



CITY OF DETROIT
DETROIT HEALTH DEPARTMENT

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September 16, 2016

Dear Colleagues,

The HIV/AIDS Program of the Detroit Health Department (DHD) has released a Request for Proposals (RFP) for Ryan White Part A HIV Care Services for a three-year funding period commencing March 1, 2017. DHD is seeking individuals to review proposals submitted in response to this RFP.

Reviewers will be asked to:

- 1) Participate in a half-hour orientation teleconference during which DHD will provide an overview of the review process and instructions for completing score sheets.
- 2) Review and score 2-5 proposals. Specific criteria will be provided.
- 3) Provide thoughtful, written feedback regarding the strengths, weaknesses and recommendations for improvement of each proposal. Reviewers will be provided with guidance for written feedback.
- 4) Respond to follow up questions via email or phone call if necessary.

Proposals will be forwarded via email to reviewers the week of October 31, 2016. Reviewer score sheets with written feedback are due to DHD by November 18, 2016. Reviewers are eligible to receive compensation of \$50 per proposal reviewed.

Should you be interested in serving as a reviewer, please complete the attached application and return it and current curriculum vitae as indicated on the application. Applications should be returned no later than October 4, 2016. I encourage you to share this email and application with your colleagues who may also be interested in participating. We expect to notify reviewers the week of October 24, 2016.

Should you have additional questions about this review opportunity please contact me at 313-876-0386 or at tatonmurphydetrw@gmail.com. The RFP can be viewed at <http://www.semharyanwhite.org>.

Sincerely,

Lisa Taton-Murphy