

Iowa Department of Public Health

Division of Behavioral Health

Comprehensive Substance Abuse Prevention

Project Period: July 1, 2010 – June 30, 2014

Fiscal Year 2014- RFA 58810005-04

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SECTION 6 – ATTACHMENTS

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

SECTION 1 – GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this RFA is to provide guidance for current contractors to submit continuation applications for FY2014, the fourth year of the project period established by the RFP #58810005. Community public health services covered by this application include primary substance abuse prevention. This RFA serves to:

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

1.02 Project and contract period

FY2014 is the fourth year of a four year project period. Continued funding during the defined project period is dependent on approval of the continuation application, contractor performance during FY2013, contractor compliance with general and special conditions of the contract, and availability of project funds. IDPH expects the contract period to be a one-year term from July 1, 2013 to June 30, 2014.

1.03 Eligible applicants

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

Eligible Applicants

Only current contractors for Comprehensive Substance Abuse Prevention are eligible to submit a continuation application for FY2014.

Electronic Communication Requirements

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

1.04 Client confidentiality compliance

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

1.05 Service delivery area

Refer to the RFP #58810005 Attachment C, for service delivery area parameters. Any changes in the current service delivery area must adhere to these instructions. Any service delivery area changes for this RFA must be agreed to by existing contractors and applicable boards of health, and approved by IDPH. Submit requests to John McMullen at john.mcmullen@idph.iowa.gov. Written approval must be obtained prior to submitting a continuation application.

1.06 Funding

The source of funding is federal Block Grant (Federal Catalog #93.959) and state general appropriation funds.

\$4000 of each individual region award is Sunday Sales monies. There is a 2:1 match required (two part IDPH to one part contractor) for the Sunday Sales portion of the funding, i.e. \$2000 IDPH funds requires \$2000 contractor match. State and federal funds may not be used as match; in-kind match is acceptable.

Applicants may apply for up to the amount shown on Appendix III for the total FY 2014 contract period. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

1.07 Schedule of important dates

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

EVENT	DATE
RFA Issued	December 20, 2012
Written Questions and Responses	
Round 1 Questions Due	January 3, 2013
Interim Responses Posted by	January 10, 2013
Final Questions Due	January 17, 2013
Final Cumulative Responses Posted by	January 24, 2013
Applications Due	February 14, 2013
Post Notice of Intent to Award	March 14, 2013

1.08 Application and forms availability

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

1.09 Application packet

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

Contractors should refer to the RFP #58810005 and this RFA for information on specific administrative or program issues.

1.10 Administrative inquiries

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

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

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

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

1.11 Technical assistance

Technical assistance is available for developing program-specific components of the application. Contractors are encouraged to contact Debbie Synhorst at 515-281-4404 with questions about program issues.

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

1.12 Application submission

Applications must be received by 4:00 p.m. (local Iowa time) on February 14, 2013 by the IDPH SharePoint Service Contract Center in compliance with the following requirements:

- Email application documents as a single zipped file OR a single PDF, no larger than 20MB, to applications@idph.iowa.gov. The preferred submission is a single zipped file.
- The subject line of the email must read RFA 58810005-04. Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named "RFA 58810005-04 (insert your agency name)".
- Do not include additional information or text in the body of the email as it will not be available to IDPH staff.

Applications submitted to IDPH in any manner other than through the IDPH SharePoint Service Contract 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 application will not be considered in the review process.

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

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

IDPH will notify the applicant of the rejection.

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

1.13 Right to reject applications/Cancellation of RFA

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

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

1. The applicant fails to submit the application in sufficient time for receipt by IDPH SharePoint Service Contract Center prior to the stated due date and time or in the manner stated in section 1.07.
2. The applicant is not an eligible applicant as defined in section 1.03.

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

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

1.14 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 641 Iowa 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 176.8(1). Appeals shall be submitted in writing, return receipt requested, to John McMullen, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of

Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the applications were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

SECTION 2 – APPLICATION COMPONENTS

2.01 Scope and description of services

The purpose of the Comprehensive Substance Abuse Prevention project is to provide primary alcohol, tobacco, and other drug (ATOD) prevention services to all counties in Iowa in the twenty-three (23) service areas that were established by the former Commission on Substance Abuse and now overseen by the State Board of Health. Services are to occur throughout all twelve months of each contract year. Substance Abuse Prevention services may include services over the lifespan of any population in the health continuum of care.

