AMENDMENT 0001

FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
Number N00244-17-S-FO01

"FY17 – FY18 Department of Defense HIV/AIDS Prevention Program: Military Specific HIV/AIDS Prevention, Care, and Treatment Program for Non-PEPFAR (President's Emergency Plan for AIDS Relief) Funded Countries"

The purpose of this Amendment 0001 is to incorporate the following:

NHRC/DHAPP is accepting "Concept Papers" for Multi-Country as described below through 20 March 2017.

NOTE: Each narrative is a standalone effort and should not be combined with another narrative and all the program elements (tasks) in each specific narrative must be addressed in that concept paper submission.

E-mail address for submission of Concept Papers: usn.nhrc.dhapp@mail.mil

The full solicitation is available at: http://www.grants.gov/

Eligible Applicants are requested to submit **Concept Papers** following the guidelines and format provided in the N00244-17-S-FO01, Section IV.

All respondents must demonstrate the active support of the in-country military and the DoD representative in the corresponding U.S. Embassy in the planning and execution of their proposals. The selected Grantee is the Implementing Partner and will be referred to as IP in this document.

Multi-Country

	Phase 1	Phase 2	Phase 3	Phase 4
OHSS	**800,000**	**800,000**	**800,000**	**800,000**
TOTAL	**800,000**	**800,000**	**800,000**	**800,000**

The DoD HIV/AIDS Prevention Program (DHAPP) is seeking an implementing partner to assist with event planning. The DHAPP headquarters staff is relatively small, and yet maintains responsibility for important educational and training events among partner militaries across the globe. These events occur both in the United States and internationally; attendees are usually from partner militaries, some of whom have limited infrastructure support. The TBD partner will provide comprehensive services to successfully plan and execute meetings, training programs, workshops and other events. The TBD partner will handle budgeting, venue selection, procurement, logistics and other issues as they arise. These meetings range in size from 10 to 100 attendees. The Offeror will be expected to communicate on behalf of DHAPP including but not limited to communication with US government officials, participants and vendors, many of whom will be international. Effective, error-free communication taking cultural and political sensitivities into account is crucial. The Offeror shall prepare a Project Management Plan describing the technical approach, organizational resources and management controls to be employed to meet the cost, performance and schedule requirements for this effort. The Project Management Plan shall detail the products, methods for developing the products, allocation of staff and other resources necessary to produce the products and a timeline for producing the products, if necessary. DHAPP shall receive the revised Project Management Plan in electronic form. Based on the Project Management Plan, DHAPP will provide approval to move forward on activities planned. The TBD Partner shall request prior approval on all activities not included in the plan or any modifications to the plan after approval has been given. Resumes of individuals who will be coordinating these meetings must be submitted. If any substitutions are necessary after the grant has been awarded, persons being substituted must possess the same or higher qualification and must be approved by DHAPP.

DHAPP anticipates the yearly requirement to be: 2 San Diego-based Military International HIV Training Program (MIHTP) courses; 2 regional MIHTP courses; 1 Program Manager (PM) training; and 1 Data Use Workshop.

San Diego MIHTP

The San Diego MIHTP occurs twice a year, and each is a month in duration. DHAPP usually hosts 6-8 students per session, but may be higher or lower depending on last-minute cancellations or additions. The course is based jointly at Naval Medical Center San Diego (NMCSD) and the University of California, San Diego (UCSD). Attendees require transportation arrangements, lodging arrangements, transportation from lodging to classes at either UCSD or NMCSD and back. In addition, contingency planning in the event of illness, legal issues, or elopement is required.

The IP will be expected to provide at a minimum:

- A spreadsheet to track the following paperwork for each participant and follow up to ensure receipt: Needs Assessment, passport copy, CV, copies of medical licenses, proof of international travel insurance (paid for by participating military), copy of National HIV Testing Policy (not required), and short bio (not required)
    - Weekly undated spreadsheet to be sent to DHAPP
- Booking all participant travel & hotel & provide travel assistance and updates to DHAPP
- Procure travel insurance for participants if the partner military has not provided it, as approved by DHAPP staff
- Provide transportation
- Provide per diem
- Compile and analyze weekly and overall evaluations
- Enter pre- and post-test results into summary spreadsheet
- Coordinate taxi service contract throughout course
- Coordinate graduation lunch on last day of course
- Procure and assemble lap top bags and supplies for each participant:
- Print all PHDP supplies- receive electronic copies from MIHTP Coordinator (participant manual, flip chart, provider card, trainer manual)
- Staff on site at beginning of course for 2-3 days (for airport pickup, per diem distribution, trouble shooting, etc.)
- Work closely with the MIHTP Coordinator and Director to address any other MIHTP needs that arise

Regional MIHTP

DHAPP anticipates hosting 1 or 2 regional courses per year. These courses are 2 weeks in length and are conducted at a site convenient for a region to be able to send partner military physicians. Prior locations were Malawi and Cambodia. The next upcoming site is to be determined, but may be in Eastern Europe and/or Colombia. The site is generally a hotel conference center. The participants average 20-25 in number. Contingency plans are required. Assistance with finding a suitable venue, travel and lodging arrangements, and transportation as needed is also required.

