IOWA DEPARTMENT OF PUBLIC HEALTH

DIVISION OF HEALTH PROMOTION
AND CHRONIC DISEASE PREVENTION

REQUEST FOR PROPOSAL 58813014

Abstinence Education Grant Program

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SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Request for Proposal (RFP) 58813014 is to solicit proposals that will enable the Iowa Department of Public Health (IDPH) to select the most qualified applicants to provide abstinence education and, where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activity.

1.02 Project Period/Contract Term

The project period shall be from February 1, 2013 through September 30, 2015.

IDPH expects the initial contract period to be an eight (8) month term from February 1, 2013 through September 30, 2013. IDPH shall have the option to renew the contract for up to two (2) additional one (1) year terms subject to review of the continuation application, contractor performance and compliance with the terms and conditions of the contract, and availability of funds.

The issuance of this RFP in no way constitutes a commitment by IDPH to award a contract.

1.03 Eligibility Requirements

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

Eligible Applicants
Private, governmental and non-profit organizations or agencies are eligible to submit proposals in accordance with this RFP.

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 Service Delivery Area

Service delivery population are youth that are high-risk or vulnerable for pregnancies and are culturally underrepresented. For Iowa these populations have been identified to include teens aged 10-19 who are residing in areas with high teen birth rates.

The eight (8) counties listed in the table below have been identified as at high risk for adverse outcomes including teen pregnancy through a needs assessment completed in 2011. (See **Appendix I**) Each county identified is considered a Service County. Applicants can apply to implement the AEGP in one (1) Service County. Applicants can only submit one (1) proposal and only the Teen Outreach Program (TOP®) curriculum can be implemented within the identified Service County.

Service County
Buena Vista
Webster
Marshall
Polk
Wapello
Appanoose
Muscatine
Lee

The applicant agency must demonstrate their capacity to implement and maintain fidelity to the Teen Outreach Program (TOP®) curriculum. **Proposals submitted proposing to implement TOP® in more than one (1) Service County will be rejected and not reviewed by IDPH.**

1.05 Available Funds

The source of funding is 100% federal dollars through the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Administration on Children Youth and Families (ACYF), and the Family and Youth Services Bureau (FYSB).

IDPH anticipates a total of $80,000 will be available for up to two (2) awards. Applicants may apply for up to $40,000 to effectively implement the project with consideration of number of youth to be served, as well as ability to meet the match requirements.

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

MATCH: There is a required 100% match for all funds **awarded**. The match can be in-kind or cash dollars at a 1:1 ratio. The match may be from state dollars, local government dollars, private dollars, such as foundation dollars, or in-kind support. (Refer to **Appendix II** for sample match)

1.06 Schedule of Events (All times and dates listed are local Iowa time.)

The following dates are set forth for informational purposes. IDPH reserves the right to change them.

EVENT	DATE
RFP Issued	November 7, 2012
Written Questions and Responses	
Round 1 Questions Due Interim Responses Posted By:	November 20, 2012 November 27, 2012
Cumulative Questions Due Interim Responses Posted By:	December 4, 2012 December 11, 2012
Letters of Intent	November 29, 2012
Proposals Due	December 20, 2012
Post Notice of Intent to Award	January 15, 2013

A. **RFP Issued – November 7, 2012**: IDPH will post the RFP on the IDPH Web page under the *Funding Opportunities* quick link at: www.idph.state.ia.us. IDPH will send a copy of the RFP to any person or entity which requests the RFP.

B. **Applicant's Conference** -- an Applicant's Conference will not be held.

C. **Written Questions and Responses**. Written questions related to the RFP must be submitted via email to Stacey Hewitt at stacey.hewitt@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 RFP, 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 RFP. 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 RFP.

D. **Letters of Intent Due –November 29, 2012**: An applicant is required to send a letter of intent via email to Stacey Hewitt at stacey.hewitt@idph.iowa.gov by November 29, 2012.

The letter of intent must include the applicant's name, mailing address, electronic mail address, fax number, telephone number, chosen service county, indicate if program will be implemented in a community based setting or a school based setting and a statement of intent to apply for this RFP.

Failure to submit a letter of intent to IDPH by the deadline specified and in the manner specified will result in the rejection of the applicant's proposal. A letter of intent emailed to Stacey Hewitt after the stated due date and time will be rejected and not reviewed by IDPH. IDPH will notify the applicant of the rejection.

E. **Proposals Due – December 20, 2012**: Proposals must be received by 4:00 p.m. (local Iowa time) on December 20, 2012 by the IDPH SharePoint Service Contract Center in compliance with the following requirements:

- Email 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. (See **Appendix III** for zipping instructions).
- The subject line of the email must read "RFP 58813014". Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named "RFP 58813014 (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.

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

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

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

IDPH will notify the applicant of the rejection.

The due date and time requirements for receipt of the proposal are mandatory requirements and will not be subject to waiver as a minor deficiency. The date and time of submission of a proposal is automatically documented upon receipt by the IDPH SharePoint Service Contract Center. Applicants have the sole responsibility to ensure their emailed proposal is received by the IDPH SharePoint Service Contract Center prior to the deadline.

An electronic notification of receipt of the applicant's email will be generated automatically. 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 submits emails the proposal multiple times, only the last submission received by IDPH SharePoint Service Contract Center prior to the stated due date and time will be accepted for review.

F. **Release of Names of Applicants – December 27, 2012**: The names of all applicants who submitted proposals by the deadline shall be released to all who have requested such notification via an email request to Stacey Hewitt at stacey.hewitt@idph.iowa.gov.

