



**Purchasing Contract
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

AGENDA ITEM NO.: 27
AGENDA DATE: Thu 10/21/2004
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SUBJECT: Authorize negotiation and execution of a four month service agreement with NEW SOLUTIONS, INC., New Brunswick, NJ, for the production of a 2005-2008 Comprehensive HIV Needs Assessment in an amount not to exceed \$60,000, with one six month extension option in an amount not to exceed \$70,000, for a total contract amount not to exceed \$130,000.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$60,000 is available in the Fiscal Year 2004-2005 Approved Operating Budget of the Health and Human Services Department Special Revenue Fund, Ryan White Title I HIV Emergency Relief Grant. Funding for the extension option is contingent upon available funding in future grant awards.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing **DIRECTOR'S**
DEPARTMENT: for Health and Human Services; **AUTHORIZATION:** Vickie Schubert

FOR MORE INFORMATION CONTACT: Vikie DeLuyck, Buyer/972-4014

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Best proposal of four proposals received.

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This service agreement is for an experienced consulting firm to produce a 2005-2008 Comprehensive HIV Needs Assessment for the Austin Area Comprehensive HIV Planning Council (HIV Planning Council) as required by the Ryan White Comprehensive AIDS Resources Emergency (CARE) Act Title I grant program.

The City of Austin Health and Human Services Department has received \$3,800,520 from the U.S. Department of Health and Human Services Ryan White Comprehensive AIDS Resources Emergency (CARE) Act Title I grant program. The grant provides for HIV-related services in the Austin Eligible Metropolitan Area (EMA) which includes Travis, Bastrop, Williamson, Hays, and Caldwell Counties. The HIV program goal is to improve access to a comprehensive continuum of high quality, community-based, HIV-related outpatient health care and support social services for individuals with HIV disease and their families. The HIV Planning Council is required by the grant to conduct a comprehensive needs assessment in order to identify the needs of clients in the Austin EMA and develop a written Comprehensive Plan that will address those needs. Service priorities and allocations are established by the HIV Planning Council using the information provided in the Comprehensive HIV Needs Assessment.

The HIV Planning Council has recommended that grant funds be used for the Needs Assessment, the Service Delivery Systems Analysis, and the Comprehensive Plan which combines both previous reports and includes other criteria as defined by HRSA, the Grantor. The HIV Planning Council will utilize these



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documents to guide them when they set service and funding priorities.

An RFP was issued on July 6, 2004 and four firms responded. A review panel evaluated the proposals using criteria included in the RFP. The review panel consisted of the HIV Planning Council Coordinator, a masters-level social worker, an epidemiologist, and an HIV planner. The panel recommends that New Solutions of New Brunswick, New Jersey be awarded the service agreement as their proposal had the best methodologies, experience and personnel to provide a successful Comprehensive HIV Needs Assessment.

This is the fourth RFP for a comprehensive needs assessment for the Austin EMA. Previous needs assessments were completed in 1996, 1999, and 2002.

Approval of this agreement will enable the HIV Planning Council to fulfill its federal grant-mandated responsibility to determine the HIV service needs of clients and to develop a plan designed to meet those needs.

MBEs/WBEs solicited: 7/11

MBEs/WBEs bid: 0/0

PROPOSAL ANALYSIS

- a. Adequate competition.
- b. Ninety-four notices were sent including nine MBEs and eleven WBEs. Eleven requests for proposals were issued including no MBEs/WBEs. Four proposals were received and one no bid.

APPROVAL JUSTIFICATION

- a. The proposal submitted by the recommended awardee meets the requirements of the Request for Proposal.
- b. The Health and Human Services Department concurs with the recommended award.
- c. The RFP was advertised in the Austin American Statesman and on the internet.