Iowa Department of Public Health

Division of Acute Disease Prevention and Emergency Response

Immunization Services

Fiscal Year 2014- RFA58813003-2

Project Period: January 1, 2013 – December 31, 2018

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

SECTION 1 – GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this RFA is to provide guidance for current contractors to submit continuation applications for FY2014, the second year of the project period established by the RFP #58813003. Community public health services covered by this application include providing enhanced immunization services for children, adolescents, adults and under-immunized pockets of populations to assure high immunization coverage levels and low incidence of vaccine-preventable diseases. This RFA serves to:

1. Maintain and advance integration of public health activities,
2. Maintain and advance delivery of essential services and core public health functions, and
3. Build stronger relationships with community partners.

1.02 Project and contract period

FY2014 is the second year of a six year project period. Continued funding during the defined project period is dependent on approval of the continuation application, contractor performance during FY2013, contractor compliance with general and special conditions of the contract, and availability of project funds. IDPH expects the contract period to be a one-year term from January 1, 2014 to December 31, 2014.

1.03 Eligible applicants

Applicants must meet each of the following eligibility requirements for consideration.

Eligible Applicants

Only current contractors for Immunization Services are eligible to submit a continuation application for FY2014.

Electronic Communication Requirements

Applicant is required to maintain and provide to IDPH, upon application, a current and valid email account for electronic communications with IDPH.

1.04 Client confidentiality compliance

Agencies and their subcontractors shall comply with IDPH policies and procedures to protect client confidentiality, and assure security of client information, including electronic files. Contractors are required to comply with all applicable regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

1.05 Service delivery area

Refer to the RFP #58813003 section 1.04 for service delivery area parameters. Any changes in the current service delivery area must adhere to these instructions. Any service delivery area changes for this RFA must be agreed to by existing contractors and applicable boards of health, and approved by IDPH. Submit requests to John McMullen at john.mcmullen@idph.iowa.gov. Written approval must be obtained prior to submitting a continuation application.

1.06 Funding

The source of funding for the Immunization Service activities (childhood, adolescent, IRIS, storage and handling, and pandemic influenza) is federal (317 and pandemic flu) and state. The source of funding for the adult activities is federal (Prevention and Public Health Funds).

Total available Immunization Service funds are approximately $1,155,809 for one contract period. See Appendix IV (Funding Amounts) for the total one year contract period.

The requested amount is based on the following data:

- Population birth through 18 years of age
- Number of children birth through 18 years of age marked as "active" for an agency in IRIS (formerly Immunization Home)
- Unduplicated Individuals: birth through 18 years of age vaccinated by the agency (3 year average)

Total available Prevention and Public Health Funds for adult activities are $297,800 for one contract period. Applicants may apply for up to the maximum amount allocated per county according to Appendix V (Adult Funding Amounts) for the total one year contract period. Adult funds are only available to those agencies who received adult funds in 2013. Annual award of adult funds will be based on amounts received in 2013. Adult funds **MUST** be spent by August 31, 2014.

Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

1.07 Schedule of important dates

The table below lists critical dates in the application and contract award process. Contractors are encouraged to review the entire RFA for detailed information about events, dates, times and sites.

EVENT	DATE
RFA Issued	August 16, 2013
Written Questions and Responses	
Round 1 Questions Due Interim Responses Posted by	August 22, 2013 August 26, 2013
Final Questions Due Final Cumulative Responses Posted by	August 29, 2013 September 3, 2013
Applications Due	September 19, 2013
Post Notice of Intent to Award	November 1, 2013

1.08 Application and forms availability

The RFA will be available on the IDPH Web site under *Funding Opportunities* link: www.idph.state.ia.us. IDPH will send a copy of the RFA to any person or entity which requests the RFA. Blank forms (Attachments) will be available separately in a Zip format compatible with Microsoft (MS) Word 7.0. The provided forms must be used to submit the application.

1.09 Application packet

Contractors are strongly encouraged to review all materials in the application packet and must follow the instructions regarding application forms and format.

Contractors should refer to the RFP #58813003 and this RFA for information on specific administrative or program issues.

1.10 Administrative inquiries

Written questions related to the RFA 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 RFA, 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 RFA. 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 RFA.

