

IOWA DEPARTMENT OF PUBLIC HEALTH

DIVISION OF BEHAVIORAL HEALTH

REQUEST FOR PROPOSAL 58810039

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION

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Attachment C Service Area Map

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Attachment E-1 and E-2 Budget, Salary Detail Forms (pages 3 & 4 of the application submitted), and Examples

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SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Request for Proposal (RFP) 58810039 is to solicit proposals that will enable the Iowa Department of Public Health (IDPH) to select the most qualified applicant to provide comprehensive primary substance abuse prevention services for Region 22

1.02 Project Period/Contract Term

The project period shall be from July 1, 2010 to June 30, 2014. IDPH expects the initial contract period to be a one year term from July 1, 2010 to June 30, 2011. IDPH shall have the option to renew the contract for up to three 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

Private nonprofit or government organizations are eligible to submit proposals in accordance with this RFP.

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

Eligible applicants will have two years of experience in providing substance abuse prevention or related prevention/health promotion services.

Applicants must also be able to: (1) document financial responsibility sufficient to cover any and all losses covered by the contract; (2) maintain adequate records for complete financial and programmatic audits; and (3) provide required reports in the specified time frames.

Services will be provided to Area 22 only, as identified on the map in **Attachment C**. Applications will be accepted for total service areas only. A single contract will be awarded for this service area.

1.04 Available Funds

The source of funding is Federal Block Grant (Federal Catalog #93.959) and state general appropriation funds.

Applicants may apply for up to the amount shown on **Attachment D** as related to the service area for the total four-year period. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

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	May 21, 2010
Written Questions Due	May 28, 2010
IDPH Responses to Written Questions Issued	June 3, 2010
Letters of Intent Due	June 9, 2010
Proposals Due	June 17, 2010
Issue Notice of Award	June 30, 2010

A. RFP Issued – May 21, 2010. IDPH will post the RFP on the IDPH Web page under *Grants, Bids and Proposals* link at: 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. Written Questions Due – May 28, 2010. 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 May 28, 2010.

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
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.

C. Response to Written Questions Issued – June 3, 2010. 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.

D. Letters of Intent Due – June 9, 2010. 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 June 9, 2010. 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 – 6th Floor
321 East Twelfth Street
Des Moines, Iowa 50319
E-mail: 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.

E. Proposals Due – June 17, 2010. **Proposals must be received by John McMullen at the address below by 4:00 p.m. (local time) on June 17, 2010.** This requirement is a mandatory requirement and will **not** be subject to waiver as a minor deficiency.

One (1) original and five (5) 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.

F. Release of Names of Applicants –June 17, 2010. The names of all applicants who submitted properly dated and time stamped proposals shall be released to all who have, in writing (including email), requested such notification.

G. Notice of Award – June 30 , 2010. The successful and unsuccessful applicants will be notified electronically via email from the IDPH contract administrator. A letter in PDF format will be emailed to the recipient email addresses listed on the proposal cover page. IDPH is not responsible for delayed receipts of notifications due to misspelled or invalid email addresses the applicant lists on the cover page. Recipients shall accept the provision of a read receipt to IDPH upon opening the email.

H. 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 per service area 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 October 1, 2009 as posted on the IDPH Web page at 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.

D. IDPH reserves the right to disallow a subcontractor.

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 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.

1.23 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 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 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, IDPH 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 176.8. 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, 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 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 Comprehensive Substance Abuse Prevention project is to provide primary alcohol, tobacco, and other drug (ATOD) prevention services to all counties in Iowa in the twenty-three (23) service areas that were established by the former Commission on Substance Abuse and now overseen by the State Board of Health. Services are to occur throughout all twelve months of each contract year. Substance Abuse Prevention services may include services over the lifespan of any population in the health continuum of care.

DEFINITION OF TERMS

SERVICE AREA means the geographic framework within Iowa in which IDPH-Funded outpatient services are offered, assuring access to services by all citizens of all counties. Authority for service areas is held by IDPH and the State Board of Health. Service areas may change over time based on service system transition decisions. See **Attachment C** IDPH Service Area Map.

SERVICE SYSTEM TRANSITION means any service system transition initiated by IDPH, consistent with the directives of the Iowa Legislature as stated in:

2008 Senate File 2425 and 2009 House File 811:

“Notwithstanding any provision to the contrary, to standardize the availability, delivery, cost of delivery, and accountability of gambling and substance abuse treatment services statewide, the department shall implement [continue implementation of] a process to create a system for delivery of the treatment services. To ensure the system provides a continuum of treatment service that best meets the needs of Iowans, the gambling and substance abuse treatment services in an area may be provided either by a single agency or by separate agencies submitting a joint proposal...”

