IOWA DEPARTMENT OF PUBLIC HEALTH

DIVISION OF Acute Disease Prevention and Emergency Response

Immunization Billing Implementation

REQUEST FOR PROPOSAL 58813011-

Project Period: July 1, 2013 – August 31, 2019
Contract Period: July 1, 2013 – August 31, 2014

RFP Table of Contents

SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose
1.02 Project Period/Contract Term
1.03 Eligibility Requirements
1.04 Service Delivery Area
1.05 Available Funds
1.06 Schedule of Events
1.07 Inquiries
1.08 Amendments to the RFP
1.09 Open competition
1.10 Withdrawal or Resubmission of Proposals
1.11 Acceptance of Terms and Conditions
1.12 Costs of Proposal Preparation
1.13 Multiple Proposals
1.14 Oral Presentation
1.15 Rejection of Proposals/Cancellation of RFP
1.16 Restrictions on Gifts and Activities
1.17 Use of Subcontractors
1.18 Reference Checks
1.19 Criminal Background Checks
1.20 Information From Other Sources
1.21 Verification of Proposal Contents
1.22 Bid Proposal Clarification Process
1.23 Waivers and Variances
1.24 Disposition of Proposals
1.25 Public Records
1.26 Copyrights
1.27 Appeal of Rejection Decision
1.28 Appeal of Award Decision
1.29 Definition of Contract
1.30 Construction of RFP

SECTION 2 – DESCRIPTION OF SERVICES

2.01 Description of Work and Services
2.02 Objectives
2.03 Staffing or Personnel Requirements
2.04 Budget
2.05 Required Reporting

SECTION 3 -- PROPOSAL FORMAT AND CONTENT

3.01 Technical Requirements
3.02 Proposal Contents
3.03 Budget
3.04 Business Organization
3.05 Litigation or Investigation
3.06 Proposal Checklist

SECTION 4 – PROPOSAL REVIEW PROCESS AND CRITERIA

4.01 Overview of Review Process
4.02 Scoring of Proposals

SECTION 5 – CONTRACT

5.01 Conditions
5.02 Incorporation of Documents
5.03 Order of Priority
5.04 Contractual Payments

SECTION 6 – APPENDICES

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

SECTION 7 – 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 Request for Proposal (RFP) 58813011 is to solicit proposals that will enable the Iowa Department of Public Health (IDPH) to select the most qualified local public health agencies (LPHAs) throughout Iowa to improve billing reimbursement by implementing or enhancing existing billing programs.

1.02 Project Period/Contract Term

The project period shall be from July 1, 2013 to August 31, 2019.

IDPH expects the initial contract period to be fourteen months from July 1, 2013 to August 31, 2014. IDPH shall have the option to renew the contract for up to six additional one (1) year terms subject to review of the continuation application, contractor performance and compliance with the terms and conditions of the contract, and availability of funds.

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

1.03 Eligibility Requirements

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

Eligible Applicants
Local Public Health Agencies (as designated by the county) are eligible to submit proposals in accordance with this RFP. To be eligible to qualify; applicants need to submit a billing needs assessment completed by HS Medical Billing Services, Inc.

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

Iowa counties as identified by the applicant. Successful applicants will be expected to serve all eligible patients regardless of county of residence.

1.05 Available Funds

The source of funding is federal (Prevention and Public Health Funds)

IDPH anticipates $540,000 available to be awarded to approximately 48 awards, with an average award amount of $11,250. Award amounts will be based upon guidance and concept from the billing needs assessment completed by HS Medical Billing Services, Inc. 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	April 12, 2013
Written Questions and Responses	
Round 1 Questions Due Interim Responses Posted By:	April 16, 2013 April 18, 2013
Round 2 Questions Due Interim Responses Posted By:	April 23, 2013 April 25, 2013
Final Questions Due Final Cumulative Responses Posted By:	April 30, 2013 May 2, 2013
Proposals Due	May 16, 2013
Post Notice of Intent to Award	June 20, 2013

A. RFP Issued – April 12, 2013. 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 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 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. Proposals Due – May 16, 2013.

Proposals must be **received** by 4:00 p.m. (local Iowa time) on May 16, 2013 by the IDPH SharePoint Service Contract Center in compliance with the following requirements:

- Email proposal documents as a single zipped file **OR** a single PDF, no larger than 20MB,

to **applications@idph.iowa.gov.** The preferred submission is a single zipped file.

- The subject line of the email must read "RFP 58813011. Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named "RFP 58813011(name of agency) .
- 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.

E. Release of Names of Applicants – May 16, 2013. 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 John McMullen at john.mcmullen@idph.iowa.gov.

F. Notice of Intent to Award – May 30, 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.

G. 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 John McMullen 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 John McMullen at john.mcmullen@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 organization may submit more than one proposal. However, only one award shall be provided to any one organization. Only one proposal will be accepted from each applicant.

