REQUEST FOR BIDS
for
Local Radon Mini-Grant

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 radon test kit distribution, systems change activities, and outreach/awareness services at the local level.

The project period shall be from January 1, 2014 to April 30, 2019.

The Department expects the initial contract period to be a four-month term from January 1 to April 30, 2014. The Department shall have the option to renew the contract for up to four additional terms subject to review of the continuation application, applicant performance, compliance with the terms and conditions of the contract, and availability of funds.

Available Funds
Single-county applicants may apply for up to $3,000 for the total four-month period. Multiple counties may collaborate on a joint application to apply for a maximum total budget of $6,000. Multiple-county applications must identify a lead agency. The lead agency must be listed as the applicant for this RFB. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.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 issuance of this RFB in no way constitutes a commitment by the Department to award a contract.

II. SCOPE OF SERVICES

A. Radon Test Kit Distribution
Applicants will be required to offer the following services:

1. Distribute short-term test kits free of charge.
   All radon test kits purchased with IDPH funds shall be provided free of charge to residents in the service area. Test kit distribution must incorporate accurate instructions for test kit placement, appropriate testing conditions, and the procedure for submitting the test kit to an accredited radon testing laboratory. Successful applicants shall use the IDPH-approved radon testing fact sheet developed jointly by the Department and the Iowa Asthma, Indoor Air, and Radon Coalition to ensure a consistent testing message. The fact sheet can be found here: Radon Fact Sheet.

2. Follow-up on radon test results with homeowners.
   Applicants shall record all serial numbers for test kits distributed and follow up with homeowners to ensure that test kits have been used. When results are available, applicants will contact homeowners with results greater than 4 picocuries/L to offer technical assistance in retesting. When appropriate, the applicant will refer a homeowner to the list of Iowa-credentialed radon mitigation specialists at the following link: http://www.idph.state.ia.us/Radon/Fix.aspx.

B. Systems Change Activities

Applicants will be required to select one (1) of the following two options to engage local partners in their service area:

Option 1: Promote radon testing and mitigation in schools

The applicant must collaborate with a school or school district to promote radon education, testing, and mitigation to increase awareness of radon issues. The applicant may consult the following guides for radon testing in schools and other large buildings:

- Radon Measurement Protocols for Schools: http://www.healthhouse.org/radon/school_protocols.pdf
- EPA Radon in Schools Information: http://www.epa.gov/iaq/schools/pdfs/kit/managing_radon.pdf

Applicants must select at least one of the following eligible activities for Option 1:

- Collaborate with an individual school or school district and other entities (parent-teacher organizations, school boards, assistants, and teachers) to facilitate training on radon and other indoor air quality topics by March 30, 2014.
- Conduct a survey of schools to direct educational efforts to schools which have not tested for radon or require technical assistance to conduct follow-up testing by March 30, 2014.
- Provide training to school building maintenance staff on indoor air quality topics, including radon by March 30, 2014.

-or-

Option 2: Engage local entities to facilitate the adoption of Radon-Resistant New Construction (RRNC) policies

Information about Radon-Resistant New Construction can be found in Appendix F of the International Residential Code, or on the American Association of Radon Scientists & Technologists (AARST) website: http://www.aarst.org/. Applicants selecting this option must demonstrate existing support for RRNC or demonstrate prior work or experience on radon policy.

Eligible activities for Option 2

The Applicant may propose one or more of the following activities:

- Provide presentations to city or county building, housing or code officials; local boards of health, homebuilders' associations; or other community groups to educate on the importance of RRNC.
- The Applicant may propose to partner with a local radon mitigation specialist to conduct a demonstration or Q/A session related to RRNC principles.
- The Applicant may conduct a feasibility study or conduct data analysis of local building permits to determine economic benefits of RRNC codes.

