



**REQUEST FOR PROPOSAL  
65093-20T20**

**Public Health Nursing and Home Care Aide Services**

**Project Period: July 1, 2019 - June 30, 2024  
Contract Period: July 1, 2019 - June 30, 2020**

## RFP Table of Contents

### SECTION 1 – GENERAL AND ADMINISTRATIVE ISSUES

	<b>Page Number</b>
1.01 Purpose	4
1.02 Project Period/Contract Term	4
1.03 Eligible Applicants and Service Delivery Area	4
1.04 Available Funds	5
1.05 Schedule of Events	5
1.06 Inquiries	6
1.07 Amendments to the RFP	6
1.08 Open competition	7
1.09 Withdrawal of proposals	7
1.10 Acceptance of Terms and Conditions	7
1.11 Costs of Proposal Preparation	7
1.12 Multiple Proposals	7
1.13 Oral Presentation	7
1.14 Rejection of Proposals	8
1.15 Restrictions on Gifts and Activities	8
1.16 Use of Subcontractors	9
1.17 Reference Checks	9
1.18 Criminal Background Checks	9
1.19 Information From Other Sources	9
1.20 Verification of Proposal Contents	9
1.21 Bid Proposal Clarification Process	9
1.22 Waivers and Variances	9
1.23 Disposition of Proposals	10
1.24 Public Records	10
1.25 Copyrights	10
1.26 Appeal of Award Decision	11
1.27 Definition of Contract	11
1.28 Construction of RFP	11

### SECTION 2 – DESCRIPTION OF SERVICES

	<b>Page Number</b>
2.01 Purpose	12
2.02 Objectives	12
2.03 Description of Services and Activities	12
2.04 Billing	13
2.05 Cost Identification	13
2.06 Required Reporting	14

### SECTION 3 – EVALUATION PROCESS AND CRITERIA

	<b>Page Number</b>
3.01 Overview of Evaluation Process	15
3.02 Scoring of Proposals	15

### SECTION 4 – PROPOSAL FORMAT AND CONTENT

	<b>Page Number</b>
4.01 Instructions	17
4.02 Technical Requirements	17
4.03 Proposal Checklist	18
4.04 Business Organization	18
4.05 Litigation or Investigation	19
4.06 Quality Assurance	19
4.07 Sliding Fee Scale	19
4.08 Activity Planning, Budgeting, and Monitoring	19
4.09 Cover Page	19
4.10 Key Personnel	19
4.11 Target Population Estimates	19
4.12 Services Provided	20

### SECTION 5 – CONTRACT

	<b>Page Number</b>
5.01 Conditions	21
5.02 Incorporation of Documents	21
5.03 Order of Priority	21

### SECTION 6 – FORMS

	22
A RFP Cover Page	
B Key Personnel	
C Contractor Plan for Utilization of Funds	

### SECTION 7 – APPENDICES

	23
A RFP Checklist	
B Contract Management and Outcomes Table	
C Alternative Cost Report	

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

### **1.01 Purpose**

The purpose of Request for Proposal (RFP) 65093-20T20 is to solicit proposals that will enable the Scott County Health Department (SCHD) to select the most qualified applicant to provide public health nursing (PHN) and home care aide services (HCA) in Scott County for the project period delineated below.

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

The project period shall be from July 1, 2019 to June 30, 2024.

SCHD expects the initial contract period to be a one-year term from July 1, 2019 to June 30, 2020. SCHD shall have the option to renew the contract for up to four additional one (1) year terms subject to review of the continuation application, contractor performance, 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 SCHD to award a contract.

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

A. The Iowa Administrative Code 641, Chapter 80 specifies that eligible applicants be a nonprofit or governmental entity. Additionally, applicants **must be:**

- Able to provide both public health nursing and home care aide services.
- Able to provide communicable disease follow-up for Scott County tuberculosis patients as outlined in section 2.03 Description of Work.
- A home health agency certified by the health insurance benefits program (Medicare).
- In compliance with Title IV of the Civil Rights Act, the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the 1973 Rehabilitation Act and with Affirmative Action Requirements.
- In compliance with Iowa Code 641, Chapter 80, Section 80.3(2). At minimum the applicant shall have the following:
  - A governing board.
  - Program policies and procedures.
  - Personnel policies and procedures, which are reviewed annually and communicated to staff.
  - Fiscal management which includes annual budget, fiscal policies and procedures that follow general accepted accounting practices, and an annual audit.
  - A quality improvement plan.

