



Interoffice Memorandum

January 12, 2018

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: John Goodrich, Assistant Director, Health Services Department
(407) 836-7689

SUBJECT: Approval of Contract, Y18-186-KF, Ryan White Part A
Planning Council Support

ACTION REQUESTED:

Approval of Contract Y18-186-KF, Ryan White Part A Planning Council Support, with Heart of Florida United Way, in the annual contract award amount of \$285,000. Further request authority for the Procurement Division to renew for four additional one-year terms.

PROCUREMENT:

To establish a contract for Ryan White Part A Planning Council Support. 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 7018-060-7306-3197.

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 Y18-610 from December 1, 2017 through February 28, 2018.

The proposed contract Y18-186-KF 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 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.

During the 2016 fiscal year budget, Orange County spent \$286,306 to operate the Part A Planning Council. Overall, the cost of operating the Part A Planning Council over the last three years has increased 14%. The County's 2016 fiscal year budget is most reflective of future costs of operating the Part A Planning Council due to the recent increase in job duties of the Planning Council dictated by the U.S. Department of Health and Human Services, Health Resources and Services Administration.

The current proposed budget for the Heart of Florida United Way to operate the Part A Planning Council for \$285,000 is comparable to the County's Planning Council 2016 fiscal year budget expense 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.