1.11 Technical assistance

Technical assistance is available for developing program-specific components of the application. Contractors are encouraged to contact Marnell Kretschmer at 515-281-4917 with questions about program issues.

In no case shall verbal communications override written communications. Only written communications are binding on the IDPH. IDPH assumes no responsibility for representations made by its officers or employees prior to the execution of a legal contract, unless representations are specifically incorporated into the RFA.

1.12 Application submission

Applications must be received by 4:00 p.m. (local Iowa time) on September 19, 2013 by the IDPH SharePoint Service Contract Application Center in compliance with the following requirements:

- Email application 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 RFA 58813003-2. Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named "RFA 58813003-2 (insert your agency name)".
- Do not include additional information or text in the body of the email as it will not be available to IDPH staff.

Applications 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 application will not be considered in the review process.

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

- If the application is received by the IDPH SharePoint Service Contract Application Center after the stated due date and time.
- If the application is submitted in any manner other than by email to applications@idph.iowa.gov.
- If the application is not submitted as a single zipped file or a single PDF file.

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

The application 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 application 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 application 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 application.

It is the applicant's sole responsibility to submit emailed applications in sufficient time so the application is received by the IDPH Service Contract Application Center prior to the stated due date and time. Applicants are strongly encouraged to submit emailed applications as early as possible to allow sufficient time for any unforeseen issues to be resolved prior to the deadline, if they occur. Applications 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 application within the IDPH SharePoint Service Contract Application Center will be generated automatically and emailed to the sender of the emailed application. 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 application 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.

1.13 Right to reject applications/cancellation of RFA

IDPH reserves the right to reject, in whole or in part, any or all applications, to advertise for new Applications, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFA if it is in the best interests of IDPH.

Any application will be rejected outright and not evaluated for the following reason:

1. The applicant fails to submit the application 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 1.07.
2. The applicant is not an eligible applicant as defined in section 1.03.

Any application may be rejected outright and not evaluated for any of the following reasons:

1. The applicant fails to include required information, or fails to include sufficient information to determine whether an RFA requirement has been satisfied.
2. The applicant fails to follow the application format instructions or presents information requested by this RFA in a format inconsistent with the instructions of the RFA.
3. The applicant provides misleading or inaccurate answers.
4. The applicant states that a mandatory requirement cannot be satisfied.
5. The applicant's response materially changes a mandatory requirement.
6. The applicant's response limits the rights of IDPH.
7. The applicant fails to respond to IDPH's request for information, documents, or references.
8. The applicant fails to include any signature, certification, authorization, or stipulation requested in this RFA.
9. The applicant initiates unauthorized contact regarding the RFA with a state employee.

1.14 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.

1.15 Appeal of 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 applications were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

SECTION 2 – APPLICATION COMPONENTS

2.01 Scope and description of services

Contractors are to provide immunization services to Vaccine for Children (VFC) eligible children and adolescents; enter all immunizations administered into Iowa's Immunization Registry Information System (IRIS); properly store vaccines; and either increase annual influenza vaccination rates and/or prepare for pandemic influenza. Each successful applicant shall perform and maintain compliance with program requirements for each Program Area as identified under the application requirements.

Childhood Immunization

The scope of services includes the following criteria:

Required

1. Provide Advisory Committee on Immunization Practices (ACIP)-recommended vaccines to VFC-eligible children. Refer to http://www.cdc.gov/vaccines/schedules/index.html

2. Follow the ACIP General Recommendations on Immunizations located at: http://www.cdc.gov/vaccines/pubs/ACIP-list.htm .

3. Provide barrier-free access to immunization clinics consistent with Vaccines for Children Program (VFC) requirements. Guidance is found at: http://www.idph.state.ia.us/ImmTB/Immunization.aspx?prog=Imm&pg=Vfc

4. Conduct reminder/recall for all children served by your agency. Maintain a log of the number and type of reminders/recalls sent, the number of children who return because of the reminder and the number who do not return, additional reminders sent, and number of appointments re-scheduled

5. Develop a plan to ensure all children utilize a medical home to facilitate continuity of care.

6. Collaborate with the Women, Infant and Children (WIC) agency in your county to provide immunizations, or be available to provide immunizations in the public health office during WIC screening clinics.