C. Radon Promotion and Advertising

The applicant shall deliver radon messages through at least two (2) of the media outlets mentioned below. Applicants shall promote January 2014 as Radon Action Month using at least one of the media outlets. All activities conducted during radon action month must be logged onto the www.radonleaders.org website. Messages shall be used to promote local radon activities, seminars, or publicize the availability of radon test kits. The Department will provide a collection of clipart and photographs that may be used during radon promotion and advertising campaigns. The successful applicant may also use or produce their own photographs if approved by the Department. Applicants should consult *The Health Communicator's Social Media Toolkit* (Centers for Disease Control, 2010), which is found online: http://www.cdc.gov/socialmedia/tools/guidelines/pdf/socialmediatoolkit_bm.pdf for additional guidelines on using social media to promote public health messages.

1. Local newspaper articles/ads
   Local publications may be used to advertise upcoming events, or to provide information to the general public about the applicant's selected systems change activity (RRNC or Radon in Schools).

2. Radio advertisements
   Successful applicants may develop customized messages to promote test kit sales. In addition, the following 15-second script may also be used to communicate the importance of testing:

   A cause of lung cancer could be in your home. It's a radioactive gas called radon. And testing is the only way to know if radon is there. So keep your family safe by testing and mitigating your home for radon.

3. Website ads
   The Applicant may promote local radon efforts on the applicant's web site. The applicant may develop customized messages, or may use following text as a website ad.

   Radioactive gas may be in your home.
   Even though you can't see it, smell it, or taste it.
   So test your home for radon.
   And keep your family safe.

4. Facebook
   If the applicant does not have an existing Facebook site, the applicant may budget for staff time necessary to develop a site. The applicant shall consider the following guidelines when planning radon promotion and advertising activities on Facebook:

Content:	Posts should be on topic, and relevant to the audience.
Frequency:	Posts should be added at least three times per week.
Engagement:	The site should encourage and foster dialog, and direct users to the agency's radon web site, if applicable, or to IDPH's radon web site.
Resources:	One staff member should be responsible for the postings. A back-up staff member shall also be named in the proposal.
Life Span:	The site shall have long-term feasibility to promote ongoing campaigns, events, and messages related to radon and indoor air quality.

5. Twitter
   Twitter may also be used to promote local activities. Twitter messages must be 120 characters or less. Applicants which propose to use Twitter must use a tracking mechanism such as tracking followers, re-tweets, or using RSS feeds. The applicant shall consult pages 27-31 of *The Health Communicator's Guide Social Media Toolkit* for guidance on using Twitter to disseminate radon messages. See the above-mentioned guidance document for more detail on these tracking methods.

6. Videos, Webcasts, Other Media Tools
   The applicant may propose to develop educational videos, webcasts or other products to post on a website, advertise on Facebook/Twitter, or air on local networks. The applicant may budget for video equipment or software necessary to produce media messages.

The applicant shall include the method, frequency, and the general content of all proposed radon messages in the work plan document (Attachment D). If the Applicant proposes to customize messages for any of the media outlets mentioned above, those messages must be included in the narrative section of the work plan.

D. Required Trainings
The applicant will be required to participate in two radon-related webinars during the month of January. These webinars will be sponsored by the Department. The dates and other details will be released as information becomes available.

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	November 6, 2013
Written Questions and Responses	
Round 1 Questions Due Interim Responses Posted By:	November 12, 2013 November 19, 2013
Final Questions Due Final Cumulative Responses Posted By:	November 26, 2013 December 3, 2013
Bid Proposals due	December 10, 2013
Select Successful Applicant/Post Notice of Intent to Award	December 31, 2013

Eligibility
Local boards of health which are current Iowa Asthma, Indoor Air, and Radon (AIR) Coalition members are eligible to submit proposals in accordance with this RFB. A current AIR Coalition Roster can be found in Appendix II of this RFB Document. 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 – [December 10, 2013].
Bid Proposals must be **received** by 4:00 p.m. (local Iowa time) on [December 10, 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 Local Radon Mini 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 (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 no later than **November 26, 2013.**

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 -- December 31, 2013. A Notice of Intent to Award the contract(s) will be posted on the IDPH Web page www.idph.state.ia.us under *Funding Opportunities* link by 4:30 pm. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

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

Summary of Attachments

The following elements are required and are described in detail in subsequent sections. All components are minimum requirements of the application; in addition, some are scored components. Additional information about the scoring and evaluation process can be found in Section V: Evaluation Criteria.