DEFINITION OF TERMS

SERVICE AREA means the geographic framework within Iowa in which IDPH-funded outpatient services are offered, assuring access to services by all citizens of all counties. Authority for service areas is held by IDPH and the state board of health. Service areas may change over time based on service system transition decisions.

SERVICE SYSTEM TRANSITION: Any service system transition initiated by IDPH will be consistent with the directives of the Iowa Legislature as stated in:

2009 House File 811:

“The bureau of substance abuse prevention and treatment, the division of tobacco use prevention and control, and the office of gambling treatment and prevention shall develop a strategy to coordinate prevention activities across the spectrum of addictive disorders in order to maximize efficiencies and reduce expenditures while meeting the needs of Iowans.”

Over the next few years, IDPH envisions a transition to a more comprehensive and integrated recovery-oriented system of care for addictive disorders built on coordination and collaboration across problem gambling education and treatment, substance abuse prevention, and substance abuse treatment. This transition will include, but may not be limited to, review and revision of:

- program licensure standards
- practitioner credentialing
- workforce development
- client and family leadership
- service areas
- local collaboration
- funding and funding methodologies
- services and supports
- clinical outcome measures
- performance measurement
- Requests For Proposals
- service procurement
- contract conditions

2.02 Application requirements

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 – Provide the service area number.
- Total Funds Requested – Indicate the total amount of funds requested by program, not to exceed the amounts outlined in section 1.06.
- 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.
- Key Personnel for this Application – Provide information for agency personnel associated with this application. Include the information in the table provided on page 2 of the Cover Page (Attachment A). Describe the executive, management, technical, and professional staff who would perform duties related to this project. Include the number of staff, their roles, and their expertise and experience in providing these types of services. Provide evidence for any necessary applicable professional licenses required by law by listing the license number associated with the professional personnel.
 - Executive Director: Name, email address, experience and license number as applicable – Complete and provide the name of the person who has overall responsibility and authority for administering the program in which the entity is applying for the funds.
 - Program Administrator: Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual with direct day-to-day responsibility for this program and the person that the department can contact concerning the applications.
 - Fiscal Director: Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual with overall responsibility and authority for financial management for this program.
 - Data Coordinator: Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual(s) with responsibility for entering the MDS and Database Builder data.
 - Prevention Staff: Name, email address, experience, credentials as applicable – Complete the table by providing the name of the individual(s) with responsibility for direct service under the contract.

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 a person authorized to execute legal documents on behalf of the entity and return it with the application.

C. Progress Report on previous years' services. Complete **Attachment C**.

D. Abstract: Complete **Attachment D**.

E. Assessment: Include assessment data by county(ies) obtained since the FY 2013 RFA was submitted that relate to the Action Plan or indicate "no new data." Also include data to justify changes in the Action Plan.

F. Logic Models: Complete on **Attachment E** for each problem in the service area that will be addressed. The Substance Use Problem (column 2) or the Consequence (column1) in the Logic Model becomes the basis for the Problem Statement in the Action Plan. Intervening variables (column 3) need to be selected from the following list or justified if some other one is included:

- Retail access/availability
- Social Access/Availability
- Promotion
- Community Norms
- Individual Factors

G. Action Plans for FY14. Using the form provided applicants shall complete (**Attachment F**) including the following.

- a. Problem Statement (Include 3 to 5 Problem Statements) One Problem Statement must relate to alcohol use
- b. Rationale for Problem Statement
- c. Target Population (Include IOM category)
- d. Goal (Include 1-3 goals)
- e. Long-Term Outcome using the Specific, Measurable, Attainable, Realistic, Time sensitive (SMART) format
- f. Long Term Outcome Indicator(s) using the SMART format
- g. Objective (Include 1-3 objectives)
- h. Strategy
- i. Services

