

BEHAVIORAL SCIENCE RESEARCH CORPORATION (BSR)

STAFF SUPPORT SERVICES FOR THE MIAMI-DADE HIV/AIDS PARTNERSHIP
SCOPE OF WORK DELIVERABLES FOR FY 2025

TABLE IX-C Partnership Staff Support Core Workplan Elements				
#	Task	Planned Frequency <i>(monthly, biannually, quarterly, annually)</i>	Deadline <i>(deadline is last day of month unless otherwise indicated)</i>	Status <i>(Not started, As needed, Ongoing, Completed)</i>
1	Prepare/draft/distribute correspondence for the Partnership (A.1)	Ongoing	Through February 2026	Ongoing
2	Facilitate process of identifying, recruiting, and nominating new Partnership members, especially members of the Affected Community, and on-boarding all duly appointed new members (A.1)	Monthly	Through February 2026	Ongoing
3	Assist Recipient in collecting and submitting financial disclosures for Partnership and Committee members (Source of Income statements) for members (C.4.a)	Annually	On or about July 1 st each year	In process
4	Assist Executive Committee with updating Bylaws and Policies and Procedures (A.1)	Annually, as needed	Through February 2026	As needed
5	Review Scope of Work and Budget for Partnership Staff Support with Executive Committee	Annually (Scope) Quarterly (Budget)	January 2025 (Scope) Quarterly (Budget)	In process
6	Coordinate logistics and provide clerical support (public meeting notices, monthly meeting calendar, clerical support, agenda, minutes, meeting materials, respond to requests for information, etc.) for Partnership, Committee, Subcommittee and Workgroup meetings (A.2, A.3, A.4, A.5, A.6):	Monthly	Through February 2026	Ongoing

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	<ul style="list-style-type: none"> • Partnership • Executive Committee • Care and Treatment Committee • Medical Care Subcommittee • Strategic Planning Committee • Prevention Committee (FDOH) • Joint Integrated Plan Review Team (JIPRT, combined Strategic Planning and Prevention Committees) • Housing Committee • Community Coalition Roundtable 			
7	Assist Partnership in receiving, tracking, and resolving formal grievances or informal complaints against the Partnership (A.8)	As needed	Through February 2026	As needed
8	Assist Recipient with reports, data, and Partnership-related sections of reports, as needed, including annual progress reports and competitive grant application (B.1)	As needed	Through February 2026	As needed
9	Assessment of unmet need and service gaps in Miami-Dade (“Needs Assessment”) (B.2)	Annually	September 2025	Not started
10	Assist the Prevention and Strategic Planning Committees with updates to the Integrated Plan, including data entry into the VMSG Database (B.3)	Ongoing	Through February 2026	Ongoing
11	Assist the Strategic Planning Committee and Partnership with the Assessment of the Administrative Mechanism (B.4)	Annually	August 2025	Not started
12	Assist the Partnership in the annual “State of the HIV/AIDS Epidemic in Miami-Dade County” report (B.4)	Annually	July 2025	Not started

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13	Assist the Partnership and its various committees with reviewing and updating the Part A/MAI Program service definitions (B.5)	Annually, or more often as needed	February 2026	Ongoing
14	Conduct new member orientation training and periodic updates, including Get On Board and Report for Action (C.2)	Ongoing	Through February 2026	Ongoing
15	Develop and maintain the Partnership’s website and social media accounts (C.3)	Ongoing	Through February 2026	Ongoing