G. **Notice of Intent to Award – January 15, 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.

H. **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.

1.07 Inquiries

During the period following release of this RFP and until the Notice of Intent to Award is posted, applicants should contact only Stacey Hewitt in the manner provided for in section 1.06(C). Unauthorized contact regarding this RFP with other state employees may result in disqualification. In no case shall verbal communications override written communications. Only written communications are binding on IDPH.

IDPH assumes no responsibility for representations made by its officers or employees prior to the execution of a legal contract, unless such representations are specifically incorporated into the RFP or the contract.

Any verbal information provided by the applicant shall not be considered part of its proposal.

1.08 Amendments to the RFP

IDPH reserves the right to amend the RFP at any time. In the event IDPH decides to amend, add to, or delete any part of this RFP, a written amendment will be posted on the IDPH Web site. The applicant is advised to check the IDPH Web site periodically for amendments to this RFP.

1.09 Open Competition

No attempt shall be made by the applicant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

1.10 Withdrawal or Resubmission of Proposals

Proposals may be withdrawn, modified and resubmitted by an applicant at any time prior to the stated due date and time for the receipt of proposals. If an applicant emails the proposal multiple times, only the last submission received by IDPH SharePoint Service Contract Center prior to the stated due date and time will be accepted for review. **An applicant desiring to withdraw its proposal after submission shall submit notification via email to Stacey Hewitt at stacey.hewitt@idph.iowa.gov.**

1.11 Acceptance of Terms and Conditions

A. An applicant's submission of a proposal constitutes acceptance of the terms, conditions, criteria and requirements set forth in the RFP and operates as a waiver of any and all objections to the contents of the RFP. By submitting a proposal, an applicant agrees that it will not bring any claim or have any cause of action against IDPH or the State of Iowa based on the terms or conditions of the RFP or the procurement process.

B. IDPH reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of this RFP. Should the successful applicant take exception to the terms and conditions required by IDPH, the successful applicant's exceptions may be rejected and IDPH may elect to terminate negotiations with that applicant. However, IDPH may elect to negotiate with the successful applicant regarding contract terms which do not materially alter the substantive requirements of the RFP or the contents of the applicant's proposal.

1.12 Costs of Proposal Preparation

All costs of preparing the proposal are the sole responsibility of the applicant. IDPH is not responsible for any costs incurred by the applicant which are related to the preparation or submission of the proposal or any other activities undertaken by the applicant related in any way to this RFP.

1.13 Multiple Proposals

Only one (1) proposal will be accepted from each applicant.

1.14 Oral Presentation

Applicants may be requested to make an oral presentation of the proposal. The determination of need for presentations, the location, order, and schedule of the presentations is at the sole discretion of IDPH. If an oral presentation is required, applicants may clarify or elaborate on their proposals, but may in no way change their original proposal.

1.15 Rejection of Proposals/Cancellation of the RFP

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

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

1. The applicant fails to submit the letter of intent, if required by this RFP, by the relevant dates and times and in the manner stated in section 1.06.
2. 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 1.06.
3. The applicant is not an eligible applicant as defined in section 1.03.

C. Any proposal may be rejected outright and not evaluated for any one of the following reasons:

1. The applicant fails to include required information or fails to include sufficient information to determine whether an RFP requirement has been satisfied.
2. The applicant fails to follow the proposal format instructions or presents information requested by this RFP in a format inconsistent with the instructions of the RFP.
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 right 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 by this RFP.
9. The applicant initiates unauthorized contact regarding the RFP with a state employee.

1.16 Restrictions on Gifts and Activities

Iowa Code Chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and for complying with these requirements.

In addition, Iowa Code Chapter 722 provides that it is a felony offense to bribe a public official.

1.17 Use of Subcontractors

A. The applicant is permitted to subcontract for the performance of certain services required under the contract. Subcontracts must adhere to the provisions of Section 5 of the IDPH General Conditions effective October 1, 2009 as posted on the IDPH Web page at www.idph.state.ia.us under the *Funding Opportunities* link. Planned use of subcontractors by an applicant must be clearly explained in the proposal and on the Subcontracts Form (**Attachment H**). This information must include:

1. The name and address of the subcontractor if known;
2. The scope of work to be performed by each subcontractor;
3. Subcontractor qualifications; and
4. The estimated dollar amount of each subcontract.

B. Current individual employees of the State of Iowa may not act as subcontractors under this contract.

C. 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.

1.18 Reference Checks

IDPH reserves the right to contact any reference to assist in the evaluation of the proposal, to verify information contained in the proposal and to discuss the applicant's qualifications and the qualifications of any subcontractor identified in the proposal.

1.19 Criminal Background Checks

IDPH reserves the right to conduct criminal history and other background investigations into the applicant, its officers, directors, managerial and supervisory personnel, clerical or support personnel, and health care professional personnel retained by the applicant for duties related to the performance of the contract. Such information may be used in determining contract awards. The applicant shall cause all waivers to be executed by appropriate persons to effectuate the investigations.

1.20 Information from Other Sources

IDPH reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's product or services, personnel, and subcontractors, and the applicant's capability and performance under other IDPH contracts, other state contracts and contracts with private entities. IDPH may use any of this information in evaluating an applicant's proposal.

1.21 Verification of Proposal Contents

IDPH reserves the right to verify the contents of a proposal submitted by an applicant. Misleading or inaccurate responses shall result in rejection of the proposal pursuant to Section 1.15.