There needs to be at least one media advocacy or communication service for each strategy included in the Action Plan. (This will replace the separate Communication Plan)

If they fit with the logic model, IDPH recommends inclusion of the following services:

- Youth Diversion Program
- Merchant Alcohol Education
- Fetal Alcohol Spectrum Disorders (FASD) information for women of child bearing age

j. Timeline (Start and End Dates of services)

k. Location of Services (Services need to be provided in all counties in the service area or a justification must be included. Not all locations need to receive identical services. It will not be acceptable to list all the counties in the services area under each location section. School names can be included but not proper names of businesses)

I. Process Indicators

m. Outputs

n. Short-Term Outcomes (Include the data source and the estimated number of persons upon whom the outcome will be determined, using the SMART format)

NOTE: Refer to the Performance Measure in the draft contract when completing the Action Plans

H. Tobacco-Related Services: If there is no tobacco specific Problem Statement included in the Action Plans, then list Evidence-Based Programs (EBP) included in the Action Plan that also have tobacco outcomes. Include the list on a separate page identified as **Tobacco-Related Services, Attachment G**. There is no form provided for Attachment H.

I. Subcontracts: Attach draft subcontract, if applicable, for any subcontract that exceeds \$2000 for IDPH review and approval as per Section 5 of the IDPH General Conditions

Note: Subcontract draft MUST be submitted with the application as an attachment.

2.03 Budget

The applicant will submit a line item budget of anticipated direct project costs for the period of July 1, 2013 to June 30, 2014. The budget shall include only the line item categories listed below and comply with the guidelines as outlined in Section 2.03 of the RFP 58810005. The applicant shall complete required form **Attachment H-1 and H-2** identifying proposed expenditures:

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

1. Salary/Fringe Benefits:

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

2. Contractual/subcontracts:

The applicant is permitted to subcontract for the performance of certain services. Refer to Section 1.17 of the RFP and Section 5 of the IDPH General Conditions for subcontract provisions and requirements. If services performed for any activities outlined in this RFA are to be subcontracted, the applicant must include subcontractor name and estimated dollar amount of each subcontract.

Subcontracts that exceed \$2000 must be approved by IDPH prior to signature by either entity. Submit a draft subcontract with the application for IDPH review and approval.

Note: IDPH reserves the right to disallow a subcontractor.

3. Other:

All other anticipated expenses using funds must be listed on the line item budget and justified. This category includes: office supplies, educational supplies, project supplies, communication, rent and utilities, training, information technology-related expense, travel, etc. This will include any equipment costs less than \$5000.

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.

NOTE: These funds may not be used for promotional items, t-shirts, banners, subscriptions dues or certification costs, and not for meals for participants other than light refreshments.

5. Administrative Costs or Federally Approved Indirect Rate

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

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

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

SECTION 3 – EVALUATION PROCESS AND CRITERIA

3.01 Review process

Review Committee: All applications that meet the technical requirements outlined in Section 3.03 of this RFA will be assigned for review of content and completeness. In this continuing year of the project period, applications will be reviewed without awarding point scores.

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

On March 14, 2013, a Notice of Intent to Award the contract(s) will be posted on the IDPH Web page www.idph.state.ia.us under *Funding Opportunities link* by 4:30 pm. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

Following the posting of the Notice of Intent to Award, the successful applicant(s) will retrieve a contract document through the IDPH SharePoint Service Contract system. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with IDPH. If a contract is not executed within ten (10) working days, IDPH reserves the right to request competitive applications, or offer the contract to a contractor in a contiguous county/region, or other entity deemed appropriate by IDPH. IDPH may, at its sole discretion, extend the time period for negotiations of the contract.

3.02 Review tool

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

3.03 Technical requirements

- A. Application documents must be submitted in a single zipped file (preferred) or single PDF file format, no larger than 20 MB, and emailed per the instructions outlined in section 1.06 E. Shortcuts or links to application documents will not be accepted and shall result in document rejection, which may result in rejection of the application.
- B. Applications must be typewritten and follow the format delineated herein.

