

**REQUEST FOR BIDS**  
**for**  
**Community Coalition Grant**  
**Fiscal Year 2014**

**I. INTRODUCTION**

The purpose of this Request For Bids (RFB) is to solicit bid Proposals which will enable the Iowa Department of Public Health, hereafter known as the Department, to select the most qualified Applicant to provide environmental substance abuse prevention strategies to reduce underage use of alcohol and/or binge drinking in their respective community.

The project period shall be from July 1, 2013 to June 30, 2014.

The Department expects the initial contract period to be a one-year term from July 1, 2013 to June 30, 2014.

Available Funds

Applicants may apply for up to \$3,000 for the total one-year 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 Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

The source of funding is the state of Iowa beer and liquor permit revenue. There is a 2:1 match required, i.e. two parts Department to one part contractor (\$3,000 award will require \$1,500 match).

It is anticipated the Department will award 10 contracts. One payment will be provided at the beginning of the grant period.

The issuance of this RFB in no way constitutes a commitment by the Department to award a contract.

**II. SCOPE OF SERVICES**

Community coalitions aimed at decreasing underage drinking and binge drinking are valuable assets to a comprehensive prevention plan. Communities benefit from a focused effort to raise awareness and provide community members with information, education and strategies to reduce underage drinking and/or binge drinking.

For this project, underage drinking is defined as consumption of alcohol by a person under the age of 21 years old (except in special circumstances such as religious ceremonies). Binge drinking is defined as any person consuming five or more drinks on one occasion.

The scope of services for this project includes the following to reduce underage use of alcohol and/or binge drinking:

- Environmental Substance Abuse Prevention Strategies  
Environmental prevention strategies establish or change written or unwritten community norms, standards, codes and attitudes, thereby influencing incidence and prevalence of underage use of alcohol and/or binge drinking. Environmental prevention strategies can change the underlying economic, legal, and socio-cultural processes of community systems that contribute to substance abuse.

Effective environmental prevention efforts target each of the four areas that influence alcohol problems. Following are the four areas with examples of environmental strategies to prevent underage alcohol use and/or binge drinking:

### 1. Community Norms

The unwritten rules concerning acceptable behavior in a given setting have the power to encourage or discourage drinking and other alcohol problems. Examples of community norm prevention include:

- Promoting public events (fairs, concerts, sports events) that are alcohol-free or that follow rigorous "Responsible Beverage Service" guidelines for the sale of alcoholic beverages
- Parents posting signage for graduation parties that are alcohol-free
- Coalition members monitoring local business marketing and advertising that promote alcohol products to youth; reporting to local authorities and media

### 2. Access and Availability

A variety of alcohol problems – such as underage drinking, drinking and driving, violence and safety problems have been linked to easy availability of alcohol. States and localities can reduce availability of alcohol by strengthening laws and ordinances that restrict youth access and by promoting compliance through education and enforcement. Substantial educational efforts are essential and must be accompanied by a credible threat of enforcement. Examples of ways to reduce access and availability include:

- Training for bar and restaurant owners and workers
- Merchant education that informs retailers about the law and penalties for violation, and that provides guidance on how to check identification and refuse sales to minors

### 3. Media Messages

Media messages can help frame messages related to community norms, access and availability; why compliance to laws is important; and consequences of violating the law. Media messages can be used, partnering with police when appropriate, to restrict youth access. Targeted groups include:

- Parents and other adults
- Youth
- Business owners and workers

### 4. Public Policy Efforts

Policies in the public sector (counties, cities, school districts) and the private sector (businesses, social clubs) and enforcement of those policies, shape how alcohol is promoted, sold and consumed. The following actions intended to change public policy related to underage use of alcohol:

- Requiring "Responsible Beverage Server" training for sellers and servers
- Conducting public policy campaigns to change product pricing or amount of tax on alcohol products
- Conducting public policy campaigns to change the location of alcohol products to reduce accessibility to minors
- Developing uniform law enforcement policies within a jurisdiction or a series of surrounding jurisdictions to provide a community standard for managing underage drinking
- Regulating sites where alcohol signage may and may not appear

- Establish local zoning ordinances that restrict the number of alcohol outlets in a neighborhood