1.22 Bid Proposal Clarification Process

IDPH may request clarification from applicants for the purpose of resolving ambiguities or questioning information presented in the proposals. Clarifications may occur throughout the proposal evaluation process. Clarification responses shall be in writing and shall address only the information requested. Responses shall be submitted to IDPH within the time stipulated at the time of the request. An applicant will not be permitted to modify or amend its proposal if contacted by IDPH for this reason.

1.23 Waivers and Variances

IDPH reserves the right to waive or permit cure of non-material variances in the proposal's form and content providing such action is in the best interest of IDPH. In the event IDPH waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the applicant from full compliance with RFP specifications or other contract requirements if the applicant is awarded the contract. The determination of materiality is in the sole discretion of IDPH.

1.24 Disposition of Proposals

All timely proposals become the property of IDPH and shall not be returned to the applicant.

If IDPH awards funds to an applicant, the contents of all proposals will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.

1.25 Public Records

All information submitted by an applicant will be treated as public information following the conclusion of the selection process unless the applicant properly requests that information be treated as confidential at the time the proposal is submitted.

Any request for confidential treatment of information must be included in the transmittal letter with the applicant's proposal. In addition, the applicant must enumerate the specific grounds in Iowa Code Chapter 22 which support treatment of the material as confidential. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the applicant to respond to any inquiries by IDPH concerning the confidential status of the materials.

Any proposal submitted which contains confidential information must be conspicuously marked as containing confidential information and must indicate which sections of the proposal should be treated as confidential. Identification of the entire proposal as confidential shall be deemed non-responsive and shall disqualify the applicant. A Proposal containing confidential information must be emailed as a single zipped file (see **Appendix III** for zipping instructions) or PDF to applications@idph.iowa.gov by 4:00 p.m. (local Iowa time) on December 20, 2012. The subject line of the email must read RFP 58813014. The single zipped file or PDF must be named "RFP 58813014 (insert your agency name) Confidential".

The applicant must submit one copy of the proposal from which the confidential information had been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the proposal as possible. A proposal from which the confidential information had been excised must be emailed as a single zipped file or PDF to applications@idph.iowa.gov by 4:00 p.m. (local time) on December 20, 2012. The subject line of the email must read RFP 58813014. The single zipped file or PDF must be named "RFP 58813014 (insert your agency name)".

In the event IDPH receives a public request for RFP information marked confidential, written notice shall be given to the applicant seventy-two (72) hours prior to the release of the information to allow the applicant to seek injunctive relief pursuant to Iowa Code Section 22.8. The information marked confidential shall be treated as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other provisions of law by a court of competent jurisdiction.

The applicant's failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by IDPH as a waiver of any right to confidentiality which the applicant may have had.

1.26 Copyrights

By submitting a proposal, the applicant agrees that IDPH may copy the proposal for the purpose of facilitating the evaluation of the proposal or to respond to requests for public records. By submitting the proposal, the applicant consents to such copying and warrants and represents that such copying will not violate the rights of any third party. IDPH shall have the right to use ideas or adaptations of ideas that are presented in the proposals. In the event the applicant copyrights its proposal, the department may reject the proposal as noncompliant.

1.27 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 award decision by filing a written appeal to IDPH within 10 working days of posting of the Notice of Intent to Award in accordance with 641 Iowa Administrative Code (IAC) Chapter 76. Appeals shall be submitted in writing, return receipt requested, to Stacey Hewitt, 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.

1.28 Definition of Contract

The full execution of a written contract by both parties shall constitute the making of a contract for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the successful applicant and the IDPH.

1.29 Construction of RFP

This RFP shall be construed in light of pertinent legal requirements and the laws of the State of Iowa. Changes in applicable statutes and rules may affect the award process or the resulting contract. Applicants are responsible for ascertaining the relevant legal requirements.

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SECTION 2 – DESCRIPTION OF SERVICES

2.01 Background

The purpose of the Abstinence Education Grant Program (AEGP) is to provide abstinence education, and, where appropriate mentoring, counseling and adult supervision to promote abstinence from sexual activity. The AEGP will do this by implementing evidence based curriculum focusing on abstinence eduction within Iowa's high-risk youth populations. Evidence-based curriculum for provision of abstinence based education services focus on risk avoidance strategies and provide youth with the tools and resources necessary to abstain from or delay the initiation of sexual activity.

2.02 Description of Work and Services

The program items listed within this section of the RFP are minimum program expectations and requirements. Applicants must comply with all minimum requirements as outlined. If the applicant intends to subcontract for any part of the AEGP, the applicant must demonstrate a previous successful partnership with subcontractor. The subcontractor must demonstrate a history of collaboration and partnerships with the applicant as well as other service providers within the communities where they intend to provide services. Subcontractors will be expected to attend required meetings, participate in conference calls and site visits, and meet AEGP reporting requirements.

For considerations in this RFP, the following are definitions:

Definitions

- **Mentoring** - Provide young people with safe and trusting relationships; healthy messages about life and social behavior; appropriate guidance from a positive adult role model; and opportunities for increased participation in education, civic service, and community activities.
- **Counseling** - Guidance to individuals, families, groups, and communities by such activities as giving advice, decision alternatives, helping to articulate goals, and providing needed information.
- **Adult Supervision** - Consistent monitoring and appropriate structure provided in community programs by competent and caring adults. Adult supervised programs and activities are conducted in a safe environment and provide consistent and appropriate boundaries and behavioral expectations for participating youth.

