

IOWA DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HEALTH PROMOTION AND CHRONIC DISEASE
PREVENTION

Dental Loan Repayment Program - PRIMECARRE Expansion

REQUEST FOR PROPOSAL #58814022

Contract and Project Period: May 1, 2014- April 30, 2016

RFP Table of Contents

SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

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

SECTION 2 – DESCRIPTION OF SERVICES

- 2.01 Description of Work and Services
- 2.02 Program Awards Process and Requirements
- 2.03 Disbursement of Funds
- 2.04 Contract Default
- 2.05 Program Monitoring
- 2.06 Tax Liability
- 2.07 Required Reporting
- 2.08 Site Visit

SECTION 3 -- PROPOSAL FORMAT AND CONTENT

- 3.01 Technical Requirements
- 3.02 Proposal Contents
- 3.03 Litigation or Investigation
- 3.04 Application Checklist

SECTION 4 – PROPOSAL REVIEW PROCESS AND CRITERIA

- 4.01 Overview of Review Process
- 4.02 Scoring of Proposals

SECTION 5 – CONTRACT

- 5.01 Conditions
- 5.02 Incorporation of Documents
- 5.03 Order of Priority

SECTION 6 – APPENDICES

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

SECTION 7 – ATTACHMENTS

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

SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Request for Proposal (RFP) #58814022 is to solicit proposals/applications that will enable the Iowa Department of Public Health (IDPH) to select the most qualified applicants to receive assistance in repayment of qualified education loans for dentists working in a Health Professional Shortage Area (HPSA).

The Dental Loan Repayment Program - PRIMECARRE Expansion is made possible with funding from the University of Iowa College of Dentistry, Division of Preventive and Community Dentistry grant award from the Health Resources and Services Administration (HRSA) Grants to States to Support Oral Health Workforce Activities.

The goal of this program is to expand on existing state efforts to recruit and retain dentists to increase access to oral health care for underserved populations, including rural and urban underserved populations, and for preservation of the public's health.

These activities relate to *Healthy Iowans 2020*, Access to Quality Health Services and Support (Availability and Quality of the Health Care Workforce).

1.02 Project Period/Contract Term

The project and contract period shall be from May 1, 2014 to April 30, 2016.

The contract period specified in this Request for Proposal is subject to adjustment due to funding delays at the federal or state level or other unforeseen occurrences.

Due to unforeseen circumstances, as determined and approved by IDPH, the contract start date may be adjusted to a date no later than three months after May 1, 2014, and the contract end date will be adjusted to a date no later than three months after April 30, 2016.

The dental loan repayment contract period will not automatically coincide with the dates covered by the applicant's employment agreement.

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

1.03 Eligibility Requirements

Applicants to this RFP apply as individuals and must meet **all** eligibility requirements listed in this section. This section is mandatory and applicants not meeting any one of the following criteria should not apply as they will be rejected.

Per instructions in Section 3; applicants will complete Attachment A, Eligibility Checklist, to ensure that eligibility criteria are met. Applications submitted that do not meet all the eligibility requirements will be rejected during Phase I of the review process.

Applicant must:

- ✓ **Be a citizen of the United States and,**
- ✓ **By the contract start date of May 1, 2014, be licensed*, registered and board eligible* or certified* to practice in Iowa as one of the following:**
 - general practice dentist
 - pediatric dentist

Note: all candidates must be licensed in order to receive loan repayment, regardless of the criteria for employment by other state or federal regulations.

*Loan repayment shall not be granted for a health professional applicant whose license or certification is restricted by a medical regulatory authority of any jurisdiction of the United States or other nations or territories.

And,

- ✓ **By the contract start date of May 1, 2014, applicant must be employed* at a public or non-profit private entity/clinical practice site.** “Public” is defined as a governmental entity, such as a state-run facility or county-run hospital. Employment with any type of corporation or business which operates in a “for-profit” status does not fulfill the service obligation for the Dental Loan Repayment Program, and thus you are not eligible to receive loan repayment. A resource option for this information may be the Secretary of State website at www.sos.state.ia.us (Search Databases/Business Entities)

*Applicants are responsible for securing an employment agreement or contract **prior to** application under this RFP.

