IOWA DEPARTMENT OF PUBLIC HEALTH

DIVISION OF HEALTH PROMOTION AND CHRONIC DISEASE PREVENTION

Rural Hospital Community Health Needs Assessment Learning Opportunity

REQUEST FOR PROPOSAL 58814023

Project Period: May 1, 2014 – August 31, 2015
Contract Period: May 1, 2014 – August 31, 2015

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SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Request for Proposal (RFP) 58814023 is to solicit applications that will enable the Iowa Department of Public Health (IDPH) to select the most qualified applicant to provide hospital specific education, training, workshops, meetings and consultations to a minimum of three of Iowa's Critical Access Hospitals (CAHs), about community health needs assessments. This applicant will conduct or collaborate efforts to complete a community health needs assessments for a minimum of 2 of the educated CAHs.

1.02 Project Period/Contract Term

The project period shall be from May 1, 2014 to August 31, 2015

IDPH expects the initial contract period to be a sixteen month term from May 1, 2014 to August 31, 2015. IDPH shall have the option to continue the contract at its sole discretion subject to, contractor performance and compliance with the terms and conditions of the contract, availability of funds, program modifications, or any other grounds determined by IDPH to be in IDPH's best interests.

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
Network Hospital Systems that have a network agreement with at least three Iowa Certified Critical Access Hospital (CAH) 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

Critical Access Hospitals located in Iowa.

1.05 Available Funds

The source of funding is through a grant awarded to the Iowa Department of Public Health (IDPH), Bureau of Oral and Health Delivery Systems, from the Federal Office of Rural Health Policy (ORHP), Health Resources and Services Administration (HRSA), Public Health Service, U.S. Department of Health and Human Services, CFDA #93.241.

Applicants may apply for up to $20,000 for the first 4-month period of the contract. IDPH anticipates up to $18,000 being available for the remaining 12 month contract period remaining in the project period. The availability of funds may increase or decrease depending on the Federal funding source and national FLEX program goals and objectives. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

1.06 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	February 11, 2014
Applicant's Conference	Not applicable
Written Questions and Responses	
Round 1 Questions Due Responses Posted By:	February 25, 2014 March 4, 2014
Final Questions Due Responses Posted By:	March 11, 2014 March 18, 2014
Applications Due	March 25, 2014
Post Notice of Intent to Award	April 17, 2014

A. RFP Issued – February 11, 2014 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 – A letter of intent is not required.

E. Proposals Due – March 25, 2014. **.**

Proposals must be **received** by 4:00 p.m. (local Iowa time) on March 25, 2014 by the IDPH SharePoint Service Contract Application 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.
- The subject line of the email must read "RFP 58814023". Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named "RFP 58814023 (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 Application Center (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, not reviewed by IDPH and a notice will be sent to the applicant. Any information submitted separately from the proposal will not be considered in the review process.

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

- If the proposal is received by the IDPH SharePoint Service Contract Application 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.

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

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

It is the applicant's sole responsibility to submit emailed proposals in sufficient time so the proposal is received by the IDPH Service Contract Application Center prior to the stated due

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

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

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

F. Release of Names of Applicants – March 28, 2014. 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 . The announcement of applicants who timely submitted an application does not mean that an individual application has been deemed technically compliant or accepted for evaluation.

G. Notice of Intent to Award – April 17, 2014. 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 Application 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

An applicant may submit only one application for a service area.

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 January 1, 2014 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. 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 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 or PDF to applications@idph.iowa.gov by 4:00 p.m. (local Iowa time) on March 25, 2014. The subject line of the email must read RFP 58813006. The single zipped file or PDF must be named "RFP 58814023 (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 March 25, 2014. The subject line of the email must read RFP 58814023 The single zipped file or PDF must be named "RFP 58814023 (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 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 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 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 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.

1.29 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.

1.30 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.

SECTION 2 – DESCRIPTION OF SERVICES

2.01 Background and Description of Work and Services

The Medicare Rural Hospital Flexibility Program (Flex Program) was created by Congress in1997. It allows small hospitals to be licensed as Critical Access Hospitals (CAHs) and offers grants to States to help implement initiatives to strengthen the rural health care infrastructure. CAHs must be located in a rural area or an area treated as rural; be more than 35 miles (or 15 miles in areas with mountainous terrain or only secondary roads available) from another hospital, or be certified before January 1, 2006 by the State as being a necessary provider of heath care services. All CAHs in Iowa were certified before January 1, 2006, as being a necessary provider. Iowa has 82 CAHs.

Additional information about CAHs can be found at http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/downloads/CritAccessHospfctsht.pdf.