### III. ADMINISTRATIVE MATTERS

The dates set forth below are for informational planning purposes only. The Department reserves the right to change any of these dates:

EVENT	DATE
Post/Submit RFB to potential Applicants	February 27, 2013
Written Questions and Responses	
Round 1 Questions Due	March 14, 2013
Interim Responses Posted By:	March 21, 2013
Final Questions Due	March 28, 2013
Final Cumulative Responses Posted By:	April 4, 2013
Bid Proposals due	April 18, 2013
Select Successful Applicant/Post Notice of Intent to Award	May 2, 2013

#### Eligibility

Eligible applicants are existing community coalitions demonstrating all of the following:

- The coalition's action plan includes alcohol, tobacco, and other drugs (ATOD) prevention as one of its priority issues;
- The coalition plans to implement an environmental strategy to address underage alcohol use and/or binge drinking;
- The coalition is comprised of "grass roots" volunteers representing many sectors of the community;
- The community coalition does not currently receive funding from any state or federal agency in a cumulative amount of \$10,000 or more
- The county in which the community is located is not currently funded for the Strategic Prevention Framework State Incentive Grant (SPF SIG). A list of funded SPF SIG counties can be found at <http://www.idph.state.ia.us/spfsig/counties.asp>.

Eligible community coalitions may have another agency serve as the applicant in the event they are not legally incorporated as a non-profit organization (see Section IV. APPLICATION REQUIREMENTS). The eligibility requirement of not receiving state or federal funds of \$10,000 or more does not apply to an agency that agrees to be the applicant on behalf of the community coalition.

All coalition members and organizations represented in the coalition receiving funds must maintain a firm policy of no alcohol use under the age of 21. Funds may not be used to support programs that do not maintain this policy.

Only one grant will be awarded to a community coalition.

Community Coalitions are eligible to submit bid Proposals in accordance with this RFB. Applicant is required to maintain and provide to IDPH, upon application, a current and valid email account for electronic communications with IDPH.

Bid Proposals should include the Applicant's plan for accomplishing the work set forth in the Scope of Services and should include sufficient information regarding the Applicant's ability to perform the services sought to enable the Department to make a judgment about the Applicant's ability to perform the work identified in the Scope of Services

**Bid Submission Requirements and Bid Proposals Due – April 18, 2013.**

Bid Proposals must be **received** by 4:00 p.m. (local Iowa time) on April 18, 2013 by the IDPH SharePoint Service Contract Application Center in compliance with the following requirements:

- Email Bid 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 "RFB FY14 Community Coalition Grant". Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named "RFB FY14 Community Coalition Grant (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.

Bid 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.

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

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

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

The Bid 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 Bid 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 Bid 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 Bid Proposal.**

It is the applicant's sole responsibility to submit emailed Bid Proposals in sufficient time so the Bid 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 Bid Proposals as early as possible to allow sufficient time for any unforeseen issues to be resolved prior to the deadline, if they occur. Bid

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 Bid Proposal within the IDPH SharePoint Service Contract Application Center will be generated automatically and emailed to the sender of the emailed Bid 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 Bid 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.

Written Questions and Responses:

Written questions related to the RFB must be submitted via email to John McMullen at [john.mcmullen@idph.iowa.gov](mailto: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 RFB, 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 RFB. 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 RFB.

Oral questions will not be accepted. If an Applicant or someone acting on an Applicant's behalf attempts to discuss this RFB orally or in writing with any members of the evaluation committee, or any employee or elected official of the State of Iowa, other than John McMullen, the Applicant may be disqualified.

The Department reserves the right to reject any or all bid Proposals, in whole or in part, to advertise for new bid Proposals, to abandon the need for such services, and to cancel this RFB at any time prior to the execution of the written contract.

All information submitted by the Applicant will be treated by the Department as a public record unless the Applicant properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its Proposal is submitted.

By submitting a bid Proposal, the Applicant agrees that the Department may copy the bid Proposal for purposes of facilitating the evaluation of the bid Proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party.

Notice of Intent to Award – May 2, 2013. A Notice of Intent to Award the contract(s) will be posted on the IDPH Web page [www.idph.state.ia.us](http://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.

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.