1.14 Oral Presentation

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

1.15 Rejection of Proposals/Cancellation of the RFP

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

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

1. The applicant fails to submit the letter of intent, if required by this RFP, by the relevant dates and times and in the manner stated in section 1.06.

2. The applicant fails to submit the proposal in sufficient time for receipt by IDPH SharePoint Service Contract Center prior to the stated due date and time or in the manner stated in section 1.06.

3. The applicant is not an eligible applicant as defined in section 1.03.

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

1. The applicant fails to include required information or fails to include sufficient information to determine whether an RFP requirement has been satisfied.

2. The applicant fails to follow the proposal format instructions or presents information requested by this RFP in a format inconsistent with the instructions of the RFP.

3. The applicant provides misleading or inaccurate answers.

4. The applicant states that a mandatory requirement cannot be satisfied.

5. The applicant’s response materially changes a mandatory requirement.

6. The applicant’s response limits the right of IDPH.

7. The applicant fails to respond to IDPH’s request for information, documents, or references.

8. The applicant fails to include any signature, certification, authorization, or stipulation requested by this RFP.

9. The applicant initiates unauthorized contact regarding the RFP with a state employee.

1.16 Restrictions on Gifts and Activities

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

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

1.17 Use of Subcontractors

A. The applicant is permitted to subcontract for the performance of certain services required under the contract. Subcontracts must adhere to the provisions of Section 5 of the IDPH General Conditions effective January 1, 2013 Revised 1.10.13 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 August 20, 2013. The subject line of the email must read RFP 58813011. The single zipped file or PDF must be named "RFP 58813011) (insert your agency name) Confidential".

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 May 16 2013. The subject line of the email must read RFP 58813011. The single zipped file or PDF must be named "RFP 58813011 (insert your agency name) Confidential".

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

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

1.29 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 Description of Work and Services

Contractors will be expected to use this financial support to conduct the following activities:

- Provide personnel or contractors to support contracting, billing, credentialing, coding, and other components of billing.
- Train staff on contracting, billing, credentialing, coding and other components of billing.
- Implement or expand an immunization billing program based on established needs assessment completed by HS Medical Billing Services, Inc. and activities defined in the agency's RFP work plan.
- Successfully bill third party payers for immunization services such as vaccine costs and administration fee to Medicare, Medicaid and/or private insurance companies.
- At the end of the project period, complete an evaluation of the billing program.

2.02 Objectives

- Local public health agencies will identify personnel or contractors to support components of billing, including, but not limited to, contracting, billing, credentialing, and coding.
- Local public health agency staff will be trained on contracting, billing, credentialing, coding, and other components of billing.
- Local public health agencies are successfully reimbursed for services provided to insured patients.
- Local public health agencies will develop or enhance an immunization billing program that is sustainable after the funding period.

2.03 Staffing or Personnel Requirements

Qualified staff (e.g., current agency fiscal staff) to oversee contract staff and/or perform billing related activities.

2.04 Budget

The applicant will submit a line-item budget of anticipated project costs for the contact period of July 1, 2013 through August 31, 2014 sees Attachment E

2.05 Required Reporting

Reports listed below, as well as the due date and method of submission, are subject to change at the sole discretion of IDPH.

Program Reports
The successful applicants shall be expected to prepare the following reports on templates provided by IDPH.

Report	Method of Submission	Date Due
Quarterly Progress Program Report	1 electronic copy submitted to Marnell.Kretschmer@idph.iowa.gov	October 15, 2013 January 15, 2014 April 15, 2014 August 15, 2014
Annual/Final Program Report	1 electronic copy submitted to Marnell.Kretschmer@idph.iowa.gov	45 days after project has ended
Final Evaluation of the Agency's Billing Program	1 electronic copy submitted to Marnell.Kretschmer@idph.iowa.gov	45 days after project has ended

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

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

Performance Measure
An incentive of $100 will be awarded if your agency demonstrates a five percent increase in immunization billable revenues as reflected in agencies evaluation of the billing program.

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. (Refer to **Appendix III** for zipping instructions).

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	Follow the font style and size of the templates.
Margins	Narrative sections must use a minimum of one inch on all sides. Required forms contain preset margins which may not be changed.
Spacing	May be single- or double-spaced.
Header or Footer and Pagination	Insert a header or footer that identifies the applicant name, and the RFP number.
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.
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, 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.

    - According to the definition outlined in Iowa Code 554D.103 and U.S. Code (http://www.gpo.gov/fdsys/pkg/PLAW-106publ229/pdf/PLAW-106publ229.pdf) defines an electronic signature as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.

