IOWA DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF PUBLIC HEALTH

IOWA MEDICAL RESIDENCY PROGRAM WITH REQUIRED RURAL ROTATIONS

REQUEST FOR PROPOSAL PHTHORC27002

Contract Term: February 11, 2027, to February 10, 2033

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SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Request for Proposal (RFP) # PHTHORC27002 is to solicit applications that will enable the Iowa Department of Health and Human Services (referred to as Agency) to select the most qualified applicant to develop a medical residency program within the State of Iowa. This initiative is intended to strengthen healthcare workforce capacity by supporting the development of standard Accreditation Council for Graduate Medical Education (ACGME) accredited residency programs that include required rural rotation experiences. This RFP does not establish, require, or promote the creation of an ACGME Rural Track Program (RTP) nor any residency model requiring the majority (>50%) of training to occur in rural locations.

1.02 Contract Term

The anticipated **Contract Term** is from February 11, 2027, to February 10, 2033. The Agency expects the initial **base term of the contract** to be a three-year term from February 11, 2027, to February 10, 2030. The Agency shall have the option to extend the contract at its sole discretion for up to three additional one (1) year terms. Contract extensions are at the Agency's sole discretion and are subject to review of the contractor performance, contractor's compliance with the special and general terms and contingent terms of the contract, availability of funds, program modifications, or any other grounds determined by the Agency to be in the Agency's best interests. The contract term, including all possible extensions provided by the Agency shall not exceed a six-year period.

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

1.03 Eligibility Requirements

Applicants must meet each of the following eligibility requirements for consideration.

Eligible Applicants

Eligible applicants include hospitals, medical schools, health systems, graduate medical education (GME) consortia, community-based or nonprofit healthcare organizations, and other qualified Iowa-based entities that are equipped to design, plan, and develop a medical residency program that is, or will be, accredited by the Accreditation Council for Graduate Medical Education (ACGME). More than one application may be submitted by an organization, if each application is for a different specialty within this funding opportunity.

Applicant Scenarios

To ensure clarity, eligible applicants may fall into one of the following scenarios:

- **Applicant Scenario One: Applicant is, or intends to become, the ACGME-recognized Sponsoring Institution**
  The applicant organization directly applies as the ACGME-recognized Sponsoring Institution and either currently holds, or will assume, responsibility for all accreditation, governance, faculty requirements, and program oversight. This scenario may include organizations with established GME infrastructure capable of supporting a medical

residency program.

- **Applicant Scenario Two: Applicant is not and does not intend to become the ACGME-recognized Sponsoring Institution**
  The applicant organization has, or will establish, a formal agreement with an entity that is or will become an ACGME-recognized Sponsoring Institution. The applicant must demonstrate its defined role, authority, resources, and commitments within that partnership. The scenario includes organizations that may not independently meet all ACGME Sponsoring Institution requirements but serve as essential partners in developing and delivering a medical residency program.

Applicants must meet all the following criteria:

- Residency Program Type: Proposed programs must be in one of the following specialties:
  - Obstetrics and Gynecology
  - Internal Medicine
  - Psychiatry
  - General Surgery
- Geographic Restrictions: The physical location of the residency program and all training sites proposed in the application must not be located in any Iowa county with a population of 150,000 or more based on the most recent federal decennial census, **and** in which the main campus of an institution of higher learning governed by the State Board of Regents is located. (Counties currently meeting this definition include Johnson County).
- At least two months of total resident training time must occur at training sites that meet the Federal Office of Rural Health Policy (FORHP) rural definition. This rural training requirement does not designate the program as an ACGME Rural Track Program (RTP). The residency program remains a standard ACGME-accredited program with required rural rotation exposure.
- An applicant may be physically located in a geographically restricted county; however, the medical residency program and all training sites must be located outside of that county.

Electronic Communication Requirements
Applicants are required to maintain and provide to the Agency, upon application, a current and valid email account for electronic communications with the Agency.

Official email communication from the Agency regarding this application will be issued from grants@iowagrants.gov. Applicants are required to assure these communications are received and responded to accordingly.

1.04 Service Delivery Area
Statewide.

1.05 Available Funds

The amount for a Contract to provide services awarded as a result of this RFP, shall not exceed $750,000 for the base term of the contract. Applicants will be expected to submit a budget for

the first contract year, refer to section 2 and 3 of this RFP.

The Agency anticipates up to $9,000,000 available for up to twelve (12) awards. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding or any other grounds determined by the Agency to be in the Agency's best interests.

1.06 Schedule of Important Dates (All times and dates listed are local Iowa time.)

The following dates are set forth for informational purposes. The Agency reserves the right to modify these dates at its sole discretion.

EVENT	DATE
RFP Issued	November 2, 2026
Written Questions and Responses	
Round 1 Questions Due: Responses Posted By:	November 16, 2026, by 12:00 PM Local Iowa Time November 24, 2026
Final Questions Due: Responses Posted By:	December 4, 2026, by 12:00 PM Local Iowa Time December 14, 2026
Applications Due	December 28, 2026, by 4:00 PM Local Iowa Time
Post Notice of Intent to Award	On or about: January 10, 2027

A. RFP Issued – The Agency will post the RFP under Grant Opportunities quick link at www.IowaGrants.gov on the date referenced in the Schedule of Events table above. The RFP will remain posted through the Applications Due date.

B. Applicant's Conference – Reserved

C. Written Questions and Responses – Written questions related to the RFP must be submitted through www.IowaGrants.gov no later than the dates specified in the table above. Applicant must be registered with IowaGrants in order to submit a question (Refer to the links section for instructions on registering and logging in to IowaGrants).

Written questions submitted after the date specified for final questions in the table above will not be considered and a response will not be provided by the Agency.