B. The service delivery area for these dollars is Scott County, Iowa.

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

#### 1.04 Available Funds

The sources of the Local Public Health Services (LPHS) PHN and HCA funding are Scott County (Iowa) and the Iowa Department of Public Health (IDPH).

Applicants may apply for up to \$125,000 of county dollars from Scott County and an **estimated** \$235,000 of state dollars from IDPH for an **estimated** total \$360,000 for the total twelve-month period. It is not necessary to apply for the total amount of funding available. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on the availability of funds.

#### 1.05 Schedule of Events (All times and dates listed are based on Central Standard Time Zone.)

The following dates are set forth for informational purposes. Scott County Health Department reserves the right to change them.

RFP Issued	March 29, 2019
Written Questions Due	April 8, 2019, 4:00 p.m.
SCHD Responses to Written Questions Issued	April 12, 2019
Proposals Due	April 19, 2019, 2:00 p.m.
Issue Notice of Award	May 24, 2019

A. RFP Issued – March 29, 2019. SCHD will issue the RFP to current program contractors and to any person or entity requesting the RFP. The RFP will be posted on: <https://www.scottcountyiowa.com/administration/purchasing>.

B. Applicant’s Conference – An applicant’s conference will not be held.

C. Written Questions Due – April 8, 2019. Written questions and comments related to the terms and conditions of the RFP must be received by SCHD before 4:00 p.m. on April 8, 2019. Questions regarding this RFP should be submitted through [www.publicpurchase.com](http://www.publicpurchase.com) so that all applicants may view questions and answers. 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 – April 12, 2019. SCHD will prepare written responses to all pertinent and properly submitted questions and will post the responses on [www.publicpurchase.com](http://www.publicpurchase.com). SCHD’s written responses will be considered part of the RFP.

E. Proposals Due – April 19, 2019. **Proposals must be received by 2:00 p.m. on April 19, 2019.** This requirement is mandatory and will not be subject to waiver as a minor deficiency. RFP submissions must be via Public Purchase at [www.publicpurchase.com](http://www.publicpurchase.com). Registration is required, however Scott County does not require you to select a subscription service of any type, nor will Scott County be responsible for any costs incurred if the submitting firm opts for any type of subscription other than the

“free” selection. Question regarding Public Purchasing should be directed to them through their chat feature. One original signed with non-black ink, and five copies containing the entire proposal shall be clearly marked with FY20 LPHS RFP. Hardcopies should be sent to the following address:

Scott County Purchasing  
FY20 LPHS RFP  
600 W 4<sup>th</sup> Street  
Davenport, Iowa 52801

Verification of receipt may be made to the purchasing office at 563-326-8793. Please note that office hours conclude at 4:30pm sharp.

Proposals received after the stated due date and time will be rejected, returned to the applicant, and not reviewed by SCHED. Electronic mail other than Public Purchase and faxed copies of the application **will not** be accepted. Any information submitted separately from the proposal will not be considered in the review process.

G. Release of Names of Applicants – April 12, 2019. The names of all applicants who submitted properly dated and time-stamped proposals shall be released to all applicants who have, in writing, requested such notification.

H. Notice of Award – May 24, 2019. Notice of award will be posted on [www.publicpurchase.com](http://www.publicpurchase.com).

I. Contract Negotiations and Execution of the Contract – Following issuance of the notice of intent to award, the successful applicant will receive a contract document, including the general conditions and any special contract conditions. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with SCHED. If a contract has not been executed within ten (10) working days, SCHED reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by SCHED. SCHED 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 only use [www.publicpurchase.com](http://www.publicpurchase.com) in the manner provided for in section 1.05(C). Unauthorized contact regarding this RFP with other county employees may result in disqualification. In no case shall verbal communications override written communications. Only written communications are binding on SCHED.

