



STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: HIV CARE MESSENGER TRAINING

CONTRACT NUMBER: CSP903713

EFFECTIVE DATES: 12/07/12 TO 06/30/13

\* Renewal through 08/31/13

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP903713 that opened on 10/29/12. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated, or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the Ohio Department of Health as applicable.

The agency is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

Questions regarding this and/or the Services Contract may be directed to:

David Colopy  
david.colopy@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

[www.ohio.gov/procure](http://www.ohio.gov/procure)

\* Indicates change.

Mutually agreed upon clarifications and modifications to the HIV Care Messenger Training:

I. Regional Live Training Sessions:

- A. SUMA agrees to consolidate traveling expenses and provide 11 live regional training sessions by the end of the contract term, June 30, 2013.
- B. Course content will be the same for all 11 regional training sessions.
- C. Training sessions will full day activities and the scenario based afternoon activities will last approximately 2 hours.
- D. The intended training audience consists of licensed health care providers and social workers, as well as unlicensed professionals who might encounter an individual with HIV in the course of their work performance. Anyone that would come in contact with someone infected with HIV that could provide referrals is included in the target audience.
- E. ODH staff will be in attendance on the day of each training to assist both as subject matter experts and to help coordinate logistics of the events.

II. Continuing Education Unit (CEU):

- A. ODH has provider numbers for social work and nursing CEUs and the CEU process is streamlined. Only nursing professionals will need to submit resumes. The course objectives and content will be the same on the CEU's regardless of location of the presentation reducing time spent on processing.
- B. The full day training requirement is derived, in part, to allow the maximum number of CEUs for participants and ODH anticipates that all of the hours spent will be meaningful and helpful to participants.

III. Local Champions:

Local Champions will be used to introduce the speaker/presenter and their presence at the training will add value by of including a person closely involved with the local community.

IV. Interactive Online Training:

SUMA will deliver an interactive scenario based online training. SUMA may use video from the live training sessions for the interactive online training. This interactive online training will also include mechanisms to allow evaluation of the online participants. The interactive training is intended to be a tool to use in the future if/when live classes are not available.

V. Case Management Agencies:

- A. Regional Locations may have 1 or more case management agencies.
- B. ODH desires networking to occur so that information is shared to anyone involved in health care or social work that would come in contact with a person infected with HIV.

RFP Title: HIV Care Messenger Training

Contract No.: CSP903713-1

UNSPSC CATEGORY CODE: 86000000, 42300000

BUDGET: Not-to-exceed - \$200,000.00

OAKS ID: 23605

	<b>Description</b>	<b>Cost</b>
I.	Budget narrative and budget costs to provide Work and Deliverables for HIV Care Messenger training as outlined in the Scope of Work, Attachment One, Part One.	
II.	Project Director - Cathy Schechter Responsible for strategic oversight of project; message design components, online CEU design (videography, message content) 180 hours @ \$150.	\$27,000.00
III.	Project Manager—Jennifer Van Gilder Responsible for day-to-day management of project; client contact and report; supervision of staff and contractors; processing and reporting evaluations. Online CEU implementation. 384 hours @ \$90.	\$34,560.00
IV.	Project Coordinator—Adam Niederpruem Responsible for community organization and facilitation; event planning and logistics; CEU credentialing; research & evaluation compilation; coordination of e-learning with Train Ohio FT @ \$50,000.	\$50,000.00
V.	Project Administrator—Carolynn Calabrese Responsible for maintenance of web registration; CEU follow-up; e-blasts; production/drop-shipping of all materials. 288 hrs @ \$65.	\$18,720.00
VI.	Event Logistics—Venue rental (exhibition and meeting space), catering, for up to 125 participants per site. Also includes costs of AV, printing, shipping, videography, speaker fees, and other associated event costs. \$6,338 per site x 11 sites.	\$69,720.00
VII.	Total "Not-to-Exceed Cost"	\$200,000.00

All costs must be in U.S. Dollars.

The State will not be responsible for any costs not identified.

There will be no additional reimbursement for travel or other related expenses.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

147536  
SUMA Orchard Social Marketing Inc.  
200 E. 30<sup>th</sup> St.  
Austin, TX 78705

CONTRACT NO: CSP903713-1 (08/31/13) \*

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Cathy Schechter

Telephone: (512) 371-7585  
Fax: (512) 391-0602  
Email: [cschechter@sumasocialmarketing.com](mailto:cschechter@sumasocialmarketing.com)

\*Indicates change.

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
1	07/01/13	As a result of mutual agreement between the state of Ohio and the Contractor, this amendment is issued to renew the subject contract an additional 2 months, effective 07/01/13 through 08/31/13.