



**Request for Proposal  
Public Health Systems Management Consultants**

We will consider all responses sent to [jmaras@NASTAD.org](mailto:jmaras@NASTAD.org) by 5:00 PM ET on August 23, 2024. No unsolicited phone calls or emails related to this proposal will be accepted. If you have questions or comments, please [add them to this shared document](#) using the comment feature. We will address all questions and comments received by 5:00 PM ET on **August 5, 2024**.

**POSITION DESCRIPTION**

**Position Title:** Public Health Systems (PHS) Management Consultants (PHSMC)  
**Location:** Remote  
**Report To:** Director, Health Care Access (HCA)

**JOB SUMMARY**

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NASTAD is a leading non-partisan, non-profit association that represents public health officials who administer HIV and hepatitis programs in the U.S. We work to advance the health and dignity of people living with and impacted by HIV/AIDS, viral hepatitis, and intersecting epidemics by strengthening governmental public health through advocacy, capacity building, and social justice. Each of NASTAD's seven programmatic teams—Health Care Access, Health Systems Integration, Policy & Legislative Affairs, Hepatitis, Prevention, Health Equity, and Drug User Health—interprets and influences policies, conducts training, offers technical assistance, and provides advocacy mobilization for U.S. health departments to improve health outcomes for people living with HIV and hepatitis.

The NASTAD's Public Health Systems (PHS) team supports state, territorial, county, and municipal health departments, and community-based HIV/Hepatitis/Sexually Transmitted Infections (STI), Drug User Health, prevention, and surveillance programs to implement comprehensive and equity-centered state-of-the-art integrated care, prevention, and surveillance support services. All technical assistance, training series, and resources are designed to align with the National HIV/AIDS Strategy and efforts to end the HIV epidemic in the U.S. The PHS portfolio of services is targeted to support administrative, operational, and capacity structures.

The PHS team also serves as a Health Resources and Service Administration (HRSA) HIV/AIDS Bureau (HAB)-funded Systems Coordination Provider (SCP), the Center of Disease Control (CDC) to state and local Ending the HIV Epidemic-funded jurisdictions, and the Housing and Urban Development (HUD) that operates the Housing Opportunities for People Living with HIV/AIDS (HOPWA). The SCP assists local jurisdictions with coordinating and integrating their initiative plans, funding sources, and programs with the existing HIV care delivery systems, identifying existing and new stakeholders, and disseminating best practices, innovative approaches, and

interventions. Additionally, NASTAD serves as the HRSA HAB Medicaid SCP, where we engage state teams involving their Medicaid, HIV surveillance, and RWHAP Parts in a quality improvement collaborative (QIC) to develop, implement, and evaluate strategies for reporting the viral suppression measure to the Center of Medicaid and Medicare Services.

Through this RFP, PHS seeks one or more public health systems management consultants (PHSMCs) with subject matter expertise in State and local Health Departments and community strategic partners. A successful consultant must possess extensive knowledge of state health departments and their local and community partners. The PHSMC will work with the PHS team to support the production of highly defined technical assistance (TA) training, resource development tools, survey instrument construction and analytics, and reviewing and responding to federal and state policies and standard operational procedures. All products will align with federal/state/local mandates unique to NASTAD's federally and non-federally-funded programs serving its members and other governmental public health programs. Final approval of all projects will require the full review and approval of NASTAD's assigned staff through work orders generated by NASTAD's designated staff.

**Job Position** (at least one or more consultants will be selected depending on experience and subject matter expertise)

1. The **Public Health Systems Management Consultants (PHSMC)** will work with the Project team on the following activities:
  - Participate in developing standard operating procedures, manuals, webinars, in-person training, guidance documents, fact sheets, and other resources focusing on HIV, Hepatitis, Drug User Health, Prevention, Care, and Surveillance.
  - Participate in, and lead where necessary, the training and TA to be provided to the Syndemic health systems intersectionality with Ryan White HIV/AIDS programs (RWHAP), Surveillance, Prevention, and other HIV care programs, on topics that include, but are not limited to, workforce development, administrative functionality, programmatic best practices, such as budget forecasting and maximization efforts; recipient/grantee and subrecipient/subgrantee monitoring and onboarding strategies.
    - Specific content areas that a successful candidate will have expertise in are 340B Drug Pricing Program policy, implementation, and rebate/program income management; clinical quality management; HOPWA housing strategies, policy and standard operation procedure development; staffing development and success, and federal/state reporting.
  - Participate in and lead, where necessary, training and TA on coordinating best multiple health systems of treatment, prevention, and surveillance for infectious diseases. Examples of integrating Syndemic systems include income verification systems, public health systems of care such as Medicare, Medicaid, Affordable Care Act Marketplace and off-Marketplace plans, Private/Individual, employer-sponsored insurance plans, Indian Health Service, and state and local departments and organizations.