SCHED 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**

SCHD 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 provided to all applicants who received the original RFP and will be posted on the Scott County web site.

### **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 application after the submission time shall notify SCHD via [www.publicpurchase.com](http://www.publicpurchase.com).

### **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 SCHD or Scott County, Iowa based on the terms or conditions of the RFP or the procurement process.

B. SCHD 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 SCHD, the successful applicant's exceptions may be rejected and SCHD may elect to terminate negotiations with that applicant. However, SCHD 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. SCHD 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**

Only one proposal will be accepted from each applicant.

### **1.13 Oral Presentation**

Applicants may be requested to make an oral presentation of the proposal. The determination of need for presentations, the location, order, and schedule of the presentations is at the sole discretion of SCHD. 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. SCHD 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 interest of SCHD.

B. Any proposal will be rejected outright and not evaluated for any one of the following reasons:

1. The applicant fails to submit the proposal by the dates and times and in the manner stated in section 1.05.
2. 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 a 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 SCHD.
7. The applicant fails to respond to SCHD'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 county employee.



### **1.15 Restrictions on Gifts and Activities**

Iowa Code Chapter 68B and Scott County policies restrict gifts which may be given to or received by County employees and requires certain individuals to disclose information concerning their activities with County 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**

The use of subcontracts for services provided through these funds is not permitted.

### **1.17 Reference Checks**

SCHD 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 identified in the proposal.

### **1.18 Criminal Background Checks**

SCHD 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**

SCHD reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's products or services, personnel, and the applicant's capability and performance under other state contracts and contracts with private entities. SCHD 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 may result in rejection of the proposal pursuant to section 1.14.

### **1.21 Bid Proposal Clarification Process**

SCHD may request clarification from applicants for the purpose of resolving ambiguities or verifying 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 SCHED within the time stipulated at the time of the request.

### **1.22 Waivers and Variances**

SCHED 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 SCHED. In the event SCHED 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 SCHED.

### **1.23 Disposition of Proposals**

All proposals become the property of SCHED 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 SCHED for return of the proposals submitted. In the event SCHED does not receive shipping instruments, SCHED will destroy the proposals within 10 working days.

If SCHED 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 SCHED 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 has 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 SCHD 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 SCHD 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 SCHD 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. SCHD 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 SCHD within 10 working days of receipt of the award decision. Appeals shall be submitted in writing, return receipt requested, to:

Edward Rivers, Director  
Scott County Health Department  
600 W. 4<sup>th</sup> Street  
Davenport, IA 52801

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, SCHD 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 SCHD.

### **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 Purpose**

This RFP provides funding for the provision of PHN and HCA services under the LPHS Program in Scott County, Iowa. The LPHS Program exists to increase the organizational capacity of county boards of health to develop conditions for healthy people and healthy communities through public health nursing, home care aide, core public health functions and population-based essential public health services in Iowa.

### **2.02 Objectives**

- A. Prevention of illness
- B. Promotion of health and wellness in the community
- C. Prevention or delay of inappropriate institutionalization of individuals

The funding provided through this RFP will be limited to activities that support and accomplish these objectives. Approved activities can be found in the Contract Management and Outcomes Table (Appendix B). Public health nursing priorities of service include communicable disease, risk reduction and health promotion, and assurance of care for clients with disease or disability. Home care aide services promote consumer health with a safe, stable, sanitary home environment and prevent abuse by others or self.

### **2.03 Description of Services and Activities**

A description of public health nursing services and home care aide services, including scope and standards of practice, can be found in Iowa Code 641, Chapter 80.9 and 80.10 respectively. Specific services to be provided under this contract include:

- A. Testing, direct observation therapy, and preventative maintenance therapy for Scott County tuberculosis patients.
- B. Completing referrals to SCHD for HIV counseling, testing, and referral for any individuals who experience any reactivity to TB skin test.
- C. Reviewing immunization status of TB patients and providing vaccine or making referrals as appropriate.
- D. Providing skilled and specialized nursing care using an individualized plan of care coordinated with the patient, family, and physician.
- E. Teaching and providing nursing intervention that assist consumers in managing chronic conditions.
- F. Assisting with personal care and rehabilitative services that include but are not limited to bathing, range of motion exercises, dressing changes, and medication reminders.