- Registered Users login to www.IowaGrants.gov
- Click on 'Users click here to login'
- ID.iowa.gov, sign-in (email address), click next (enter password), hit enter or click verify
- Search Funding Opportunities

- Select this Funding Opportunity
- Click on 'Ask A Question' link located at the top right-hand side of the Opportunity Details page, and enter a single question in the 'Post Question' box
- Click the 'Save' button

Additional questions may be submitted by repeating the process above for each individual question. If the question or comment pertains to a specific section of the RFP, the section and page must be referenced. Verbal questions will not be accepted. Questions will not be displayed in IowaGrants until written responses are posted by the Agency.

The Agency will prepare written responses to all pertinent, timely and properly submitted questions according to the schedule of events table above. The Agency's written responses will be considered part of the RFP.

To view posted questions and responses:
- Login to www.IowaGrants.gov
- Search Funding Opportunities
- Select this Funding Opportunity
- Scroll to the bottom of the Opportunity Details page, under the ***Questions*** subsection to view the posted questions and answers.

It is the responsibility of the applicant to check this Funding Opportunity in www.IowaGrants.gov periodically for written questions and responses to this RFP.

D. Application Creation – The application will consist of multiple required forms (refer to Section 3) available within the Electronic Grant Management system at www.IowaGrants.gov.
Each form of the application must be completed in its entirety or IowaGrants will not permit the application to be submitted.

Each individual within the applicant organization who desires access to the application must be registered in IowaGrants (refer to the links section for instructions on registering and logging in to IowaGrants). **The first user to initiate an application for a Funding Opportunity is designated by the system as the primary user (Registered Applicant) for that application**. This primary user can add additional registered users as Grantee Contacts within their organization to the Funding Opportunity for completion/edit/review of forms and submission of the application. If multiple users are editing the same form within an application at the same time, the last saved version will over-ride any changes made by other users.

IowaGrants will permit multiple registered users of the applicant organization to create separate applications for the same Funding Opportunity, thereby creating multiple applications for the same Funding Opportunity. The applicant is responsible for ensuring only one entire application is completed and submitted for each requested service area (refer to Sections 1.04 and 1.14) in response to this RFP.

E. Applications Due – Applications must be submitted by 4:00 p.m. (local Iowa time) **December 28, 2026,** in the Electronic Grant Management System at www.IowaGrants.gov. Attempted submission of a completed application after stated due date and time will not be allowed by the system. This Funding Opportunity will not be available as a Current Opportunity on the

Electronic Grant Management System after the stated due date and time. If submission of an application is attempted after the stated date and time, the applicant will receive a notice stating, "The Funding Opportunity is closed".

Applications submitted to the Agency in any manner other than through Electronic Grant Management System of the IowaGrants website (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, not reviewed by the Agency and a rejection notice will be sent to the applicant. Any information submitted separately from the application will not be considered in the review process.

The IowaGrants Electronic Grant Management System's recorded date and time shall constitute the official submission timestamp for an application.

The due date and time requirements for submission of the application within the Electronic Grant Management System of IowaGrants website are mandatory requirements and will not be subject to waiver as a minor deficiency.

Submission Confirmation Screen: After an applicant submits an application, a confirmation screen containing an Application ID number will appear on your computer screen.

It is the applicant's sole responsibility to complete all Funding Opportunity Forms and submit the application in sufficient time.

F. Release of Names of Applicants – On or around **December 30, 2026**, the names of all applicants who submitted applications by the deadline shall be released to all who have requested such notification via an email request to **Mike Drottz** at michael.drottz@hhs.iowa.gov. the announcement of applicants who timely submitted an application does not mean that an individual application has been deemed technically compliant or accepted for evaluation.

G. Notice of Intent to Award – A Notice of Intent to Award the contract(s) will be posted for 10 business days on the Agency Web page https://hhs.iowa.gov/about/funding-opportunities/notice-intent-award under *Funding Opportunities* link on or around the date specified in the Schedule of Events table above. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

H. Contract Negotiations and Execution of the Contract – Following the posting of the Notice of Intent to Award, the Authorized Official for the successful applicant(s) will receive a contract document via email from the Agency. The successful applicant has ten (10) business days from date of receipt in which to negotiate and sign a contract with the Agency. If a contract has not been executed within ten (10) business days of applicant's receipt, the Agency reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by the Agency. The Agency may, at its sole discretion, extend the time period for negotiations of the contract.

1.07 Inquiries

Inquiries related to the RFP shall be submitted in accordance with Section 1.06 (C).

For assistance regarding IowaGrants, please contact the Agency IowaGrants Helpdesk at iowagrants.helpdesk@hhs.iowa.gov or by calling 1-866-520-8987 (available between 8:00 AM and 4:00 PM on weekdays, excluding state holidays).

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 the Agency.

The Agency 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 application.

1.08 Amendments to the RFP

The Agency reserves the right to amend the RFP at any time. In the event the Agency decides to amend, add to, or delete any part of this RFP, a written amendment will be posted at www.IowaGrants.gov under the Attachments section of this Funding Opportunity. The applicant is advised to check this website periodically for amendments to this RFP. In the event an amendment occurs after the Funding Opportunity is closed, the Agency will email the written amendment to the individuals identified in the submitted application as the Project Officer (Registered Applicant) and the Authorized Official listed in the Cover Sheet- General Information Form.

1.09 Open Competition

No attempt shall be made by the applicant to induce any other person or firm to submit or not to submit an application for the purpose of restricting competition.

1.10 Withdrawal of Applications

An application created in IowaGrants.gov cannot be deleted. An application may be withdrawn by request of an applicant at any time prior to the due date and time. An applicant desiring to withdraw an application shall submit notification including the funding opportunity number, application ID, title of the application, and the applicant organization name via email to iowagrants.helpdesk@hhs.iowa.gov.

