

Iowa Department of Public Health

Division of Health Promotion and Chronic Disease Prevention

**Pregnancy Risk Assessment Monitoring System (PRAMS)
Telephone Interviews**

Request for Proposal (RFP) 58814017

Project Period: April 1, 2014 through September 29, 2019

Contract Period: April 1, 2014 through September 29, 2015

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www.idph.state.ia.us.

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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) 58814017 is to solicit proposals that will enable the Iowa Department of Public Health (IDPH) to select the most qualified applicant to conduct the telephone phase of the Pregnancy Risk Assessment Monitoring System (PRAMS) protocol.

1.02 Project Period/Contract Term

The project period shall be from April 1, 2014 through September 29, 2019.

IDPH expects the initial contract period to be an 18 month term from April 1, 2014 through September 29, 2015. IDPH shall have the option to renew the contract at its sole discretion for up to four (4) additional one (1) year term subject to review of the continuation application, contractor performance and compliance with the terms and conditions of the contract, availability of funds, program modifications, or any other grounds determined by IDPH to be in the agency's best interests.

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

1.03 Eligibility Requirements

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

Eligible Applicants

Any government, for profit, or not for profit organizations are eligible to submit proposals in accordance with this RFP.

Electronic Communication Requirements

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

1.04 Service Delivery Area

The state of Iowa.

1.05 Available Funds

The source of funding is federal funds from the Centers for Disease Control and Prevention (CDC).

Applicants may apply for up to \$80,000 for the total 18 month period contract period. IDPH anticipates one (1) award. Annual renewals will be for the amount of approximately \$60,000. The actual total award and individual contract funding level 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	January 2, 2014
Written Questions and Responses	
Round 1 Questions Due	January 14, 2014
Interim Responses Posted By:	January 21, 2014
Final Questions Due	January 31, 2014
Final Cumulative Responses Posted By:	February 7, 2014
Proposals Due	February 18, 2014
Post Notice of Intent to Award	March 11, 2014

A. **RFP Issued – January 2, 2014.** IDPH will post the RFP on the IDPH Web page under the *Funding Opportunities* quick link at: www.idph.state.ia.us. IDPH will send a copy of the RFP to any person or entity which requests the RFP.

B. **Applicant’s Conference:** An Applicant’s Conference will not be held.

C. **Written Questions and Responses.** Written questions related to the RFP must be submitted via email to Stacey Hewitt at stacey.hewitt@idph.iowa.gov no later than **the dates specified in the table above.**

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

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

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

D. **Letter of Intent.** A letter of intent is not required.

E. **Proposals Due – February 18, 2014.**

Proposals must be **received** by 4:00 p.m. (local Iowa time) on **February 18, 2014** by the IDPH SharePoint Service Contract Application Center in compliance with the following requirements:

- Email proposal documents as a single zipped file **OR** a single PDF, no larger than 20MB, to applications@idph.iowa.gov. The preferred submission is a single zipped file. (Instructions for zipping files are included as **Appendix I**).
- The subject line of the email must read “RFP 58814017. Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named “RFP 58814017 (insert your agency name)”.
- Do not include additional information or text in the body of the email as it will not be available to IDPH staff.

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

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

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

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

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

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

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

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

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

F. **Release of Names of Applicants – February 20, 2014.** The names of all applicants who submitted proposals by the deadline shall be released to all who have requested such notification via an email request to Stacey Hewitt at stacey.hewitt@idph.iowa.gov.

G. **Notice of Intent to Award – March 11, 2014.** A Notice of Intent to Award the contract(s) will be posted on the IDPH Web page www.idph.state.ia.us under *Funding Opportunities* link by 4:30 pm. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

H. **Contract Negotiations and Execution of the Contract** – Following the posting of the Notice of Intent to Award, the successful applicant(s) will retrieve a contract document through the IDPH SharePoint Service Contract system. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with IDPH. If a contract has not been executed within ten (10) working days, IDPH reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by IDPH. IDPH may, at its sole discretion, extend the time period for negotiations of the contract.

1.07 Inquiries

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

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

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

1.08 Amendments to the RFP

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

1.09 Open Competition

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

1.10 Withdrawal or Resubmission of Proposals

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

1.11 Acceptance of Terms and Conditions

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

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

1.12 Costs of Proposal Preparation

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

1.13 Multiple Proposals

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 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 February 18, 2014. The subject line of the email must read RFP 58814017. The single zipped file or PDF must be named "RFP 58814017 (insert your agency name) Confidential".

