

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT(S)

For contract(s) in this request, answer applicable questions in each of the 4 major subjects areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with Howard Brown Health Center for the product and/or services described herein.
(Name of Person or Firm)

This is a request for: _____ (One-Time Contract per Requisition # _____ copy attached) or Term Agreement or X
Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the STD Program, Syphilis Elimination Project. (Attach List) Pre-Assigned Specification No. _____
(Program Name) Pre-Assigned Contract No. 8460

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract # _____ Company or Agency Name: _____

Specification # _____ Contract or Program Description: _____

Mod # _____ (Attach List, if multiple)

Lana Branch 7-0128 [Signature] HEALTH 3/15/05
Original Name Telephone Signature Department Date

Indicate SEE ATTACHED in each box below if additional space needed:

<input checked="" type="checkbox"/> PROCUREMENT HISTORY Howard Brown Health Center has both previous and current contracts with CDPH. They have previously received funding under the Syphilis Elimination portion of the CSPS grant.
<input checked="" type="checkbox"/> ESTIMATED COST \$215,798
<input checked="" type="checkbox"/> SCHEDULED REQUIREMENTS Please see attached Scope of Services, Terms of Agreement, and Budget
<input checked="" type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY Howard Brown Health Center (HBHC), the Midwest's largest provider of health care to the Gay and Lesbian community, is a "gatekeeper" to the gay community in Chicago and is the only such targeting the community with STD/HIV prevention services through a multi-service approach that encompasses a large network of primary care, STD clinics, and outreach activities. HBHC reported the greatest number of primary and secondary syphilis cases 2002-2004 and reported 17% of overall syphilis morbidity for Chicago in 2004. They screen not only at their clinics, but also at sites within the community. They serve as the liaison between CDPH and the community of men who have sex with men (MSM), a community traditionally difficult for the STD program to reach. HBHC also provides CDPH access to and assistance with events such as Pride, International Mister Leather, and other MSM venues to conduct syphilis prevention and control activities. HBHC provides their own CDCI to interview syphilis cases that are seen through the HBHC clinics. HBHC participates in ongoing behavioral surveillance with MSM in conjunction with CDC along with ten other sites in the U.S.
<input type="checkbox"/> OTHER

APPROVED BY: [Signature]
Department Head
Or Designee

3-15-2005
Date

Board Chairperson

Date

**Syphilis Elimination Project
Howard Brown Health Center
January 1 – December 31, 2005**

Terms and Conditions

1. By March 31, 2005, all program staff must be recruited, hired, trained, and deployed.
2. By March 31, 2005, all project-specific Memorandum of Agreements must be finalized and copies submitted to Chicago Department of Public Health (CDPH) (submitted with first quarter progress report).
3. The agency must report all project progress in the required format (progress reports) as provided by CDPH. There will be four (4) progress reports due for FY 2004 activities: April 15, July 15, October 15, and January 15, 2005.
4. **The agency agrees to share with CDPH any information obtained from this grant (e.g. surveys, data, program plans and curricula) upon request.**
5. CDPH must approve any subcontracts funded through project funds **prior to** services being rendered. If approved, the agency must submit a copy of the subcontractor's contract and resume.
6. The agency must participate in all site visits as scheduled by CDPH. CDPH will conduct a minimum of one (1) site visit.
7. The agency **must attend** all meetings convened by CDPH with a minimum of one representative from each funded project.
8. The agency will be allowed three (3) Budget Revisions during the contract period. Budget revisions will not be considered until the agency has submitted the first monthly voucher during the current funding period. The final budget revision must be submitted to CDPH no later than December 15, 2005.
9. The agency must provide written notification to CDPH Project Officer of any changes in project staff. All changes must be reported within 48 hours.
10. The agency is required to voucher both personnel and other expenditures on a monthly basis.

Executive Director Date

CDPH Project Officer Date

**Syphilis Elimination Project
Howard Brown Health Center
January 1 – December 31, 2005**

Scope of Services

1. During 2005, Howard Brown Health Center (HBHC) will provide regular and ongoing syphilis education at high risk MSM venues.
2. During 2005, HBHC will screen at least 2400 high risk individuals for syphilis.
3. During 2005, HBHC will provide STD testing at high risk MSM venues at least twice a month.
4. During 2005, HBHC will continuously conduct comprehensive chart reviews to collect data as necessary for CDPH-required data fields.
5. During 2005, HBHC will continue to update and maintain the current database containing selected behavior surveillance data.
6. During 2005, HBHC Disease Intervention Specialists will:
 - a. Provide counseling and intervention at the impact point with patients, sex partners, and other MSM suspected to have or to be at high risk for syphilis and other STDs.
 - b. Interview patients infected with syphilis and perform investigative activities to locate and refer for examination and/or treatment persons who have or are at risk for syphilis and other STDs.
 - c. Submit syphilis cases for review weekly to a CDPH supervisor.
 - d. Submit statistics and required paperwork monthly to a CDPH supervisor.
 - e. Attend CDPH CDCI staff training to enhance their skills.
7. Howard Brown Health Center will maintain the necessary hardware, software, and internet account to conduct syphilis prevention education in online chatrooms.
8. Howard Brown Health Center will hire and train personnel to conduct syphilis prevention education in online chatrooms.
9. Personnel will be online 20 hours per week and will have a minimum of the following:
 - a. 20 contacts in chatrooms a week
 - b. 10 chatroom encounters a week
 - c. 5 referrals a month.
10. Records are to be maintained regarding all contacts, encounters, referrals made in chatrooms.

Executive Director Date

CDPH Project Officer Date

**Syphilis Elimination Project
Howard Brown Health Center
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Budget

Personnel (salary and fringe)	\$162,326
Project Coordinator 0.625 FTE x \$40,275 = \$25,172	
Data Entry Operator 0.6 FTE x \$28,502 = \$17,101	
STD Investigators (2 FTE)	
Senior Investigator	\$38,570
Investigator	\$32,480
Nurse (16 hours/month) x \$40/hr x 12 months = \$7,680	
Internet STD informational personnel	\$13,600
Total Salary	\$137,603
Fringe (20.5964%)	\$27,723
Supplies	\$5,614
STD testing supplies	
Office supplies	
Travel	\$2,860
Local	
Out of Town	
Equipment	\$850
Cellular telephones and service (2)	
Other	\$16,000
RPR testing	\$9,000
RPR titer tests	\$3,200
FTA tests	\$3,200
Advertising	\$600
Total Direct Cost	\$187,650
Indirect at 15%	\$28,148
Total	\$215,798