After this funding opportunity closes, the Agency may withdraw applications that have not been submitted.

1.11 Resubmission of Withdrawn Applications

A withdrawn application may be resubmitted by an applicant at any time prior to the stated due date and time for the submission of applications.

To access a withdrawn application:

- Registered Users login to www.IowaGrants.gov as a returning user;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Click on 'Copy Existing Application';
- Select the application that you want to copy by marking it under the 'Copy' column (Note: all applications whether in editing, submitted or withdrawn status will be displayed to be copied);
- Click the 'Save' button.

The application that was copied will be open in this funding opportunity. Be sure to re-title the application, if necessary, by going into the General Information form and editing it. Continue to complete the application forms and submit following the guidance provided in sections 1.06 (D) and (E), and in section 3 of this RFP.

Withdrawn applications for this RFP posting must be submitted by the due date provided in section 1.06 in order to be considered for funding. Withdrawn, submitted, or editing status applications are also available to copy to other Funding Opportunities in IowaGrants at any time.

1.12 Acceptance of Terms and Conditions

A. An applicant's submission of an application 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 an application, an applicant agrees that it will not bring any claim or have any cause of action against the Agency or the State of Iowa based on the terms or conditions of the RFP or the procurement process.

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

1.13 Costs of Application Preparation

All costs of preparing the application are the sole responsibility of the applicant. The Agency is not responsible for any costs incurred by the applicant which are related to the preparation or submission of the application or any other activities undertaken by the applicant related in any way to this RFP.

1.14 Multiple Applications

An applicant may submit only one application per specialty for the State of Iowa:
- Obstetrics and Gynecology
- Internal Medicine
- General Surgery

– Psychiatry

1.15 Oral Presentation

Applicants may be requested to make an oral presentation of the application. The determination of need for presentations, the location, order, and schedule of the presentations is at the sole discretion of the Agency. If an oral presentation is required, applicants may clarify or elaborate on their applications but may in no way change their original application.

1.16 Rejection of Applications/Cancellation of the RFP

A. The Agency reserves the right to reject, in whole or in part, any or all applications, to advertise for new applications, 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 the Agency.

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

1. The applicant is not an eligible applicant as defined in section *1.03*.
2. An applicant submits more than one application for the same service area for the same funding opportunity.
3. An application is submitted in a manner other than the Electronic Grant Management System at www.IowaGrants.gov.

C. Any application 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 application instructions or presents information requested by this RFP in a manner 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 the Agency.
7. The applicant fails to respond to the Agency'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.

1.17 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.

1.18 Use of Subcontractors

A. The Agency acknowledges that the selected Applicant may contract with third parties for the performance of any of the Contractor's obligations. The Agency reserves the right to provide prior approval for any subcontractor used to perform services under any contract that may result from this RFP.

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

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

1.19 Reference Checks

The Agency reserves the right to contact any reference to assist in the evaluation of the application, to verify information contained in the application and to discuss the applicant's qualifications and the qualifications of any subcontractor identified in the application.

1.20 Criminal Background Checks

The Agency 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.

1.21 Information from Other Sources

The Agency 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 Agency contracts, other state contracts and contracts with private entities. The Agency may use any of this information in evaluating an applicant's application.

1.22 Verification of Application Contents

The Agency reserves the right to verify the contents of an application submitted by an applicant. Misleading or inaccurate responses may result in rejection of the application pursuant to Section 1.16.

1.23 Litigation and Investigation Disclosure

The applicant shall disclose any 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 at the time of application within the Business Organization Form (Refer to Section 3 of this RFP) may result in rejection of the application or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of an application must be disclosed within 30 days in a written statement to the Agency.

1.24 Financial Accountability

The applicant shall maintain sufficient financial accountability and records. The applicant shall disclose each irregularity of accounts maintained by the applicant discovered by the applicant's accounting firm, the applicant, or any other third party. Failure to disclose such matters, including the circumstances and disposition of the irregularities, at the time of application within the Business Organization Form (Refer to Section 3 of this RFP) may result in rejection of the application or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of an application must be disclosed within 30 days in a written statement to the Agency.

1.25 RFP Application Clarification Process

The Agency may request clarification from applicants for the purpose of resolving ambiguities or questioning information presented in the application. Clarifications may occur throughout the application evaluation process. Requests for clarification will be issued to the primary user (Registered Applicant) through email from an Agency Service Contract Compliance Officer. Clarification responses shall be in writing in the format provided by the Agency and shall address only the information requested. Responses shall be submitted to the Agency within the time stipulated at the time of the request. An applicant will not be permitted to modify or amend its application if contacted by the Agency for this reason.

1.26 Waivers and Variances

The Agency reserves the right to waive or permit cure of non-material variances in the application's form and content providing such action is in the best interest of the Agency. In the event the Agency 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 the Agency.

1.27 Disposition of Applications

All application submissions become the property of the Agency.

If the Agency awards funds to an applicant, the contents of all applications 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.

1.28 Public Records and Requests for Confidential Treatment of Application Information

The Agency's release of public records is governed by Iowa Code chapter 22. Applicants are encouraged to familiarize themselves with Chapter 22 before submitting an application in response to this RFP.

The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by an applicant as non-confidential records unless applicant requests specific parts of the application be treated as confidential at the time of the submission as set forth herein AND the information is confidential under Iowa or other applicable law.

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 application is submitted.

If Applicant requests confidential treatment of any information submitted in its Application in accordance with this section, by virtue of submitting the Application, the Applicant expressly acknowledges and agrees that the Agency's evaluation document(s) may reference information of which the Applicant requested confidential treatment in the Application. These Agency evaluation documents may then be in the public domain and be open to inspection by interested parties upon the Agency's issuance of a Notice of Intent to Award. The Agency will not redact information or references to information in evaluation documents even in instances which an Applicant properly requested confidential treatment in the Application.