The applicant must submit one copy of the proposal from which the confidential information had been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the proposal as possible. A proposal from which the confidential information had been excised must be emailed as a single zipped file or PDF to applications@idph.iowa.gov by 4:00 p.m. (local time) on February 18, 2014. The subject line of the email must read RFP 58814017. The single zipped file or PDF must be named "RFP 58814017 (insert your agency name)".

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

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

1.26 Copyrights

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

1.27 Appeal of Rejection Decision

The applicant's receipt of a rejection letter constitutes receipt of notification of the adverse decision per 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 Stacey Hewitt, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the IDPH will continue working with the successful applicant pending the outcome of the appeal.

1.28 Appeal of Award Decision

The posting of the Notice of Intent to Award on the IDPH Web page constitutes receipt of notification of the adverse decision per 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, return receipt requested, to Stacey Hewitt, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the IDPH 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.

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SECTION 2 – DESCRIPTION OF SERVICES

2.01 Description of Work and Services

The IDPH was awarded PRAMS funding in 2012. The purpose of PRAMS is to collect state-specific, population-based data on maternal attitudes and experiences before, during, and shortly after pregnancy. The goal of PRAMS is to improve the health of mothers and infants by reducing adverse outcomes such as infant low birth weight, infant mortality and morbidity and maternal morbidity. PRAMS provides state-specific data for planning and assessing health program and for describing maternal experiences that may contribute to maternal and infant health.

Telephone interviews are conducted with moms selected to participate in PRAMS but who did not reply to the mail phase of the PRAMS protocol. Telephone interviews are conducted using a protocol approved by the Centers for Disease Control and Prevention (CDC) and the University of Northern Iowa (UNI) Institutional Review Boards (IRBs). The selected applicant will conduct the telephone phase of the PRAMS protocol. The Iowa PRAMS telephone survey has 78 questions and takes about 40-50 minutes to complete over the phone. The selected applicant will attempt to complete approximately 90 telephone interviews per batch; batches are in phone phase for a 33 day period.

Currently, data from the interviews are recorded on a paper version of the phone survey and then collected by the IDPH for data entry. It is expected that the data collection method for PRAMS will change within this project period. This change is occurring at the CDC, and all states participating in PRAMS will be expected to comply with the changes. Thus, the selected applicant will be expected to implement and comply with the protocol and changes as they become available. The new data collection system will be called PRAMS Integrated Data System (PIDS). PIDS is a data management system which coordinates both the mail and phone phases of PRAMS. The phone module in PIDS will consist of a web-based interview system which will allow for immediate data collection into the system, scheduling, recording call attempts and outcomes, as well as identifying interviews to be conducted in Spanish.

Telephone Survey Process and Transition to PIDS.

The selected applicant shall conduct PRAMS telephone surveys in both English and Spanish, following the Iowa PRAMS phone survey protocol (**Appendix IIIa**), using paper surveys and phone sheets created and provided by IDPH until the phone module in PIDS is available. Refer to **Appendix IIIa** for the current telephone survey protocol.

The selected applicant shall follow IDPH guidance in transitioning to use of PIDS for completing phone interviews. CDC is currently developing a web-based data management system to facilitate all PRAMS-related operations; both mail and phone activities. The mail module of PIDS has been available since February 2013; however, the phone module is still in development. Once the phone module is available to the selected applicant, all phone operations will take place within PIDS, including, but not limited to, data collection, monitoring of interviewers, and report development. The selected applicant shall be required to register all staff members working on the PRAMS project with the CDC to obtain SAMS accounts. Procedures for this process shall be provided by IDPH to the selected applicant.

The selected applicant shall follow the Iowa PRAMS protocol as approved by the CDC and UNI IRBs, to

collect and store all PRAMS-related data. The selected applicant shall provide IDPH paper copies of completed surveys and phone sheets on a quarterly basis until PIDS is implemented.

PIDS is programmed to collect all call information as call attempts are being made. This information shall be provided to IDPH at the end of the interviewing period for each batch via the reports features in PIDS.