And,

- ✓ **Practice in a Dental Health Professional Shortage Area (HPSA).** Health professionals must practice in a dental HPSA. HPSA status can be obtained at: <http://hpsafind.hrsa.gov>. HPSA status is subject to change and must be designated as of March 1, 2014; HPSAs that are “proposed for withdrawal” are not eligible areas for purposes of this program **and,**
- ✓ **Perform full-time or half-time clinical practice, providing oral health care services in an outpatient facility for a minimum of two years,** beginning at the start date of the Dental Loan Repayment contract (prior service does not fulfill the service obligation). Full-time or half-time status must meet the definition provided here for the corresponding status.
 - ***Full-time clinical practice is defined as: a minimum of 40 hours per week in a clinical practice, for a minimum of 45 weeks per service year.*** The 40 hours per week may be compressed into no less than four (4) days per week, with no more than 12 hours of work to be performed in any 24-hour period. Time spent in an “on call” status does not

count toward the 40-hour requirements. Participants do not get service credit for hours worked over the required 40 hours/week. No more than 7 weeks (35 work days) per service year can be spent away from the approved service site(s) for vacation, holidays, continuing professional education, illness, or any other reason.

- ***Half-time clinical practice is defined as:*** a minimum of 20 hours per week (not to exceed 39 hours per week) in a clinical practice, for a minimum of 45 weeks per service year. Time spent in an “on call” status does not count toward the 20-hour requirement. Participants do not get service credit for hours worked over the required 20 hours/week, and excess hours cannot be applied to any other work week. No more than 7 weeks (17.5 work days) per service year can be spent away from the approved service site(s) for vacation, holidays, continuing professional education, illness, or any other reason.

The 20 hours per week may be compressed into no less than 2 work days per week, with no more than 12 hours of work to be performed in any 24-hour period. Full-time work done by a half-time participant will not change the participant’s half-time status (and will not entitle the clinician to full-time service credit).

Applicants must also:

- ✓ **Have qualifying education-related debts/loans*.** Qualifying education loans are government and commercial loans for actual costs paid for tuition and reasonable educational and living expenses related to the undergraduate or graduate education of the participant leading to a degree in dentistry.

***NOTE:** If an applicant has consolidated or refinanced loans, the applicant must provide documentation (e.g. copy of the original loan documentation) to establish the educational purpose and contemporaneous nature of such loans. If an eligible educational loan is consolidated or refinanced with any other debt other than another eligible educational loan of the applicant, **no portion of the consolidated/refinanced loan will be eligible for loan repayment**

AND:

- ✓ **Not have any other outstanding contractual obligation** for health professional service to the Federal Government (e.g., an active military obligation, an NHSC Scholarship Program obligation or a State (e.g., a State Loan Repayment Program (SLRP) obligation) or other entity (e.g., a recruitment or sign-on bonus that obligates you to remain employed at a certain site), unless the obligation would be completed prior to receipt of the Dental Loan Repayment Program award. See below for exception for members of a Reserve component of the Armed Forces or National Guard.

EXCEPTION: Individuals in a Reserve component of the Armed Forces, including the National Guard, are eligible to participate in the Dental Loan Repayment Program. Reservists should understand the following:

- Placement opportunities may be limited by the SLRP in order to minimize the impact that a deployment would have on the vulnerable populations served by the reservist.
- Military training or service performed by reservists will not satisfy the SLRP service commitment. If a participant's military training and/or service, in combination with the participant's other absences from the service site, will exceed approximately 7 weeks per service year, the participant should request a suspension of his/her service obligation. The SLRP service obligation end date will be extended to compensate for the break in SLRP service.
- If the approved SLRP service site where the reservist is serving at the time of his/her deployment is unable to reemploy that reservist, the SLRP will reassign the participant to another SLRP-approved service site to complete his or her remaining SLRP service commitment. Because it is sometimes difficult to identify short-term assignments, a participant may be asked by the service site to sign an employment contract which extends beyond the completion date of his or her SLRP service commitment.
- If the participant is a reservist and is called to active duty, the amount of time he/she is on active duty (which does not count as SLRP service) must be added to the terms of the original contract.

