HIV Care Section  
Care Coordination RFP  
Technical Assistance Call  
Friday, August 15, 2014  
10:00 am

Intent of the RFP

Format of the RFP
A. Introduction and Background
B. Available Funds
C. Components of Care Coordination
D. Applicant Eligibility
E. Program Requirements
F. Monitoring, Evaluation and Quality Management
G. Reimbursement
H. Format Requirements (to be reviewed below)
I. Proposal Outline (to be reviewed below)
J. Review and Evaluation of Proposals
K. Technical Assistance
L. Appendices/Exhibits

Format of the Proposal
Format Requirements
1. Sequentially number all pages, including attachments
2. Table of contents and list of attachments
3. PDF
4. 12 point font, Arial or Times New Roman
5. 1” margins
6. Adhere to page limits (by segment, not total)

Proposal Outline
1. Agency Profile form (Appendix V)
2. Agency Capacity (mission, service history, history with target population, collaboration, list of required attachments)
3. Program Description
4. Statement of Need
5. Service Delivery Plan (geographic service area, recruitment, start up period, process objectives, outcome objectives)

Implementation Plan
Budget Documents
1. Year one budget worksheet
2. Staffing Plan
3. Budget Justification
4. Service Description form
5. Three year summary funding

Submission of the Proposal

• Letter of Intent to Hope McElhone – September 1 via email

• Proposal to Hope McElhone – October 15
  mcelhoneh@michigan.gov
  This information will be included in the answers to questions that will be posted and sent to all agencies submitting a LOI.

• Technical Review – notified by October 20
  Review to make sure everything required is included and that page limitations are not exceeded.

• Qualitative Review – notified by November 7