The selected applicant shall enter all telephone interview data into PIDS, regardless of interim system issues with PIDS. For example, if there is a power outage at CDC, the selected applicant shall continue to make call attempts and/or conduct telephone interviews using the paper protocol. The call attempt information and responses from the interviewees shall be recorded on hardcopy telephone worksheets and questionnaires. Within 24 hours of PIDS again being available, the selected applicant shall enter the survey data into PIDS.

IDPH shall provide the selected applicant, either via SecureMail or PIDS, records for women who did not respond to the mail survey and need to be contacted by phone. An initial list of subjects' telephone numbers shall be provided by IDPH, along with other relevant information for verifying the correct person is being interviewed. In the event of disconnected or invalid telephone numbers, the selected applicant shall make all attempts necessary to obtain the most current telephone numbers using a variety of sources, including, but not limited to, paid and free internet searches. After all attempts have been made by the selected applicant, and in the event that the selected applicant is unable to identify a new phone number for a mother, IDPH's PRAMS Coordinator will be notified and will attempt to provide a phone number using internal IDPH resources. IDPH's PRAMS Coordinator will send any updated telephone numbers to the selected applicant. The selected applicant shall then begin calling interviewees using the new numbers.

The selected applicant shall notify IDPH's PRAMS Coordinator of the names of women who could not be contacted from each batch every Wednesday following the initiation of telephone contacts for the batch. The selected applicant shall utilize all the available numbers at least 15 times at various time intervals or until the interview is complete, the person is contacted and refused, all identified numbers have been determined to be invalid, or the close of the batch.

The selected applicant shall follow PRAMS protocol for callback procedures. The only time there should be fewer than fifteen (15) calls to a telephone number is when a call results in a "terminating" outcome. A selected respondent who is not available shall be called back a minimum of three (3) times. Refer to **Appendix IIIb** for current callback procedures and handling of refusal conversions.

The selected applicant shall call all telephone numbers over a variety of times, including weekdays, weekday evenings, and weekends. All numbers shall be tried at least 15 times over a 38 day period, with at least five attempts in the evening and at least five attempts on a weekend until a final resolution is reached.

The selected applicant's interviewing hours shall be from Monday-Friday, 9:00 a.m. to 9:00 p.m. CST; Saturday, 9:00 a.m. to 1:00 p.m. CST; and Sunday, 1:00 p.m. to 5:00 p.m. CST. The results of each call shall be entered onto the phone work sheet or into the PIDS system (once available) by selecting the correct disposition codes, as defined in the training materials. The selected applicant shall enter comments made by mothers onto the paper survey or into the PIDS system (once available) during the interview. Each comment should be recorded verbatim. The one exception is that no names, addresses, telephone numbers, or e-mail addresses of women or their providers should be recorded.

Training and Competency.

The selected applicant shall utilize staff and interviewers that demonstrate competent interview skills and comply with the PRAMS protocol. The selected applicant shall ensure appropriate and adequate training, as well as supervision of all interviewers. IDPH requires all of the selected applicant's staff (whether paid or volunteer) working on the PRAMS project be trained as outlined below. Training shall occur within the first 60 days of the contract, or within 60 days of hire, whichever is first.

Interviewers and supervisors must receive PRAMS-specific interviewer training, as well as confidentiality and Human Subjects Protection training. Initial training will be facilitated by the IDPH's PRAMS Coordinator. Subsequent training shall be conducted by the successful applicant at the IDPH's sole discretion. Training must include measures to ensure standards of quality in telephone contacts and data collection.

IDPH shall provide the following materials that must be used during interviewer training:

- Iowa PRAMS protocol;
- an overview of PRAMS;
- CDC PRAMS Human Subjects training;
- procedure for ascertaining if the correct subject is on the telephone;
- obtaining informed consent for PRAMS;
- scripted PRAMS questionnaire;
- pronunciation guide for specific medical terminology;
- standardized telephone activity tracking forms;
- frequently asked questions and answers; and
- other PRAMS-specific interviewing techniques.

In addition, the interviewers must be trained in infant bereavement. As procedures and instructions change, the selected applicant will re-train and debrief interviewers. Initial training will be facilitated by the IDPH's PRAMS Coordinator. Subsequent training shall be conducted by the successful applicant at the IDPH's sole discretion. Training for interviewers must be completed before contacting any moms in the PRAMS sample.

