



Interoffice Memorandum

February 27, 2023

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

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

CONTACT: Claudia Yabrudy, Manager, Fiscal and Operational Support Division, Health Services Department
407-836-7689

SUBJECT: Approval of Contract Y23-1008, Ryan White Part A Planning Council Support

ACTION REQUESTED:

Approval of Contract Y23-1008, Ryan White Part A Planning Council Support, with Heart of Florida United Way, in the total contract award amount of \$300,000 for a one-year term. Further request Board authorization for the Procurement Division to renew the contract for four additional one-year terms.

PROCUREMENT:

This contract will establish Planning Council Support for Ryan White Part A. The Ryan White Planning Council is a legislative body mandated by the Ryan White Treatment Extension Act of 2009. It is responsible for guiding the funds for the Ryan White grant as specified by the Health Resources and Services Administration.

FUNDING:

Funding is available in account number 7013-060-7306-3197.

APPROVALS:

The Health Services Department concurs with this recommendation.

REMARKS:

The Ryan White Planning Council operates as a combined effort between Orange County Ryan White Part A Program and Heart of Florida United Way Ryan White Part B Program. The Council is responsible for the oversight of the Ryan White Part A and Part B funds received in the Orlando Eligible Metropolitan Area (EMA). As the lead agency for Ryan White Part B in the Orlando EMA, Heart of Florida United Way is able to provide the needed staff support in order for the Planning Council to operate as a combined Part A/B effort. Currently, Heart of Florida United Way is operating the Planning Council for Orange County Ryan White Part A under Agreement Y18-186. The contract will allow Heart of Florida United Way to continue to support the combined Ryan White Part A/B Planning Council,

increase collaboration, and reduce administrative overlap to the Ryan White system of care in the Orlando EMA.

Heart of Florida United Way is the only agency with permission to operate a Part A/B Planning Council. Permission to operate a Part A/B Planning Council is granted by Orange County Government as the Part A Recipient for the Orlando EMA and by the Florida Department of Health, Division of Disease Control and Health Protection, HIV/AIDS Section/Patient Care as the Part B Recipient for the Orlando EMA.

The current proposed budget for the Heart of Florida United Way to operate the Part A Planning Council for \$300,000 is comparable to the County's Planning Council 2022-2023 budget and is considered to be fair and reasonable. In addition, this is a cost reimbursement contract. Orange County will pay Heart of Florida United Way based on actual expenses and a budget agreed to by Orange County in advance. All expenses incurred by Heart of Florida United Way will be pre-approved by Orange County.