#### IV. APPLICATION REQUIREMENTS

**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: I

- 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 by program, not to exceed the amounts outlined in section I.
- 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 – 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 – 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 proposal.
  - Fiscal Director Name, email address, experience, license number – Complete the table by providing the name of the individual with overall responsibility and authority for financial management for this program.
  - Coalition Coordinator Name, email address, experience – Complete the table by providing the name of the individual(s) with oversight of the coalition's activities.

**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. Narrative:** Identifies a specific plan for services. Complete required form – **Attachment C** following these instructions:

1. Community Coalition Name: If the coalition is not the applicant, include the name of the coalition contact person.

The proposal must be made by a legally incorporated non-profit organization with a federal identification number.

- If the coalition is legally incorporated as a non-profit organization, the applicant will be the coalition.
- If the coalition is not incorporated, a supporting organization may be chosen and will be the applicant. The applicant must be legally incorporated as a non-profit organization. This organization must accept responsibility for accountability of funds and reporting requirements.

2. Geographical Area: Identify the area to be served.

3. Description of Coalition:

- a. Describe the community coalition, the date the coalition began and list the membership sectors.
- b. Indicate if the coalition is an Iowa Community of Promise or an active SAFE certified coalition. Priority will be given to these coalitions.
- c. Indicate whether the coalition has a paid or volunteer coordinator.
- d. Specify whether the coalition receives funding from any state or federal agency in a cumulative amount of \$10,000 or more
- e. Describe current substance abuse prevention priorities for the coming year.
- f. Include a copy of the coalition action plan, which is a list of services/activities that coalition will be working on during one year or multiple years.

4. Description of the Project:

- a. Current, unmet need in the community for which this project is planned;
- b. The specific substance abuse prevention environmental strategies to reduce underage alcohol use and/or binge drinking;
- c. How this project will be different from activities previously offered in the area;

d. A specific description of how the target population will be involved in the planning and implementation of this project. Priority will be given to a project with youth involved in the planning process and implementation of the project.

5. Project Evaluation:

- a. Describe the desired outcomes for the project and specifically how the success of the project will be measured.
- b. Describe how the project will measure successful youth involvement.

6. Subcontract:

In the event of a funded proposal, proposed subcontracted services with a value of \$2,000 or greater must be defined in a legal agreement, submitted to and approved by IDPH prior to signature by either party. (Per Section 5 of the IDPH General Conditions)

**NOTE:** Subcontract draft MUST be submitted with the grant application as an attachment.

Subcontracts must include the following information at a minimum:

- 1) Name and address of subcontractor;
- 2) Beginning / end dates of subcontract period;
- 3) Subcontractor qualifications;
- 4) Anticipated services and/or activities to be provided;
- 5) Estimated dollar amount of subcontract
- 6) Line item budget to be reimbursed based on actual expenses incurred;
- 7) Contract policies and requirements;
- 8) Provision for the Department, the Contractor, and any of their duly authorized representatives to have access for the purpose of audit and examination;
- 9) A statement that all provisions of contract are included in the subcontract;
- 10) Compliance with Iowa Department of Public Health *General Conditions* dated 01.01.2013.

**D. Budget:** Identifies specific items or services to be purchased, not an activity or program. Complete required form – **Attachment D** following these instructions:

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

List the items for which funds are requested, and the projected cost of each item. Budget must relate to the activities described in the “Description of Project” section. List **ONLY** funds requested from this grant.

The applicant will submit description/unit cost budget of anticipated direct project costs for the period of July 1, 2013 to June 30, 2014. The budget shall include only items (units) for appropriate expenses as outlined in this RFB. Match items (units) must also be indicated. Match may consist of cash, volunteer time, office space, and other in-kind “funding”.

The applicant will submit a description/unit cost budget of anticipated direct project costs for the period of July 1, 2013 to June 30, 2014. The budget shall include only the items (units) for appropriate expenses as outlined in this RFB. Match items (units) must also be indicated. Match may consist of cash, volunteer time, office space, and other in-kind “funding”.

The applicant shall complete required form **Attachment D** identifying proposed expenditures:

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

Funds are limited to \$300 for office equipment and \$1,500 for media campaigns.

