

REQUEST FOR BIDS
for
COUNTY SUBSTANCE ABUSE PREVENTION SERVICES
Fiscal Year 2014

I. INTRODUCTION

The purpose of this Request For Bids (RFB) is to solicit bid Proposals which will enable the Iowa Department of Public Health, hereafter known as the Department, to select the most qualified Applicant to provide funds to counties for substance abuse prevention or intervention services *that are not currently being funded by any other state or federal funds.*

The project period shall be from July 1, 2013 to June 30, 2014.

The Department expects the contract period to be a one-year term from July 1, 2013 to June 30, 2014.

Available Funds

Applicants may apply for up to \$10,000 for the total 1 year period. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

Funding requirements include a 3:1 match (three parts county funds to one part Department funds). **No state or federal funds may be used as match.** The Department reserves the right to request additional documentation of the source of the match.

The issuance of this RFB in no way constitutes a commitment by the Department to award a contract.

II. SCOPE OF SERVICES

Iowa Code Chapter 125.59(1) states that one-half of the proceeds from the sale of Sunday beer and liquor permits shall be used for grants to counties to provide substance abuse prevention, education, referral, or post-treatment services; either with the county's own employees or by contract with a non-profit corporation.

NOTE: These funds cannot be spent for substance abuse treatment services.

Treatment is defined in section 643 IAC 3.1 as follows:

"Treatment" means the broad range of planned and continuing inpatient, outpatient, residential/intermediate care services, including diagnostic evaluation, counseling, medical, psychiatric, psychological, and social service care, which may be extended to substance abusers and which is geared toward influencing the behavior of such individuals to achieve a state of rehabilitation.

III. ADMINISTRATIVE MATTERS

The dates set forth below are for informational planning purposes only. The Department reserves the right to change any of these dates:

EVENT	DATE
Post/Submit RFB to potential Applicants	March 6, 2013
Written Questions and Responses	
Round 1 Questions Due	March 20, 2013
Responses Posted By:	March 28, 2013
Final Questions Due	April 4, 2013
Final Cumulative Responses Posted By:	April 10, 2013
Bid Proposals due	April 30, 2013
Select Successful Applicant/Post Notice of Intent to Award	June 27, 2013

Eligibility

Only county governments (Boards of Supervisors) are eligible to submit bid Proposals in accordance with this RFB. Applicant is required to maintain and provide to IDPH, upon application, a current and valid email account for electronic communications with IDPH.

Bid Proposals should include the Applicant's plan for accomplishing the work set forth in the Scope of Services and should include sufficient information regarding the Applicant's ability to perform the services sought to enable the Department to make a judgment about the Applicant's ability to perform the work identified in the Scope of Services

Bid Submission Requirements and Bid Proposals Due – April 30, 2013.

Bid Proposals must be **received** by 4:00 p.m. (local Iowa time) on April 30, 2013 by the IDPH SharePoint Service Contract Application Center in compliance with the following requirements:

- Email Bid Proposal documents as a single zipped file **OR** a single PDF, no larger than 20MB, to **applications@idph.iowa.gov**. The preferred submission is a single zipped file.
- The subject line of the email must read "RFB FY14 County Substance Abuse Prevention Grant. Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named "RFB FY14 588 County Substance Abuse Prevention Grant (insert your County Name and Number)
- Do not include additional information or text in the body of the email as it will not be available to IDPH staff.

Bid Proposals submitted to IDPH in any manner other than through the IDPH SharePoint Service Contract Application Center (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, not reviewed by IDPH and a notice will be sent to the applicant. Any information submitted separately from the Proposal will not be considered in the review process.

Bid Proposals will be rejected and not reviewed by IDPH for the following reasons:

- If the Bid Proposal is received by the IDPH SharePoint Service Contract Application Center after the stated due date and time. 4:00 PM, April 30, 2013.
- If the Bid Proposal is submitted in any manner other than by email to applications@idph.iowa.gov.
- If the Bid Proposal is not submitted as a single zipped file or a single PDF file.

The due date and time requirements for receipt of the Bid Proposal by the IDPH SharePoint Service Contract Application Center are mandatory requirements and will not be subject to waiver as a minor deficiency.