AND, Applicants must also:

- ✓ **Not have been in breach of a prior health professional service contract to the federal, state or local government or other entity and,**
- ✓ **Not had any federal debt written off as uncollectible or had any federal service or payment obligation waived and,**
- ✓ **Not have a judgment lien against their property for a debt to the United States and,**
- ✓ **Not have defaulted on a federal loan, even if the creditor now considers them to be in good standing and,**
- ✓ **Not be excluded, debarred, suspended, or disqualified by a federal agency and,**
- ✓ **Not be delinquent in child support payments and,**
- ✓ **Not deny health services on the basis of a patient's ability to pay for the services or because payment for the services will be through Medicaid, Children's Health**

Insurance Program (CHIP), or Medicare reimbursement and,

- ✓ **Charge for professional services at the usual and customary prevailing rates in the area in which such services are provided, and if a patient is unable to pay prevailing rates they will be charged at a reduced rate (i.e. discount sliding fee scale) or not charged any fee.** Approved service sites are required to provide services for free or on a sliding fee scale or discounted fee schedule for low-income individuals. A sliding fee scale or discounted fee schedule is a set of discounts that is applied to a site's schedule of charges for services, based upon a written policy that is non-discriminatory.

Additional eligibility requirements:

Preference will be given to applicants who have never received loan repayment assistance prior to this application (refer to scoring criteria section 4.02 for details).

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.

Cautionary Note: Because the IDPH receives large numbers of applications for the limited funding, any incomplete application will be rejected during Phase I of the review process. The application submitted must contain all requested items and be clear and organized. IDPH will not provide the applicant the opportunity to clarify the submitted application or materials.

1.04 Available Funds

Grants to dental professionals for repayment of education loans are provided through a grant to States to Support Oral Health Workforce Activities, from the U.S. Department of Health and Human Services Health Resources and Services Administration and match funding from the State of Iowa and private organizations. Awards in the competitive process are distributed in accordance with Iowa Administrative Code 641 chapter 176.

IDPH anticipates up to \$77,846 total funding in year one and \$50,000 total funding in year two available for the contract period May 1, 2014 through April 30, 2016 pending the availability of federal funds.

IDPH anticipates distributing available funding between approximately 1-2 awards. However, actual number of awards and award amounts may vary depending on the number of applicants, the amounts of qualifying education related debts for successful applicants, and the work status of applicants (part-time vs. full-time).

- The anticipated maximum award available to eligible full-time applicants is \$50,000 each year for a total of \$100,000 for the two-year contract period.
- The anticipated maximum award available for part-time applicants is \$25,000 each year for a total of \$50,000 for the two-year contract period.

If additional funding becomes available within the contract period; IDPH may increase award amounts or fund additional applicants that are approved, but not funded under this RFP.

Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

1.05 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 28, 2014
Written Questions and Responses	
Round 1 Questions Due	February 18, 2014
Interim Responses Posted By:	February 25, 2014
Final Questions Due	February 28, 2014
Final Cumulative Responses Posted By:	March 7, 2014
Proposals Due	March 17, 2014
Post Notice of Intent to Award	April 18, 2014

A. RFP Issued – January 28, 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 to the schedule of events table above.

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

D. Letters of Intent Due – A letter of intent is not required.

E. Proposals Due – March 17, 2014.

Proposals must be **received** by Stacey Hewitt at the address below **by 4:00 p.m. (local Iowa time) on March 17, 2014.**

The **original complete application, plus three (3) copies of the entire** application shall be submitted to:

Stacey Hewitt, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building – 6th Floor
321 E Twelfth Street
Des Moines, Iowa 50319-0075

Electronic mail and faxed copies of the proposal **will not** be accepted. Applicants who choose to mail proposals must allow ample mail delivery time to ensure timely receipt of their proposal by IDPH. It is the applicant's sole responsibility to ensure that the proposal is date and time stamped as received by IDPH prior to the deadline.

Proposals received by IDPH after the stated due date and time will be rejected and not reviewed by IDPH. IDPH will notify the applicant of the rejection.

The due date and time requirements for receipt of the proposal are mandatory

requirements and will not be subject to waiver as a minor deficiency.

Any information submitted separately from the proposal will not be considered in the review process.

F. Release of Names of Applicants -- March 24, 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 -- April 18, 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 receive a contract document. 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.

1.06 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 1.05(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.

1.07 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.

1.08 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.

1.09 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. Only the last submission received by IDPH 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**

1.10 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.

1.11 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.