Title of Document	Number of Document	Scored Component/ Minimum Requirement
Cover Page	Attachment A*	Minimum Requirement
Minority Impact Statement	Attachment B*	Minimum Requirement
Background, Experience & Partnerships	Attachment C*	Scored Component
Work Plan/Timeline	Attachment D*	Scored Component
Budget and Justification	Attachment E*	Scored Component

*Attachment Templates are included with RFB document.

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: If the cover page is reformatted or titles changed, these instructions must be edited to reflect the changes.

- 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 1.05.

- Conditions/Signature – The person authorized to execute legal documents on behalf of the entity must date and insert an electronic signature to certify that the applicant is in agreement with the conditions listed.

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

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

- Executive Director Name, email address, experience and license number as and contact information – 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.
- Lead Agency Program Coordinator Name, email address, and contact information – 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.
- Program Coordinator Name, email address, and contact information – 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. If the proposal is a multi-county applicant, a program coordinator must be identified for each county.
- Fiscal Director Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual with overall responsibility and authority for financial management for this program.

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

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

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

1. Background:
   a. Identify other projects in which the applicant is currently providing or has provided services similar to the services described in this RFP. Specifically, the applicant must provide details on other radon or indoor air quality projects or similar activities conducted.

   b. Describe other similar contracts or projects currently undertaken by the applicant.

2. Community Partnerships:
   a. Identify any established partnership relationships with the community including any potentially new partners that would facilitate the proposed project.

D. Work Plan

Using the form provided **(Attachment D)**, applicants shall provide a detailed summary of the applicant's plan to provide the activities listed under the Scope of Services, Section II. Specifically, the Work Plan shall detail the action steps necessary to carry out all activities proposed. A minimum of three action steps are required for each activity. Refer to Section II: Scope of Services of this document for a detailed explanation of each activity.

1. Required Activities:
    a. Radon Test Kit Distribution
    b. Local Partnership Outreach (select one of the following two options)
        i. Radon testing in schools
        ii. Radon-resistant new construction (RRNC) education
    c. Radon Promotion and Advertising

2. Timeline

    All activities as outlined in this proposal must occur within the contract period. Activity timelines must be specific and include the month and duration of the activity. For example, if a newspaper ad will be run for three consecutive weeks, provide the approximate beginning and ending date of the ad. If the applicant plans to conduct two meetings with local partners, include the month in which this meeting will occur.

    Subcontracts
    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).

E. Budget

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.

The applicant will submit a line item budget of anticipated direct project costs for the period of January 1, 2014 through April 30, 2014. The budget shall include only the line item categories listed below and comply with the guidelines as outlined in this RFB. The applicant shall complete required form **Attachment E** identifying proposed expenditures:

General Budget Form

Category	IDPH Budget
Salary/ Fringe	
Contractual/subcontracts	
Other	
Indirect/ Admin.	

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

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.

3. Other:

All other anticipated expenses using funds must be listed on the line item budget and justified. This category includes: radon test kits, office supplies, educational supplies, project supplies, incentives, communication, rent and utilities, training, information technology-related expense, travel, etc. Equipment such as digital cameras/video or other devices (to be used for radon promotion and advertising) are acceptable expenditures; however the successful applicant will *not* be reimbursed for data plans associated with electronic devices.

Note: A maximum of 30% of the budget total may be used to purchase radon test kits.

Travel

Applicants may propose to attend the following conferences/trainings:

- Region 7 EPA-Radon Stakeholders' Meeting, West Des Moines, Iowa (March 2014)
- Iowa Governor's Conference on Public Health, Ames (April 2014)
- Radon Measurement or Mitigation Training
- Other radon or indoor air quality trainings approved by the Department

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.

4. 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.

A minimum score of at least 60 will be considered for funding. The maximum points to be awarded for each Proposal section are as follows:

PROPOSAL COMPONENT	***WEIGHT***	***MAXIMUM SCORE***
Background, Experience & Partnerships (Attachment C)	***5***	***25***
Work Plan & Timeline (Attachment D)	***8***	***40***
Budget & Budget Narrative (Attachment E)	***7***	***35***
TOTAL MAXIMUM SCORE		***100***

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 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 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, return receipt requested, to John McMullen, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.