The Iowa FLEX program focuses on three core areas:

1. Support for Quality Improvement in CAHs.
2. Support for Operational and Financial Improvement in CAHs.
3. Support for Health System Development and Community Engagement, including integrating EMS in regional and local systems of care.

The successful applicant will represent, promote and provide services to the Iowa Department of Public Health Iowa Medicare Rural Hospital Flexibility (FLEX) Program that will engage and support Iowa's Critical Access Hospitals (CAHs) in activities that provide support for health system development and community engagement in CAHs (#3 core area identified above).

In the first 4 months of the contract IDPH expects the applicant to work with a minimum of **three** Iowa Critical Access Hospitals to conduct hospital specific education, training, workshops, and meetings for Iowa's rural hospitals, such as, but not limited to: meetings/webinars about community health needs assessments. The educational learning opportunities will provide skill building for local hospitals, their community and public health partners.

IDPH expects a plan (implementation plan) for how at least two of these three hospitals will complete a community health needs assessment by August 30, 2015 must be completed. IDPH would like a plan for all three (refer to performance measure).

During the time frame of September 1, 2014 through August 31, 2015, IDPH expects the applicant to complete a community health needs assessment for **at least two** of the Iowa Critical Access Hospitals.

2.02 Objectives

The main objective of this project is to have at least two community health needs assessments completed by two Iowa CAHs.

2.03 Staffing or Personnel Requirements

The applicant must have adequate staffing to carryout and complete all project activities within the designated timeframes.

The applicant must identify, at a minimum, one staff member that will be assigned to be the project director to oversee the project activities and reporting requirements listed in the RFP and any resulting contract. This individual will be responsible for having ongoing contact and communications with IDPH FLEX program staff. This individual must have experience working with, and knowledge about, CAH community health needs assessments.

The applicant should identify additional staff and/or sub-contractors that may be used to carry out project activities. Individuals (staff), or sub-contractors or sub-contracted staff assigned to work directly with the CAHs must have experience working with, and knowledge about, community health needs assessments.

2.04 Budget

The applicant will prepare two line item budgets for this project; refer to section 3.03. The first budget will be for the time period of May 1, 2014- August 31, 2014 and the applicant may budget up to $20,000. The second budget is for the time period of September 1, 2014-August 30, 2015 and the applicant may budget up to $18,000. The cost projections shall be inclusive of all staffing, sub-contracts, and other expenses such as: speakers, facility fees, continuing education credit fees, supplies, materials, travel, and audio-visual necessary to carrying out the project activities. Applicants may include indirect/administrative costs in their budget as describe in Section **3.03 Budget.**

Costs not allowed:

- The successful applicant and/or any sub-contractors **cannot** use funds to purchase any type of equipment, hardware, and software.
- The successful applicant and/or any sub-contractors **cannot** use funds to purchase food and beverages.

Travel limitations: Applicants must use state approved travel rates when estimating travel expenses for lodging and mileage. IDPH will not reimburse travel amounts in excess of limits established by Iowa Department of Administrative Services, State Accounting Enterprise.

IDPH reserves the right to negotiate all costs prior to entering into and issuing the contract.

2.05 Required Reporting

IDPH requires periodic reporting of compliance with proposed action plan, provision of services, and incurred expenses by successful applicants. Reports will be outlined in any resulting contract. The required reports and related information will be submitted via electronic communications to the DEPARTMENT'S FLEX Program Contract Manager. The reports and submission requirements are subject to change at the sole discretion of IDPH.

During the first four months of the contract period monthly progress reports and monthly expense reports will be required, as well as an **implementation plan** for each of the three hospitals. During the following 12 months of the contract period, quarterly progress reports will be required, monthly expense reports, as well as two completed community health needs assessments.

Monthly reports will include, but not be limited to the following:

- A detailed description about all activities and progress taken place during the reporting period (monthly)
- List of purchased supplies and materials.
- A detailed schedule of the completed meetings/consultations
- Describe successes and challenges and how they were achieved or addressed
- Include copies of agendas and meeting handouts of meetings/consultations that have been completed and or scheduled.
  Implementation Reports: A copy of each hospitals (minimum 3) implementation plan on completing a community health needs assessment.

Quarterly reports shall include, but not be limited to the following:

- A detailed description about all activities and progress taken place during the reporting period (quarterly)
- Status of community health needs assessments
- Describe successes and challenges and how they were achieved or addressed

Community Health Needs Assessment: A copy of each hospital (minimum 2 hospitals) completed community health needs assessment must be submitted to IDPH.