1.12 Multiple Proposals

Only one proposal will be accepted from each applicant.

1.13 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.

1.14 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 1.05.
2. The applicant fails to submit the proposal in sufficient time for receipt by IDPH prior to the stated due date and time or in the manner stated in section 1.05.
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.

1.15 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.

1.16 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.

1.17 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.

1.18 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.

1.19 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 1.14.

1.20 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.

1.21 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.

1.22 Disposition of Proposals

All timely 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.

1.23 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. 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.

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.

1.24 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 IDPH may reject the proposal as noncompliant.

1.25 Appeal of Rejection Decision

The applicant's receipt of a rejection letter constitutes receipt of notification of the adverse decision per 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, to 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 Department will continue working with the successful applicant pending the outcome of the appeal.

1.26 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 award decision by filing a written appeal to IDPH within 10 working days of posting of the Notice of Intent to Award in accordance with 641 Iowa Administrative Code 176.8. 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.

1.27 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.

1.28 Construction of RFP

This RFP shall be construed in light of pertinent legal requirements and the laws of the State of Iowa. Changes in applicable statutes and rules may affect the award process or the resulting contract. Applicants are responsible for ascertaining the relevant legal requirements.

SECTION 2 – DESCRIPTION OF SERVICES

2.01 Description of Work and Services

The Dental Loan Repayment Program - PRIMECARRE Expansion is part of Iowa's effort to assure access to oral health care for underserved populations. Loan repayment is a recruitment and retention tool, assisting in access to care in underserved areas including, but not limited to, rural areas and urban underserved areas.

IDPH seeks to award those applicants who are most likely to provide services to populations in greatest need of oral health care in a manner which distributes assistance fairly and effectively. The award process is NOT based on whether the applicant is the most deserving as a health professional but on whether the applicant is in a position to most effectively meet the needs of Iowans living in health professional shortage areas.

Refer to section 1.03 for **applicant eligibility criteria** for this dental loan repayment RFP.

2.02 Program Award Process and Requirements

Successful applicants that are awarded funds under this RFP will be required to sign a contract with IDPH for service obligation at the clinical practice site for a minimum of two years.

Clinical practice site employment must continue **through the entire loan repayment contract period**. If a contract results from this application, both the clinical practice site and award recipient (Health Professional Applicant) shall enter into the same contract with IDPH. Refer to Appendix I for the draft contract.

Failure of the award recipient to maintain employment at the clinical practice site for the entire two year commitment will result in contract default and the award recipient repaying the funds (plus liquidated damages) to IDPH. Repayment requirements are detailed in section 2.04 and will be clearly delineated in the contract.

The two-year commitment is a MINIMUM commitment for participation in the program. Upon full execution of the contract with IDPH; *death of the award recipient is the only permissible basis for canceling the contract*. IDPH cannot cancel the contract in order to allow the award recipient to participate in the National Health Service Corps (NHSC) Loan Repayment Program or for any other reason.

In the event that employment with the clinical practice site must discontinue, IDPH will attempt to reassign the award recipient to another qualifying site. This site may not be in the same geographic location as the original clinical practice site. In this instance, the award recipient may be required to relocate in order to complete the service obligation. In the event that there is a break in service between the original clinical practice site and the reassigned practice site, the applicant will be required to extend the contract so that a full 24 months of service is performed.

2.03 Funds Disbursement

Successful applicants to this RFP will not receive funds directly. IDPH will make the loan repayment directly to the lender(s) of the qualifying educational loans*. IDPH's disbursement of awarded funds may be made with assistance from the Iowa College Student Aid Commission (ICSAC). It is the intent of IDPH to disburse a portion of the total award (minus the performance measure amount of 10%) approximately 60 days after the start of the contract between the IDPH and the award recipient. The remaining portion of the award will be dispersed to the lender approximately one year later.

***Awarded grant funds will be paid directly to the lender(s).** One loan or a series of educational loans can be fully or partially repaid from the awarded funds. Award amounts may be reduced if the owed educational debt decreases below the contract amount during the contract period. Award recipients will receive no reimbursement for payments made during contract period. Award recipients are responsible for asking lender(s) for deferment/forbearance or continuing to make loan payments as required by lender(s).