7. Identify pockets of under-immunized children in your county and develop a plan to provide immunizations to this population.

8. Establish or continue membership in a local and statewide coalition or advisory group focusing on immunizations.

9. Enter all childhood vaccinations into IRIS within 10 days of vaccine administration.

Adolescent Immunization
The scope of services includes the following criteria:

Required

1. Provide Advisory Committee on Immunization Practices (ACIP)-recommended vaccines to VFC-eligible adolescents. Refer to http://www.cdc.gov/vaccines/schedules/index.html

2. Follow the ACIP General Recommendations on Immunizations located at: http://www.cdc.gov/vaccines/pubs/ACIP-list.htm .

3. Provide barrier-free access to immunization clinics consistent with VFC program eligibility requirements (e.g., extended hours, weekend clinics, school-based clinics). Guidance is found at http://www.idph.state.ia.us/ImmTB/Immunization.aspx?prog=Imm&pg=Vfc

4. Conduct reminder/recall for all adolescents served by your agency. Maintain a log of the number and type of reminders/recalls sent, the number of adolescents who return because of the reminder and the number who do not return, additional reminders sent, and number of appointments rescheduled.

5. Enter all adolescent vaccinations into IRIS within 10 days of vaccine administration.

Optional

1. Promote public awareness of newly recommended vaccines for adolescents and the importance of the adolescent health care visit for children age 11-12 years.

2. Collaborate with local professional organizations and private medical providers to promote adolescent vaccination in the primary care setting.

Vaccine Storage and Handling
The scope of services includes the following criteria:

Required

1. Follow the Recommendations for Storage and Handling of Selected Biologicals by following the Vaccine Storage and Handling Toolkit at: http://www.cdc.gov/vaccines/recs/storage/default.htm

2. Follow the prescribing information outlined in package inserts. http://www.immunize.org/packageinserts/

3. A Vaccine Storage and Handling Plan must be written and followed. Refer to : http://www.idph.state.ia.us/ImmTB/Immunization.aspx?prog=Imm&pg=Handling.

4. Monitor and document temperatures using a currently certified, calibrated thermometer at least twice a day (a.m. and p.m.) for all vaccine storage units.

5. A backup thermometer must be in place in each vaccine storage unit.

6. Service existing vaccine storage units annually. Follow manufacturer recommendations for maintenance and service. Keep an equipment logbook in which documentation of equipment serial numbers, installation dates, dates of routine maintenance, dates of service/repairs and contact information on service provider and where equipment instructions are located.

7. Staff will attend IDPH offered vaccine storage and handling trainings.

8. Immediate action consistent with the Agency Vaccine Storage and Handling Plan is required when temperatures are recorded outside the recommended ranges.

9. Purpose built refrigerators and stand-alone freezers OR stand-alone refrigerator units must be purchased when replacing existing units.

10. Provide education for new employees, and an annual review for current immunization staff, on storage and handling procedures. Documentation is required in the year-end report.

11. One staff person will be designated as the primary person to document temperatures twice daily and to take action when temperatures are out of range.

12. Staff will be trained as back up and will record temperatures and perform other duties when the primary staff person is not available.

13. Supervisor will review and sign temperature logs monthly.

14. Maintain temperature logs for a minimum of three years.

Iowa's Immunization Registry Information System

The scope of services includes the following criteria:

Required

Utilize Iowa's Immunization Registry Information System (IRIS).

1. Enter all immunizations administered by your agency into IRIS within 10 days of vaccine administration.
2. Upon receipt of immunization orders, accept orders on-line through IRIS within 24 hours.

Pandemic Influenza
The scope of services includes the following criteria:

It is required to do at least one of the following:

1. Provide influenza vaccine through community-based immunization clinics.

2. Provide influenza vaccine to school aged children at school located vaccination clinics.

3. Provide education/communication within your community on the importance of receiving annual influenza vaccination.

4. Hold mass vaccination clinics at sporting events, festivals or other mass gatherings, workplaces, pharmacies, local health centers, grocery stores, shopping centers, or other settings designed specifically to reach individuals at high-risk for influenza complications due to chronic medical conditions (e.g. asthma, heart disease, diabetes, or > 64 years of age).