The Bid Proposal that is attached to the applicant's email is automatically removed from the email upon receipt by the server and is filed in the IDPH SharePoint Service Contract Application Center. The Bid Proposal is date and time stamped upon filing in the IDPH SharePoint Service Contract Application Center. The time that is automatically documented on the submitted and filed Bid Proposal within the IDPH SharePoint Service Contract Application Center is slightly delayed from the time the email is received by the server, and is not the time that the applicant sent the email. Although the delay is minimal, it may be increased when server traffic is high or other uncontrollable internet traffic circumstances, encryption issues, firewall issues, or server issues, etc.

The date and time stamp by the IDPH SharePoint Service Contract Application Center shall serve as the official time of receipt of the Bid Proposal.

It is the applicant's sole responsibility to submit emailed Bid Proposals in sufficient time so the Bid Proposal is received by the IDPH Service Contract Application Center prior to the stated due date and time. Applicants are strongly encouraged to submit emailed Bid Proposals as early as possible to allow sufficient time for any unforeseen issues to be resolved prior to the deadline, if they occur. Bid Proposals received by the IDPH SharePoint Service Contract Application Center after the stated due date and time will be rejected, not reviewed by IDPH and a notice sent to the applicant.

An electronic notification of receipt of the applicant's Bid Proposal within the IDPH SharePoint Service Contract Application Center will be generated automatically and emailed to the sender of the emailed Bid Proposal. If the electronic notification is not received within ten (10) minutes of the applicant's email, please contact the SharePoint Helpdesk at 1-866-520-8987 to confirm delivery (available prior to 4 PM on Weekdays, excluding State Holidays).

If an applicant emails the Bid Proposal multiple times, only the last submission received by the IDPH SharePoint Service Contract Application Center prior to the stated due date and time will be accepted for review.

Written Questions and Responses:

Written questions related to the RFB must be submitted via email to John McMullen at john.mcmullen@idph.iowa.gov no later than **the dates specified in the table above.**

Questions must be submitted by electronic mail. If the question or comment pertains to a specific section of the RFB, the section and page must be referenced. Oral questions will not be accepted.

IDPH will prepare written responses to all pertinent and properly submitted questions and post the written questions and responses on the IDPH Web page. IDPH's written responses will be considered part of the RFB. Written responses will be prepared and posted according the schedule of events table above.

It is the responsibility of the applicant to check the IDPH Web site periodically for written questions and responses to this RFB.

Oral questions will not be accepted. If an Applicant or someone acting on an Applicant's behalf attempts to discuss this RFB orally or in writing with any members of the evaluation committee, or any employee or elected official of the State of Iowa, other than John McMullen, the Applicant may be disqualified.

The Department reserves the right to reject any or all bid Proposals, in whole or in part, to advertise for new bid Proposals, to abandon the need for such services, and to cancel this RFB at any time prior to the execution of the written contract.

Any bid proposal will be rejected outright and not evaluated for any of the following reasons:

1. The applicant fails to submit the proposal in sufficient time for receipt by IDPH SharePoint Service Contract Center prior to the stated due date and time or in the manner stated in Section III.
2. The applicant is not an eligible applicant as defined in Section III.
3. The bid proposal is incomplete, i.e. required attachments A, B, C-1 (C-2 and C-3), and D are not included as part of the application.

All information submitted by the Applicant will be treated by the Department as a public record unless the Applicant properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its Proposal is submitted.

By submitting a bid Proposal, the Applicant agrees that the Department may copy the bid Proposal for purposes of facilitating the evaluation of the bid Proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party.

Notice of Intent to Award – June 27, 2013. A Notice of Intent to Award the contract(s) will be posted on the IDPH Web page www.idph.state.ia.us under *Funding Opportunities* link by 4:30 pm. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

Contract Negotiations and Execution of the Contract – Following the posting of the Notice of Intent to Award, the successful applicant(s) will retrieve a contract document through the IDPH SharePoint Service Contract system. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with IDPH. If a contract has not been executed within ten (10) working days, IDPH reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by IDPH. IDPH may, at its sole discretion, extend the time period for negotiations of the contract.

