

**IOWA DEPARTMENT OF PUBLIC HEALTH**

**DIVISION OF BEHAVIORAL HEALTH**

**REQUEST FOR PROPOSAL 58810006**

**THE MENTORING COLLABORATIVE**

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## **SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES**

### **1.01 Purpose**

The purpose of this Request for Proposal (RFP) 58810006 is to solicit proposals that will enable the Iowa Department of Public Health (IDPH) to select the most qualified applicant to provide youth mentoring services to at-risk youth ages 11-18 in Appanoose and Lee Counties.

At-risk youth are defined as youth who are exposed to factors that may increase their tendency to engage in problem behaviors including educational failure, dropping out of school, criminal or delinquent activity, and lack of strong role models.

### **1.02 Project Period/Contract Term**

The project period shall be from November 2, 2009 to June 30, 2012.

IDPH expects the initial contract period to be an eight (8) month term from November 2, 2010 to June 30, 2010. IDPH shall have the option to renew the contract for up to two (2) additional one (1) year terms subject to review of the continuation application, contractor performance and compliance with the terms and conditions of the contract, and availability of funds.

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

### **1.03 Eligible Applicants and Service Delivery Area**

Public and private non-profit organizations, government organizations, community-based organizations, local education agencies or persons with at least two years of experience in providing substance abuse prevention or related services are eligible to submit proposals in accordance with this RFP.

Applicants must be able to: (a) document financial capability sufficient to cover any and all losses covered by the contract; (b) maintain adequate records for complete financial and programmatic audits; and (c) provide required reports in the specified time frames.

The service delivery area shall be defined by the applicant and must provide countywide mentoring services within Appanoose and/or Lee Counties. Agencies wishing to apply for funding in both Appanoose and Lee Counties should submit separate applications for each county.

### **1.04 Available Funds**

The source of funding is a Byrne-Justice Assistance Grant/American Recovery & Reinvestment Act (JAG/ARRA) through the Iowa Governor's Office of Drug Control Policy (CFDA# 16.738).

It is anticipated that IDPH will award \$110,000 for the total FY10 contract period. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

## 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.

RFP Issued	August 19, 2009
Written Questions Due	September 11, 2009
IDPH Responses to Written Questions Issued	September 15, 2009
Letters of Intent Due	September 21, 2009
Proposals Due	September 28, 2009
Issue Notice of Award	October 19, 2009

A. RFP Issued – August 19, 2009. IDPH will post the RFP on the IDPH Web page under *Grants, Bids and Proposals*: <http://www.idph.state.ia.us>. IDPH will email a notice of availability of the RFP to current program contractors. IDPH will send a copy of an RFP to any person or entity which requests the RFP.

B. Applicant Conference – Applicant conference will not be held.

C. Written Questions Due – September 11, 2009. Written questions and comments related to the terms and conditions of the RFP must be received by John McMullen at the address below before 4:00 p.m. on September 11, 2009.

John McMullen, Contract Administrator  
Iowa Department of Public Health  
Lucas State Office Building  
321 East Twelfth Street  
Des Moines, Iowa 50319 – 0075  
E-mail: [jmcmulle@idph.state.ia.us](mailto:jmcmulle@idph.state.ia.us)  
Fax: (515) 281-3789

Questions or comments must be submitted by mail, by electronic mail or by facsimile. 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.

D. Response to Written Questions Issued – September 15, 2009. 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.

Letters of Intent Due – September 21, 2009. An indication of the applicant's intent to compete for the funds must be received, in writing, by John McMullen at the address below on or before September 21, 2009. The letter of intent must be delivered via mail, delivery service, hand delivery, e-mail or fax to:

John McMullen, Contract Administrator  
Iowa Department of Public Health  
Lucas State Office Building – 6<sup>th</sup> Floor  
321 East Twelfth Street  
Des Moines, Iowa 50319  
E-mail: [jmcmulle@idph.state.ia.us](mailto:jmcmulle@idph.state.ia.us)  
Fax: (515) 281-3789

The letter of intent must include the applicant's name, mailing address, electronic mail address, fax number, telephone number, a statement of intent to apply for this RFP, and an authorizing signature.

Applicants who choose to mail a letter of intent must allow ample mail delivery time to ensure timely receipt of the letter of intent by IDPH. Postmarking by the due date will not substitute for actual receipt of the letter of intent by IDPH. It is the applicant's responsibility to ensure that the letter of intent is date and time stamped as received by IDPH prior to the deadline.