5. Develop or update agency's pandemic influenza preparedness plans to include the following:

    A. Use of alternative vaccinators (e.g. pharmacists).

    B. Use of work-sites or employee groups for vaccination.

    C. Identification and distribution of pandemic vaccine to medically or socioeconomically vulnerable populations, including those with ACIP defined high-risk medical conditions.

    D. Identification and distribution of pandemic influenza vaccine to critical infrastructure/Tier 1 personnel (EMSD, fire, etc).

Adult
(Optional; this section is only for LPHAs who choose to use Prevention and Public Health Funds to increase adult immunization rates in their counties)

The following activities are required for LPHAs who choose to use adult Prevention and Public Health Funds. Vaccine is not allowed to be purchased with adult Prevention and Public Health Funds.

1. Become an active member and pay membership dues in the statewide Iowa Immunization Coalition. Annual membership dues are $100.

2. Increase immunization rates for one adult recommended vaccine other than influenza.

3. Enter all doses of adult vaccine administered in IRIS.

LPHAs that choose to use adult PPHA funds must select at least one of the following adult activities:

1. Bill third party payers, including private insurance companies for the cost of the vaccine and administration cost.

2. Utilize the media campaign and tools created by the Iowa Immunization Coalition to promote awareness of adult immunizations.

3. Provide education to the public and health care providers on adult immunizations.

4. Partner with local pharmacies and businesses to assist or conduct employer-vaccination clinics.

5. Provide adult immunization clinics (other than flu) at your agency or other community locations.

2.02 Application requirements

Submitted applications must contain the following items and be prepared by the applicant in compliance with these instructions, meeting all minimum and eligibility requirements outlined in this RFA and the RFP.

A. Cover Page: Identifies the applicant's legal name, federal identification number, and key contact information for the project. 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 – See Appendix IV

- Conditions/Signature – A person authorized to execute legal documents on behalf of the applicant 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 Application – Provide information for agency personnel associated with this application. 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.

- Executive Director Name, email address, experience and license number as applicable – 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.
- Program Administrator Name, email address, experience, license number as applicable – 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 applications.
- Fiscal Director Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual with overall responsibility and authority for financial management for this program.
- (Insert Title) [list other types of professional staff to be included in the Key Personnel Form] Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual(s) with (insert statement).
- County - List the county where services will be provided.

B. Minority Impact Statement: Identifies the applicant's potential impact of the project's proposed programs or policies on minority groups. 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 and dated by a person authorized by the applicant agency and return it with the application.

C. Mid-Year Progress Report on 2013 objectives (see Attachment C)

D. Work Plan. Complete Attachment D (Work Plan Template) by following the attached instructions.

2.03 Budget

The applicant will submit a line item budget of anticipated direct project costs for the period of January 2014 through December 2014. The budget shall include only the line item categories listed below and comply with the guidelines as outlined in Section 2.03 of the RFP. The applicant shall complete required form (**Attachment E, Budget Worksheet)** identifying proposed expenditures:

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

1. Salary/Fringe Benefits:

List all staff directly funded, entirely 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 1.17 of this RFP and Section 5 of the IDPH General Conditions for subcontract provisions and requirements. If services performed for any activities outlined in this RFP are to be subcontracted, the applicant must include subcontractor name and estimated dollar amount of each subcontract.

3. Equipment:

List any equipment anticipated to be purchased with these funds. Equipment is defined as any item with a cost or value of $5,000 or more and with an anticipated useful life of one year or more. If the item does not meet this definition, it should be included in "other" costs.

4. 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. This will include any equipment costs not meeting the above definition for equipment.

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.

5. Administrative Costs or Federally Approved Indirect Rate

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

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.

SECTION 3 – EVALUATION PROCESS AND CRITERIA

3.01 Review process

Review Committee: All applications that meet the technical requirements outlined in Section 3.03 of this RFA will be assigned for review of content and completeness. Applications that fail to satisfy technical requirements or application content may be eliminated from the application review. These applications may be rejected and will not be returned to the applicant. IDPH will notify the applicant of a rejection that occurs during technical review phase. In this continuing year of the project period, applications will be reviewed without awarding point scores.