IV. APPLICATION REQUIREMENTS

- A. Cover Page:** Must be fully complete and signed. Identifies the applicant's legal name, federal identification number, and key contact information for the project. Applicant must complete required form-**Attachment A** following these instructions:
- Applicant - Provide the legal name of the applicant entity. This must be the entity associated with the Federal Identification (ID) number per the Internal Revenue Service (IRS). If the entity operates under another name as a "d/b/a" (doing business as), please include that in the legal name. Provide the applicants federal identification number. Provide the applicant's address, telephone and FAX number as requested in the first section of Attachment A.
 - Total Funds Requested – Indicate the total amount of funds requested, not to exceed the amounts outlined in section 1.
 - Conditions/Signature – The person authorized to execute legal documents on behalf of the entity must date and insert an electronic signature to certify that the applicant is in agreement with the conditions listed.
 - According to the definition outlined in Iowa Code 554D.103 and U.S. Code (<http://www.gpo.gov/fdsys/pkg/PLAW-106publ229/pdf/PLAW-106publ229.pdf>) defines an electronic signature as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.
 - Key Personnel for this Proposal – Provide information for agency personnel associated with this proposal. Include the information in the table provided on page 2 of the Cover Page (Attachment A). Describe the executive, management, technical, and professional staff who would perform duties related to this project. Include the number of staff, their roles, and their expertise and experience in providing these types of services. Provide evidence for any necessary applicable professional licenses required by law by listing the license number associated with the professional personnel.
 - County Board of Supervisors Chair: Name, email address, and direct telephone number– Complete and provide the name of the person who has overall responsibility and authority for administering the program in which the entity is applying for the funds.

- County Program Administrator Name, email address, and direct telephone number – Complete the table by providing the name of the individual with direct day-to-day responsibility for this program and the person that the department can contact concerning the proposal.
- County Auditor’s Office Coordinator Name, email address, and direct telephone number – Complete the table by providing the name of the individual with overall responsibility and authority for financial management for this program.
- County SharePoint Coordinator: Name, email address, and direct telephone number – Complete the table by providing the name of the individual(s) responsible for uploading data, figures, or reports to SharePoint.
- Subcontractor: (if applicable) Name, email address, and direct telephone number – Complete the table by providing the name of the individual (s) with direct responsibilities for the subcontracted services.

V. USE OF SUBCONTRACTORS

In the event of a funded proposal, proposed subcontracted services with a value of \$2,000 or greater must be defined in a legal agreement, submitted to and approved by IDPH prior to signature by either party. (Per Section 5 of the IDPH General Conditions)

Subcontract draft MUST be submitted for each subcontractor with the grant application as Attachment E. IDPH does not supply the form.

NOTE: No funds will be released until actual subcontract has been approved by IDPH.

Planned use of subcontractors by an applicant must be clearly explained in the bid (See Attachment C-2).

- a. The applicant is fully responsible for all work performed by subcontractors. No subcontract into which the applicant enters into with respect to performance under the contract will, in any way, relieve the applicant of any responsibility for performance of its duties.
- b. Subcontractors will be required to submit a list of specific Department funded (state and federal) services provided by them in the county. The list must clearly differentiate between services rendered under applicant county funding and other services provided by the agency in the applicant county under state or federal funding. This list of anticipated services must be submitted with the bid (see Attachment C-3).
- c. The Department has the right to disallow a subcontractor.

Subcontracts must include the following information at a minimum:

- 1) Name and address of subcontractor;
- 2) Beginning / end dates of subcontract period;
- 3) Subcontractor qualifications;

- 4) Anticipated services and/or activities to be provided;
- 5) Estimated dollar amount of subcontract
- 6) Line item budget to be reimbursed based on actual expenses incurred;
- 7) Contract policies and requirements;
- 8) Provision for the Department, the Contractor, and any of their duly authorized representatives to have access for the purpose of audit and examination;
- 9) A statement that all provisions of contract are included in the subcontract;
- 10) Current individual employees of the State of Iowa may not act as subcontractors under this contract;
- 11) Compliance with Iowa Department of Public Health *General Conditions* dated 01.01.2013.

A disclaimer statement from each subcontractor declaring that no Department funds (state or federal) are being supplanted for the same services rendered will be required to be included in the appropriate section of Document C-2.

B. Minority Impact Statement: Must be fully complete and signed. Identifies the applicant's potential impact of the project's proposed programs or policies on minority groups. Applicant must complete required form – **Attachment B** following these instructions:

- Applicants must independently complete the "Minority Impact Statement" form by checking the box that most accurately reflects the proposed project programs or policies impact on minority persons.
- Describe the rationale or evidence for your choice in a brief narrative, as well as identifying the specific minority groups in which there is a positive or negative impact (if applicable) on the checklist.
- Document must be electronically signed by a person authorized by the applicant agency and return it with the proposal.

