



**Interoffice Memorandum**

DATE: April 15, 2024

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

 FE: Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II, Procurement Division

CONTACT: Claudia Yabrudy, Manager, Health Services Fiscal and Operational Support Division

PHONE: 407-836-6583

SUBJECT: Approval of Amendment No. 4, Contract Y23-2501, Ending the HIV Epidemic (EHE) Short-Term Housing Assistance and Case Management

ACTION REQUESTED:

Approval of Amendment No. 4, Contract Y23-2501, Ending the HIV Epidemic (EHE) Short Term Housing Assistance and Case Management Services, with Miracle of Love, Inc., in the amount of \$773,913.04, for a revised estimated contract amount of \$1,200,000.

PROCUREMENT:

This amendment adds funding for short term housing assistance and case management services to eligible clients located in Orange County for the performance period of March 1, 2024, through February 28, 2025.

FUNDING:

Funding is available in account number 7040-060-7302-8610. Funding is available through federal funds issued by the U.S. Health Resource and Services Administration, Ending the HIV Epidemic: A Plan for America – Ryan White HIV/AIDS Program Parts A and B.

APPROVALS:

The Health Services Department concurs with this recommendation.

REMARKS:

On December 11, 2022, the Board authorized the award of Contract Y23-2501 with Miracle of Love, Inc. in the estimated contract award amount of \$426,086.96 for a one-year term, further authorizing the Procurement Division to renew the contract for two additional one-year terms.

Approval of Amendment No 4, Contract Y23-2501, Ending the HIV Epidemic (EHE) Short-Term Housing Assistance and Case Management  
Page 2

Previous contract amendments are as follows:

- Amendment No. 1: Renewed the contract from March 1, 2023, through February 29, 2024, changed the name of the contract from Providing an HIV Outreach Coordinator to Providing Case Management and Short-Term Housing Assistance Services, replaced the Subrecipient Coversheet in its entirety by (Revised) Subrecipient Agreement – Coversheet (Amendment #1). No change was made to the contract total.
- Amendment No. 2: Renewed the contract from the period March 1, 2024, through February 28, 2025. No change was made to the contract total.
- Amendment No. 3: Authorized a 30-day \$100,000 advance payment, Form 3 was replaced in its entirety by Form 3 (Rv.1) Subaward Advance Terms, added the following scopes of service to the contract:
- Referral for Health Care and Support Services
  - Psychological Support Services
- No change was made to the contract total.