Failure of the Applicant to request information be treated as confidential as specified herein shall relieve Agency personnel from any responsibility for maintaining the information in confidence. Applicants may not request confidential treatment with respect to pricing or budget information and transmittal letters. An applicant's request for confidentiality that does not comply with this section or an applicant's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting an application as non-responsive.

A. Confidential Treatment of Information is Requested by the Applicant
   An applicant requesting confidential treatment of information contained in its application shall be required to submit two copies of its application (one complete application containing confidential information) and one redacted version (with confidential information excised) and complete and submit Form 22 with both applications; as outlined herein:

   1. Complete and Submit Form 22 with both applications
      APPLICANT NOTE: SUBMISSION OF THIS FORM 22 IS REQUIRED **ONLY** IF REQUESTING CONFIDENTIAL TREATMENT OF APPLICATION INFORMATION.

      In order to request information contained in an application to be treated as confidential, the applicant must complete and submit FORM 22 with both

applications. Failure of the applicant to accurately and fully complete FORM 22 with the application submission may result in the application to be considered non-responsive and not evaluated. The Form 22 is available to download from a link located in the attachments section of the standard application form titled Application Certification and Conditions (refer to section 3 of this RFP). Applicant must download Form 22 from a link within this form, complete it, and upload it into the specific field of the electronic Application Certification and Conditions form in both applications.

Form 22 will not be considered fully complete unless, for **each** confidentiality request, the applicant: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by applicant to respond to inquiries by the Agency concerning the confidential status of such material. Requests to maintain an entire application as confidential will be rejected as non-responsive.

2. An applicant that submits an application containing confidential information must submit two copies of its application (one complete application and one redacted version of the application) for this RFP. Completed Form 22 shall be uploaded in the Application Certifications and Conditions form in **both** copies.

   One copy of the application must be completed and submitted in its entirety, containing the confidential information. This is the application that will be reviewed.

   The applicant must submit one copy of the application labeled "Redacted Copy" from which the confidential information had been excised. In order to do this, the applicant shall rename the copy with the word 'Redacted' added as the **first** word in the application title, using the exact same title as the first copy of the application. The applicant must then revise each form within the copied/redacted application removing the confidential information and inserting the word 'redacted' in the required fields. The confidential material must be excised from the redacted version 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 application as possible.

Both copies of the application must be submitted by the applicant by the due date and time outlined in Section 1.06 (D).

B. Public Requests

In the event the Agency receives a public request for application 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. If the Agency receives a request for information that applicant has marked as confidential and if

a judicial or administrative proceeding is initiated to compel the release of such material, applicant shall, at its sole expense, appear in such action and defend its request for confidentiality. If an applicant fails to do so, the Agency may release the information or material with or without providing advance notice to the applicant and with or without affording applicant the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

Additionally, if applicant fails to comply with the request process set forth herein, if applicant's request for confidentiality is unreasonable, or if applicant rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to applicant and with or without affording applicant the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

The applicant's failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by the Agency as a waiver of any right to confidentiality which the applicant may have had.

1.29 Copyrights

By submitting an application, the applicant agrees that the Agency may release the application for the purpose of facilitating the evaluation of the application or to respond to requests for public records. By submitting the application, the applicant consents to such release and warrants and represents that such release will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in the applications. In the event the applicant copyrights its application, the Agency may reject the application as noncompliant.

1.30 Review of Notice of Disqualification or Notice of Intent to Award Decision

Applicants may request reconsideration of either a notice of disqualification or notice of intent to award decision by submitting a written request to the Agency. The Agency must receive the written request for reconsideration **within five calendar days (exclusive of Saturdays, Sundays, and legal state holidays)** from the date of the notice of disqualification or notice of intent to award decision, whichever is earlier.

The reconsideration shall be addressed to the Issuing Officer cited in the RFP, Mike Drottz, and shall be submitted via email, including a read receipt verification, to BOTH of the following email addresses:

reconsiderationrequest@hhs.iowa.gov AND michael.drottz@hhs.iowa.gov.

It is the Applicant's responsibility to assure timely delivery of the request for reconsideration. The request for reconsideration shall clearly and fully identify all issues being contested by reference to the page and section number of the RFP.

The Agency will expeditiously address the request for reconsideration and issue a decision. The Applicant may choose to file an appeal with the Agency within five days of the date of the decision on reconsideration exclusive of Saturdays, Sundays, and legal state holidays.

1.31 Definition of Contract and Exclusivity

The full execution of a written contract by both parties shall constitute the making of a contract for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the successful applicant and the Agency. Any contract resulting from this RFP shall not be an exclusive contract.

1.32 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. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

SECTION 2 – BACKGROUND AND SCOPE OF WORK

2.01 Background

Through alignment with state funds, Iowa HHS seeks to support the development of a sustainable medical residency program that strengthens the physician workforce pipeline, expands access to high-quality health care, and builds long-term Graduate Medical Education (GME) infrastructure within and throughout the state.

Goals and Objectives

Goal: The goal of this project is to establish a fully accredited, sustainable medical residency program that expands the physician workforce.

- Objective 1: Establish an ACGME-accredited medical residency program
- Objective 2: Develop and implement a long-term sustainability strategy for the medical residency program.
- Objective 3: Establish a comprehensive graduate tracking and reporting system.

2.02 Definitions

A. RFP General Definitions. When appearing as capitalized terms in this RFP, including attachments, the following quoted terms (and the plural thereof, when appropriate) have the meanings set forth in this section.