C. Applicant's Background/Demonstrated Experience, and Description of Work or Services.

In narrative format, using the space and guidance provided in **Attachment C-1**, applicant shall describe each of the items listed below:

- Geographic area of services
- Target population
- Anticipated number to be served
- Description of Work or Services
- Anticipated number of Direct Service hours to complete services
- Experience and ability to provide services

Subcontracts: Attachments C-2 and C-3 must be completed (if applicable).

D. Budget

Category	IDPH Budget	Match
Salary/Fringe		
Contract		
Other		
Indirect/Admin.		
TOTAL		

A budget must be included in the bid proposal detailing the costs of the project. A budget narrative shall describe how the budget was calculated and justify the expenses detailed. Narrative must include origin of match. Narrative must include statement that no state or federal funds are being used as match by either contractor or subcontractor (if applicable). Subcontractor will also be required to complete statement as indicated on Attachment C-2.

The applicant will submit a line item budget of anticipated direct project costs for the period of July 1, 2013-June 30, 2014. The budget shall include only the line item categories listed below and comply with the guidelines as outlined in this RFB. The applicant shall complete required form **Attachments D-1 and D-2** identifying proposed expenditures:

- Salary/Fringe Benefits
- Contractual/subcontracts
- Other
- Administrative or Indirect Costs

1. Salary/Fringe Benefits:

List all staff directly funded, wholly or partially with these funds. Employee's name (if current staff), credentials, and position title must be listed. Justification must include the total annual salary and fringe benefits paid to the employee, as well as the total annual salary and fringe benefits charged to this project.

2. Contractual/subcontracts:

The applicant is permitted to subcontract for the performance of certain services. Refer to Section V. of this RFB and Section 5 of the IDPH General Conditions for subcontract provisions and requirements. If services performed for any activities outlined in this RFB are to be subcontracted, the applicant must include subcontractor name and estimated dollar amount of each subcontract.

3. Other:

All other anticipated expenses using funds must be listed on the line item budget and justified. This category includes: office supplies, educational supplies, project supplies, incentives, communication, rent and utilities, training, information technology-related expense, travel, etc.

NOTE: These funds may not be used for promotional items, t-shirts, banners, or subscriptions, dues, or certification costs. No meals for project participants other than light refreshments.

Travel:

Instate travel only. These funds may not be used for out of state travel.

IDPH will not reimburse travel amounts in excess of limits established by Iowa Department of Administrative Services, State Accounting Enterprise. Current in-state maximum allowable amounts are:

Food- \$8.00/breakfast, \$12.00/lunch, \$23.00/dinner

Lodging- Maximum \$83.00 plus taxes per night

Mileage- Maximum of \$0.39 per mile.

4. Administrative Costs or Federally Approved Indirect Rate

If the applicant plans to charge administrative or indirect costs, this must be identified in the proposal. If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement must be submitted with the proposal.

Applicants may charge an Indirect Rate in accordance with their federally approved Indirect Cost Rate Agreement. IDPH reserves the right to negotiate the application of the Indirect Rate per individual contract.

In the absence of a federally approved Indirect Cost Rate Agreement, the applicant may charge an Administrative Cost not to exceed a maximum rate of 15% of the total amount applied for.

Administrative costs are those that are incurred for common or joint objectives, and therefore cannot be identified readily and specifically with a sponsored program, but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation and administrative salaries are generally treated as indirect/administrative costs.

The applicant shall maintain documentation to support the administrative cost allocation. IDPH reserves the right to request the documentation at any time.

VI EVALUATION CRITERIA

An evaluation committee made of up employees of the Department will review bid Proposals. The committee will consider all information provided in the bid Proposal when making its recommendation and may consider relevant information from other sources. The Department may also consider geographical distribution, budget information and any other information received pursuant to the procurement process. The evaluation committee will award the contract to the responsible Applicant submitting the best bid Proposal. The lowest priced bid Proposal is not necessarily the best bid Proposal. The evaluation committee's selection will be subject to the final approval of the Department.