2009 House File 811:

“The bureau of substance abuse prevention and treatment, the division of tobacco use prevention and control, and the office of gambling treatment and prevention shall develop a strategy to coordinate prevention activities across the spectrum of addictive disorders in order to maximize efficiencies and reduce expenditures while meeting the needs of Iowans.”

Over the next four years, IDPH envisions a transition to a more comprehensive and integrated recovery-oriented system of care for addictive disorders built on coordination and collaboration across problem gambling education and treatment, substance abuse prevention, and substance abuse treatment. This transition will include, but may not be limited to, review and revision of:

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- program licensure standards
- practitioner credentialing
- workforce development
- client and family leadership
- service areas
- local collaboration
- funding and funding methodologies
- services and supports
- clinical outcome measures
- performance measurement
- Requests For Proposals
- service procurement
- contract conditions

Providers selected through this RFP will be involved in any service system transition. Provider contracts that result from this RFP may be impacted by transition decisions made during the contract effective period.

The funding is for up to four (4) years, July 2010 to June 2014, and is renewable each year.

Funding will be awarded through a competitive process to community-based agencies. The funding goals are to reduce harmful ATOD use and to increase the healthy development and wellness of Iowans. The services will contribute to the following four-year projected statewide outcomes:

- Reduction of the consumption of alcohol for persons less than 21 years of age, (19% Iowa Youth Survey (IYS) State Level Report at www.iowayouthsurvey.org Section 1 B30) tobacco for persons less than 18 years (10% IYS Section 1 B28), and any use of other illegal drugs (12% IYS Section 2 Page 91, 6% marijuana IYS Section 1 B40)
- Reduction of binge consumption of alcohol (Five or more drinks within two hours, National Institute on Alcohol Abuse and Alcoholism, NIAAA) (14% IYS Section 1 B26)
- Reduction of high risk use of prescription and over-the-counter medications (use not as prescribed by a physician and /or not used by the person to whom prescribed) (4% IYS Section 1 B36 and 4% B37)

NOTE: The Division of Behavioral Health will set the desired percent of change for the above statewide goals for the four year period during the FY 2011. The percentages will be determined through the Epidemiological Work Group process. The Specific, Measurable, Attainable, Realistic, and Timely (SMART) goals will be communicated to community-based organizations providing prevention services.

The Iowa Substance Abuse Prevention Philosophy

Substance abuse prevention is an essential component of the continuum of services and supports that leads to a reduction in abuse and illegal use of alcohol, tobacco, other drugs and related problems. Substance abuse prevention is a proactive process that requires a commitment by individuals and communities to promote healthy, safe choices to enhance the quality of life of all Iowans.

Key Components:

- Citizens understand that they are partners in the prevention of substance abuse and related problems. Agencies collaborate and coordinate with other substance abuse providers and community partners.
- State and local laws, policies, and resources are aligned to support effective, outcome-based prevention approaches with shared accountability for results.
- Substance abuse prevention addresses individuals across the lifespan who do not require (have not been diagnosed) treatment for substance abuse.
- Comprehensive needs assessment and age and culturally appropriate evidence-based strategies are provided.
- CSAP's (Center for Substance Abuse Prevention) Strategic Prevention Framework (**Attachment I**), six Primary Prevention Strategies (**Attachment N**), and the three Institute of Medicine prevention categories (**Attachment N**) are used.
- There is an infrastructure within every community that has the capacity to coordinate, sustain, and enhance prevention initiatives.

2.02 Objectives

- a. To provide primary (individuals not requiring treatment) substance abuse prevention services in all 99 counties in Iowa from FY 2011-FY 2014,
- b. To implement evidence-based programs, practices, and policies for substance abuse prevention,
- c. To provide services that do not duplicate or overlap other prevention services with the same target population,
- d. To provide culturally competent/responsive services,
- e. To develop, increase, and sustain substance abuse community coalition capacity including certifying or re-certifying community coalitions in the SAFE Community Network,
- f. To increase the involvement of youth substance abuse related community coalitions, and
- g. To evaluate services based on common outcomes.

