

# Request for Information



State of Alaska  
Department of Health  
Division of Public Health

**Date Issued: July 3, 2024**  
**Response Deadline: July 15, 2024, 2:30PM AKST**

## **RFI 1623-106-B - RYAN WHITE PART B HIV CARE FOR INTENSIVE CASE MANAGEMENT/RETENTION AND LINKAGE TO CARE**

### **Introduction:**

The Section of Epidemiology is requesting applications for the provision of intensive case management/ patient navigation for individuals who are enrolled in medical care for HIV infection. The agency must have the required database to meet HRSA data requirements. The contractor will implement the intensive case management required for recipients of Ryan White Care.

### **Background Information:**

This work will be done by a medical clinic that can provide services to individuals with HIV infection. The project will support patient navigator/s to work with clients who have HIV infection and complex needs and are at high risk for not staying in medical care or not be adherent to antiretroviral medications. The purpose of Ryan White HIV Care Program is to assist low-income vulnerable persons with HIV infection to access a comprehensive continuum of high-quality HIV care and treatment to reduce new infections, optimize health outcomes and reduce HIV-related health disparities. Individuals with HIV infection become healthier and are less likely to transmit infection when they are adherent to HIV medication regimens which are available through the AIDS Drug Assistance Program (ADAP) or through other means. Alaska has had a well- established Linkage to Care Program administered and served by the HIV/STD Program office based upon provider request and reported surveillance data. These new services will prevent individuals from leaving their clinical care and hopefully remain on medications, thus being healthier and not requiring intervention from state staff. We expect that providing the service at the medical clinic level will help individuals to maintain services and reduce new infections.

### **Scope:**

Patient Navigators (PN) will work with individuals diagnosed with HIV to help each person to access medical providers, stay in medical care, and achieve viral suppression. The focus of the services is to help individuals who are newly diagnosed, those who have fallen out of care, and to prevent individuals with complex needs leaving care. The PN will be housed in the medical clinical setting where HIV Care Services (funded by Ryan White Part C) are available. The role of the PN will be to identify and support clients in their case load who need increased support to remove barriers to access medical services. These individuals may be struggling with homelessness, substance abuse, mental health disorders, or other health and social issues that prevent their access to services. The PN may increase their time with clients in the clinic, support the client to attend appointments and complete necessary paperwork, take medications, and visit with client in the community (i.e., at their home, in a homeless camp, shelter, or accompany them on medical visits). The goal is to help individuals become more self-sufficient in their HIV care. The hope is that with increased support of patient navigators, individuals struggling with life challenges of homelessness, substance abuse, mental health disorders will be linked to other social services that can help address the circumstances and enroll in RW case management services. These navigators

will help clients obtain transportation to appointments and link to other necessary services. The PN will work closely with State Linkage to Care staff and Ryan White Part B case managers to help maintain patients in medical care or to quickly re-engage clients who are out of care.

**Preferred Minimum Experience:**

The medical clinic must have the following:

1. Patient Navigators (PNs) who have pertinent training in basic HIV medical care
2. Direct experience working with complex clients
3. Knowledge of relevant service systems available in Alaskan communities
4. Familiar with federal, state, and local policies / procedures and required data elements needed to complete case management work.

The State HIV/STD Program would be available to support the agency and staff.

**Deliverable Examples:**

The medical clinic PN will increase the treatment/management of HIV Care services to those with HIV infection through the following:

1. HIV Care Patient Navigator  
This position will allow the clinical services to expand their capacity to effectively provide case management services to individuals newly diagnosed with HIV, those who have fallen out of care, and to prevent individuals with complex needs leaving care. The position will be responsible for administrative support to track, record and evaluate patient care. The staff will be responsible to:
  - a. Enhance case management skills and confidence in activities related to HIV care, monitoring services and treatment adherence, identifying barriers and supports for clients to stay in care, learning resources for referral and collaboration of service delivery (including RW Part B case management services).
  - b. Follow organizational procedures to work with clinical medical and social service providers to ensure proper management of care.
  - c. Collaborate with pharmacy staff/ insurance or third-party payers to ensure prior authorizations are completed and monitor medications adherence.
  - d. Document services in agency RW databases
2. The medical clinic PN will provide data to HIV/STD Program Staff on a monthly basis via a report including information on each patient that was provided targeted partner service navigation. The data required are to be in an electronic format (as deemed acceptable by the HIV/STD Program) using mutually accessible software program approved by HIV/STD Program staff.

The following data elements would be included in each patient report:

- Patient identifier
- Patient enrollment date
- Gender (male, female, transgender)
- Age (in years on the date of visit)
- Race (White, Black, American Indian/Alaska Native, Pacific Islander, Asian, Multiracial)
- Location of service delivery (Office, Patient home, other service providers, other)
- Insurance status (insured, uninsured, underinsured, or unknown)
- Service Date
- Referrals completed
  - Social services

Mental Health services

Substance Abuse

- Test (CD4, VL)
- Type of service provided (medical visit, CM visit in clinic)
- Virally suppressed on last test (yes, no)

Monthly Reports will be submitted to the HIV/STD Program office no later than 25 days after the last day of the month in which the service was rendered, unless an alternate time period is approved by designated HIV/STD Program Staff.

**Estimated Funding for Services:**

The State of Alaska estimates a budget of approximately \$500,000 over a five-year total project period.

**Response Information:**

**-How to Participate**

Interested medical clinics who believe they can offer the services described above in Scope and Deliverables sections should indicate their interest by submitting an electronic response (.pdf format is preferable) with the following information:

- Company name
- Contact information (email) for the individual(s) who should be notified if DOH releases a solicitation.
- A summary that clearly describes your company's capabilities and experience related to providing the services described in the Scope and Deliverables sections of this RFI.
- A summary that clearly describes how the clinic/patient navigators meet or exceed the preferred minimum experience shown above.
- A statement confirming that the company anticipates the project deliverables needed are reasonably within the estimated budget provided. Or, if not, why not?
- A summary of any concerns regarding the project as described. What potential obstacles should be anticipated?
- Number of anticipated clients served annually.

**-Submission Instructions:**

Medical Clinic/Patient Navigator prospects must submit their response as a .PDF file, sent via emailed attachment, by July 15, 2024, by 2:30PM, Alaska Standard Time. Response should be submitted to Annalisa Haynie at the email listed below:

Annalisa Haynie  
Procurement Specialist  
Alaska Department of Health  
Finance Management Services  
[Annalisa.Haynie@alaska.gov](mailto:Annalisa.Haynie@alaska.gov)

It is the responsibility of the interested party to follow up with the procurement specialist listed above to ensure your response was received prior to the time and date specified at the top of this RFI.

**Important Notice:**

This RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services. Nor will the State be financially responsible for any costs associated with the preparation of any response for the requested information. This RFI is issued for the sole purpose of obtaining information as described in this notice. However, the information obtained from this request may be used to prepare a purchase, contract, or solicitation in the future.