Goals of the AEGP Program

The overall goals of the AEGP are:

- **GOAL 1**: Promote the state AEGP vision and goals through the systematic implementation of TOP®.
- **GOAL 2**: Mobilize community partnerships that promote the implementation and sustainability of the TOP®.
- **GOAL 3**: Develop a strong outreach and recruitment plan including a plan for program promotion that assures maximum buy-in and participation from community leaders and participants.

1. Priority Populations

Successful proposals will focus on youth that are high-risk or vulnerable for pregnancies and are culturally underrepresented.

For Iowa these populations have been identified to include teens aged 10-19 who are:

- Youth residing in areas with high teen birth rates.

2. Service Areas

Applicants may identify the service county in which services will be provided to the identified priority populations.

3. Program Curriculum to be implemented

The curriculum selected for the AEGP program under this RFP is TOP®. Careful consideration must be given to medical accuracy, fidelity to the curriculum and cultural competency during their implementation. In order to maintain program curriculum fidelity, applicants must not make curriculum adaptations, unless approved by IDPH as outlined in Section 4. Curriculum Adaptations.

Replication Model	**Teen Outreach Program™ (TOP®)**
Target Audience	Youth residing in areas with high teen birth rates.
Age	12 to 18
Intended Result	Reduce rates of teen pregnancy, school failure and school suspension
Setting	Small group; appropriate for school or community-based setting
Program Length	9 month program
Staffing	Facilitator training required.
Abstinence	Included
Contraception for Pregnancy/ STI Prevention	Included
Training	A three (3) day training is required for all staff members who will implement the programs as a Facilitator. Training will be held in Des Moines, IA. Tentative dates for training are February 20-22nd, 2013.
Curriculum	Component 1: minimum of 20 hours of community service implementation period; Component 2: weekly group meetings throughout the implementation period.

The program can be implemented in a school setting or a community based setting. Applicants applying for a school based setting must have a letter of agreement from the school prinicpal allowing the applicants to implement the AEGP in their school.

4. Curriculum Adaptations

Curricula must be replicated with fidelity. Any contract awarded as a result of the RFP will require medically accurate content, and any modifications to the curriculum will require prior approval from IDPH. Applicants must sign and submit the Program Fidelity Assurances and Certifications form (**Attachment K**) with their application.

Successful applicants will be expected to maintain fidelity to the curriculum. Successful applicants will maintain fidelity logs and adaptation forms. IDPH will review and approve all adaptation proposals prior to implementation and monitor all program fidelity logs. The fidelity logs will also be submitted on a monthly basis. Instructions for completing the Adaptation Proposal Form (**Appendix IV**) and the Program Fidelity Log (**Appendix V**) will be provided to successful applicants.

Successful applicants will receive technical assistance on incorporating adaptations to the curriculum, which should be minimal. The adaptations could include revising details in a role play, updating outdated statistics, adjusting reading and comprehension levels, making activities more interactive or tailoring learning activities and instructional methods to youth culture or development level.

Though there are compelling reasons to adapt the curriculum, applicants must be acutely aware of the fine line between implementing with fidelity and compromising fidelity. Successful applicants will be required to follow an adaptation process, as prescribed by IDPH, in order to make informed and strategic adaptations (**Appendix IV**).

5. General Implementation and timelines:

It is the expectation that all successful applicants will be adequately trained for program implementation based on the curriculum. Training will be provided by the IDPH; and will be tailored based on the curriculum.

- TOP® training will be conducted by Community! Youth Concepts

After successful applicants have received training they will be expected to begin program implementation within the identified service areas. If the applicant is implementing in a school based setting, the applicant must implement a pilot program during the Spring 2013 academic year. If the applicant is implementing in a community based setting, the applicant must implement programming by July 1, 2013.

Applicant shall develop a strong outreach and recruitment plan including a plan for program promotion that assures maximum buy-in and participation from community leaders and participants.

In addition, a retention plan can be developed. The program should provide opportunities for each participant to become involved within the group according to their strengths and interests; as well as provide a means to honor or recognize participants for accomplishments or growth; and leadership

opportunities for participants. Because attendance may be challenging, applicants may choose to provide appropriate incentives.

2.03 Objectives

Successful applicants will be required to meet the following objectives during implementation throughout the project period.

- The contractor will implement the AEGP program with priority populations as indicated among Iowa youth.
- The contractor will implement services in their respective service county.
- The contractor will maintain fidelity to the TOP® model and submit any curriculum adaptations to IDPH for approval prior to implementation.
- The contractor will refer youth to existing health and related services within their service area, such as Title X family planning providers, Title V maternal and child health providers, and oral health providers. As appropriate, the contractor may refer youth to other health care services (e.g., substance abuse, alcohol abuse, tobacco cessation, family planning, mental health issues, and intimate partner violence).
- The contractor will be required to participate in program evaluation. The contractor will be responsible for collecting data as outlined by IDPH.
- The contractor will be responsible for program promotion at their local level. Materials will be subject to approval by IDPH prior to distribution.
- The contractor will be responsible for the development of a plan to sustain the AEGP program beyond the project period. This plan will continue to be built upon throughout the project period.

In addition, it is a requirement that of all the youth that begin participation in the program, at least 75% will complete the program.

2.04 Staffing or Personnel Requirements

Adequate staffing is required to support project implementation throughout the project period.