Failure to submit a letter of intent to IDPH by the deadline specified will result in the rejection of the applicant's proposal.

F. Proposals Due – September 28, 2009. **Proposals must be received by John McMullen at the address below by 4:00 p.m. (local time) on September 28, 2009.** This requirement is a mandatory requirement and will **not** be subject to waiver as a minor deficiency.

One (1) original (with original signature in non-black ink) and three (3) copies of the proposal shall be submitted to:

John McMullen, Contract Administrator  
Iowa Department of Public Health  
Lucas State Office Building - 6th Floor  
321 East Twelfth Street  
Des Moines, Iowa 50319-0075

**Proposals received by IDPH after the stated due date and time will be rejected, returned to the applicant, and not reviewed by IDPH.**

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 proposals by IDPH. Postmarking by the due date will not substitute for actual receipt of the proposal by IDPH. It is the applicant's responsibility to ensure that the proposal is date and time stamped as received by IDPH prior to the deadline.

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

G. Release of Names of Applicants – October 15, 2009. The names of all applicants who submitted properly dated and time stamped proposals shall be released to all who have, in writing, requested such notification.

H. Notice of Award – October 19, 2009. The successful and unsuccessful applicants will be notified in writing using the United States Postal Service, registered receipt return mail.

I. Contract Negotiations and Execution of the Contract – Following issuance of the notice of award, the successful applicant 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 during the period of evaluation, applicants should contact only John McMullen 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 it becomes necessary 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 of proposals**

Proposals may be withdrawn, modified and resubmitted at any time prior to the stated due date and time for the receipt of proposals. An applicant desiring to withdraw its proposal after the submission time shall notify the Contract Administrator in writing.

### **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 delivery of the proposal or any other activities undertaken by the applicant related in any way to this RFP.

### **1.12 Multiple Proposals**

An organization may submit more than one proposal. However, only one award shall be provided to any one organization.

### **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**

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 deliver the letter of intent if required by this RFP by the relevant dates and times stated in section 1.05.
2. The applicant fails to deliver the proposal by the relevant dates and times 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 Use of Subcontractors**

A. The applicant is permitted to subcontract for the performance of certain services required under the contract. Subcontracts must adhere to the provisions of Section 5 of the IDPH General Conditions effective February 1, 2007 as posted on the IDPH Web page at [www.idph.state.ia.us](http://www.idph.state.ia.us) under the *Grants, Bids and Proposals* link. Planned use of subcontractors by an applicant must be clearly explained in the proposal. This information must include:

1. The name and address of the subcontractor if known;
2. The scope of work to be performed by each subcontractor;
3. Subcontractor qualifications; and
4. The estimated dollar amount of each subcontract.

B. Current individual employees of the State of Iowa may not act as subcontractors under this contract.

C. The applicant is fully responsible for all work performed by subcontractors. No subcontract into which the applicant enters into with respect to performance under the contract will, in any way, relieve the applicant of any responsibility for performance of its duties.

### **1.17 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.

### **1.18 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.

### **1.19 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 state contracts and contracts with private entities. IDPH may use any of this information in evaluating an applicant's proposal.

### **1.20 Verification of Proposal Contents**

The contents of a proposal submitted by an applicant are subject to verification. Misleading or inaccurate responses shall result in rejection of the proposal pursuant to section 1.14.

### **1.21 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.

### **1.22 Waivers and Variances**

IDPH reserves the right to waive or permit cure of nonmaterial 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.

### **1.23 Disposition of Proposals**

All proposals become the property of IDPH and shall not be returned to the applicant unless all proposals are rejected. In the event all proposals are rejected, applicants will be asked to send prepaid shipping instruments to IDPH for return of the proposals submitted. In the event the

IDPH does not receive shipping instruments, IDPH will destroy the proposals.

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.

#### **1.24 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 on 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.