The IP is expected to provide at a minimum:

- A spreadsheet to track the following paperwork for each participant and follow up to ensure receipt: Needs Assessment, passport copy, CV, copies of medical licenses,

proof of international travel insurance (paid for by participating military), copy of National HIV Testing Policy (not required), and short bio (not required)
    - Send weekly spreadsheet updates to DHAPP
- Book all participant travel & hotel & provide travel assistance and updates to DHAPP
- Procure travel insurance for participants for whom the partner military has not provided, as approved by DHAPP staff
- Provide transportation to hotel upon arrival and to airport upon departure for each participant
- Provide per diem (obtain participant signature upon receipt) and welcome packet to participants upon arrival
    - Include thumb drives with all lectures in welcome packet among other items (review list of welcome packet items with DHAPP)
- Compile and analyze weekly and overall evaluations
- For each participant, print and place in a decorative certificate folder 1.) Graduation Certificate and 2.) Group Photo
- Enter pre- and post-test results into summary spreadsheet
- Coordinate taxi service contract throughout course
- Coordinate graduation lunch on last day of course
- Procure and assemble lap top bags and supplies for each participant
- Print all PHDP supplies- receive electronic copies from MIHTP Coordinator (participant manual, flip chart, provider card, trainer manual)
- Staff on site at beginning of course for 2-3 days (for airport pickup, per diem distribution, trouble shooting, etc.)
- Work closely with the MIHTP Coordinator and Director to address any other MIHTP needs that arise

Program Manager Training

The PM training is usually a 1 week event conducted in variable hotel locations. There are usually between 60-100 attendees. These meetings often serve as the core meeting time for PEPFAR and Defense Health Program (DHP) teams in the field to interact with each other and the staff in US-based offices. The training has both a PEPFAR and DHP focus, and therefore requires both plenary and multiple breakout rooms. The meeting generally occurs in January due to PEPFAR calendar considerations.

The IP is expected to provide at a minimum:

- Internet based registration for participants.
- A deliverable schedule and outline a timeline based on the statement of work.
- Weekly and Monthly status reports (progress, budget, etc)

- Book all participant travel & hotel & provide travel assistance
- Provide transportation to hotel upon arrival and to airport upon departure for each participant
- Provide welcome packet to participants upon arrival
- Provide on-site coordination and logistical support
- The Offeror will secure appropriate Audiovisual Equipment for the duration of the meeting. This should include but not limited to LCD projectors, screens, microphones and laptop computers as necessary for each scheduled session.
- Coordinate all meeting requirements with both DHAPP and selected venue
- Prepare post training summary

Data Use Workshop

The Data Use Workshop has been co-taught by the Strategic Information and Epidemiology teams at DHAPP, and focus on using effective techniques and tools to interpret data correctly. The course is generally 2 weeks long and attendees are often a mix of PMs and partner military personnel. Usually there are 20-25 attendees. The workshops are held overseas (the last 2 were in Kampala and Accra). The venue is usually a hotel, and the training occurs in a conference room.

The IP is expected to provide at a minimum:

- A spreadsheet to track the following paperwork for each military participant: passport copy, proof of international travel insurance (paid for by participating military); for each PM participant: arrival date, departure date, and contact information.
    - Send weekly spreadsheet updates to DHAPP
- Book all participant travel & hotel & provide travel assistance and updates to DHAPP
- Procure travel insurance for participants for whom the partner military has not provided, as approved by DHAPP staff
- Provide transportation to hotel upon arrival and to airport upon departure for each participant
- Provide per diem for military personnel only (obtain participant signature upon receipt) and welcome packets to all attendees upon arrival
    - Include CD/DVD with all lectures in welcome packet among other items (review list of welcome packet items with DHAPP)
- For each participant, print and place in a decorative certificate folder (1) Graduation Certificate and (2) Group Photo
- Assist DHAPP personnel with audio/visual setup and loading of training material (including powerpoints, analysis software, etc) as needed.

WORK PLANS

Grantee must submit annual, programmatic and financial, work plans to DHAPP Program Manager and DHAPP HQ (Budget breakdown per activity and for program management is required). Work plans include activities implementation timeline, including the M&E ones.

REPORTING

- Quarterly Fiscal Reports: Grantee must submit quarterly programmatic and financial reports to DHAPP in order to monitor expenditures according to the program area(s) [HVAB; HVOP; etc]. The report template will be provided by DHAPP. Submit 30 calendar days after each reporting period (3/31, 6/30, 9/30, and 12/31).
- Interim Progress: Indicator Report: This report shall summarize progress in relation to the approved Work Plan as well as monitor grant deliverables. The Grantee shall submit quarterly indicator reports in accordance with the format provided by the Program Office within 45 calendar days following the end of the reporting period: 12/31, 3/31, 6/30 and 9/30. The Recipient shall provide reports in accordance with the template provided by NHRC
  Reports will follow DHAPP Headquarters and Country Team Templates