Additional activities that may be provided under this contract can be found in the Contract Management and Outcomes Table (Appendix B).

## **2.04 Billing**

SCHD shall be the funder of last resort for both State and County dollars. SCHD shall not be billed for services eligible for third-party reimbursement, (e.g. Medicare, Medicaid, Iowa Wellness Plan, private insurance, approved Iowa waivers, or other federal or state funds) or for the provider cost above the allowed reimbursement from the third-party payer. Providers shall review all funding options available before utilizing SCHD contract funding for approved activities.

Approved activities shall be billed to SCHD at the lower of cost or usual charge. Clients whose services are not covered by third-party reimbursement shall be billed according to the local provider's sliding fee scale. SCHD may be billed the portion not covered by the client's fee up to the full fee. SCHD shall not be billed for fees waived by the agency.

Fees for services provided by the contracting agency shall be based on a financial assessment which determines the consumer's responsibility. The financial assessment shall be updated annually by the agency. The agency may consider additional health care-related expenses or resources above \$10,000 when determining the consumer fee according to an agency policy.

A sliding fee scale that considers consumer resources and income shall be established by the contracting agency. The sliding fee scale shall be based on the charge for services. The agency shall determine placement on the sliding fee scale before the service begins. The agency shall use payments, based on the sliding fee scale, and donations received from consumers to support these contracted services. Instructions on the use of a sliding fee scale can be found in Iowa Code 641, Chapter 80.4(4).

## **2.05 Cost Identification**

Each contractor shall complete, at least annually, a cost identification report using a cost methodology approved by SCHD and IDPH. Reimbursement by SCHD to the contractor for the fiscal year shall be based on the lower of cost or charge for each activity funded by the contract. The cost methodologies that will be accepted for approval by SCHD and IDPH are:

1. Center for Medicare and Medicaid Services Cost Report (CMS)
2. National Home Caring Report
3. LPHS Alternative Cost Report

The contractor shall maintain all accounting and financial records, programmatic records, supporting documents, statistical records, and other records reasonably considered as pertinent to the contract for a period of five (5) years from the day the Contractor submits its final expenditure report as in accordance with the IDPH General Conditions located at

[https://idph.iowa.gov/Portals/1/userfiles/64/General%20Conditions/General%20Conditions%20Effective%2007\\_01\\_16.pdf](https://idph.iowa.gov/Portals/1/userfiles/64/General%20Conditions/General%20Conditions%20Effective%2007_01_16.pdf)

The contractor may be asked to provide this documentation to the SCHD or the IDPH upon request.

## 2.06 Required Reporting

The Contractor shall prepare and submit the following reports to the SCHED:

Anticipated Report	Copies	Date Due
Reimbursement Claim	One original signed hard copy and one electronic submission	Monthly by the 15 <sup>th</sup> of the month. The final claim must be received by the Department by July 10, 2020.
Monthly Utilization Report (MUR)	One original signed hard copy and one electronic submission	Submitted monthly attached to claim.
Monthly TB statistics: newly diagnosed, number of individuals on preventive therapy, demographics	Electronic submission	Monthly. By the second working day of the month.
New TB case narrative report detailing the case	Electronic submission	Monthly (as appropriate). By the second working day of the month.
FY20 Mid-Year Report	Electronic submission on a form provided by SCHED	Within 30 days following the report template release.
Copy of Certificate of Liability Insurance	One hard copy	Annually, within 30 days of renewal
Financial Audit	One hard copy	150 days after the Contractor's fiscal year
Year End Report	Electronic submission on a form provided by SCHED	Within 30 days following the report template release.
Notification of key staff changes	Electronic submission	Within 10 days of change

SCHED retains the right to require additional reports.