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

2.06 Outcomes and Performance Measures

IDPH anticipates that the following performance measures may be included in the successful applicant's resulting contract:

Performance Measure 1: The contractor is expected to develop a community health needs assessment implementation plan for at least two of Iowa's Critical Access Hospitals by August 31, 2014. If the contract develops three implementation plans by August 31, 2014, an incentive of $3,000.00 will be awarded to the Contractor upon submission of appropriate documentation and IDPH approval.

Performance Measure 2: The contractor is expected to complete two community health needs assessments in two of Iowa's Critical Access Hospitals by August 31, 2015. If the contractor completes both assessments by June 1, 2015, an incentive of $2,500.00 will be awarded to the Contractor upon IDPH approval.

Performance Measure 3: The contractor is expected to complete two community health needs assessments in two of Iowa's Critical Access Hospitals by August 31, 2015. If the contractor completes a third community health needs assessment in a third Critical Access Hospital, an incentive of $2,500.00 will be awarded to the Contractor upon submission of all three of the community health needs assessments by August 31, 2015, and upon IDPH approval.

For each report (listed in section 2.05 above, and included in the contract, refer to the draft contract appendix) submitted to the department after the date due as outlined in Article VIII of the contract, $500 will be deducted for the corresponding month's payment.

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

Submitted proposals must meet the following formatting and 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 narrative sections must be in Times New Roman or Arial 12 point font. A smaller point 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	• Narrative sections may be single or double-spaced.
Footer and Pagination	• Insert a 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 attachments or appendices; 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 legally 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. (Attachment B)
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

Submitted proposals 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 RFP.

A. Cover Page: Must be fully complete and signed. Identifies the applicant's legal name, federal identification number, and key contact information for the project. Applicant must complete required form-**Attachment A** following these instructions:

- Applicant - Provide the legal name of the applicant entity. This must be the entity associated with the Federal Identification (ID) number per the Internal Revenue Service (IRS). If the entity operates under another name as a "d/b/a" (doing business as), please include that in the legal name. Provide the applicants federal identification number. Provide the applicant's address, telephone and FAX number as requested in the first section of Attachment A.
- Total Funds Requested – Indicate the total amount of funds requested for the project period, not to exceed the amounts outlined in section 1.05.
- Conditions/Signature – The person authorized to execute legal documents on behalf of the entity must date and insert an electronic signature to certify that the applicant is in agreement with the conditions listed.
    - Iowa Code Section 554D.103 defines an electronic signature as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.
- **Key Personnel for this Proposal** – Provide information for agency personnel associated with this proposal. Include the information in the table provided on page 2 of the Cover Page (Attachment A). Describe the executive, management, technical, and professional staff who would perform duties related to this project. Include the number of staff, their roles, and their expertise and experience in providing these types of services. Provide evidence for any necessary applicable professional licenses required by law by listing the license number associated with the professional personnel.
    - 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 individual with direct day-to-day responsibility for this project and the person that the department can contact concerning the proposal.
- 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 project.
- Other Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual(s) with other duties such as secretarial related to this project.

The applicant must include enough detail, or submit bio-sketches or resumes, etc. to provide IDPH enough details and information about staff qualifications and experience relating to assisting CAHs with community health needs assessments. (Refer to Section 2.03).

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

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

C. Applicant's Background/Demonstrated Experience. In the narrative section of **Attachment C**, the applicant shall describe each of the items listed below:

1. Background/Demonstrated Experience Narrative:
    a. Identify other projects in which the applicant is currently providing or has provided services similar to the services described in this RFP.
    b. Describe other similar contracts or projects currently undertaken by the applicant.
    c. Describe the applicant's experience and expertise in working with CAHs.
    d. Describe the applicant's experience with community health needs assessments.

D. Work Plan. The applicant should provide a brief snapshot, using **Attachment D,** for the two budget periods described in the RFP to clearly summarize how they will achieve the RFP objective. The applicant should include a list of project activities, methods and processes that will be used to carry out project activities, timelines, how each activity will be measured

to assure progress and completion, and projected outcomes. A brief narrative may also be included, as applicable, to further explain items listed in the work plan.

Applicants may duplicate the form and include additional information and a detailed narrative as appendices that may assist reviewers to clearly understand project plans.

E. Subcontracts: Refer to Section 1.17 of the RFP. The applicant should include in the narrative portion of the work plan their intent to use any subcontractors to complete project activities. If the applicant intends to use subcontractors in completing work and services of this RFP, the applicant must assure that any subcontracts adhere to the provisions of Section 5 of the IDPH General Conditions effective January 1, 2014 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 this proposal. 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.

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

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.