### **1.25 Copyrights**

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

### **1.26 Appeal of Award Decision**

Applicants may appeal the award decision by filing a written appeal to IDPH within 10 working days of receipt of the award decision in accordance with 641 Iowa Administrative Code 641, Chapter 176. Appeals shall be submitted in writing, return receipt requested, to John McMullen, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

### **1.27 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 purpose of The Mentoring Collaborative is to provide mentoring services for at-risk youth ages 11-18 in Appanoose and Lee Counties. Funded programs will provide services through a community-based or school-based mentoring structure. Programs will follow the “Elements of Effective Practice” established by the National Mentoring Partnership, which can be located at [www.mentor.org](http://www.mentor.org). Funded mentoring programs will also certify with the Iowa Mentoring Partnership through the Iowa Commission on Volunteer Service within the Fiscal Year. Certification information can be downloaded at [www.iowamentoring.org](http://www.iowamentoring.org).

Each funded program will be required to provide services through one-to-one mentoring but can choose to enhance one-to-one mentoring services through implementation of group mentoring or e-mentoring components. The IDPH mentoring definitions are listed below:

#### **IDPH Mentoring Guidelines**

##### **Community-Based Youth Mentoring:**

These mentoring programs provide consistent contact between one mentor and one mentee within a community setting. Meeting between mentor and mentee need to occur several times each month, meeting a minimum of four hours per month.

##### **School-Based Youth Mentoring:**

These programs provide weekly contact between one mentor and one mentee. Contact between mentee and mentors needs to be a minimum of four hours per month and is generally provided within a school setting. School-based mentoring programs should not be solely academic (i.e., tutoring, focusing on academic needs).

##### **One-to-One Mentoring:**

These programs provide contact between one mentee and one mentor. This is the preferred type of mentoring and most effective mentoring structure. One-to-one mentoring is not intended to focus primarily on academic tutoring.

##### **Group Mentoring:**

These programs operate on a ratio of no more than four mentees to one adult mentor. Group mentoring includes a consistent relationship between the one mentor and the same four (or less) mentees. Contact between mentees and mentor needs to be a minimum of four hours per month. This type of mentoring needs to be an additional component to an existing, one-to-one mentoring program. Group mentoring should only be used with middle and high school youth.

##### **E-Mentoring:**

These programs provide consistent contact between one mentor and one mentee for a minimum of nine months. This type of mentoring needs to be an additional component to an existing, one-to-one mentoring program. E-mail contact needs to occur several times each month, meeting a minimum of four contacts per month. E-mentoring programs should utilize the Iowa Mentoring Partnership’s secure platform for electronic communication between

mentors and mentees. E-mentoring should only be used with middle and high school youth.

## **Requirements**

Successful applicants shall:

- Certify mentoring program with the Iowa Mentoring Partnership through the Iowa Commission on Volunteer Service within the Fiscal Year.
- Utilize the *Elements of Effective Practice* through the National Mentoring Partnership.
- Assemble an Advisory Board to meet at least quarterly to guide the mentoring program.
- Recruit mentors from non-traditional areas including, but not limited to, faith communities, non-profit organizations, private industry, secondary education, post-secondary education, and vocational training providers.
- Create measurable goals and objectives to guide the project using the SMART (Specific, Measurable, Attainable, Realistic, Time-Sensitive) method.
- Collect pre and post data through use of survey forms that will be supplied and data entered in the Database Builder system by contract staff on a monthly basis.
- Attend three (3) required workgroup meetings sponsored by IDPH to be held throughout the project year.

### **2.02 Objectives**

- A. To reduce youth substance abuse and crime rates through mentoring relationships.
- B. To create or expand quality youth programs in Appanoose and Lee Counties.
- C. To connect at-risk youth to caring adult mentors from a variety of backgrounds.
- D. To promote use of *Elements of Effective Practice* by youth mentoring programs.

### **2.03 Staffing or Personnel Requirements**

Contract staff will need knowledge of the following:

- Consultation skills to work with community members and multiple community sectors;
- Alcohol, tobacco, and other drug abuse prevention;
- Understanding of mentoring, program development, assessment and evaluation; and
- Knowledge and group facilitation experience in youth development.

### **2.04 Budget**

The budget must reflect costs of services for an eight-month period (November 2, 2009-June 30, 2010), and the costs of services included in the application.

The budget must include only costs of activities specifically directed to The Mentoring Collaborative and included in the Statement of Work (3.02 C) for the November 2, 2009-June 30, 2010 Fiscal Year. The budget total must equal funds requested on the cover page.

Complete forms included (see Attachments C-1 and C-2) to identify line item expenses. Use only categories included in the form; specify any costs that do not fit into these categories under "Other."

Requests to amend the budget may be submitted to the IDPH at later dates throughout the contract period as cost factors change.