- Provide training and TA focusing on integrated state and community planning efforts outlining organizational structures, onboarding staff protocol, administrative succession planning, and integrated HIV community planning.
- Support the involvement of key stakeholders in coordinating care for people living with HIV beyond the health department infrastructure. This includes collaboration with Housing Urban Development (HUD) and other federal programs that address social determinants of health.

These consultants will work hourly throughout the contract period (October 1, 2024 – June 30, 2027).

## **SELECTION CRITERIA**

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### **EXPERIENCE/ EDUCATION**

- Demonstrated extensive experience with multiple health systems at the federal and local level, with a specific focus on RWHAP Parts (A, B, ADAP) and HRSA-funded EHE state and local programs. This experience must also clearly articulate an understanding of public health systems administration, operations, and capacity as they apply to HIV prevention and care.
- Demonstrated knowledge of public and private health insurance policy, coordination, management, and their intersections with RWHAP, including program types (e.g., full-pay ADAP medication programs and ADAP-funded insurance programs).
- Grounding in the role of data systems and their fundamental role within health systems management and operations and HRSA HIV/AIDS Bureau reporting requirements (e.g., ADAP Data Report [ADR] and Ryan White Service Report [RSR]).
  - Proficiency required for consultants interested in providing technical assistance to RWHAP Parts and EHE grantees.
- Demonstrated knowledge of the 340B Drug Pricing Program as it applies to federal grantees, notably Federal Qualified Health Centers (FQHCs), FQHC-lookalikes, RWHAP recipients and subrecipients, ADAPs, and Section 318 (STD, HIV prevention, and viral hepatitis) grantees and subgrantees.
- Demonstrate an understanding of the contracting and granting needs of RWHAP, ADAP, and EHE grantee procurements (examples: pharmaceutical/insurance/ medical benefit managers), health insurance management, and integrated eligibility assessments and redetermination processes.
- Proficiency in Microsoft products and data systems.

### **ENVIRONMENT AND SCHEDULING**

- Availability to dedicate 10-15 hours per month to all Public Health Systems management activities intermittently from July 1 to June 30 for each of the three years of this contract.
- Interest in working with an HIV and hepatitis public health organization.
- This is a remote contractual position to be used as needed to complete contract deliverables. This position is not full-time.

- NASTAD encourages candidates of diverse ages, sexual orientations, gender identities, and races to apply.

## **PREFERRED VENDOR PROCESS**

NASTAD intends to award a Preferred Vendor Contract (PVC). The PVC will detail the agreed-upon fees by activity/service provided. When support is required for an event, a work order under the PVC will be issued that documents the agreed-upon services and pricing for that specific event.

Vendors selected through this process will be eligible to work with NASTAD through June 30, 2027. There is no set number of projects for which this RFP will be delivered. Instead, NASTAD will develop individual projects or scopes of work at its discretion as needed.

NASTAD will select vendors who can provide the best value in terms of price, quality, performance, and relevant experience. We estimate that we will host up to five virtual or hybrid meetings during the period of this contract. The meetings will range in size from 20 attendees to 800 and in length from a half day to five days.

NASTAD's budget for this 3-year preferred vendor contract has a ceiling of \$400,000.

## **PROJECTED TIMELINE**

- July 15, 2024 – Release of RFP
- August 5, 2024 – Final due date for all question
- August 23, 2024 – Proposals due
- September 23, 2024 – Notifications
- October 1, 2024 – June 30, 2027 – Project Implementation

## **THE INFORMATION WE NEED**

For consideration, please provide:

1. Company/consultant name
2. Contact information
3. Cover Letter and Resume or Curriculum Vita that:
  - Brief description of team size, capacity, and expertise/experience
  - Description of approach to meeting management consulting projects
  - Description of approach to providing guidance for and implementation of virtual meeting functions
  - Description of your availability
4. Description of your pricing model and breakdown of your fees by activity/capability
5. The names of up to three previous clients.

**QUALIFIED CANDIDATES** should apply by e-mailing Jeffrey Maras, Director, Health Care Access ([jmaras@NASTAD.org](mailto:jmaras@NASTAD.org)), and include the following:

1. Cover letter and Resume that outline how the candidate meets the minimum requirements of this position description and describes capabilities to meet the activities outlined above (candidates wishing to include the provision of technical assistance to state and territorial public health systems should note these technical skills in their application packet).
  2. Provide an hourly rate requirement.
  3. Examples of previous, relevant work are also encouraged. Submissions must follow the above instructions to be considered applicants.
  4. Submissions are due by **August 23, 2024**.
  5. Due to the high volume of resumes submitted, only those selected to submit full proposals will be contacted.
  6. We will not accept phone calls, emails, or social media outreach about this position. We will address all [questions and comments](#) received by 5:00 PM ET on **August 5, 2024**.
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