"Administrative Costs" means those costs and fees that may include, but are not limited to, those that have been incurred for common or joint purposes or objectives, benefitting more than one cost objective, and/or cannot be readily identified with a particular final cost objective. For the purposes of this RFP, examples of Administrative Costs shall include general administration and general expenses such as accounting, expenses of executive officers, personnel administration, costs of operating and maintaining the facility, rent and lease payments, utilities, data collection and data processing costs, printing, communications equipment and services, depreciation, and other costs necessary to support the delivery of services.

"Agency" means the Iowa Department of Health and Human Services.

"Business Day" means any day other than a Saturday, Sunday, or State holiday as specified by Iowa Code § 1C.2.

"Equipment" means any single item with a cost or value of $5,000 or more and with an anticipated useful life of one year or more.

"Indirect Costs" represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. These may be costs and fees that have been incurred by the Grantee for common or joint purposes or objectives, benefitting more than one cost objective, and/or cannot be readily identified with a particular final cost objective. For the purposes of this RFP, examples of Indirect

Costs shall include general administration and general expenses such as accounting, expenses of executive officers, personnel administration, costs of operating and maintaining the facility, rent and lease payments, utilities, data collection and data processing costs, printing, communications equipment and services, depreciation, and other costs necessary to support the delivery of services.

"Indirect Cost Plan or Indirect Cost Allocation" means an accounting function by which estimates are made to distribute indirect costs to programs or functions, in order to approximate their full cost.

"Negotiated Indirect Cost Rate Agreement (NICRA)" is a document published to reflect an estimate of indirect cost rate negotiated between the Federal Government and a Grantee's organization which reflects the indirect costs (facilities and administrative costs) and fringe benefit expenses incurred by the organization.

"Request for Proposal" **or** ***"RFP"*** means a formal Request for Proposal that involves the state Agency soliciting bids to purchase services through a competitive process.

"Performance Measures" means measures that assess the Deliverables or activity under this Contract. Performance measures include, but are not limited to quality, input, output, efficiency, and outcome measures.

B. Definitions Specific to this RFP. When appearing as capitalized terms in this RFP, including attachments, the following quoted terms (and the plural thereof, when appropriate) have the meanings set forth in this section.

"Residency Program Director" means the individual selected or identified to lead the accredited residency program and oversee compliance with ACGME standards.

"Rural Training Site" means a clinical training location that meets the Federal Office of Rural Health Policy (FORHP) rural definition. Applicants must verify rurality using the Rural Health Grants Eligibility Analyzer. In this RFP, rural training sites are required only for the minimum 2-month rural rotation exposure and do not imply that the program is structured or accredited as a rural track.

"Letter of Agreement (LOA)" means documents signed by clinical training partners that confirm their commitment, resources, capacity, and ability to supervise residents.

"Sustainability Pro Forma" means a required financial model that demonstrates how the medical residency program will be sustained long-term through Medicare, Medicaid, state, private, or mixed funding sources.

"Graduate Tracking Plan" means a required system for tracking program graduates.

"Critical Access Hospital (CAH)" means a federally designated type of rural hospital.

"Accreditation Council for Graduate Medical Education (ACGME)" is an independent, nonprofit organization responsible for setting and monitoring professional educational standards for graduate medical education (GME), which includes residency and fellowship programs following medical school

2.03 Scope of Work.

A. Work Plans. The Applicant will develop and implement Work Plans compliant with the Deliverables and timelines listed in section B within the forms in IowaGrants as described in Section 3 of this RFP.

B. Deliverables. In compliance with the Agency-approved work plan within IowaGrants, the Contractor shall provide the following:

YEAR 1 – FOUNDATION, PROGRAM DIRECTOR, TRAINING SITES, SUSTAINABILITY PRO FORMA

Objective 1 – Establish a Fully Accredited Medical Residency Program in an Eligible Specialty (Obstetrics and Gynecology, Internal Medicine, General Surgery, or Psychiatry)

- Appoint a Residency Program Director or identify a Program Director in development.
- Develop and maintain an ACGME-compliant Program Governance Structure, including ACGME-recognized Sponsoring Institution documentation, bylaws, and faculty appointment processes.
- Identify and establish training sites, including rural clinical training sites that satisfy the Federal Office of Rural Health Policy (FORHP) rural definition. Rural areas are determined using the Rural Health Grants Eligibility Analyzer. Types of eligible rural training sites include but are not limited to:
    - Critical Access Hospitals (federally designated)
    - Rural Community Hospitals
    - Rural Clinics
- Ensure that at least 2 months of total resident training time occurs at rural sites.
- Submit a Training Site Table including Centers for Medicare & Medicaid Services (CMS) Certification Number (CCN), address, rural designation, site type, and projected % of training time.
- Secure signed Letters of Agreement from clinical partners documenting committed resources, training capacity, and faculty/supervision availability.
- Begin curriculum development and training rotation design.
- Develop an initial risk management framework that identifies potential barriers that may impede progress toward establishing the medical residency program.

Objective 2 – Develop a Validated and Sustainable Long-term Funding Model

- Develop and submit a validated sustainability pro forma.
- Select appropriate sustainability options (Medicare, Medicaid, state, private, or mixed).
- Begin obtaining documentation from hospital leadership (CEO letters, cost report status, Per Resident Amount (PRA)/Medicare Cap information) needed for future sustainability plans.

Objective 3 – Implement a Comprehensive Graduate Tracking Plan

- Begin designing the Graduate Tracking Plan, including NPI, practice location, specialty, and employment status.

YEAR 2 – ACGME APPLICATION, FINALIZE TRACKING PLAN, SUSTAINABILITY DOCUMENTATION

Objective 1 – Establish a Fully Accredited Medical Residency Program

- Complete all ACGME-required documentation.
- Prepare and submit a complete ACGME accreditation application
- Finalize all clinical site documentation verifying at least 2 months of rural training, including FORHP rural screenshots and CMS county rurality evidence. This documentation supports state program requirements and does not place the program into the "greater than 50% rural" classification used for CMS Rural Track Programs.