**Funds may not be used for:**

- a. Salaries;
- b. Speakers;
- c. One-time events or alternative activities such as mock accidents or post-prom parties (Note: A portion of the funding could be used for a town hall meeting related to underage and/or binge drinking);
- d. Materials (including films and videos) available for loan from the Iowa Substance Abuse Information Center (ISAIC) in Cedar Rapids. Contact the Center at 1-866-242-4111 to determine if materials are available. The proposal must indicate that ISAIC has been contacted and materials were not available, or;
- e. Agency/organization/coalition or program advertising.

**NOTE:** These funds may not be used for out of state travel, promotional items, t-shirts, banners, or subscriptions, dues or certification costs. No meals will be funded for project participants other than light refreshments.

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 this RFB and Section 5 of the IDPH General Conditions for subcontract provisions and requirements. If services performed for any activities outlined in this RFB 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, rent and utilities, training, information technology-related expense, travel, etc. This will include any equipment costs not meeting the above definition for equipment.

Travel

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

*Food*- \$8.00/breakfast, \$12.00/lunch, \$23.00/dinner

*Lodging*- Maximum \$83.00 plus taxes per night

*Mileage- Maximum of \$0.39 per mile.*

#### 5. Administrative Costs or Federally Approved Indirect Rate

If the applicant plans to charge administrative or indirect costs, this must be identified in the 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.

### **V. EVALUATION CRITERIA**

An evaluation committee made of up employees of the Department will review bid Proposals. The committee will consider all information provided in the bid Proposal when making its recommendation and may consider relevant information from other sources. The Department may also consider geographical distribution, budget information and any other information received pursuant to the procurement process. The evaluation committee will award the contract to the responsible Applicant submitting the best bid Proposal. The lowest priced bid Proposal is not necessarily the best bid Proposal. The evaluation committee's selection will be subject to the final approval of the Department.

The bid Proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

- 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 RFB 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:**

<b>PROPOSAL COMPONENT</b>	<b>WEIGHT</b>	<b>POTENTIAL SCORE</b>
<b>Description of Coalition</b>	<b>5</b>	<b>25</b>
*5 points will be awarded if the applicant is an Iowa Community of Promise and/or an active, certified SAFE Coalition	<b>1</b>	<b>5</b>
<b>Description of Project</b>	<b>6</b>	<b>30</b>
*5 points will be awarded if the applicant has youth involved in the planning and implementation of the project	<b>1</b>	<b>5</b>
<b>Project Evaluation</b>	<b>5</b>	<b>25</b>
<b>Budget</b>	<b>2</b>	<b>10</b>
<b>TOTAL</b>		<b>100</b>

## **VI. CONTRACTUAL TERMS**

- a. The Contract, which the Department expects to award as a result of this RFB, shall be based upon the Proposal submitted by the successful Applicant and this RFB. The Contract between the Department and the successful Applicant shall be a combination of the scope of services, terms and conditions of the RFB, the Proposal of the Applicant, and all written clarifications or changes made in accordance with the provisions herein. The Department reserves the right to either award a Contract without further negotiation with the successful Applicant or to negotiate Contract terms with the selected Applicant if the best interests of the Department would be served by negotiation.
- b. Any contract awarded by the Department shall include specific contract provisions and the general conditions effective January 1, 2013 Revised 1.10.13 as posted on the department Web site at [www.idph.state.ia.us](http://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. 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 RFB and the potential resulting contract.

- c. The Department expects Contractors to link with the local board of health when providing services supported by Department 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 the Department.

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

## **VII. APPEAL OF REJECTION DECISION**

The applicant's receipt of a rejection letter constitutes receipt of notification of the adverse decision per 641 Iowa 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.

## **VIII. APPEAL OF THE 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 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.

## **IX. – APPENDICES**

Appendices and attachments are posted in a separate file on the IDPH web page under *Funding Opportunities*: [www.idph.state.ia.us](http://www.idph.state.ia.us).

Appendix I Draft Service Agreement

Appendix II Draft Scoring Tool

Appendix III Reporting Form

## **X. – ATTACHMENTS**

Attachments and amendments are posted in a separate file on the IDPH web page under *Funding Opportunities*: [www.idph.state.ia.us](http://www.idph.state.ia.us). Applicants must download these forms and include them in the proposal as outlined in Section IV of this RFB.

Attachment A Cover Page

Attachment B Minority Impact Statement

Attachment C Narrative

Attachment D Budget