- **Project Director:** This position requires highly specialized knowledge of youth development, community organizing, and public health principles. The position also requires strong leadership skills and coordination with partners at the state and local level. The agency must have experience in providing training and technical assistance with a variety of partners. The Project Director will also have experience in directing and guiding project and budget management and evaluation at either the federal, state or local level and will be prepared to assure the achievement of the duties as identified in Section 2.01. (**Attachment C1)**
- **Program Facilitator:** Applicant must identify a person dedicated to acting as the program facilitator for implementation of the AEGP. This position requires highly specialized knowledge of adolescent health and social issues, and public health principles. The Facilitator should possess strong leadership skills and should have experience in the implementation of curriculum, data collection, and program evaluation, as well as the ability to execute the duties listed in Section 2.01 of the proposal and Program Fidelity Assurances and Certifications form (**Attachment C2**).

- If either the Project Director and/or the Program Facilitator position (s) are vacant, the **applicant must provide a plan for recruitment and the job qualifications required.**

2.05 Budget

A line item budget is required to reflect costs of services for Abstinence Education contract period (February 1, 2013 through September 30, 2013). The budget shall reflect projected staffing patterns and include only costs of activities, supplies, and incentives specifically directed to the administration of the curriculum and included in the action plan, including travel and training. Inherently religious activities are excluded. Refer to Section 3 for further budget instructions.

There is a **100% match** for all funds **awarded**. The match can be in-kind or cash dollars at a 1:1 ratio. The match may be from state dollars, local government dollars, private dollars, such as foundation dollars, or in-kind support. The applicant must identify the proposed match upon proposal submission.

2.06 Required Reporting

Reports are listed to provide applicants an understanding of reporting expectations throughout the contract period. Reports listed below, as well as the due date and method of submission, are subject to change at the sole discretion of IDPH.

Required reports include the following:

Time Frame	Report	Due Date	Method of Submission
Monthly			
	Curriculum Report/Pre-/Post-test data	To be determined	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site
	Adaptation Proposal Forms	At least two (2) weeks prior to implementation of lesson	Email directly to IDPH AEGP Consultant
	Program Fidelity Log	Within three (3) days of a completed session.	Submit via Adobe Acrobat to IDPH AEGP Consultant
Quarterly			
	Narrative Summary of Activities	April 15, 2013 July 15, 2013 October 15, 2013	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site
	Course Description Table	April 15, 2013 July 15, 2013 October 15, 2013	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site
Yearly			
	Annual Report	October 31, 2013	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site

Expense Reports:
The successful applicants shall prepare a monthly expense report in an Electronic Expenditure Workbook (EEW).

Expense Report	Date Due
Monthly Electronic Expenditure Workbook (EEW)	Submit expenses within 45 days of month of expenditure

Monthly Reports:

1. **Expenditure Report:** The contractor shall prepare a monthly expenditure report in the Electronic Expenditure Workbook (EEW). This will be posted to the correct contract folder within the contractor's SharePoint contract site by the contractor by the 15th of each month.
2. **Reporting related to the curriculum:** The contractor shall respond to all reporting and data collection requirements.
3. **Adaptation Proposal Forms** (**Appendix III**): The contractor will fill out this form when an adaptation to the curriculum is sought. The contractor will be expected to submit the completed form to the IDPH Program Consultant for approval at least two (2) weeks prior to scheduled implementation.
4. **Program Fidelity Monitoring Log** (**Appendix IV**): This log will be filled out by the contractor following the completion of each lesson. All logs completed during the course of one (1) calendar month will be due within three (3) days of a completed session

Quarterly Reports:

1. **Activity Progress Reports:** A **narrative summary** of activities aimed at infrastructure building will be submitted quarterly. These activities can include, but are not limited to: parent education programming; education for local businesses, health practitioners, local Department of Human Resources, child welfare agencies and policymakers; and demonstration of required community linkages. In the narrative summary, successful applicants should include at least 1-2 detailed success stories, lessons learned, activities and accomplishments. The narrative should also describe any staffing or personnel changes, and any obstacles you have encountered. Technical assistance will be provided.
2. **Course Description Table** (**Appendix VI**)**:** The contractor will use the Course Description Table to report the number of program participants, demographics of participants, location and number of sessions attended.

2.07 Required Meetings:
Meeting requirements are listed to provide applicants an understanding of these expectations throughout the contract period; as well as to allow for budgeting purposes. Meetings listed below, as well as the frequency and dates to be held are subject to change at the sole discretion of IDPH.

Required meetings include the following:

Meeting	Frequency	Date
On-site Visit from IDPH	Issue and time specific	At least two (2) visits annually
Statewide Steering Committee Meetings	Semi-Annually	By: March 15, 2013 July 15, 2013
Training for Staff Facilitators on chosen curriculum	Prior to Abstinence Education Implementation	To Be Determined
Conference Call with all Abstinence Education Contractors	Monthly	To Be Determined
Conference Call with each Abstinence Education Contractor	Monthly	To Be Determined
Additional Meetings and Trainings	Issue-specific	As needed
Project Connect	One time	To Be Determined

Successful applicants and any subcontracted staff will be required to:

A. Participate in **on-site visits** with IDPH staff at the contractor's agency, to include at least two (2) annually.
B. Participate in **Statewide Steering Committee** meetings. The Steering Committee will convene semi-annually. Meetings will be face-to-face with mandatory attendance for contractor staff. At a minimum, the program facilitator will be required to attend, with attendance of the project director preferred.
C. Attend **trainings** facilitated by IDPH on the curricula. IDPH will fund staff training on chosen curriculum along with a copy of the curriculum for each site.
D. Participate in monthly **conference calls** with all Abstinence Education contractors and the IDPH Program Consultant.
E. Participate in **monthly phone calls** with the IDPH Program Consultant to discuss agency-specific items.
F. Attend a **training** facilitated by Project Connect on intimate partner violence, sexual assault, birth control sabotage, and reproductive coercion. This training is to be completed once by each facilitator.
G. Particiapate in any **additional trainings or meetings** as issues needing immediateattention arise.