## **SECTION 3 – EVALUATION PROCESS AND CRITERIA**

### **3.01 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 SCHED's 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.

**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 established by SCHED. The review committee membership shall be determined by the service area coordinator with input and oversight from the department deputy director. The review committee shall evaluate proposals in accordance with a point system. Each committee member will review the proposals and the evaluation criteria outlined in this chapter and assign a point total for each criterion. If an applicant is requested to make an oral presentation of the proposal pursuant to RFP section 1.13, the committee members may consider the oral presentation of the applicant in determining the points awarded.

The total score awarded by each committee member will be averaged to arrive at the final score for each proposal and the proposals will then be ranked based on the average of the evaluation scores. SCHED staff may solicit additional input and recommendations from the review committee.

In the event competitive applications receive an equal number of points, the director and another SCHED representative shall conduct a second review.

**Phase III – SCHED Review and Award:** The third phase will be a final review. SCHED will consider the submitted proposals and the review committee's scores and recommendations. SCHED 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. SCHED reserves the right not to award the contract to the applicant with the highest point average or to award funds to multiple applicants.

### **3.02 Scoring of Proposals**

A maximum of 80 points may be awarded to each proposal.

Accepted proposals will be evaluated based on the following criteria:

1. The application components meet the requirement of the PHN and HCA programs.
2. The application is clear, understandable, and sufficiently developed to support the PHN and HCA program plan.
3. The applicant is able to track/comply with proposed outcome measures for the proposed activities.

4. The applicant’s proposed activities meet the needs of the community, based on the estimates provided.

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:

PROPOSAL COMPONENT	WEIGHT	POTENTIAL SCORE
Cover Sheet (Form A)		Required
Key Personnel (Form B)	x 1	5
Business Structure	x 3	15
Litigation or Investigation	x 1	5
Quality Assurance	x 2	10
Sliding Fee Scale		Required
Activity Planning, Budget, and Monitoring	x 2	10
Target Population Estimates	x 2	10
Services Provided (Form C and Cost Reports)	x 5	25



## SECTION 4 -- 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 the proposal format shall result in disqualification of the proposal.

### 4.01 Instructions

- A. Proposals must be typewritten or printed and follow the format delineated herein. Photocopies or exact computer generated replicas are permissible.
- B. Applicants must submit one (1) signed in non-black ink, original; four (4) copies; and one flashdrive that contains the content of the entire application.
- C. Proposals shall not contain promotional or display materials unless requested.
- D. 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. Proposals shall be in such a form that, upon approval, the proposal shall be contractually binding. The department may visit any bidder's facility to verify information submitted in this proposal.

### 4.02 Technical Requirements

Aspect	Requirement
Length	Not to exceed 10 pages (excluding table of organization, sliding fee scale and required forms)
Font size	Narrative must be a minimum of 12 point font. A 10 point font may be used for tables, figures or maps.
Margins	Margins must be a minimum of one inch on all sides.
Spacing	Narrative may be single or double-spaced.
Pagination	Number the pages sequentially, beginning after the cover page.
Footer	The applicant's name and date of submission must be in the footer on each page.
Copies and Diskette	Submit one original application signed with non-black ink and four photocopies. Also submit the entire application in electronic form on a flash drive, labeled with applicant's name and date of submission. <u>Note:</u> Electronic mail and faxed copies will not be accepted.
Cover page	The cover page must be completed with original signatures in <b>non-black</b> ink to easily distinguish the original.
Contact information	The contact information pages must be completed and included.
Other	Do not submit the application with staples, specially prepared binders, dividers, or face sheets. Binder clips are recommended.

#### **4.03 Proposal Checklist**

A proposal checklist (Appendix A) should not be submitted with the application.

#### **4.04 Business Organization**

- 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 and other facilities involved in provision of services under this application.
- C. Describe the history of the organization and include the organization mission and vision statements.
- D. Include a table of organization. Introduce the agency's governing board and 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 within the community.
- F. Describe other contracts or projects in which the applicant is currently providing or has provided services similar to the services described in this RFP.
- G. Discuss the capacity of the organization to provide the services. Please include financial capacity to manage the contract.
- H. Attach a copy of the organization's most recent Medicare cost report.
- I. Disclose if during the preceding three (3) year period the applicant 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.
- J. Disclose if during the preceding three (3) year period the applicant has terminated a contract prior to its stated term or has 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.
- K. 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 SCHD and has previously submitted audit reports need not submit a copy with this

application. Please specify in the application that audits are on file with SCHD.