2.04 Contract Default

An award recipient who fails to comply with the terms and conditions described in this RFP and in their contract shall be in default status and breach of contract. Refer to Appendix I, Article X, Breach of Loan Repayment Contract.

Upon breach of the contract, the award recipient shall be required to pay to IDPH an amount equal to the sum of the following:

- The total of the amounts paid to the lender on behalf of the award recipient for loan repayments for any period of obligated service not served; and
- An amount equal to the number of months of obligated service not completed multiplied by \$7,500; and
- Interest on the above amounts at the maximum legal prevailing rate, as determined by the Treasurer of the United States, from the date of breach, except that the amount IDPH is entitled to recover shall not be less than \$31,000.

Should a legal action be required to enforce repayment of loan and liquidated damages for breach of this agreement, the award recipient must pay all reasonable attorney's fees, costs and expenses of such action to IDPH.

2.05 Program Monitoring

IDPH will receive assistance from the Iowa College Student Aid Commission (ICSAC) to verify loan repayment amounts. IDPH will disburse loan repayment funds to lender(s), ensure that funds are used for repayment of educational loans, monitor contract fulfillments, and track the continued employment of each award recipient at the contracted clinical practice site(s). By completing and submitting this application, the applicant acknowledges that IDPH and ICSAC will be required to have access to applicant's personal information for the sole purpose of verifying outstanding federal education loan balance(s) during application review and prior to loan repayment funds being sent to the lender.

2.06 Tax Liability

Loan repayment program awards are no longer subject to federal or state income taxes. Public Law 111-148, the Patient Protection and Affordable Health Care Act (HPPA), makes payments under the National Health Service Corps Loan Repayment Program and certain state loan repayment programs tax exempt. PRIMECARRE is Iowa's State Loan Repayment Program. The provision is effective with respect to loan repayment grants received by an individual in taxable years beginning after December 31, 2008.

Iowa income taxes were coupled with the Internal Revenue Code as of January 31, 2005, thereby exempting PRIMECARRE funds from state income taxes under the same effective dates reflected in federal legislation.

2.07 Required Reporting

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

Report	Method of Submission	Date Due
Semi-Annual Program Report	1 hard copy mailed or faxed, or scanned copy emailed to PRIMECARRE program coordinator	November 20, 2014 May 20, 2015 November 20, 2015
Final Program Report	1 hard copy mailed or faxed, or scanned copy emailed to Dental Loan Repayment program coordinator	May 20, 2016

Six-month reports due on November 20th and May 20th each year. The report due November 20 shall document activities during the May through October timeframe of the contract each year. The report due May 20 shall document activities during the November through April timeframe of the contract each year. The final report, due in May 2016, is required to be submitted to receive final payment. **Failure to submit any report, including the final report, will result in a breach of the contract.**

The reports shall be signed by the award recipient and the clinical practice site representative and may include:

1. updates to recipient and site representative contact information
2. recipient's work hours/schedule
3. number of Medicaid patients served
4. number of patient visits
5. narrative description of activities involving grant funds
6. certification that recipient has not entered into a contract with the federal government, or to a state or other entity for loan obligation
7. copy of the recipient's most recent performance appraisal

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

2.08 Site Visit

A site visit may be required between the award recipient, the site representative and the IDPH Dental Loan Repayment Program Coordinator during the contract period. Cooperation in the scheduling and completion of the site visit is required from all parties involved.

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

A. Proposals must be typewritten and follow the format delineated herein.

Aspect	Requirement
Length	Narrative sections are limited to one page per essay question. If an applicant exceeds one page, the reviewer will stop reading at the one page limit and only consider the response provided within the one page limit.
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 0.80 inch on all sides. Required forms contain preset margins which may not be changed.
Spacing	Narrative for essay responses may be single-or double-spaced, but are limited to one page each.
Copies	Submit one (1) original signed application, and three (3) photocopies.
Proposal order	The proposal must be submitted in the order listed in Attachment F.
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.

B. Do not submit promotional materials. Promotional materials or items other than required by this RFP will not be considered during the review process.

C. Any information or materials submitted separately from the proposal will not be considered in the review process.

*** Any incomplete application will be rejected during phase I of the review process. The application submitted must contain all requested items and be clear and organized. IDPH will not provide the applicant the opportunity to clarify the submitted application or materials.**

3.02 Proposal Content

The content of an application for the Dental Loan Repayment Program - PRIMECARRE Expansion grant is submitted in lieu of a personal interview. Do NOT include a copy this entire RFP document with your application submission. Respond to all questions and requested information clearly and concisely. All responses provided by an applicant are subject to verification.