SECTION 3 -- PROPOSAL FORMAT AND CONTENT

These instructions prescribe the format and content of the proposal and are designed to facilitate the submission of a proposal that is easy to understand, review, and evaluate.

3.01 Technical Requirements

A. Proposal 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.

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

C. Proposals 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.
Length	There is no page limit for the narrative sections.
Font size	Proposal must be in a minimum of 12 point font. A smaller font may be used for tables, figures or maps.
Margins	Narrative sections must use a minimum of one inch on all sides. Required forms contain preset margins which may not be changed.
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.
Signatures on Cover Page	The cover page (page 1 of **Attachment A**) must be complete and contain an electronic signature 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.
Proposal content	Failure to adhere to prescribed instructions, technical requirements (section 3.01), format, or proposal content (section 3.02) may result in disqualification (rejection) of the proposal.

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

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

3.02 Proposal Content

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**.

- Service Area- In the table provided, identify the county in which services are proposed.

- Total Funds Requested – Indicate the total amount of funds requested, not to exceed the amounts outlined in section 1.05.

- Conditions/Signature – The person authorized to legally obligate the applicant agency must date and insert an electronic signature to certify that the applicant is in agreement with the conditions listed.

- 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.

    - 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.

    - Project Director*: Name, email, address, experience, license number as applicable – Complete the table by providing the name of the person that the department can contact concerning the proposal.

    - Program Facilitator*: 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.

    - 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.

*The applicant must complete **Attachments C1 and C2**, a bio sketch for the Project Director and Program Facilitator and submit it with the RFP materials. Refer to minimum staffing requirements outlined in Section 2.03.

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.
- Insert an electronic signature of an individual authorized by the applicant agency and return it with the proposal.

C. Applicant's Background andDemonstrated Experience, Needs Assessment. and Community Partnerships*The applicant must complete **Attachment D**. In narrative format, applicant shall describe each of the items listed below:

1. Background and Demonstrated Experience:
    a. Organizational Fit of Abstinence Education: Describe how Abstinence Education helps realize your agency's overall vision and/or mission statement.
    b. Agency Program Linkages: Identify other projects in which your agency is currently providing or has provided services similar to the services described in this RFP. Describe a time or project when your agency implemented a curriculum with fidelity. Describe how you adapted the curricula when necessary.
    c. Agency Connections with Populations: Identify the populations to be served and the setting(s) where the curriculum will be implemented and discuss your agency's capacity to recruit and serve youth.
    d. Agency Experience: Explain your agency's experience with high risk adolescent and teen populations, with special attention to the populations described in Section 2.01 Description of Work and Services, 1. Priority Populations.

2. Needs Assessment:
    a. Describe the need in your proposed service county in relation to youth with the highest teen birth rates.

3. Community Partnerships:
    a. Identify any established partnership relationships related to reproductive health programming.

D. **Action Plan and timelines.** Using the form provided **(Attachment E)**, applicants must develop objectives and action steps on how they will accomplish the three(3) identified goals listed below.

- GOAL 1: Promote the state AEGP vision and goals through the systematic implementation of the TOP®.
- GOAL 2: Mobilize community partnerships that promote the implementation and sustainability of theTOP®.
- GOAL 3: Develop a strong outreach and recruitment plan including a plan for program promotion that assures maximum buy-in and participation from community leaders and participants.

Using **Attachment E,** applicants will address each of the three goals by supplying all of the following within the form:

- Objective(s) for each goal.
- Identify specific Activities/ Individual tasks that must be completed to achieve the goal and objective.
- List the dedicated personnel responsible for completing each identified task.
- Insert the planned completion dates for each identified task.
- Input the documentation or evaluation method to be used for tracking progress.

D. Office Locations and Services. Identify and specify the location(s) of the applicant's offices or other facilities involved in provision of services under this proposal. Complete the Service Delivery Form (**Attachment F**) or include a chart or table that outlines all of the agency's offices (including addresses) and the services to be provided.

E. W-9: (Optional)

If applicant is not a current contractor with IDPH, include a completed W-9 form. (**Attachment G**)

F. Letters of Support. Letters of support are optional. If applicants choose to include letters of support, the letters should be from an established community partner showing support for Abstinence Education. The letters should contain an original signature and be included with the proposal.

G. Subcontracts Form (Required **Attachment H**): Applicants will clearly identify their use of subcontractors. Use of subcontracts must be appropriate for implementation of the project. If the applicant intends to use subcontractors in completing work and services of this RFP, refer to Section 1.17 of the RFP and include the requested information from that section here. This information must include:

1. The name and address of the subcontractor if known;
2. The scope of work to be performed by each subcontractor;
3. Subcontractor qualifications; and
4. The estimated dollar amount of each subcontract.

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)

If applicant has no subcontracts the box at the top of the Subcontract Form (**Attachment H)** should be checked indicating the applicant has no planned subcontracts.

3.03 Budget and Budget Justification

A budget must be included in the proposal detailing the costs of the project. A budget narrative shall describe how the budget was calculated and justify the expenses detailed.