## **2.05 Required Reporting**

The contractor shall submit progress/performance and financial reports during the term of this contract. Most reports will be submitted electronically. Additionally, the contractor agrees to meet with IDPH upon request. Quarterly and Year End report dates will be defined in the contract.

If funded, required reports shall include the following:

- Project Abstract;
- Quarterly Reports;
- Outcome data submissions (program evaluation surveys will be supplied and data entered in the Database Builder system by contract staff on a monthly basis)
- Contract end report;
- Annual Financial Audit Report;
- Copy of Iowa Mentoring Partnership Certification (or when attained within first contract period if not currently certified); and
- Monthly General Accounting Expenditures (GAX) voucher and expenditure report.

**Note:** The Department retains the right to require additional reports.

## **2.06 Evaluation Description**

The evaluation will be a matched pre/post test design. The same will be administered to mentees at the beginning and conclusion of each Fiscal Year. Pre/post data will help to determine if outcomes regarding reducing substance among mentees are achieved.

Contractors will collect pre/post data using a specified survey instrument and will enter the data using the Database Builder (DbB), a Web-based application data collection. To monitor entry into the DbB, tracking forms will be filled out and returned to The Iowa Consortium for Substance Abuse Research and Evaluation (Consortium) no later than 30 days after data entry has been completed.

The Consortium will provide training and technical assistance to contractors on:

- administering matched pre/post test;
- collecting, entering, and analyzing data;
- using the DbB; and
- completing and tracking forms.

### **SECTION 3 -- PROPOSAL FORMAT AND CONTENT**

These instructions prescribe the format and content of the bid proposal and are designed to facilitate the submission of a proposal that is easy to understand, review, and evaluate. Failure to adhere to these requirements and proposal content may result in disqualification of the proposal.

#### **3.01 Technical Requirements**

<b>Aspect</b>	<b>Requirement</b>
<b>Paper</b>	<b>8 ½" x 11 paper must be used.</b>
Font size	Narrative must be in a minimum of 12 points. A smaller font may be used for tables, figures or maps.
Margins	Must be a minimum of one inch on all sides.
Spacing	Narrative may be single or double-spaced.
Pagination	Sequentially number the bottom of each page, including the cover page, maps, charts, budget pages, tables, and appendices.
Page Limit	The proposal shall not exceed 20 pages, excluding attachments.
Header	In the header on each page (when forms are not used) identify the applicant agency's name, date of submission, section name, item addressed and the item number.
Cover Page	The cover page must be complete and contain an <u>original signature</u> in <b>non-black ink</b> to easily distinguish the original.

- A. Applicants must submit one (1) original signed in non-black ink and three (3) copies of the application.
- B. The proposal shall be stapled in the upper left corner and submitted without folders or specially prepared binders.
- C. All responses by an applicant to the questions asked in this RFP are subject to verification. Misleading or inaccurate answers shall be grounds for disqualification of an applicant at any stage in the procurement process.
- D. Proposals shall not contain promotional or display materials unless otherwise requested.
- E. All questions posed by the RFP shall be answered concisely and clearly. All proposals shall include and describe in detail all integral elements necessary for successful implementation and operation of the required services, including labor, equipment, and services offered: and shall be in such form that, upon approval, shall be contractually binding. The Department may visit any applicant's facility to verify information submitted in its proposal.

### **3.02 Proposal Content**

#### **A. Cover Page (see Attachment A) REQUIRED**

#### **B. Needs Assessment, Resources, and Analysis**

1. Define the specific county targeted for this project (see Section 1.03)
2. Include county Iowa Youth Survey (IYS) 2008 data on:
  - last 30 day use of alcohol and tobacco for grades 6, 8, and 11 (IYS Section B, questions 28 and 30)
  - youth perception that adults in the community care about young people for grades 6, 8 and 11 (IYS section G, question 19)
  - IYS data can be found at [www.iowayouthsurvey.org](http://www.iowayouthsurvey.org)
3. Include other data to indicate need for mentoring services with at-risk youth, such as law enforcement, juvenile court services, relevant school data, community needs assessment, etc.
4. Summarize how above justifies community need for proposed mentoring project
5. Indicate to what extent substance abuse is a priority on the Community Health Needs Assessment for the county (local Board of Health)
7. Describe demographics of potential pool of mentors including, but not limited to, faith communities, non-profit organization, private industry, and school-based organizations.
8. Describe existing school district and community resources that will aid in planning and implementing the project.