An application ‘packet’ consists of completing Attachments A, B, C, D, E and including all the additional ‘Required Documents’ (also listed in Attachment F). Complete your application packet by following the instructions below.

Applications must be submitted in a specific order. Refer to Section 3.04 and Attachment F for the proposal Checklist and order for the Application Packet.

Applicants must submit a complete, original application, plus three (3) copies of the ENTIRE application packet and supporting documentation. If the original application, or any of the three copies are missing items, or information is insufficient for IDPH to verify within the documents submitted, the entire application will be rejected and not reviewed by IDPH.

Attachment A: Eligibility Checklist.

Applicant must complete and respond to every question on Attachment A. Submit the completed eligibility checklist with your application.

If you answer “no” to any of the questions, you are **not** eligible for the program and should **not** submit an application. Any submitted application that has a ‘No’ response will be rejected by IDPH.

If the eligibility checklist has all Yes’s marked, yet the application does not contain evidence (supporting documentation) of all of the requirements being met, then the application will be rejected.

Applications submitted that do not meet **all** the eligibility requirements will be rejected.

Attachment B: Health Professional Application.

The Health Professional Application form, Attachment B must be fully completed. This portion of the application requests information specific to the applicant, the practice site/employment status/hours, etc., lender information, as well as additional information required by IDPH to determine eligibility for the dental loan repayment program. The health professional applicant must sign page 1 of this Attachment. The applicant’s signature to this attachment certifies that the applicant is in agreement with the conditions listed.

Attachment C: Assurances and Certification Form

The Assurances and Certification Form must be signed by the site representative of the applicant's employer.

Attachment D: Health Professional Narratives.

The health professional applicant must complete, in essay format, the following four (4) practice narratives. The narratives are not to exceed one page each, using Attachment D:

1. Practice Narrative #1- Describe your experience or familiarity in rural areas or low-income neighborhoods, and your experience with the county and site of employment. Please indicate how long you have lived in and practiced in the community (or similar community), including family ties and previous work experience.
2. Practice Narrative #2 - Describe your long-term commitment to your clinical practice site. Include factors that influenced your decision to choose the community and practice site, as well as evidence of commitment to the community. Describe long-term personal and professional goals for you and your family (if applicable) in the community. Identify factors that may influence your decision to remain in the area beyond a two-year contract period, such as home ownership, membership in community organizations, length of time practicing in the area, etc.
3. Practice Narrative #3 – Describe the population to which you provide services, including any health disparities experienced by the community, and describe how you, as a health professional, will address these disparities and/or increase the health outcomes of the patient population. You may include references from sources such as newspaper articles, newsletters, community planning documents, Census Bureau statistics, and other relevant data to describe the needs in the community.
4. Practice Narrative #4 – Describe the knowledge, skills, and abilities that you possess and that you will utilize in your practice to improve delivery of health services to the population served. Reference unique aspects of your background, specialty, or practice that make you a well-qualified candidate for serving the underserved population in your community.

Attachment E: Minority Impact Statement.

This form identifies the applicant's potential impact of the project's proposed programs or policies on minority groups. Complete the form 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.
- Attachment must be signed by either the applicant or the site representative.

Additional Required Application Documents- (Attachment F – Proposal Checklist)

In order for IDPH to verify an applicant's eligibility, the items outlined below must be submitted with the application packet (and included in the three copies of the entire application). Refer to Attachment F for the list of items that must be submitted with the application, in the order listed and in the manner detailed.

Each of the items listed below must be submitted with the application:

- **Proof of citizenship** - Include a copy of your birth certificate or passport or documentation showing naturalization. Do NOT include original documents.
- **Proof of school attendance** – Include official transcript(s) to verify dates of attendance for all qualifying education for which are you submitting debt, including undergraduate or associates degrees. Transcripts must not be sealed; this will allow applicant to make required copies. An original, signed statement from the schools or universities showing dates of attendance is also acceptable.
- **Iowa licensure verification** – Request and provide a letter of verification of your license from the Iowa Dental Board. This should confirm that you are licensed and in good standing. **A copy of your license is not sufficient.**

If not yet licensed, attach a statement with expected licensure date. If your application is approved for funding, you will be required to provide proof of licensure in Iowa **prior to** the contract start date.