The applicant will submit a line item budget of anticipated direct project costs for the period of February 1, 2013 through September 30, 2013. The budget shall include only the line item categories listed below and comply with the guidelines as outlined below and in Section 2.04 of this RFP. The applicant shall complete required Excel form **Attachment I** identifying proposed expenditures:

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

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 plans to subcontract for the performance of certain services, include those costs, to include subcontractor name and estimated dollar amount of each subcontract in this line item. Refer to Section 1.17 of this RFP, section 3.02 (D.), and Section 5 of the IDPH General Conditions for subcontract provisions and requirements.

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 direct project expenses must be listed in the line item budget and justified. This category may include: office supplies, educational supplies, project supplies, incentives, communication,

training, information technology hardware (computers, lap-tops), travel*, etc. This will include any equipment costs not meeting the above definition for equipment. This category may also include the following costs if NOT included in indirect or administrative costs: communication, rent and utilities, training, information technology-related expense, etc.

*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 applicable, 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 contractual amount.

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 costs.

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

Match:

Applicants must clearly identify the amounts and how match will be obtained and provided. Applicants are required to match 100% of the amount of funds applied for. Input the match amounts in the column identified as match in **Appendix II**.

3.04 Business Organization Information

A Business Organization Form must be fully completed and up-to-date within the contractor's SharePoint Service Contract site.

If the applicant is a current contractor with IDPH and already has an established SharePoint site for contract management with IDPH, then the applicant is responsible to verify the information included in the Business Organization form is **current and uploaded** in their respective Business Organization folder within their SharePoint Service Contract site. If any updates are needed to the Business Organization Form or supporting information, the applicant must complete these prior to proposal submission. If the

applicant is a current contractor and the Business Organization Form is updated and on file in the applicant's SharePoint agency library, the applicant shall **check the box at the top of the Business Organization form indicating that the form has been reviewed and is accurate.**

If the applicant is a **new** potential contractor with IDPH and does not currently have access to their own IDPH established SharePoint site, then the Business Organization Form (**Attachment J**) and any supporting information required in this section shall be electronically attached in a PDF as a Business Organization Appendix to the proposal being submitted.

Follow these instructions to complete the Business Organization Form (**Attachment J**) as necessary:

Item	**Field**	**Description**
	Agency Name	Provide the name of the agency applying.
	Date	Provide the date the form is completed.
Structure		Identify and describe the legal structure of the applicant. (e.g. corporation, 501(c)3, county government).
	Evidence of authorization to do business in Iowa	Check the type of organization of the applicant agency. If the agency marks "Other"; then the applicant must be currently registered with the Iowa Secretary of State's office to do business in Iowa or agrees to register if applicant is awarded a contract.
Organization History	History	Provide a brief history of the agency.
	Mission Statement	Include the agency's mission statement.
	Vision Statement	Include the agency's vision statement.
Table of Organization	Is there a current table of organization uploaded in the SharePoint Business Organization document library?	In "no", include a table of organization for the applicant agency as part of the proposal appendices.
Disclosure of Litigation	Is there any litigation, administrative, or regulatory proceedings pending or threatened against your agency or subcontractor?	Answer "no" or "yes" as to whether the applicant has any pending or threatened litigation, administrative or regulatory proceedings or similar matters which could affect the applicant's ability to perform required services. If "yes", list and summarize any pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the applicant's ability to perform required services.
Disclosure of	Has your agency or a	Answer "no" or "yes" as to whether the **applicant or any**

Contract Default	subcontractor defaulted on a contract?	**subcontractor** identified within the proposal has defaulted on a contract within the preceding three years. If "yes", list all applicable contracts and subcontracts, including the name(s) of a contact person and phone number for the other party(s) holding the contract defaulted upon, and provide a brief description of the incident(s). Add rows if needed.
Disclosure of Contract Termination	Has your agency or subcontractor terminated a contract?	Answer "no" or "yes" as to whether the applicant or any subcontractor identified within the proposal has terminated a contract with another party prior to its full term within the preceding three years. If "yes", list all applicable contracts and subcontracts, the name(s) of a contact person and phone number for the other party(s) holding the contract that was terminated, and provide a brief description of the incident. Add rows if needed.
	Has your agency or a subcontractor had a contract terminated?	Answer "no" or "yes" as to whether the applicant or any subcontractor identified within the proposal has had a contract terminated by another party prior to its full term within the preceding three years. If "yes", list all applicable contracts and subcontracts, the name(s) of a contact person and phone number for the other party(s) that terminated the contract, and provide a brief description of the incident. Add rows if needed.
Audited financial statement	1. Does the agency currently hold a contract with IDPH? 2. Has the agency submitted audit reports (or operating statement if non-profit organization) to IDPH for the preceding three year period? 3. Does the agency	Check "yes" or "no" regarding whether the applicant agency currently holds a contract with IDPH. If "yes", go to #2. If "no", go to #3. Check "yes" or "no" regarding whether the applicant agency has previously submitted audit reports (or operating statement if applicant is nonprofit corporation) for the preceding three year period. If "yes", no additional information is needed. Any applicant agency that currently holds a contract with the department and has previously submitted a current audit report need not submit a copy with this proposal. If "no", go to #3. If the agency responds "no" to either #1 or #2, then yes,

	need to submit an audited financial statement with this proposal?	the agency must provide an audited financial statement for the preceding three year period within the proposal appendices. Nonprofit corporations whose previous funding level has not required an audited financial statement **must** submit a year-end operating statement and balance sheet for the preceding three year period and a current operating statement in lieu thereof.