Objective 2 – Develop a Validated and Sustainable Long-term Funding Model

- Obtain all sustainability documentation as applicable, including:
    - Letters confirming eligibility for Medicare GME funding
    - Cost report analysis showing no prior Medicare Cap or PRA conflict
    - Critical Access Hospital (CAH) certification, as applicable
    - Medicaid GME payment structure and amounts
    - Private funding letters of commitment

Objective 3 – Implement a Comprehensive Graduate Tracking & Performance Reporting System

- Finalize and submit the Graduate Tracking Plan that includes: NPI, practice locations, specialty/subspecialty, and employment status.

YEAR 3 – ACHIEVE ACCREDITATION, PREPARE FOR MATRICULATION, FINALIZE SUSTAINABILITY OPERATIONS

Objective 1 – Establish a Fully Accredited Medical Residency Program

- Achieve ACGME accreditation for the new program.
- Prepare for enrolling the first cohort of residents in the academic year immediately following the grant period.
- Complete faculty hiring, final curriculum deployment, and readiness checks at all clinical training sites.

Objective 2 – Develop a Validated and Sustainable Long-term Funding Model

- Finalize funding flow agreements (Memoranda of Understanding, LOAs, sustainability commitments).
- Ensure all sustainability mechanisms are fully operational before the end of the contract term (Medicare GME, Medicaid GME, private funding, or mixed model).
- Update the sustainability plan and confirm readiness for long-term financial support beyond the contract term.

Objective 3 – Implement a Comprehensive Graduate Tracking & Performance

Reporting System

- Implement the operational graduate tracking system, prepared to track all residents once the program's first cohort graduates.
- Maintain system readiness to track graduates for at least 5 years after program completion.

C. **Contractor's Personnel for Project Implementation.** Staffing must be sufficient to implement the project as described in this RFP. The Contractor shall maintain an accurate listing of staff specified for project implementation, meeting all minimum staffing requirements as required by the Agency, within the personnel form Component, located in the IowaGrants.

D. **Required Reporting.** The Agency requires reporting of compliance with the resulting Contract and performance of the Deliverables and Work Plans pursuant to proposed action/work plans, provision of services, and incurred expenses by resulting contractors. Successful applicants will be awarded a contract to be managed within an Electronic Grant Management system within www.IowaGrants.gov. The required reports and related information will be submitted within the Grant Tracking system. The reports and submission requirements are subject to change at the sole discretion of the Agency. The Agency shall review and monitor submitted reports, as well as other data and information for completeness, timeliness, and overall performance pursuant to the Contract.

Anticipated reports (progress and data) include:

- **Quarterly Progress Report**
  Documents activities completed during the quarter, progress toward work plan objectives, barriers encountered, and corrective actions taken.
- **Annual Progress Report**
  Documents activities completed during the year, progress toward work plan objectives, barriers encountered, and corrective actions taken.
- **Annual Performance Measures Report**
  Summarizes all required program performance metrics, including rural training percentages, accreditation progress, staffing compliance, and graduate tracking indicators. Rural training percentages refer only to verifying the required minimum 2 months of rural rotations.
- **Final Project Report**
  At the conclusion of the contract, provides a full summary of accomplishments, outcomes, challenges, and long-term sustainability plans.

E. **Contract Performance Measures**. The Agency anticipates the following performance measures to be included in a successful applicant's contract.

1. **Performance Measure Description:** Percent of Year 1 residency program foundation deliverables completed by the approved due dates
   Due Date or Timeline for the Measure: Annually. Measure assessed at the end of Contract Year 1 and reported through the Agency's annual review process.
   Data to Be Used for the Measure: Contractor will submit measure data, supporting documentation, work plan updates, and progress reports through IowaGrants.

Monetary Incentive or Disincentive: A disincentive of $7,500 will be withheld from the first five claims at $1,500 per claim for each contract year. If a claim is less than $3,000, the withheld amount will not exceed 50% of the claim submitted and will be collected over additional claims as needed to reach the $7,500 disincentive. Once the contract-year objectives are completed, the Agency will release the withheld funds after the first month of the subsequent contract year.
Agency Monitoring of the Performance Measure: The Agency will monitor the Contractor's progress toward completing each Objective through required reports and annual work plan reviews with the ultimate goal of establishing and accrediting a new medical residency program.

2. **Performance Measure Description:** Percent of required sustainability planning components successfully developed and validated
Due Date or Timeline for the Measure: Annually. Measure assessed at the end of each applicable contract year based on required sustainability planning milestones.
Data to Be Used for the Measure: Contractor will submit measure data, sustainability planning documentation, supporting analyses, and required reports through IowaGrants.
Monetary Incentive or Disincentive: A disincentive of $7,500 will be withheld from the first five claims at $1,500 per claim for each contract year. If a claim is less than $3,000, the withheld amount will not exceed 50% of the claim submitted and will be collected over additional claims as needed to reach the $7,500 disincentive. Once the contract year objectives are completed, the Agency will release the withheld funds after the first month of the subsequent contract year.
Agency Monitoring of the Performance Measure: The Agency will monitor the Contractor's progress toward completing each Objective through required reports and annual work plan reviews with the ultimate goal of establishing and accrediting a new medical residency program.
3. **Performance Measure Description: G**raduate Tracking Plan completed and approved by the Agency
Due Date or Timeline for the Measure: Annually. Measure assessed based on submission and Agency approval of the Graduate Tracking Plan by the applicable annual deadline.
Data to Be Used for the Measure: Contractor will submit the Graduate Tracking Plan and supporting documentation through IowaGrants.
Monetary Incentive or Disincentive: A disincentive of $7,500 will be withheld from the first five claims at $1,500 per claim for each contract year. If a claim is less than $3,000, the withheld amount will not exceed 50% of the claim submitted and will be collected over additional claims as needed to reach the $7,500 disincentive. Once the contract year objectives are completed, the Agency will release the withheld funds after the first month of the subsequent contract year.
Agency Monitoring of the Performance Measure: The Agency will monitor the Contractor's progress toward completing each Objective through required reports and annual work plan reviews with the ultimate goal of establishing and accrediting a new medical residency program.