Interviewer Training content must include all of the following:

- PRAMS overview and purpose
- Human subjects protection and confidentiality
- Verification of correct subject on the telephone
- Obtaining informed consent
- Scripted PRAMS questionnaire
- Telephone interview techniques
- Practice interviews with different scenarios
- Bereavement training

Refer to **Appendix IIIb** for current procedures in handling sensitive and emergency situations.

PIDS Training

All of the selected applicant's staff shall be trained on the use of PIDS. Once the phone module of PIDS is rolled out, all of the selected applicant's staff shall practice using the PIDS system prior to using the live environment for conducting telephone interviews. PIDS contains a staging environment populated with de-identified data for training purposes. The selected applicant's staff members shall be required to review the PIDS Training Manual prior to that training. As training materials become available from CDC to IDPH, those materials shall be provided to the selected applicant. Training for of the selected applicant's interviewers will include the following:

- Initiating an interview
- Entering appropriate disposition codes
- Navigation of the phone script
- Scheduling interviewers
- Entering comments

Initial training will be facilitated by the IDPH's PRAMS Coordinator. Subsequent training shall be conducted by the successful applicant at the IDPH's sole discretion. IDPH support will be provided in-person when PIDS is initially implemented to assist the selected applicant, as well as appropriate materials. Training must be completed before contacting any moms in the PRAMS sample.

The selected applicant's administrative staff members assigned to PRAMS are also required to participate in PIDS training. Topics shall include those listed above for the interviewers as well as the following:

- Creating and editing batch reports
- Monitoring calls
- At least one administrative staff member shall participate in all walk-through sessions hosted by CDC and provide feedback to the IDPH as needed.

As training materials become available from CDC to IDPH, those materials shall be provided to the selected applicant. Training will be conducted through participation in CDC's walk-through sessions and consultation with IDPH's PRAMS Coordinator. Training for both interviewers and administrative staff members must be conducted within 15 working days of being notified of PIDS's availability for use. Routine use of PIDS shall commence when the following batch is provided by IDPH's PRAMS Coordinator.

Quality Monitoring.

Refer to **Appendix IIIc** for current quality monitoring procedures. The selected applicant shall monitor each interviewer 10% of the time they are placing calls. The selected applicant shall assess if the interviewer is identifying women according to the PRAMS protocol, administering the interview according to the script, protecting the mother's confidentiality when speaking with other household members, and keeping data collection forms and their PIDS stations secure. Monitoring shall be documented by the selected applicant using the IDPH supplied monitoring form. In addition, the selected applicant's monitors shall randomly evaluate 10% of the interviews to determine whether the interviewee's responses are recorded accurately on the paper surveys and in PIDS. The selected applicant will provide a summary of the monitoring efforts for each batch to IDPH's PRAMS Coordinator

in conjunction with the Final Batch Report. The selected applicant will provide for monitoring of interviews in both English and Spanish.

The selected applicant will also provide remote monitoring capability for IDPH's PRAMS staff to monitor interviews, without prior notice, using a method that is undetectable to the interviewer or the respondent. If remote electronic monitoring is not available, the selected applicant will record at least two completed interviews per batch and send the information to IDPH's PRAMS Coordinator. At least one of the recorded interviews will include the introductory script, including the portion during which the interviewer verifies the person's identity, as read to mothers by the interviewers.

2.02 Objectives

- Objective 1: The selected applicant will comply with the IRB-approved PRAMS protocol for conducting telephone interviews with selected moms.
- Objective 2: The selected applicant will participate in all training activities outlines in section 2.01.
- Objective 3: It is expected that 90% - 95% of the records will be matched with at least one telephone number and the selected applicant will obtain **completed** interviews from a minimum of 30% of the subjects in each batch.
- Objective 4: The selected applicant will submitted all reports as indicated in section 2.05.
- Objective 5: The selected applicant will provide quality monitoring as detailed in section 2.01.

2.03 Staffing or Personnel Requirements

Staffing or personnel requirements are as follows:

- The applicant will provide at minimum 0.5 FTE to the administration of the PRAMS protocol. This person(s) will be responsible for communicating with IDPH regarding the implementation of the protocol, including but not limited to providing reports to IDPH and the supervision of the interviewers. One year of previous experience using a computer-assisted telephone interview system (such as WINCATI) is preferred.
- Applicant must employ an appropriate number of interviewers to complete all call attempts to the expected 90 women per batch.
 - Only female telephone interviewers shall conduct PRAMS interviews.
 - All PRAMS interviewers shall be at least 18 years old and have at least two months experience (working for the selected applicant), conducting computer-assisted telephone interviews.
- The selected applicant shall provide adequate personnel to administer the Spanish language surveys.