2.03 Staffing

Contract staff will need knowledge and skills of substance abuse prevention, system and social norm change, and experience with coalition capacity building and consultation. Provider agencies need to consider the following factors in staffing:

- Attending Substance Abuse Prevention Specialist Training (SAPST) four-day training for all Comprehensive Substance Abuse Prevention funded staff within a year of hire
- Certification as a Prevention Specialist by the Iowa Board of Certification (IBC) for at least the lead prevention staff person/supervisor within three years of funding.

2.04 Budget

There is no match required for this funding.

Applicants must budget each year for the expenses for two required one-day workgroup meetings that will be held in Des Moines. At least one staff person must attend.

2.05 Required Reporting

The contractor shall submit progress/performance and financial reports during the term of this contract. Additionally, the contractor agrees to meet with IDPH upon request. Required reports shall include the following:

- Quarterly and Year-End Outcome Reports
- Annual Inventory of Equipment
- Annual Financial Activity Report
- Monthly General Accounting Expenditure Reports (GAX)
- Outcome data from the pre and post surveys, and tracking forms, for all recurring evidence-based educational substance abuse prevention programs to be submitted on the Database Builder website: www.pmrts.samhsa.gov/pmrts in the month following the survey administration
- Monthly Minimum Data Set Prevention Services Report (MDS) submitted on website: www.pmrts.samhsa.gov/pmrts by the 11th working day of the month following services
- Environmental scan of public school districts on form provided by IDPH submitted with or before the Year End Report
- Documentation of completion of the three Strategic Prevention Framework steps of assessment, capacity, and planning in one community submitted with or before the Year End Report

Note: While there are no specified total service hours required, the recommended level of effort can be determined by multiplying the total FTEs funded for direct service times 704 hours per year. Contractors are to estimate the service hours needed to complete the Action Plan. Contractors will be required to collect and submit pre and post outcome data on the Database Builder website for each recurring evidence-based educational substance abuse prevention program. A narrative justification is expected if the agency plans to use a program that is not considered an evidence-based program. Evaluation data is to be submitted in the IDPH quarterly and year end reports for all services. Program cost information may be requested for federal reporting requirements.

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. Failure to adhere to these requirements and proposal content may result in disqualification of the proposal.

3.01 Technical Requirements

- A. Proposals must be typewritten and follow the format delineated herein. The Minority Impact Statement form may be handwritten. Photocopies or exact computer-generated replicas are permissible.

Aspect	Requirement
Paper	8 ½ X 11" paper must be used
Length	There is no page limit for the narrative sections.
Font size	Proposal 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	May be single- or double-spaced.
Header or Footer and Pagination	Insert a header or footer that identifies the applicant name, page number and the RFP number. All pages are to be sequentially numbered (1, 2, 3...) at the bottom or top of each page, including the cover page, maps, charts, budget pages, tables, and appendices or attachments; and beginning with the cover page as number one.
Copies	Submit one (1) original proposal, signed with non-black ink, and five (5) photocopies.
Cover Page & Minority Impact Statement	The cover page & minority impact statement must be complete and contain original signatures in non-black ink to easily distinguish the original proposal.
Binding	Clip or staple each proposal copy. Do not use specially prepared binders, dividers, or face sheets. Binder clips are permitted.

- 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.

3.02 Proposal Content

A. Cover Page: Identifies the applicant's legal name, federal identification number, and key contact information for the project. Complete required form-**Attachment A** following these instructions:

- Applicant - Provide the legal name of the applicant entity. This must be the entity associated with the Federal Identification (ID) number per the Internal Revenue Service (IRS). If the entity operates under another name as a "d/b/a" (doing business as), please include that in the legal name.
- IRS # - Provide the applicants federal identification number.
- Applicant Address, Telephone and FAX – Provide the information as requested.
- Executive Director Name– Provide the name of the person who has overall responsibility and authority for administering the program in which the entity is applying for the funds.
- Executive Director Email- Provide the email address of the executive director.
- Program Director Name – Provide the name of the individual with direct day-to-day responsibility for this program and the person that IDPH can contact concerning the proposal.
- Program Director Email – Provide the email address of the program director.
- Program Director Telephone – Provide the telephone number of the program director.
- Total Funds Requested – Indicate the total amount of funds requested, not to exceed the amounts outlined in section 1.04.
- Conditions/Signature – The person authorized to obligate the entity must sign and date in non-black ink to certify that the applicant is in agreement with the conditions listed.

NOTE: Only those persons indicated on the Cover Page are listed in the contract and are authorized to sign the General Accounting Expenditure (GAX).