- **Documentation of loan balance(s)** – submit documentation indicating the current balance for each loan to be considered as part of your outstanding debt. Follow these instructions for the required documentation:
 - For federal loans (e.g., Stafford, Plus, Consolidation, Perkins), submit a copy of the National Student Loan Data System (NSLDS) printout.
 - Go to www.nsls.ed.gov. – select Financial Aid Review – accept the Privacy Notice – accept the encryption statement – enter login credentials - hit submit – print the next screen (Aid Summary) by using File, Print.
 - Do NOT submit the following: Notice of Loan Guarantee and Disclosure statements; copies of promissory notes; monthly billing statements from lender(s); or duplicate verification for the same loan.
 - For private loans, submit most the recent loan account balance statement.
 - The statement must clearly indicate the lender name, loan type, current outstanding balance including principal and interest, and if possible, the college to which the money was disbursed.
 - For consolidated or refinanced loans, you must provide a copy of the original loan documentation to establish the educational purpose and contemporaneous nature of such loans.
 - For federal consolidated loans, provide documentation showing the underlying Stafford, PLUS, and/or Perkins loans that were included in the

consolidation.

- If an eligible educational loan is consolidated or refinanced with another person or includes any debt other than another eligible educational loan of the applicant, no portion of the consolidated/refinanced loan will be eligible for loan repayment. Spousal consolidation loans are not eligible for loan repayment.
- All supporting documentation submitted for consolidation loans must be labeled by the applicant in a way that clearly identifies the purpose of the document.
- IDPH reserves the right to request further documentation to verify qualifying consolidation loans.
- For all loans, date of documentation should be within 30 days of application due date.

- **Employment Agreement* (or Contract for employment) between health professional applicant and clinical practice site (employer)** - Provide a copy of the contract (and all addendums or amendments), or provide employment agreement if position is not contractual.

The contract or employment agreement must contain all of the items listed below. If the current employment agreement does not contain all of these items, the agreement must be amended or an addendum done PRIOR to submitting an application packet in response to this RFP. The amendment or addendum must be submitted with the Employment Agreement. If the employment agreement or any of the required items listed below are not included in the employment agreement, the entire application will be rejected by IDPH.

- name and location of the practice site,
- the beginning dates of the health professional's practice,
- verification that employment is full-time or part-time,
- the name of the authorized representative of the practice site, and
- the signatures of the authorized representative and the health professional.

In the event that employment is not contractual, such as in the case of a state employee, provide a statement from the employer, explaining that employment is not handled on a contractual basis for this practice site. All of the five items listed above must be included in statement from the employer.

*Must serve minimum two years beginning after the start date of the PRIMECARRE contract. The employment agreement must be secured prior to application under this RFP.

- **Documentation of policy for free or reduced rate services** – To verify that services are or will be provided regardless of a patient's ability to pay, include clinical practice site's written policy for provision of services at a reduced or free rate, including how patients are informed of payment policies. If a sliding fee scale is used, a copy should be included.

3.03 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.

3.04 Application Checklist

Applicant is not required to submit a checklist with the Application. Refer to Attachment F for the list of items and order for which application items must be included.

This space intentionally left blank, continued on next page.

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 four phases.

Phase I -- Technical Review: The first phase will involve a preliminary review by 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 will be eliminated from the proposal review. These proposals may be rejected and will not be returned to the applicant. IDPH will notify the applicant of a rejection that occurs during Phase I of the review process. The IDPH reserves the right to waive minor variances at the sole discretion of the IDPH.

Phase II – IDPH Scored Components: Proposals determined to be compliant with technical requirements and proposal content will be accepted for the second phase of the evaluation, which shall be completed by IDPH. Staff will assign the score for criteria related to financial need, factors in the county of employment, and access to care for the underserved.