Applicant should state if additional staff will be hired for PRAMS or if existing personnel will be re-assigned to this project. Not all necessary staff are expected to be hired at the time of application.

2.04 Budget

The applicant will submit a line item budget of anticipated direct project costs for the initial contract period (refer to section 1.02). Refer to Section 3 for budget form instructions.

The budget shall include only the line item categories listed below:

- 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:

Applicants must clearly identify their use of subcontracted services with a value of \$2,000 or greater. Use of subcontracts must be appropriate for implementation of the project.

3. Equipment:

List any equipment anticipated to be purchased with these funds. Equipment is defined as any item with a cost or value of \$5,000 or more and with an anticipated useful life of one year or more. If the item does not meet this definition, it should be included in "other" costs.

4. Other:

All other anticipated 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.

Expense Reporting:

The selected applicant will submit monthly expenditure reports that include a detailed breakdown of costs per line item of costs being claimed for reimbursement. These expenses should coincide with the IDPH-approved budget. The applicant must also agree to provide any additional financial documentation to support expenses if requested by IDPH.

2.05 Required Reporting

IDPH requires periodic reporting of compliance with proposed action plan, provision of services, and incurred expenses by successful applicants. The required reports and related information will be submitted in accordance with a resulting contract, if applicable. The reports, due dates, and submission requirements are subject to change at the sole discretion of IDPH.

Note: An original list of names (the monthly batch) will be sent to the selected applicant each month via SecureMail or be moved to active status in the PIDS phone module by IDPH's PRAMS Coordinator. Along with this list of names, IDPH will specify the dates on which the batch is open to calling, when it expires and when reports are due.

The following reports are **anticipated** for this project:

- *Weekly Progress Reports* (due each Wednesday for all active batches)

The selected applicant shall produce and submit Weekly Progress Reports to be delivered electronically using SecureMail or via PIDS each Wednesday using the IDPH-approved format. Information to be included is a listing of moms categorized by those who are active, completed the survey, attempts were maxed out, refusals, invalid numbers, language barriers, and those needing new numbers from IDPH internal sources.

- *Final Batch Reports* (due one week after the batch’s phone phase closes, specific dates provided by IDPH)

The selected applicant shall prepare and deliver a Final Batch Report, including a log of call attempts, timing, final resolution of each record in the batch, and a monitoring report. Once PIDS is available, the monitoring report will be created and submitted via the PIDS reports feature. Until that time, a monitoring report will be sent with the Final Batch Report for each batch. The batch monitoring report will be a summary of the individual monitoring forms completed by the selected applicant. The edited final monthly batch report will be submitted one week (7 days) after the batch’s telephone phase is complete either electronically using SecureMail or via the PIDS system by the selected applicant. IDPH will review the submitted reports for usability and completeness.

- *Federal Funding Accountability and Transparency Act (FFATA) Sub-Awardee Data Form:*
The Federal Funding Accountability and Transparency Act (FFATA), **Appendix II**, requires IDPH to report information regarding all sub-awardees which receive grant awards of \$25,000 or greater including executive compensation if the federal criteria are met. The Sub-Awardee Data Form will be emailed by IDPH to the successful applicant immediately following award of the contract.
- Expense Reports/invoices and supporting documentation for costs as requested by IDPH.

2.06 Outcomes and Performance Measure

Successful applicants will be required to have measurable outcomes for the services provided in compliance with the work and service expectations listed in Section 2. IDPH anticipates the following performance measures to be included in a successful applicant’s contract.

The IDPH will review the submitted reports to ensure the information is complete and usable. If the IDPH determines that submitted reports are incomplete; the IDPH will request corrected reports, to be submitted and approved by IDPH prior to issuing payment for the corresponding month’s invoice. If the submitted reports are consistently incomplete and a significant amount of data requires editing, the Contractor will be required to submit a corrective action plan indicating steps they plan to take to ensure submitted data is complete and usable.