2.04 Contractor Budget(s) and Contract Payment Methodology

A. Contractor Payments. The Contractor is anticipated to be paid an amount not to exceed $750,000 for the base term of the contract for services as described in section 2.03. The

Contractor shall invoice via IowaGrants claim submitted to the Agency monthly for reimbursement of the costs associated with meeting the Deliverables of the Contract. This reimbursement shall be in accordance with the Agency approved budget. The Contractor shall complete and submit an Agency approved line-item budget in an Agency approved format for Year 1 of the Contract, with this Application, see below and Section 3. Each subsequent Contract Year the Contractor shall submit an Agency approved line-item budget in an Agency approved format, at least 90 days prior to the beginning of the Contract Year, to be considered with the Contractor's annual renewal/extension.

B. Cost Restrictions.

1. The Contractor shall only be eligible to receive reimbursement for services described within the Scope of Work, and for expenses as approved in the budget.
2. Indirect Costs or Administrative Costs Charges Limitations:
    a. **Indirect Cost Rate Charges:** Applicants may charge an indirect rate in accordance with their federally approved Negotiated Indirect Cost Rate Agreement (NICRA) (please see definitions section), or an Indirect Cost Plan (please see definitions section) recognized by a state cognizant agency (local governments). If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement or the Indirect Cost Plan recognized by a state cognizant agency must be submitted as an attachment to the application. The Agency reserves the right to negotiate the application of the Indirect Rate per individual contract.

    b. **Administrative Costs Charges:** Applicants may charge administrative costs (please see definitions section for what constitutes "Administrative Costs"), only in the absence of a federally approved Negotiated Indirect Cost Rate Agreement or an Indirect Cost Plan recognized by a state cognizant agency (local governments). Administrative Costs are capped at (limited to) 15% of the direct costs proposed in the budget. The applicant shall maintain documentation to support the administrative cost allocation. The Agency reserves the right to request the documentation at any time.

C. Budget.

Line-Item Budget:
Applicants will demonstrate a budget adequate to support the work of the Contractor to perform the services outlined in this RFP. The budget must be presented using the specific line-item categories outlined below, and not exceed the available funding allowed for the first Contract Year. A budget justification shall be included, describing the details of how the budget was calculated and justify all the anticipated expenses outlined within the budget, refer to budget form instructions in Section 3 and in the IowaGrants form.

<u>Direct Costs Categories</u>
Allowable budget line categories for direct cost expenses include:

- Salary and Fringe Benefits
    - The applicant shall include all staff salary and fringe amounts directly funded, wholly or partially with these funds. A justification for each staff charged to this project shall include the staff position title, the annual salary and fringe for the position, and the full-time equivalent (FTE) portion to be

charged to these funds.

- Subcontract
    - If services performed for any activities outlined in this RFP are to be subcontracted, the applicant must detail the anticipated subcontract expenses in this category.
- Equipment
    - List any equipment planned to be purchased with these funds. Equipment must meet the definition to be budgeted here, otherwise the costs must be included in “other” costs.
- Other
    - This category may include items such as office supplies, educational supplies, project supplies, incentives, communication, rent and utilities, training, information technology-related expense, travel*, etc. ONLY if these expenses are not included in Administrative or Indirect Costs; and should reflect any major activities required to accomplish the action plan or work plan. This category also includes any items not meeting the above definition for equipment.

      *The Agency will not reimburse the Contractor travel amounts in excess of limits established by Iowa Department of Administrative Services.
      Out of state maximum allowable amounts for meals are available upon request. There is no restriction on airfare or lodging, but the incurred expenditures are to be reasonable.

Unallowable Expenses

- Construction and renovation projects are not allowable under this RFP.

Indirect or Administrative Costs Category:
Pursuant to the definitions and the limitations set forth in B. of this section above, applicants may input either Indirect or Administrative Costs associated with provision of these services, as applicable.

SECTION 3 -- APPLICATION CONTENT

In compliance with the minimum requirements and scope outlined in Section 2 – Description of Work and Services, applicants must complete each form listed below from within IowaGrants for this Funding Opportunity.

3.01 Application Instructions

Each user will complete the registration process, only if not already registered. Follow the steps outlined for new registration and logging in to IowaGrants through the link provided in the links section of this RFP and in the Funding Opportunity Details in IowaGrants. New Users should allow at least a few days for the registration to be processed.

Refer to Section 1.06 (D) for instructions on Application Creation.

> Note: IowaGrants will permit multiple users within the Applicant Organization to register and begin creation of an application for each funding opportunity.
> The applicant is responsible for ensuring **only one entire application is completed and submitted for the same service area** (refer to Sections 1.04, 1.06, and 1.14) in response to this RFP.

For general instructions on completing applications in IowaGrants, as well as how to copy previously created applications, refer to the 'HHS Application Instruction Guidance' as posted under the Attachment section of the Funding Opportunity.

- Submitted applications must meet all minimum and eligibility requirements outlined in this RFP.
- Promotional materials or other items not required by this RFP will not be considered during the review process.
- Any information or materials not required to be submitted as an attachment by this RFP application will not be considered in the review process.