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)

3.03 Budget

The applicant must include two budgets with their application using **Attachment E** that provides details about the costs of the project. The budgets shall be in compliance with the exemptions detailed in Section 2.04. The applicant shall develop the two cost projections using the following criteria:

- Up to $20,000* of the budget funds can be used on project activities that occur between May 1, 2014 to August 31, 2014.

- Up to $18,000* of the budget funds can only be used on project activities that occur between September 1, 2014 to August 31, 2015.

  *These amounts may not be carried-over or interchanged and must be spent within the timeframes identified or will revert to IDPH.

The budget shall include a narrative explanation to clarify how each expense was determined

and calculated.

The applicant will submit a line item budget of anticipated direct project costs for the period of May 1, 2014 to August 31, 2014 (Budget 1) and September 1, 2014 to August 31, 2015 (Budget 2). The budgets shall include only the line item categories listed below and comply with the guidelines as outlined in Section 2.04 of this RFP. The applicant shall complete required form **Attachment E** identifying proposed expenditures.

Direct Costs:

1. Salary and Fringe Benefits
   The applicant must include all staff directly funded, wholly or partially with these funds. A justification including the total annual salary and fringe benefits paid to each employee is required, as well as the total salary and fringe benefits charged to this project.

2. Subcontracts
   The applicant is permitted to subcontract for the performance of certain services. 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
   Equipment may NOT be purchased with these funds.

4. Other
   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.

   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:

   - Lodging- Maximum $83.00 plus taxes per night
   - Mileage- Maximum of $0.39 per mile.

   The successful applicant and/or any sub-contractors **cannot** use FLEX grant funds to purchase food and beverages.

Administrative Costs or Federal Indirect Costs

Applicants may charge an indirect rate in accordance with their federally approved Indirect Cost Rate Agreement. If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement must be submitted as an attachment to the application. IDPH reserves the right to negotiate the application of the Indirect Rate per individual contract.

Only in the absence of a federally approved Indirect Cost Rate Agreement, Administrative Costs are capped at (limited to) 15% of the direct costs proposed in the budget. The total

budget may not exceed total available funds. 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.

IDPH reserves the right to negotiate all costs prior to entering into and issuing the contract.

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. **Applicant shall provide a statement in the proposal that the Business Organization form has been reviewed and is accurate.**

If the applicant is a **new** potential contractor with IDPH and does not currently have access to an IDPH established SharePoint site for service contract management, then the Business Organization Form (**Attachment F**) 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 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 Contract Default	Has your agency or a subcontractor defaulted on a contract?	Answer "no" or "yes" as to whether the **applicant or any 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	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

	reports (or operating statement if non-profit organization) to IDPH for the preceding three year period?	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.
	3. Does the agency need to submit an audited financial statement with this proposal?	If "no", go to #3. If the agency responds "no" to either #1 or #2, then yes, 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.

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

The applicant is **not** required to submit a checklist with the proposal. Refer to the following technical review tool included as appendix I 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.

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:

A. All parts of each section are included and addressed.

B. Descriptions and detail are clear, organized and understandable.

C. Descriptions are responsive to the intent of the RFP objectives, project activities, measures, and expected outcomes.

D. The overall ability of the applicant, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors such as budget, experience and availability of staff, and project management plan to complete the activities submitted in the workplan and to meet performance measures.

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	3	15
Minority Impact Statement	--	Required
Background and Demonstrated Experience	2	10
Work Plan	10	50
Budget and Budget Justification Narrative	5	25
W-9 Form	--	Required if new contractor
Business Organization Form or Statement	--	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 January 1, 2014 as posted on the IDPH Web page www.idph.state.ia.us under *Funding Opportunities link*. Refer to **Appendix III** 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.

The following requirements regarding linkage with the local board of health are not applicable to Federal FLEX grant funding and the project activities listed in this RFP. However, the information is included in the event that other funding may be added to the contract in the future.

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 4th, 5th and 6th months of service.

If applicant is not a current contractor with IDPH, a completed current and accurate W-9 form will be requested by IDPH upon award of a contract. IDPH shall not provide any reimbursement of expenses until the W-9 is received and accepted.

SECTION 6 – APPENDICES

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

- Appendix I Draft Technical Review Tool – Phase I
- Appendix II Draft Scoring Tools – Phase II, and III
- Appendix III Draft Contract Template

SECTION 7 – ATTACHMENTS

Attachments are posted in a separate zipped 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 C - Background and Demonstrated Experience Narrative
- Attachment D - Work Plan
- Attachment E - Budget- Excel Worksheets. Include a separate Budget Narrative Justification with this form.
- Attachment F - Business Organization Form