#### **4.05 Litigation or Investigation**

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

#### **4.06 Quality Assurance**

Describe the organization's plan for quality assurance for the programs. Quality assurance shall include but is not limited to provider qualification and performance, program evaluation, and plan for quality improvement.

#### **4.07 Sliding Fee Scale**

Describe the organization's sliding fee scale and the process undertaken to determine what individuals are eligible to receive payment for services through this contract.

#### **4.08 Activity Planning, Budgeting and Monitoring**

- A. Provide a rationale in determining the proposed budgets for HCA and PHN services as proposed on Form C.
- B. Provide a rationale for selection of the proposed FY20 activities that were selected on Form C.
- C. Describe how the organization will monitor the use of funds to assure that both HCA and PHN needs are being met throughout the contract period.

#### **4.09 Cover page**

The cover page (Form A) is the top sheet of the application and contains applicant identification information and certification signatures.

#### **4.10 Key Personnel**

Applicants are responsible for identifying the key personnel and providing their phone number, fax number, and email address on the Key Personnel Form (Form B).

#### **4.11 Target Population Estimates**

- A. Describe the target population to be served by funds awarded under this contract.

B. Describe outreach strategies to reach targeted populations.

#### **4.12 Services Provided (Form C, Cost Reports)**

Complete Contractor Plan for the Utilization of Funds (Form C), to identify which activities will be provided using LPHS funds. This form lists approved activities in which the applicant may request reimbursement, as well as the billable unit type associated with each activity. In order to fill out the form, refer to Contract Management and Outcomes Table (Appendix B) for a description of the services allowable through the activity. Please include the cost per billing unit for those services identified and identify the report that was used to generate the billing rate. Refer to CMS report, National Home Caring Report, or Alternative Cost Report (Appendix C). Include with Contractor Plan for the Utilization of Funds (Form C) all the reports used to generate costs. A separate Alternative Cost Report (Appendix C) should be attached for each activity that uses this method to generate a billing rate.

Additionally, Contract Management and Outcomes Table (Appendix B) outlines each activity along the outcome measure that it has been assigned. Applicants must be able to track the outcomes as written for the activities selected. The contractor will be asked to report outcomes for each selected activity to SCHD on the Mid-Year and End-of -Year Reports and/or upon request. SCHD reserves the right to revise outcome measures as needed or as recommended by the state LPHS grant.

## **SECTION 5 – CONTRACT**

### **5.01 Conditions**

Any contract awarded by the SCHED shall include specific contract provisions and the Iowa Department of Public Health's General Conditions effective July 1, 2016 as posted at [www.idph.state.ia.us](http://www.idph.state.ia.us) (click on Funding Opportunities). 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.

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

Contractors are expected to assist the 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 Board of Health for the purposes of assessing and analyzing the health status of the community. Assist the local board of health in this activity.
- Submit reports to the board of health on the effectiveness, accessibility, and quality of services provided.
- Include the 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 Board of Health about the services provided and work with the board to identify target populations in need of the services provided.
- Be active (as requested) in the implementation of activities associated with the Community Health Needs Assessment and Health Improvement Plan process and other health priorities of the community.
- Provide the Board of Health with input on the services provided and how those services relate to the health priorities of the community. Participate in creating health improvement plans to address those priorities.
- Provide nursing assistance upon request for events such as mass clinics, etc.

### **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 are 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: Contract, RFP, Proposal.

**SECTION 6 –FORMS**

- A- RFP Cover Page
- B- Key Personnel
- C- Contractor Plan for Utilization of Funds

**SECTION 7 – APPENDICES**

- A- RFP Checklist
- B- Contract Management and Outcomes Table
- C- Alternative Cost Report