Final Review and Award: The appropriate Bureau Chief(s) and the Division Director will review the evaluation and recommendation.

On November 1, 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.

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 is not executed within ten (10) working days, IDPH reserves the right to request competitive applications, or offer the contract to a contractor in a contiguous county/region, or other entity deemed appropriate by IDPH. IDPH may, at its sole discretion, extend the time period for negotiations of the contract.

3.02 Review tool

Each application will be reviewed using the review tool included as Appendix II to this RFA.

3.03 Technical requirements

Submitted applications must meet the following formatting and technical requirements:

A. Application documents must be submitted in a single zipped file (preferred) or single PDF file format, no larger than 20 MB, and emailed per the instructions outlined in section 1.06 E. (Refer to **Appendix III** for zipping instructions).

A. Shortcuts or links to application documents will not be accepted and shall result in document rejection, which may result in rejection of the application.

B. Applications must be typewritten and follow the format delineated herein.

Aspect	Requirement
Format	Documents must be created in MS Office Word or Excel. MS Office 97-2003 format is the minimum product accepted. Templates MUST not be changed or altered.
Length	There is no page limit for the narrative sections.
Font size	Follow the font size of the templates.

Margins	Must be a minimum of one inch on all sides.
Spacing	May be single- or double-spaced.
Header or Footer and Pagination	Insert a header or footer that identifies the applicant name, page number and the RFP number. All pages are to be sequentially numbered (1, 2, 3…) inclusive of all documents at the bottom or top of each page, including the cover page, maps, charts, budget pages, tables, and appendices or attachments; and beginning with the cover page as number one. If applicant is submitting an audit report (if required from section 3.04), this audit appendix does not need to be included in the sequentially numbered appendices.
Signature on Cover Page	The cover page (page 1 of Attachment A) must be complete and contain electronic signatures by an individual authorized to obligate the applicant agency.
Minority Impact Statement	The minority impact statement must be complete and contain an electronic signature by an individual authorized by the applicant agency.
Application content	Failure to adhere to prescribed instructions, technical requirements, format, or application content may result in disqualification (rejection) of the application.

D. Do not submit promotional materials. Promotional materials or items other than required by this RFA will not be considered during the review process.

E. Any information or materials submitted separately from the application will not be considered in the review process.

3.04 Misleading or inaccurate information

All materials submitted are subject to verification. Providing misleading or inaccurate information shall be grounds for rejection of the application.

SECTION 4 – CONTRACT

4.01 Conditions

Any contract awarded by the IDPH shall include specific contract provisions and the IDPH General Conditions effective January 1, 2013 Revised 1.10.10 as posted on the IDPH Web page under *Funding Opportunities:* www.idph.state.ia.us. 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.

The 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 RFA and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFA. All costs associated with complying with these requirements should be included in the application. If the contract exceeds $ 500,000, or if the contract together with other contracts awarded to the Contractor by IDPH exceeds $ 500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code Chapter 8F.

IDPH requires contractors to link with the local board of health when providing services supported by IDPH 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 IDPH.

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

4.02 Incorporation of documents

The RFP, any amendments, and written responses to applicant questions, and the application submitted in response to the RFA form a part of the contract. The parties are obligated to perform all services described in the RFP, RFA, and applications unless the contract specifically directs otherwise.

4.03 Contractual payments

The IDPH provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514. In the event the contractor lacks sufficient working capital to provide the services of the contract, an advance not to exceed one-twelfth (1/12) of the contractual amount may be provided by the IDPH. One -third (1/3) of this advance will be deducted from eligible reimbursement of expenses for the 9th month of service.

SECTION 5 – 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 Review Tool
- Appendix III Zipping Instructions
- Appendix IV Funding Amounts
- Appendix V Adult Funding Amounts

SECTION 6 – 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 in the applications as outlined in Section 2 of this RFA.

- Attachment A Cover Page and Key Personnel
- Attachment B Minority Impact Statement
- Attachment C Mid-Year Progress Report
- Attachment D Work Plan
- Attachment E Budget Worksheet