



Rapid Start Pilot Program Evaluator

Bureau of Infectious Diseases

March 7, 2024

I. Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC's mission is to work in partnership with communities to protect and promote the health and well-being of all Boston residents, especially those impacted by racism and systemic inequities. The Infectious Disease Bureau (IDB) is one of six bureaus of the Boston Public Health Commission. Strengthened by the Boston Public Health Commission's two hundred years of leadership in public health, IDB strives to reduce the impact of infectious diseases, prevent morbidity associated with these diseases, and create healthier lives for the residents of Boston. Work within the Infectious Disease Bureau includes disease surveillance, investigation of cases and outbreaks, funding a continuum of HIV/AIDS-related education and care, community and provider education related to other communicable diseases and the operation of a tuberculosis (TB) clinic.

Brief Background and Context for Rapid Start Pilot Program Evaluation:

Rapid START or early initiation of ART is the administration of antiretroviral therapy as early as possible after an HIV diagnosis and, ideally, at the same clinic visit as the HIV diagnosis, or re-engagement in care of clients lost to treatment, but in all cases within 7 days. Rapid ART is the standard of HIV treatment. Clinic processes to adopt rapid ART include development of protocols, staff training, development of teams that can facilitate delivery of rapid ART, and client education.

This year-long initiative aims to assess and evaluate current capacity and delivery of Rapid ART, align institutional efforts to Rapid ART standards, advance Rapid ART objectives, build capacity and infrastructure, and develop more effective service delivery models.

All service contracts awarded by the Boston Public Health Commission may be subject to following the City of Boston's living wage ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is enough for a family of four to live at or above the federal poverty level. This wage amount called the living wage, is recalculated every year. For more information, please visit <https://www.boston.gov/worker-empowerment/living-wage-division>.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage underrepresented businesses that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non Profit (MNPO), Women Non Profit (WNPO), Minority Women Non Profit (MWNPO) and local businesses to apply to this RFP.

II. RFP Timeline

Thursday, March 7, 2024	Posted in the Boston Globe
Thursday, March 7, 2024	Posted on BPHC.org/RFP
Wednesday, March 13, 2024	Written Questions due via email by 5:00 PM EST to: Glanza@bphc.org Subject – Rapid ART Pilot Program Evaluation Questions
Monday, March 18, 2024	Responses to questions available for viewing on www.bphc.org/RFP by 5:00 PM EST
Thursday, March 28, 2024	Please submit your Proposal by 9:00 AM EST - Submit via email to RFR@bphc.org & Glanza@bphc.org Subject – Rapid Start Pilot Program Evaluation RFP NO EXCEPTIONS TO THIS DEADLINE
Any time from Monday, April 15 2024 to Monday April 29, 2024	Notification of Decision: Desired date to award. BPHC has the discretion to extend this time period without notice to the proposers. All proposals shall remain valid and open for a period of one hundred twenty (120) days from the proposal submission date, unless a proposer notifies BPHC of its withdrawal.

III. Scope of Work

Project Overarching Goals

- Assess baseline capacity for delivery of Rapid ART.
- Assess and evaluate ongoing capacity and delivery of Rapid ART.
- Establish agreed upon shared definitions, provide education & training, and build support systems that align with Rapid ART standards.
- Advance Rapid ART objectives to shorten time to viral suppression, increase retention in care, help clients achieve undetectable HIV viral load levels, and reduce HIV transmission.
- Build Capacity and create an infrastructure to deliver Rapid ART as a standard of care in Suffolk County.
- Based on evaluation/Pilot findings, develop more effective, and replicable service delivery models that can be easily individualized to adapt to institutional settings.

Project Evaluation Goals

- Assess up to seven providers' current and ongoing delivery system and determine each provider's capacity for Rapid Start program implementation.
- Assess current barriers of providers to implementation of Rapid Start and strategize on solutions to overcome barriers.
- Assist providers in the development of a workplan, logic model, and flow chart for Rapid Start implementation.
- Assess Rapid Start implementation progress and identify possible roadblocks and solutions.
- Provide support to participating programs to create, implement, and/or continuously assess a Rapid Start protocol for their organization, using a Plan-Do-Study-Act (PDSA) model.

- Inform and ensure the continuous improvement of the project.
- Measure the effectiveness of the project and components.
- Assist providers in the development of an effective, sustainable workflow.
- Develop a final process and outcome evaluation report on findings and recommendations for Rapid Start best practices that can be replicated.

Intended Outcomes

- Increase capacity among providers to deliver an efficient and systematic Rapid ART service and treatment.
- Develop a model for Rapid ART implementation that can be easily replicable and individually tailored to meet the needs of various settings.
- Reduce treatment delays for newly diagnosed clients and reengage to care clients lost to follow up.
- Help clients achieve undetectable HIV viral load levels.

Project Period: May 1, 2024 – February 28, 2025

Final Deliverables: Develop a final process and outcome evaluation report on findings and recommendations for Rapid Start best practices that can be easily replicated.

IV. Minimum Qualifications

- Demonstrated experience conducting Public Health Project Evaluations. Experience with the Public sector, and familiarity with public health approaches to prevention and treatment of infectious disease is a plus.
- Demonstrated understanding of the root causes of health inequities.
- Familiarity with participatory assessment practices.
- Knowledge and experience with both qualitative and quantitative data collection, and analysis.
- Demonstrated knowledge of culturally appropriate and trauma informed approaches to data collection.
- Demonstrated knowledge of HIV care continuum including treatment modalities, Rapid Start, etc. is a plus.
- Demonstrated knowledge of CLAS Standards to advance health equity.

IV. Proposal Requirements

Please submit the following documents:

- Narrative scope of the proposed project including:
 - Key assessment methods including process for design, assessment, use of data and metrics, and prioritization of recommendations.
 - Description of your approach to a facilitated participatory assessment process, including examples of strategies to engage stakeholders to ensure equitable participation.
 - Description of how a health equity lens will be incorporated into all aspects of the work, including planning, facilitation, assessment, and deliverables.
 - Calendar activities related for up to 10 months depending on project start date related to period of performance from on or about May 1, 2024 to February 28, 2025.
- Brief description of relevant experience.
- Prior similar evaluation report a plus (does not count as part of the page limit)
- CVs or resumes for all individuals involved with this project.
- Not to exceed 10 pages including budget. CVs may be included as attachments and not count toward page limit.
- Two professional references related to this project.

V. Period of Performance and Location

The effective date of providing the required product and services shall be from the date of contract execution for 9 months, with the potential to extend.

Location: Remote and onsite meetings at 1010 Mass Ave. Boston MA. 02118

VI. Submission Instructions

Please submit your Proposal by **9:00 am EST** - Submit via email to RFR@bphc.org & Glanza@bphc.org

Boston Public Health Commission
1010 Massachusetts Avenue
Boston, MA 02118