B. Minority Impact Statement: Identifies the applicant's potential impact of the project's proposed programs or policies on minority groups. Complete required form – **Attachment B** following these instructions:

- Applicants must independently complete the "Minority Impact Statement" form by checking the box that most accurately reflects the proposed project programs or policies impact on minority persons.
- Describe the rationale or evidence for your choice in a brief narrative, as well
- Sign the form and return it with the proposal or application.

C. Abstract (Attachment F)

Use this one page form to provide a summary of the proposal. If funded, an electronic version of the Abstract is required to be submitted to IDPH.

D. Prevention Philosophy

Submit a summary (no more than one page) including the following:

1. Agency Mission Statement
2. The substance abuse prevention philosophy of the agency.
3. The theoretical framework on which the prevention philosophy of the agency is based.

E. Assessment

This section requires a summary of the substance abuse prevention needs that will be addressed in the proposal. An assessment for each county in the service area must include:

1. Ranking of substance abuse in the most recent community health needs, resources, and capacity assessment for the county.
2. Describe any type of technical assistance that has been provided to mentoring programs in the county.
3. Describe the community readiness processes that have been completed in the last three years, including the conclusion from the readiness processes. Indicate if the applicant or another agency conducted the readiness survey. Not all communities use the same readiness process; some readiness survey examples include the Minnesota Institute of Public Health and Colorado Tri-Ethnic Survey (Attachment H).
4. Specific ATOD use data: Include state average or other comparison data where applicable.
 - a. Any use of alcohol (Iowa Youth Survey at www.iowayouthsurvey.org question B30), tobacco (IYS B28), and marijuana (IYS B31) in the last 30 days.
 - 1) 2008 Iowa Youth Survey, 6th 8th and 11th grade data.
 - 2) Iowa Behavioral Risk Factor Surveillance System (BRFSS) data, adults over the age of 18.
 - b. Perception of risk/harm for alcohol (IYS C18), tobacco (IYS C19) and marijuana (IYS C20) (which is inversely related to consumption)
 - 1) 2008 Iowa Youth Survey, 6th 8th and 11th grade data
 - c. Binge drinking
 - 1) 2008 Iowa Youth Survey, 6th 8th and 11th grade data (IYS B26).
 - 2) Iowa Behavioral Risk Factor Surveillance System (BRFSS) data, adults over the age of 18.
 - d. Use of prescription and over the counter drugs (IYS B36 and B37)
5. Describe identification and/or other services for Fetal Alcohol Spectrum Disorders (FASD) in the county.
6. Tobacco compliance rate for the county for the last five years.

7. Describe the significant diverse populations in the county including, but not limited to race and ethnicity.
8. Describe other pertinent data to demonstrate the need for specific services. Include the source of the data. Describe some of the unmet needs, under-served populations, and/or service gaps in the county.
9. Assessment Summary: A one paragraph summary of the two priority issues based on the above data (items 1-8)
10. Complete the form found in **Attachment G** to describe the substance abuse coalitions and youth groups in the county. Complete only one form for the entire service area.
 - Enter the Group Name, Purpose of the Group, Location (name of the community where it meets) and Reach of the group (indicate if the reach is community or county wide), and Meeting Frequency (monthly, quarterly, etc)
 - Enter a "Y" or "N" in the next four columns to indicate the type of group listed. Enter a "Y" or "N" if youth are involved in meaningful ways in the work of the group.
 - Describe how the agency (applicant) is involved with the group such as attend meetings, provide training, lead a subcommittee, etc.

Note: During Year One of the project period, an environmental scan of public school districts in the service area will be required and must be submitted with or before the Year End Report. Allow at least two hours of staff time per school district when planning total service hours. The scan will be helpful to contractors for determining educational services for future years of the project period, and to provide information before the Safe and Drug-Free Schools and Communities Act funding changes. The scan will provide an assessment of evidence-based programming and assist IDPH's knowledge level and planning. IDPH will provide a form and instructions to successful applicants.