If the reports are incomplete or unusable by the IDPH for more than three consecutive months, the IDPH will deduct 2% of the contract total for each of the two subsequent monthly payments (equals a total of 4% disincentive).

Response Rate Performance Measure

The contractor will complete 30% of telephone interviews each month based on the number of subjects provided in each batch. The 30% completion response rate will be calculated as follows:

Number of completed interviews

Number of moms initiating phone phase - # of moms for whom a valid phone number could not be identified

If the completed response rate to the telephone interviews falls below 30%, the IDPH will provide notice to the Contractor. The Contractor will submit a corrective action plan (for each occurrence below 30%) to the IDPH that will address the plan to obtain at least a 30% batch response rate.

If the completed response rate is below 30% for three consecutive batches, the IDPH will deduct 2% of the contract total for each of the two subsequent monthly payments (equals a total of 4% disincentive).

If the Contractor continues to fail to meet the 30% response rate in continuous subsequent months of data batches, a 2% reduction will occur on each subsequent monthly payment until corrected (i.e. completed response rate meets or exceeds 30%).

Once corrected, the Contractor will be expected to maintain the 30% response rate. If the Contractor fails to do so for three months in a row again, the same consequences will be instituted as described above.

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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 I** 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	Proposal must be in a minimum of 12 point font. A smaller font may be used for tables, figures or maps.
Margins	Narrative sections must use a minimum of one inch on all sides. Required forms contain preset margins which may not be changed.
Spacing	No more than double-spaced.
Pagination	All pages are to be sequentially numbered (1, 2, 3...) inclusive of all documents at the bottom or top of each page, including the cover page, maps, charts, budget pages, tables, and appendices or attachments; and beginning with the cover page as number one. If applicant is submitting an audit report (if required from section 3.04), this audit appendix does not need to be included in the sequentially numbered appendices.
Signatures on Cover Page	The cover page (page 1 of Attachment A) must be complete and contain an electronic signature by an individual authorized to 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, license number, and contingency plan 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, and contingency plan 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 IDPH can contact concerning the proposal.

- Fiscal Director Name, email address, experience, license number, and contingency plan as applicable – Complete the table by providing the name of the individual with overall responsibility and authority for financial management for this program.
- Interviewers* – For all interviewers, provide name, email address, and relevant experience.

Contingency Plan: Identify the specific staff (by name and title) who are qualified to assume the duties of the position in the event that the position is vacated (e.g. due to resignation or leave of absence).

*Applicant must employ an appropriate number of interviewers to complete all call attempts to the expected 90 women per batch.

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. References. Applicant must provide two references in **Attachment C**. References must have knowledge of applicants experience operating a statewide telephone survey. Applicant will list the names, email addresses and phone numbers of two references that IDPH may contact to verify information contained in the proposal. See Reference language in section 1.18 of this RFP.

D. Applicant’s Background and Demonstrated Experience and Proposed Work Plan. In narrative format, using the space provided in **Attachment D**, applicant shall describe each of the items listed below:

1. Background/Demonstrated Experience:

- a. Identify other projects in which the applicant is currently providing or has provided services similar to the services described in this RFP.
- b. Describe other similar contracts or projects currently undertaken by the applicant.

2. Work Plan. Applicants shall complete **Attachment D** by inserting narrative and supporting data into the form for each section outlined. Goals and objectives detailed in the work plan must align with the activities listed in Section 2 of the RFP.

Section 1: Timeline of Activities

Applicant shall create a timeline that identifies major activities for the project, including implementation, trainings, etc. The timeline should be in a chart format.

Section 2: Implementation Capacity

Describe your organization's organizational capacity to implement the PRAMS protocol. Be sure to address how your organization will reassign and/or hire and train staff for this project; adhere to the PRAMS telephone interview protocol, including any internal procedures used to implement corrective actions; and what methods your organization will use to identify phone numbers for those participants without a valid phone number.

Section 3: Managing transition data collection method

Please respond to the following questions in your narrative as to how you will manage a transition from a paper-based survey to a web-based data collection system.

- How will your organization maintain fidelity to the PRAMS protocol? Be sure to include information about staff trainings and quality monitoring.
- Discuss how your organization will maintain the response rate during the transition.
- Discuss how your organization will communicate participant information with IDPH during the transition. Be sure to include methods for determining missing/found phone numbers, refusals, completed interviews, etc.