Aspect	Requirement
Format	Documents must be created in MS Office Word or Excel. MS Office 97-2003 format is the minimum product accepted. Use 8 ½ X 11 page layout.
Font size	Applications must be in a minimum of 12 point font. A smaller font may be used for tables, figures or maps.
Header or Footer and Pagination	Insert a header or footer that identifies the applicant name, page number and the RFP number. All pages are to be sequentially numbered (1, 2, 3...) inclusive of all documents at the bottom or top of each page, including the cover page, maps, charts, budget pages, tables, and appendices or attachments; and beginning with the cover page as number one. If applicant is submitting an audit report (if required from section 3.04), this audit appendix does not need to be included in the sequentially numbered appendices.
Signature on Cover	The cover page (page 1 of Attachment A) must be complete and

Page	contain electronic signatures by an individual authorized to obligate the applicant agency.
Minority Impact Statement	The minority impact statement must be complete and contain an electronic signature by an individual authorized by the applicant agency.
Application content	Failure to adhere to prescribed instructions, technical requirements, format, or application content may result in disqualification (rejection) of the application.

- C. Do not submit promotional materials. Promotional materials or items other than required by this RFA will not be considered during the review process.
- D. Any information or materials submitted separately from the application will not be considered in the review process.

3.04 Misleading or inaccurate information

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

SECTION 4 – CONTRACT

4.01 Conditions

Any contract awarded by the IDPH shall include specific contract provisions and the IDPH General Conditions effective October 1, 2009 as posted on the IDPH Web page under *Funding Opportunities*: www.idph.state.ia.us. Refer to **Appendix I** for the Draft Contract Template. The Draft Contract Template included is for reference only and is subject to change at the sole discretion of IDPH.

The contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFA and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFA. All costs associated with complying with these requirements should be included in the application. If the contract exceeds \$ 500,000, or if the contract together with other contracts awarded to the Contractor by IDPH exceeds \$ 500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code Chapter 8F.

IDPH requires contractors to link with the local board of health when providing services supported by IDPH funding. In particular, contractors are expected to assist the local board of health in carrying out the three core functions of public health as defined in 641 IAC 77.3 (137): assessment, policy development and assurance. Examples of linking with the board of health include, but are not limited to:

- Provide environmental and/or health data to the local board of health for the purposes of, and provide assistance in, assessing and analyzing the health status of the community.
- Submit reports to the local board of health on the effectiveness, accessibility, and quality of services provided.
- Include the local board of health in establishing policies and plans associated with the services provided. This can be accomplished by establishing a liaison between the contractor and the board of health or by attending regular meetings of the board of health.
- Educate the local board of health about the services provided and work with the board to identify target populations in need of the services provided.
- Be active in the Community Health Needs Assessment and Health Improvement Plan process.
- Provide the board of health expert input on the services provided and how those services relate to; the health priorities of the community, and health improvement plans to address those priorities.

The contractor is expected to provide documentation of linkage efforts if requested by IDPH.

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

4.02 Incorporation of documents

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

4.03 Contractual payments

The IDPH provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514. In the event the contractor lacks sufficient working capital to provide the services of the contract, an advance not to exceed one-twelfth (1/12) of the contractual amount may be provided by the IDPH. One-third (1/3) of this advance will be deducted from eligible reimbursement of expenses for the 6th, 7th and 8th months of service.

SECTION 5 – APPENDICES

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

- Appendix I Draft Contract Template
- Appendix II Draft Scoring Tool
- Appendix III Funding Amounts
- Appendix IV Quarterly Report Form
- Appendix V Year End Report
- Appendix VI Project End Report

SECTION 6 – ATTACHMENTS

Attachments are posted in a separate file on the IDPH Web page under *Funding Opportunities*: www.idph.state.ia.us. Applicants must download these forms and include them in the applications as outlined in Section 2 of this RFA.

- Attachment A Cover Page and Key Personnel
- Attachment B Minority Impact Statement
- Attachment C Progress Report
- Attachment D Abstract
- Attachment E Logic Models
- Attachment F Action Plans
- Attachment H-1 and H-2 Budget- Excel Worksheets

NOTE: Attachment G Tobacco-Related Services (No form provided)