F. Planning and Capacity Building

The IDPH planning process for this RFP is CSAP's Strategic Prevention Framework (SPF). (**Attachment I**)

1. Describe how the agency's substance abuse prevention action plan will address the needs in each county's Community Health Needs Assessment.
2. Based on the Assessment Summary and the readiness survey, describe two steps needed to increase capacity per county.
3. Describe how the applicant will address cultural competence/responsiveness during its planning processes.
4. Describe agency needs for training, technical assistance, and capacity building

Note: During Year One of the project period, each contractor will be required to complete the steps of assessment, capacity, and planning of the Strategic Prevention Framework (SPF) for one problem with one coalition in the service area. The documented SPF steps will be submitted with or before the Year End Report. Allow at least forty hours of staff time when planning total service hours. If a coalition in the service area is funded through the Strategic Prevention Framework State Incentive Grant (SPF SIG) then the contractor can choose to work with the coalition to fulfill the SPF requirement.

H. Logic Model for Substance Abuse Prevention Planning

Complete one **Attachment J** for each substance abuse problem in the service area. The Substance Use Problem (column 2) or the Consequences (column 1) in the Logic Model becomes the basis for the Problem Statement in the Action Plan.

I. Action Plan

Complete the Action Plan **Attachment K**. Refer to the instructions and an example also in **Attachment K**. Include the following:

- a. Problem Statement (Include 3 to 5 Problem Statements)
- b. Rationale for Problem Statement
- c. Target Population (Include IOM category)
- d. Goal (Include 1-3 goals)
- e. Long-Term Outcome using the Specific, Measurable, Attainable, Realistic, Time sensitive (SMART) format
- f. Long Term Outcome Indicator(s) using the SMART format
- g. Objective (Include 1-3 objectives)
- h. Strategy
- i. Services
Additional required services which may or may not to be included in the Action Plan are:
 - SPF Steps 1-3 with one coalition (capacity). Include in Action Plan if working on same problem/priority as the Action Plan.
 - the environmental scan of the public school districts in the service area (assessment)If they fit with the logic model, IDPH recommends inclusion of the following services:
 - Youth Diversion Program
 - Merchant Alcohol Education
 - Town Hall Meetings on Underage Drinking
 - Fetal Alcohol Spectrum Disorders (FASD) information for women of child bearing age
- j. Timeline

- k. Location of Services (Services need to be provided in all counties in the service area or a justification must be included. Not all locations need to receive identical services. It will not be acceptable to list all the counties in the services area under each location section. School names can be included but not proper names of businesses)
- l. Process Indicators
- m. Outputs
- n. Short-Term Outcomes (Include the data source and the estimated number of persons upon whom the outcome will be determined)

J. FY2011 Direct Service Hour Estimate/Level of Effort: Complete the form in **Attachment L**

K. Communication Plan for Prevention Service Messages for Year One

Describe the Communication Plan for Prevention Service Messages for year one by completing the form in **Attachment M**. The purpose of the plan is to enhance and expand the reach of the services and increase the reinforcement of the messages in the services in the community. Also, it can connect several services under an overarching message so that prevention services are better known and understood. It must include the use of several forms of communication and media. It is not meant to include only national campaigns for specific times of the year such as Red Ribbon Week or agency promotion.

L. Letter(s) of Support from the Board of Health

Include a letter of support from the board of health from each county in the service area. The action plan needs to contribute to the county plan.

3.03 Budget

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

The applicant will submit a line item budget of anticipated direct project costs for the period of July 1, 2010 to June 30, 2011. The budget shall include only the line item categories listed below and comply with the guidelines as outlined in Section 2.03 of this RFP. The applicant shall complete required forms **Attachments E-1 and E-2** identifying proposed expenditures:

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

1. Salary/Benefits:

List all staff directly funded, wholly or partially with these funds. Employee's name (if current staff), credentials, and position title must be listed. Justification must include the total annual salary and fringe benefits paid to the employee, as well as the total annual salary and fringe benefits charged to this project.

2. Contractual/subcontracts:

The applicant is permitted to subcontract for the performance of certain services. Refer to Section 1.16 of this RFP and Section 5 of the IDPH General Conditions for subcontract provisions and requirements. If services performed for any activities outlined in this RFP are to be subcontracted, the applicant must include a description of subcontractor, scope of work to be performed by each subcontractor, subcontractor qualifications, and estimated dollar amount of each subcontract.

NOTE: Expenses to be paid to a subcontractor must be outlined in an agreement, contract or MOU/MOA. If the contract will be greater than \$2000, it must be reviewed and approved by IDPH prior to execution. IDPH reserves the right to disallow a subcontractor.

3. Equipment:

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

4. Other:

All other anticipated expenses using funds must be listed on the line item budget and justified. This category includes: office supplies, educational supplies, project supplies, incentives, communication, rent and utilities, training, information technology-related expense, travel, etc. This will include any equipment costs not meeting the above definition for equipment.