#### **C. Program Collaboration and Sustainability Efforts**

Include the following:

1. A list of partners and locations of the proposed mentoring program(s).
2. Describe how this project will collaborate with the community public health agency.
3. Description of sustainability plan for the program.
4. Three (3) letters of commitment are required from other agencies or organizations with which the project will be working. (Include regional Substance Abuse Prevention Agency if they are not the applicant). Reference the letters in this section and attach them to the back of application materials.

#### **D. Statement of Work**

1. Description of Mentoring Program
  - a. Identify target group of youth (mentees).
  - b. Type of mentoring program to be implemented with description. Include description of group mentoring or e-mentoring components, if applicable.
  - c. Create a minimum of three goals with corresponding objectives for the mentoring program created using the SMART method.
  - d. Location of mentoring services (Lee and/or Appanoose County).
  - e. Frequency of contact expected between mentee and mentor.
  - f. Provide the agency's definition of the mentor/mentee match as it will apply to this program.

2. Recruitment plan for mentors and mentees.
3. Management plan for mentoring program (mentees, mentors, and program staff).
4. Description of the Advisory Board, how the group will be utilized to benefit the mentoring program, list of board members, and the frequency of meetings.
5. Description of plan to train mentors throughout the year, including on the topic of substance abuse.

#### **E. Evaluation Documentation**

1. Description of the impact expected in targeted county as a result of this program.
2. Description of plan to measure the county impact.
3. Statement of ability to collect pre/post data.

### **3.03 Budget (Attachments C-1 and C-2) REQUIRED**

Complete forms included to identify line item expenses. Use only categories included in the form. Refer to section 2.04 for budget requirements.

The budget should only include the following categories:

- 1) Salary and Fringe
- 2) Contracted Services
- 3) Equipment
- 4) Other
- 5) Indirect Rate/Administrative Costs

#### Budget Category - Employee Salary and Fringe

All staff directly funded, wholly or partially, by this proposal must be listed. The budget shall reflect projected staffing patterns for the contract period.

#### Budget Category – Contracted Services

All contracted providers who are directly funded, wholly or partially, by this proposal must be listed on the Budget. Expenses in this category include salaries of personnel providing services or other payments as outlined in an agreement, contract, or MOU/MOA. Refer to section 1.16 for additional information and required information to be submitted with this proposal if utilizing subcontracts.

#### Budget Category - Equipment

All equipment anticipated for purchase with the funds must be listed on the Budget. Any piece of equipment to be purchased that costs less than \$5,000 should be budgeted under "Other."

#### Budget Category - Other

All anticipated other expenses using funds must be listed on the Budget. This category includes office management and travel budgets.

The Department will not reimburse travel amounts in excess of limits established by Iowa Department of Administrative Services. In-state maximum allowable amounts for food are \$8.00/breakfast, \$12.00/lunch and \$23.00/dinner; lodging maximum \$75 plus taxes per night and mileage maximum of 39¢ per mile.

**Budget Category – Indirect Rate/Administrative Costs**

Contractors 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 contractor may charge an Administrative Cost not to exceed a maximum rate of 15% of the total contractual amount.

Provide a brief narrative about Attachment C-1 justifying budget line items. Include a brief description of items included in Other Operating Expenses line item.

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 costs.

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

In Attachment C-2, provide detailed information about staff salaries funded by the program and salary benefits.

**3.04 Proposal Checklist**

This is for applicant use only; do not return with proposal.

<u>Item</u>	<u>√</u>
Cover Page (Attachment A.; signed in non-black ink)	
Needs and Resource Assessment and Analysis	
Program Collaboration and Sustainability Efforts	
Statement of Work	
Evaluation Documentation	

**3.05 Business Organization**

Attach the information required in this section as a Business Organization Appendix to the proposal.

A. Identify the legal structure of the applicant and the state of incorporation or registration, if applicable. Provide evidence of an Iowa business license and any necessary applicable professional licenses required by law.

B. Identify and specify the location(s) of the applicant’s offices or other facilities involved in provision of services under this proposal.

C. Describe the history of the organization and the organization mission and vision statements.

D. Include a table of organization. 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.

E. Identify any established partnership relationships with the community.

F. Identify other projects in which the applicant is currently providing or has provided services similar to the services described in this RFP.