Phase III – Review Committee: Proposals determined to be compliant with technical requirements and proposal content will be accepted for the third phase of evaluation, which shall be completed by a review committee or committees established by IDPH. The membership of the review committee(s) shall be determined by the bureau chief with input and oversight from the respective division director. The review committee(s) shall evaluate proposals in accordance with a point system. Each committee member will review the proposals and the evaluation criteria outlined in this chapter and assign a point total for each criterion. If an applicant is requested to make an oral presentation of the proposal pursuant to RFP Section 1.13, the committee members may consider the oral presentation of the applicant in determining the points awarded.

The total score awarded for each scored component by each committee member during Phase III will be averaged (rounded to the nearest whole number) for each proposal. This score (Phase III) will be added to the total score from Phase II to arrive at the final score. The proposals will then be ranked based on the final scores. IDPH staff may solicit additional input and recommendations from the review committee(s).

In the event competitive proposals receive an equal number of points, two division directors and the respective bureau chief administering the program may conduct a second review utilizing the same scoring process.

Phase IV -- IDPH Review and Award: The fourth 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 1.16 - 1.20 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 (60 points for Phase II and 40 points for Phase III). A minimum average score is not required for Phase II. A minimum average score of 27 or greater is required for Phase III scoring for the proposal to be considered for funding. Proposals scoring less than the minimum average score on Phase III 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, particularly the ability of the applicant to serve the Iowa population(s) in greatest need of services.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully complete their service obligation to Iowans in the greatest need of services. This judgment will be based upon overall proposal content and factors such as responses to narrative questions.

Points for Phase III 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:

Phase II Scoring:

<u>Phase II – IDPH Scored Components</u>	Weight	Potential Maximum Score
<u>General</u>		5
<u>Applicant provided information in a thorough, organized, and easy-to-read manner (1-5 points)</u>	X 1	5
<u>Financial need</u>		10
Received debt assistance before: None = 5 Employer, or other assistance = 4 NHSC or PRIMECARRE = 3	X2	10
<u>Assessment of need in county of employment</u>		40
Dental HPSA score (as of March 1, 2014) 1-5 = 1 point 6-10 = 2 points 11-15 = 3 points 16-20 = 4 points Above 20 (or FQHC, RHC, or state correctional facility) = 5 points	X 3	15
Practice located in a rural [non Metropolitan Statistical Area (MSA)] county Non-MSA location = 5 points MSA location = 1 points	X 2	10
Percent of population at or below 200% of poverty level (also serves as proxy for uninsured): Up to 10% = 1 point 11 to 20% = 2 points 21 to 30% = 3 points 31 to 40% = 4 points 41% and over = 5 points	X 3	15
<u>Assessment of service to the underserved</u>		5
Documentation verifying that services are provided regardless of patient's ability to pay (e.g., clinical practice site payment policy statement, sliding fee scale) (1-5 points)	X 1	5
<u>Total Score IDPH Scored Components</u>		<u>60</u>

Phase III Scoring:

<u>Phase III – Review Committee Components</u>	Weight	Potential Maximum Score
Practice Narratives (see Attachment C)		40
Practice Narrative #1 Experience or familiarity with rural areas or low-income neighborhoods. (1-5 points)	X 2	10
Practice Narrative #2 Long-term commitment to clinical practice site, including factors that influenced applicant's decision to choose the community and practice site. (1-5 points)	X 2	10
Practice Narrative #3 Description of population and how applicant will address health disparities and/or increase health outcomes (1-5 points)	X 2	10
Practice Narrative #4 Knowledge, skills, and abilities of applicant that will be used in their practice to improve delivery of health services (1-5 points)	X 2	10
<u>Total Score Review Committee Scored Components</u>		<u>40</u>
TOTAL MAXIMUM POINTS		100

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 I** for the Draft Contract Template. The Draft Contract Template included is for reference only and is subject to change at the sole discretion of IDPH.

The contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFP and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFP.

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.

SECTION 6 – APPENDICES

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

- Appendix I Draft Contract Template
- Appendix II Draft Review Tool

SECTION 7 – ATTACHMENTS

Attachments are posted in a separate file on the IDPH Web page under *Funding Opportunities*: www.idph.state.ia.us. Applicants must download these forms and include them in the proposal as outlined in Section 3 of this RFP.

- Attachment A Eligibility Checklist
- Attachment B Health Professional Application
- Attachment C Assurances and Certification Form
- Attachment D Health Professional Narratives
- Attachment E Minority Impact Statement
- Attachment F Proposal Checklist