, and soliciting permission/support from actual event organizer if not the applicant organization.
- Demonstrate the capacity of your organization to conduct rapid HIV testing at the identified testing event including adequate equipment, human resources (include the number of staff and volunteers), and partnerships with local health departments/academic institutions
  - Include information on any other HIV testing partners that will assist with the event and their specific roles/responsibilities
  - Supporting documentation: Include letters of agreements from supporting agencies, organizations, and consultants that further provide evidence of your capacity to coordinate and implement the testing event.
- Provide a timeline of activities with the anticipated start and completion dates, as well as person(s) or organization responsible. Also include a backup plan for inclement weather if the original activities are to be conducted outdoors.
- Strategy for marketing prior to the testing event – e.g., How will this testing event(s) will be marketed to the targeted MSM community?
- Recruitment/outreach strategy for interacting with the targeted audience at the event- e.g., Once you are at the event, how will you get the targeted MSM to get tested?
- Describe use of incentives for testing, if applicable
- Describe process for ensuring linkage to care for all testers (both reactive and non-reactive) as well as your standard operating procedures for documenting that linkage.
  - How will you follow up with newly diagnosed HIV positive MSM?
  - What organization(s) will you refer them to for HIV care?

#### Section D. Organizational Capacity and Management Plan (25 points)

- List the number of staff and/or volunteers that will be 1) conducting outreach; 2) conducting counseling and testing; 3) certified to read HIV test results; and 4) conducting posttest counseling.
- Describe the organizational structure, and the management structure of key staff working on this project including designated roles and responsibilities for each of these key staff, and a management plan to ensure competency in task completion.
- Describe the relevant experience of key staff assigned to this project. Staff must be highly qualified and experienced in their area of expertise, appropriately trained, well suited, and committed to carrying out the project.
  - Describe the ability of your staff and/or organization to facilitate all of the logistical tasks associated with an instant HIV testing outreach event, including securing support from the event site to ensure confidential testing facilities, recruitment of paid staff and volunteers (if necessary) for testing, and helping to promote/publicize the testing event.

## *Section E. Budget*

The proposal must include a feasible and realistic budget and timeline with milestones. Please see the attached budget template for guidance on submitting a budget.

**Please note that the only persons eligible for this initiative include persons who were biologically born male (minimum age dependent on local regulation) and report ever having anal or oral sex with another man. Funds can only be used to administer tests on the eligible population. We encourage applicants to provide referrals for ineligible individuals seeking testing or find other funding sources to supplement testing ineligible.**

## **Selection Process**

The TEAA selection committee will consist of 4 members—1 member from Emory University, 1 member from Abt Associates, and 2 rotating members from CBOs subcontracting with Abt Associates under other MTI components. Committee members who declare a conflict of interest with an individual, organization, or company involved in a proposal will not review the said proposal. Due to the volume of expected proposals, we are unable to offer specific feedback on every application. The final selection decision will be made within 30 days of submission.

The TEAA review committee will score proposals as follows with the criteria based on the details listed for each proposal section (see above **Proposal Instructions**):

<b>Required Proposal Sections</b>	<b>Total Points</b>
A. Organization Information	5
B. Organizational Experience	20
C. Project Design and Implementation	50
D. Organizational Capacity and Management Plan	25
E. Budget	--
Total Evaluation Points	<b>100</b>

The applicant organization may be invited to participate in a pre-decisional teleconference with select review committee members to clarify information as needed.

## **Contact Information**

All proposal applications, questions, and clarifications should be directed to [MTI@abtassoc.com](mailto:MTI@abtassoc.com).