Travel

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

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

Lodging - Maximum \$75 plus taxes per night

Mileage - Maximum of 39¢ per mile.

5. Administrative Costs or Federally Approved Indirect Rate

If the applicant plans to charge administrative or indirect costs, this must be identified in the proposal. If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement must be submitted with the proposal.

The section detailing the requirements for a **line item budget must** include the following language (effective 01.01.06):

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.

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. IDPH reserves the right to request the documentation at any time.

3.04 Proposal Checklist

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

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 IDPH 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 IDPH.

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 IDPH.

SECTION 4 – PROPOSAL REVIEW PROCESS AND CRITERIA

4.01 Overview of Review Process

Review/evaluation of proposals submitted under this RFP will be conducted in three phases.

Phase I -- Technical Review: The first phase will involve a preliminary review by 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. IDPH reserves the right to waive minor variances at the sole discretion of 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 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. IDPH will consider the submitted proposals and the review committee's scores and recommendations.

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, past performance, and availability of staff.
- E. Cost per projected hour of service.

Points will be assigned for each item listed as follows:

5	Applicant's proposal or capability is exceptional and exceeds expectations for this criterion.
4	Applicant's proposal or capability is superior and slightly exceeds expectations for this criterion.
3	Applicant's proposal or capability is satisfactory and meets expectations for this criterion.
2	Applicant's proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.
1	Applicant's proposal or capability is not acceptable or applicable for this criterion.

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

<u>Proposal Component</u>	<u>Weight</u>	<u>Potential Maximum Score</u>
Abstract	Required	
Prevention Philosophy	1	5
Assessment	6	30
Planning and Capacity Building	3	15
Logic Model/s and Action Plan	8	40
Communication/Media Plan for Year One	2	10
Letter/s of Support from Board of Health	Required	
Business Organization	Required	
Total		100

In the event that IDPH requests an oral presentation, scoring will be consistent with the above.

SECTION 5 – CONTRACT

5.01 Conditions

Any contract awarded by IDPH shall include specific contract provisions and IDPH General Conditions effective October 1, 2009 as posted on the IDPH Web page 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 IDPH exceed \$ 500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code chapter 8F.

IDPH requires Contractors to link with the local board of health when providing services supported by IDPH funding. In particular, Contractors are expected to assist the local board of health in carrying out the three core functions of public health as defined in 641 IAC 77.3 (137): assessment, policy development and assurance. Examples of linking with the board of health include, but are not limited to:

- Provide environmental and/or health data to the local board of health for the purposes of, and provide assistance in, assessing and analyzing the health status of the community.
- Submit reports to the local board of health on the effectiveness, accessibility, and quality of services provided.
- Include the local board of health in establishing policies and plans associated with the services provided. This can be accomplished by establishing a liaison between the contractor and the board of health or by attending regular meetings of the board of health.
- Educate the local board of health about the services provided and work with the board to identify target populations in need of the services provided.
- Be active in the Community Health Needs Assessment and Health Improvement Plan process.
- Provide the board of health expert input on the services provided and how those services relate to; the health priorities of the community, and health improvement plans to address those priorities.

The contractor is expected to provide documentation of linkage efforts if requested by IDPH.

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

5.02 Incorporation of Documents

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

5.03 Order of Priority

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

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

5.04 Contractual Payments

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 IDPH. One-third (1/3) of this advance will be deducted from eligible reimbursement of expenses for the 7th, 8th and 9th months of service.

SECTION 6 – ATTACHMENTS

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

- Attachment A Cover Page (page 1 of the application submitted)
- Attachment B Minority Impact Statement (page 2 of the application submitted)
- Attachment C Service Area Map
- Attachment D Funding by Service Area
- Attachment E-1 and E-2 Budget, Salary Detail Forms (page/s 3 & 4 of the application submitted), and Examples
- Attachment F Abstract Form (page 5 of the application)
- Attachment G Community Coalition Chart
- Attachment H Community Readiness Information
- Attachment I Strategic Prevention Framework
- Attachment J Logic Model Instructions, Form, and Example
- Attachment K Action Plan Instructions, Form, and Example
- Attachment L FY 2011 Direct Service Hour Estimate/Level of Effort
- Attachment M Communication Plan for Prevention Service Messages Form
- Attachment N Glossary of Terms and Website Links
- Attachment O Proposal Checklist