The bid Proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized and understandable.
- C. Descriptions are responsive to the intent of the RFB objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors such as budget, project management plan and availability of staff.

Points will be assigned for each item listed as follows:

- 5 Applicant's Proposal or capability is exceptional and exceeds expectations for this criterion.
- 4 Applicant's Proposal or capability is superior and slightly exceeds expectations for this criterion.
- 3 Applicant's Proposal or capability is satisfactory and meets expectations for this criterion.
- 2 Applicant's Proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.
- 1 Applicant's Proposal or capability is not acceptable or applicable for this criterion.

The maximum points to be awarded for each Proposal section are as follows:

PROPOSAL COMPONENT	WGT. SCORE	POTENTIAL SCORE	ACTUAL
Cost of Services (Budget)	4	20	
(Is origin of match identified in budget narrative?)			
Description of Work or Services	12	60	
Experience/Ability	4	20	
Cover Page completed/Key Personnel provided?		Required	
Minority Impact Statement completed/signed?		Required	
Disclaimer Statements (Budget Section D And Subcontract Attachment C-2)		Required	
Subcontract is included (if applicable)		Required	
Total		100	

VII CONTRACTUAL TERMS

- a. The Contract, which the Department expects to award as a result of this RFB, shall be based upon the Proposal submitted by the successful Applicant and this RFB. The Contract between the Department and the successful Applicant shall be a combination of the scope of services, terms and conditions of the RFB, the Proposal of the Applicant, and all written clarifications or changes made in accordance with the provisions herein. The Department reserves the right to either award a Contract without further negotiation with the successful Applicant or to negotiate Contract terms with the selected Applicant if the best interests of the Department would be served by negotiation.
- b. Any contract awarded by the Department shall include specific contract provisions and the general conditions effective January 1, 2013 Revised 1.10.13 as posted on the department Web site at www.idph.state.ia.us under *Funding Opportunities* link. Refer to **Appendix I** for the Draft Contract Template. The Draft Contract Template included is for reference only and is subject to change at the sole discretion of IDPH. Contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFB and the potential resulting contract.
- c. The Department expects Contractors to link with the local board of health when providing services supported by Department funding. In particular, Contractors are expected to assist the local board of health in carrying out the three core functions of public health as defined in 641 IAC 77.3 (137): assessment, policy development and assurance. Examples of linking with the board of health include, but are not limited to:
 - Provide environmental and/or health data to the local board of health for the purposes of, and provide assistance in, assessing and analyzing the health status of the community.
 - Submit reports to the local board of health on the effectiveness, accessibility, and quality of services provided.
 - Include the local board of health in establishing policies and plans associated with the services provided. This can be accomplished by establishing a liaison between the Contractor and the board of health or by attending regular meetings of the board of health.
 - Educate the local board of health about the services provided and work with the board to identify target populations in need of the services provided.
 - Be active in the Community Health Needs Assessment and Health Improvement Plan process.
 - Provide the board of health expert input on the services provided and how those services relate to; the health priorities of the community, and health improvement plans to address those priorities.

The Contractor is expected to provide documentation of linkage efforts if requested by the Department.

- d. Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

VIII APPEAL OF REJECTION DECISION

The applicant's receipt of a rejection letter constitutes receipt of notification of the adverse decision per 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, to John McMullen, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

IX APPEAL OF THE AWARD DECISION

The posting of the Notice of Intent to Award on the IDPH Web page constitutes receipt of notification of the adverse decision per 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, return receipt requested, to John McMullen, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

X.APPENDICES

Appendices are posted in a separate file on the IDPH Web page under *Funding Opportunities*: www.idph.state.ia.us

- Appendix I Draft Contract Template
- Appendix II Draft Scoring Tool
- Appendix III Year End Report Form

XI. ATTACHMENTS

Attachments are posted in a separate file on the IDPH Web page under *Funding Opportunities*: www.idph.state.ia.us Applicants must download these forms and include them with the application.

- Attachment A Cover Page and Key Personnel
- Attachment B Minority Impact Statement
- Attachment C-1 Scope of Services
- Attachment C-2 Subcontractor Experience (if applicable)
- Attachment C-3 Subcontractor Funding Streams (if applicable)
- Attachments D-1, D-2 Required budget pages
- Attachment E Draft Subcontract (if applicable) IDPH does not provide the form for subcontracts.