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

H. Disclose if during the preceding three (3)-year period the applicant or any subcontractor identified in the proposal has defaulted on a contract. List all such contracts, contact persons and telephone numbers for the other parties and provide a brief description of each incident.

I. Disclose if during the preceding three (3)-year period the applicant or any subcontractor identified in the proposal has terminated a contract prior to its stated term or has had a contract terminated by the other party prior to its stated term. List all such contracts, contact persons and telephone numbers for the other parties and provide a brief description of each incident.

J. Provide an audited financial statement for the preceding three (3)-year period. Nonprofit corporations whose previous funding level has not required an audited financial statement shall submit a year end operating statement and balance sheet for the preceding three (3) year period and a current operating statement in lieu thereof. Any applicant agency that currently holds a contract with the department and has previously submitted audit reports need not submit a copy with this proposal. Please specify in the proposal that audits are on file with the department

### **3.06 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.

## **SECTION 4 -- EVALUATION PROCESS AND CRITERIA**

### **4.01 Overview of Evaluation Process**

Evaluation of proposals submitted under this RFP will be conducted in three phases.

**Phase I -- Technical Review:** The first phase will involve a preliminary review by the IDPH staff of an applicant's compliance with the mandatory requirements for submitted proposals. Proposals which fail to satisfy technical requirements may be eliminated from the proposal review. These proposals will be returned to the applicant via United States Postal Service, first class mail. The IDPH reserves the right to waive minor variances at the sole discretion of the IDPH.

**Phase II – Review Committee:** Proposals determined to be compliant with technical requirements will be accepted for the second phase of evaluation, which shall be completed by a review committee or committees established by the IDPH. The membership of the review committee(s) shall be determined by the bureau chief with input and oversight from the respective division director. The review committee(s) shall evaluate proposals in accordance with a point system. Each committee member will review the proposals and the evaluation criteria outlined in this chapter and assign a point total for each criteria. 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 by each committee member will be averaged to arrive at the final score (rounded to the nearest whole number) for each proposal and the proposals will then be ranked based on the average of the evaluation scores. IDPH staff may solicit additional input and recommendations from the review committee(s).

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

**Phase III -- IDPH Review and Award:** The third phase will be a final review. The IDPH will consider the submitted proposals and the review committee's scores and recommendations. The IDPH may also consider geographical distribution, budget information, any information received pursuant to sections 1.17 - 1.21 of the RFP, and any other information received pursuant to the procurement process. IDPH reserves the right not to award the contract to the applicant with the highest point average.

### **4.02 Scoring of Proposals**

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

Accepted proposals will be evaluated based on the following criteria:

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized and understandable.
- C. Descriptions are responsive to the intent of the RFP objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully 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 marginally meets expectations for this criterion.
- 2 Applicant’s proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.
- 1 Applicant's proposal or capability is not acceptable or applicable for this criterion.

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

<b>Proposal Component</b>	<b>Weight</b>	<b>Potential Maximum Score</b>
Needs and Resource Assessment And Analysis 3.02 B	4	20
Program Collaboration and Sustainability Efforts 3.02 C.	4	20
Statement of Work 3.02 D	6	30
Evaluation Documentation 3.02 E	3	15
Budget Narrative and Justification 3.03	3	15
Business Organization 3.05	0	0_
		Total: 100

## **SECTION 5 – CONTRACT**

### **5.01 Conditions**

Any contract awarded by the IDPH shall include specific contract provisions and the IDPH General Conditions effective February 1, 2007 as posted on the IDPH Web page [www.idph.state.ia.us](http://www.idph.state.ia.us) under *Grants, Bids and Proposals link*. The contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFP and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFP. All costs associated with complying with these requirements should be included in the proposal. If the contract exceeds \$ 500,000, or if the contract together with other contracts awarded to the Contractor by the Department exceed \$ 500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code chapter 8F.

The Department requires 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.

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

## **5.02 Incorporation of Documents**

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

## **5.03 Order of Priority**

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

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

## **5.04 Contractual Payments**

The IDPH provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514. In the event the contractor lacks sufficient working capital to provide the services of the contract, an advance not to exceed one month's value of the contractual amount may be provided by the IDPH. One-third (1/3) of this advance will be deducted from eligible reimbursement of expenses for the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> months of service.