- Key Personnel for this Proposal – Provide information for agency personnel associated with this proposal. Include the information in the table provided on page 2 of the Cover Page (Attachment A). Describe the executive, management, technical, and professional staff who would perform duties related to this project. Include the number of staff, their roles, and their expertise and experience in providing these types of services. Provide evidence for any necessary applicable professional licenses required by law by listing the license number associated with the professional personnel.

    - 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 the department can contact concerning the proposal. This is the individual the Immunization Program will contact regarding program issues related to the contract.

    - Fiscal Director Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual with overall responsibility and authority for financial management for this program.

- (Insert Title) [list other types of professional staff to be included in the Key Personnel Form] Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual(s) with (insert statement).

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

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

C. Applicant's Background/Demonstrated Experience, and Needs Assessment
In narrative format, using the space provided in **Attachment C**, applicant shall describe each of the items listed below:

1. Background
2. Demonstrated Experience
3. Answer the questions included in the Billing Questionnaire Table

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

E. Office Locations and Services. Not required.

G. Letters of Support. Provide a letter of support from your local Board of Health and/or Board of Supervisor stating they are supporting your efforts in implementing or enhancing an immunization billing program. Include a statement verifying the ability to implement the plan during the project period and how the funds generated from the billing program will be utilized (county general fund, public health activities, etc.).

3.03 Budget

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

The applicant will submit a line item budget of anticipated direct project costs for the period of July 1, 2013 to August 31, 2014. The budget 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 F** identifying proposed expenditures:

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

1. Salary/Fringe Benefits:

List all staff directly funded, wholly or partially with these funds. Employee's name (if current staff), credentials, and position title must be listed.

2. Contractual/subcontracts:

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

3. Other:

All other anticipated expenses using funds must be listed on the line item budget and justified. This category includes: office supplies, educational supplies, project supplies, incentives, communication, training, information technology-related expense, travel, etc. This will include any equipment costs not meeting the above definition for equipment.

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

Food- $8.00/breakfast, $12.00/lunch, $23.00/dinner
Lodging- Maximum $83.00 plus taxes per night
Mileage- Maximum of $0.39 per mile.

5. Administrative Costs or Federally Approved Indirect Rate

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

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

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

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

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

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 E**) 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 reports (or operating statement if non-profit organization) to IDPH for the preceding three year period? 3. Does the agency need to submit an audited financial statement with this proposal?	Check “yes” or “no” regarding whether the applicant agency currently holds a contract with IDPH. If “yes”, go to #2. If “no”, go to #3. Check “yes” or “no” regarding whether the applicant agency has previously submitted audit reports (or operating statement if applicant is nonprofit corporation) for the preceding three year period. If “yes”, no additional information is needed. Any applicant agency that currently holds a contract with the department and has previously submitted a current audit report need not submit a copy with this proposal. If “no”, go to #3. If the agency responds “no” to either #1 or #2, then yes, 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

Applicant is not required to submit a checklist with 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 for the same service delivery area or when IDPH receives more proposals than funding allows for, 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 details are clear, organized and understandable.

C. Descriptions are responsive to the intent of the RFP objectives.

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

Points will be assigned for each item listed as follows:

5 Applicant's proposal or capability is exceptional and exceeds expectations for this criterion.

4 Applicant's proposal or capability is superior and slightly exceeds expectations for this criterion.

3 Applicant's proposal or capability is satisfactory and meets expectations for this criterion.

2 Applicant's proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.

1 Applicant's proposal or capability is not acceptable or applicable for this criterion.

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

All components listed below must be addressed in Section 3 of the RFP.

Proposal Component	**Weight**	**Potential Maximum Score**
Cover Page	---	Required
Minority Impact Statement	---	Required
Applicant's Background/Demonstrated Experience, and Needs Assessment	7	35
Work Plan	8	40
Budget and Budget Justification	5	25
W-9 Form	---	Required if new contractor
Business Organization Form or Statement	---	Required if new contractor
		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, 2013 Revised 1.10.13 as posted on the IDPH Web page www.idph.state.ia.us under *Funding Opportunities link*. Refer to **Appendix I** for the Draft Contract Template. The Draft Contract Template included is for reference only and is subject to change at the sole discretion of IDPH.

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

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

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

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

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

5.02 Incorporation of Documents

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

5.03 Order of Priority

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

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

5.04 Contractual Payments

The IDPH provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514. In the event the contractor lacks sufficient working capital to provide the services of the contract, an advance not to exceed one month's value of the contractual amount may be provided by the IDPH. One -third (1/3) of this advance will be deducted from eligible reimbursement of expenses for the [insert numbers i.e. 7th, 8th and 9th] months of service.

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 Contract Template
- Appendix II Draft Scoring Tools
- Appendix III Zipping Instructions

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 Demonstration of Need
- Attachment D Work Plan
- Attachment E Business Organization Form (might keep this separate in case the applicant needs to upload it).
- Attachment F Budget- Excel Worksheet