The Fidelity Assurances and Certification form is a required element of the proposal outlining conditions related to general elements of AEGP and each curriculum. These conditions must be met and adhered to throughout the project and contract period.

3.05 Litigation or Investigation

The applicant shall list and summarize pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the ability of the applicant to perform the required services. Failure to disclose such matters may result in rejection of the proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a proposal must be disclosed in a timely manner in a written statement to the IDPH.

3.06 Proposal Checklist

Applicant is not required to submit a checklist with the proposal. Refer to **Appendix VII** for the list of items which must be included in the proposal.

SECTION 4 – PROPOSAL REVIEW PROCESS AND CRITERIA

4.01 Overview of Review Process

Review/evaluation of proposals submitted under this RFP will be conducted in three phases. The draft forms anticipated to be used for the review and score process can be found at **Appendix VIII** and **IX.**

Phase I: Technical Review : The first phase will involve a preliminary review by the IDPH staff of an applicant's compliance with the mandatory requirements, including technical requirements (section 3.01) and proposal content (section 3.02), for submitted proposals. Proposals which fail to satisfy technical requirements or proposal content may be eliminated from the proposal review. These proposals may be rejected and will not be returned to the applicant. IDPH will notify the applicant of a rejection that occurs during Phase I of the review process. The IDPH reserves the right to waive minor variances at the sole discretion of the IDPH.

Phase II: Review Committee: Proposals determined to be compliant with technical requirements and proposal content will be accepted for the second phase of evaluation, which shall be completed by a review committee or committees established by the IDPH. The membership of the review committee(s) shall be determined by the bureau chief with input and oversight from the respective division director. The review committee(s) shall evaluate proposals in accordance with a point system. Each committee member will review the proposals and the evaluation criteria outlined in this chapter and assign a point total for each criterion. If an applicant is requested to make an oral presentation of the proposal pursuant to RFP Section 1.14, the committee members may consider the oral presentation of the applicant in determining the points awarded.

The total score awarded by each committee member will be averaged to arrive at the final score (rounded to the nearest whole number) for each proposal and the proposals will then be ranked based on the average of the evaluation scores. IDPH staff may solicit additional input and recommendations from the review committee(s).

In the event competitive proposals receive an equal number of points, two division directors and the respective bureau chief administering the program may conduct a second review utilizing the same scoring process.

Phase III: IDPH Review and Award: The third phase will be a final review. The IDPH will consider the submitted proposals and the review committee's scores and recommendations.

The IDPH may also consider geographical distribution, budget information, any information received pursuant to Sections 1.18 - 1.22 of the RFP, and any other information received pursuant to the procurement process. IDPH reserves the right not to award the contract to the applicant with the highest point average.

4.02 Scoring of Proposals

A maximum of 100 points may be awarded to each proposal. A minimum average score of 60 or greater is required for the proposal to be considered for funding. Proposals scoring less than the minimum average score will be rejected.

Accepted proposals will be evaluated based on the following criteria:

- All parts of each section are included and addressed.
- Descriptions and detail are clear, organized and understandable.
- Descriptions are responsive to the intent of the RFP objectives.
- 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	Weight	Potential Maximum Score
Cover Page	--	Required
Key Personnel	2	10
Minority Impact Statement	--	Required
Background and Demonstrated Experience	3	15
Needs Assessment	3	15
Community Partnerships	3	15
Action Plan and Timeline	6	30
Office locations and services	--	Required
Subcontracts Form	--	Required
Fidelity Assurances and Certifications	--	Required
Budget and Budget Justification Narrative	3	15
W-9 Form	--	Required if new contractor
Business Organization Form	--	Required
Litigation or Investigation Disclosure	--	Required
		100 points maximum

SECTION 5 – CONTRACT

5.01 Conditions

Any contract awarded by the IDPH shall include specific contract provisions and the IDPH General Conditions effective October 1, 2009 as posted on the IDPH Web page www.idph.state.ia.us under *Funding Opportunities link*. Refer to **Appendix X** 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 RFP and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFP. All costs associated with complying with these requirements should be included in the proposal. If the contract exceeds $ 500,000, or if the contract together with other contracts awarded to the Contractor by the 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.

5.02 Incorporation of Documents

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

5.03 Order of Priority

In the event of a conflict between the contract, the RFP and the proposal, the conflict shall be resolved according to the following priorities, ranked in descending order:

1. the Contract;
2. the RFP;
3. the Proposal.

5.04 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 month's value 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. 7th, 8th and 9th months of service.

SECTION 6 – APPENDICES

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

- Appendix I Priority Counties
- Appendix II Meeting the Match Requirement
- Appendix III Instructions for Zipping Files
- Appendix IV Adaptation Proposal Form
- Appendix V Program Fidelity Log
- Appendix VI Course Description Table
- Appendix VII Proposal Checklist
- Appendix VIII Technical Review Tool
- Appendix IX Scoring Tool
- Appendix X DRAFT Contract Template

SECTION 7 – 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 proposal as outlined in Section 3 of this RFP.

- Attachment A — Cover Page and Key Personnel
- Attachment B — Minority Impact Statement
- Attachment C1 — Project Director Bio sketch
- Attachment C2 — Project Facilitator Bio sketch
- Attachment D — Applicant's Background, Demonstrated Experience, Community Partnerships, and Needs Assessment
- Attachment E — Work Plan
- Attachment F — Office Locations and Services Table
- Attachment G — W-9
- Attachment H — Subcontracts Form
- Attachment I — Budget
- Attachment J — Business Organization Form
- Attachment K — Program Fidelity Assurances and Certification Form