



## Interoffice Memorandum

March 13, 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: Ratification of Contract, Y18-1038, Early Intervention  
Services, Ryan White Part A

### ACTION REQUESTED:

Ratification of Contract Y18-1038, Early Intervention Services, Ryan White Part A, with Florida Department of Health, Lake County Health Department, for a one-year term, in the contract amount of \$280,000.

### PROCUREMENT:

To provide Early Intervention Services to eligible clients in Lake County, Florida.

### FUNDING:

Funding is available in account number 7018-060-7302-8120. Funding for this contract is provided via a federal grant from the U. S. Health Resources and Services Administrator.

### APPROVALS:

The Health Services Department concurs with this recommendation.

### REMARKS:

As the Ryan White Part A grant recipient for the Orlando Eligible Metropolitan Area (EMA), Orange County is responsible for providing Early Intervention Services (EIS) to eligible clients in Orange, Osceola, Seminole, and Lake counties. EIS are provided through contracted Florida Health Department agencies that are responsible for linking clients who have been recently diagnosed with HIV/AIDS and reported in the State of Florida's Patient Reporting Investigation Surveillance Manager System (PRISM) database to medical care. Only Florida Department of Health entities have access to the PRISM database.

Florida Department of Health, Lake County Health Department is the only agency in Lake County with access to PRISM, therefore is the only agency in Lake County that can provide EIS to eligible clients in Lake County. Florida Department of Health, Lake County Health Department has been providing EIS services to eligible clients under the Ryan White Part A Program since May 2017.

This contract will allow Florida Department of Health, Lake County Health Department to continue to provide EIS to eligible clients in Lake County, and satisfy Orange County's responsibility as the Ryan White Part A grant recipient for the Orlando EMA to provide EIS to eligible clients in Lake County.

The current proposed budget for the Florida Department of Health, Lake County Health Department to provide EIS for \$280,000 is comparable to the 2016 budget fiscal year expense for these services and is considered to be fair and reasonable. In addition, this is a cost reimbursement contract. Orange County will pay Florida Department of Health, Lake County Health Department based on actual expenses and a budget approved by Orange County in advance. All expenses incurred by Florida Department of Health, Lake County Health Department will be pre-approved by Orange County.