Subcontracts:

If the applicant intends to use subcontractors in completing work and services of this RFP, refer to Section 1.17 and complete the Subcontracts Form (**Attachment E**). This information must include:

1. The name of the subcontractor if known
2. The address of the subcontractor if known
3. The scope of work to be performed by each subcontractor
4. Subcontractor qualifications

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

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

3.03 Budget

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

The applicant will submit a line item budget of anticipated direct project costs for the period of April 1, 2014 through September 29, 2015. 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

- Equipment
- Other
- Administrative or Indirect Costs

3.04 Business Organization Information

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

If the applicant is a current contractor with IDPH and already has an established SharePoint site for contract management with IDPH, then the applicant is responsible to verify the information included in the Business Organization form is **current and uploaded** in their respective Business Organization folder within their SharePoint Service Contract site. If any updates are needed to the Business Organization Form or supporting information, the applicant must complete these prior to proposal submission. If the applicant is a current contractor and the Business Organization Form is updated and on file in the applicant’s SharePoint agency library, the applicant shall **check the box at the top of the Business Organization form indicating that the form has been reviewed and is accurate.**

If the applicant is a **new** potential contractor with IDPH and does not currently have access to an IDPH established SharePoint site for service contract management, then the Business Organization Form (**Attachment G**) and any supporting information required in this section shall be electronically attached in a PDF as part of the Business Organization form documents 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 <u>current</u> 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’s business Organization Form.

Disclosure of Litigation	Is there any litigation, administrative, or regulatory proceedings pending or threatened against your agency or subcontractor?	<p>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.</p> <p>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.</p>
Disclosure of Contract Default	Has your agency or a subcontractor defaulted on a contract?	<p>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.</p> <p>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.</p>
Disclosure of Contract Termination	Has your agency or subcontractor terminated a contract?	<p>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.</p> <p>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.</p>
	Has your agency or a subcontractor had a contract terminated?	<p>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.</p> <p>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.</p>
Audited financial statement	<ol style="list-style-type: none"> Does the agency currently hold a contract with IDPH? Has the agency submitted audit reports (or operating statement if non- 	<p>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.</p> <p>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.</p>

	<p>profit organization) to IDPH for the preceding three year period?</p> <p>3. Does the agency need to submit an audited financial statement with this proposal?</p>	<p>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.</p> <p>If “no”, go to #3.</p> <p>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.</p> <p>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.</p>
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3.05 Litigation or Investigation

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

3.06 Proposal Checklist

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

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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. **(Appendix IV)**

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. **(Appendix V)** 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 that the two highest ranking proposals receive an equal number of points, two division directors and the respective bureau chief administering the program may conduct a second review utilizing the same scoring process.

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

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

4.02 Scoring of Proposals

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

Accepted proposals will be evaluated based on the following criteria

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized and understandable.
- C. Descriptions are responsive to the intent of the RFP objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully achieve the objectives of the project. 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/requested in Section 3 of the RFP.

EXAMPLE:

Proposal Component	Weight	Potential Maximum Score
Cover Page	--	Required
Key Personnel	2	10
Minority Impact Statement	--	Required
Background and Demonstrated Experience	6	30
Work Plan	7	35
Budget and Budget Justification/Narrative	5	25
Business Organization Form	--	Required
		100 points maximum

SECTION 5 – CONTRACT

5.01 Conditions

Any contract awarded by the IDPH shall include specific contract provisions and the IDPH General Conditions effective January 1, 2014, as posted on the IDPH Web page www.idph.state.ia.us under *Funding Opportunities link*. Refer to **Appendix VI** 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 7th, 8th and 9th months of service.

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

SECTION 6 – APPENDICES

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

- Appendix I Zipping Instructions
- Appendix II FFATA Form
- Appendix IIIa Iowa PRAMS Telephone Survey Protocol
- Appendix IIIb Iowa PRAMS Telephone Interviewing Procedures
- Appendix IIIc Iowa PRAMS Telephone Monitoring Procedures
- Appendix IV Draft Technical Review Tool
- Appendix V Draft Scoring Tool
- Appendix VI Draft Contract

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 Reference List
- Attachment D Applicant’s Background, Demonstrated Experience and Work Plan
- Attachment E Subcontract Form
- Attachment F Budget- Excel Worksheets
- Attachment G Business Organization Form