Upon starting an application, the first screen that appears is the General Information Form. This is where the applicant will title their application and identify the Organization they are representing. The registered applicant must be representing an eligible entity (refer to section 1.03). After clicking 'Save'; the applicant can re-open and edit this form to add other users registered with the represented organization in IowaGrants.gov as 'Additional Contacts'.

The saved **General Information** Form appears as the first form in your application.

3.02 Application Forms:

Applicants must complete each application form listed below following the instructions here and within the Electronic Grant Management System at www.Iowagrants.gov. Each required field of each Application Form must be completed, or the system will not allow the form to be saved. Once an application form is completed, the applicant must mark it as complete. All forms must be marked as complete or IowaGrants will not permit the application to be submitted.
Follow the instructions for each section and field within the form in IowaGrants. A summary of each form's contents is listed below.

Cover Sheet - General Information: This form requires the applicant to identify the Authorized Official, the Fiscal Contact, and additional required information.

Business Organization: This form requires information about the applicant organization, including legal name, address, alternate mailing address for warrant/payments, business structure, history, table of organization, any pending or threatened litigation or investigation which may affect the Applicant's ability to perform the required services (refer to RFP Section 1.23), as well as identification of the applicant's accounting firm and reporting any irregularities discovered in any of the accounts maintained by the applicant (refer to RFP Section 1.24), and disclosure of history of contract default or terminations.

Application Certification and Conditions: This form provides for the certification and assurance of the Applicant's intent and commitment to provide the services included in the application if an award is issued. This form will also identify the individual designated as the Grantee Contact with full responsibility for assignment of individuals to a resulting grant site (if applicable) in IowaGrants. Optional sections of this form include a section for the request for confidentiality in compliance with section 1.28 of this RFP and upload field for transmittal letters and other applicable communications.

The Certification and Conditions Form is **required** to be completed, electronically signed and dated by the Executive Director (ED) or Chief Executive Officer (CEO) of the applicant.

- Iowa Code Section 554D.103 defines an electronic signature as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.

An applicant's submission of an application indicates the applicant's agreement to conduct this transaction by electronic means.

Eligibility Determination Form: This form requires applicants to show how they meet all eligibility requirements for this funding opportunity. Applicants must confirm their organizational type and identify their applicable applicant scenario. Information must demonstrate the organization's capacity to develop an ACGME accredited medical residency program and verify that the proposed program meets all specialty, geographic, and training requirements.

Background and Demonstrated Experience: This form requires information about the applicant organization background, demonstrated experience in provision of services, and established community partnerships. Applicant shall include relevant information about their background and experience that has prepared them for the work as described in this RFP. Include community partnerships and services the applicant has already developed and established.

Needs Assessment: Applicants shall provide a needs assessment describing the physician workforce needs within the proposed service area, including health disparities, provider shortages, and community-level data relevant to establishing a medical residency program. The needs assessment should identify populations that will benefit from increased training capacity and describe gaps in current GME infrastructure. Applicants must address workforce challenges supported by data and describe how the proposed medical residency program will address

identified disparities.

Project Personnel: This form requires specific information about the project personnel related to providing the services described in this RFP. Specifically, applicants will identify the title/position, name, role and responsibilities, experience and education, and credential or license # as applicable for each person with time dedicated to this project.

At a minimum, applicants must identify the following personnel:

- Project Director
- GME Coordinator
- Administrative Staff: Support staff to manage reporting, financial, and TA roles

Project Work Plan*:* This form requires applicant to identify the details for implementing the work and services as described in this RFP. Applicants shall demonstrate within their work plan their capability to implement the minimum requirements as described in section 2.

Subcontract Plan: This form requires specific information about the applicant's proposed plan for subcontracts. Applicant shall identify if subcontracts are proposed, and if so, the applicant shall include the scope of work of subcontracted services; anticipated amount for each proposed subcontract; the name, contact information, experience of subcontractor (if known at the time of application); and the delivery area(s) to be served through the subcontract.

Standard Line-Item Budget: This form requires the applicant to describe the details of proposed expenses to implement the project as described in the applicant’s application to accomplish the scope of work as described in this RFP. Proposed expenses and budget details must be adequate, yet reasonable to support the work of the application, and must be in compliance with section 2.04 of this RFP.

SECTION 4 – APPLICATION REVIEW PROCESS AND CRITERIA

4.01 Overview of Review Process

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

Phase I -- Technical Review: The first phase will involve a preliminary review by the Agency staff of an applicant's compliance with the mandatory requirements, such as eligibility and application content for submitted applications. Applications which fail to satisfy technical requirements or application content may be eliminated from the application review. These applications may be rejected. The Agency will notify the applicant of a rejection that occurs during Phase I of the review process. The Agency reserves the right to waive minor variances at the sole discretion of the Agency.

Phase II – Review Committee: Applications determined to be compliant with technical requirements and application content will be accepted for the second phase of evaluation, which shall be completed by a review committee or committees established by the Agency. 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 applications in accordance with a point system. Each committee member will review the applications 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 application pursuant to RFP Section 1.15, 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 application and the applications will then be ranked based on the average of the evaluation scores. The Agency staff may solicit additional input and recommendations from the review committee(s).

In the event competitive applications receive an equal number of points when the Agency receives more applications than funding allows for (for example the Agency receives 10 applications and has funding for 7 and there is a tie between 8 and 9), a second review may be conducted utilizing the same scoring process. In the event a second review is conducted, the respective program's division director will designate two management employees and one non-management employee to conduct a second review.

Phase III -- Agency Review and Award: The third phase will be a final review. The Agency will consider the submitted applications and the review committee's scores and recommendations.

The Agency may also consider geographical distribution, budget information, any information received pursuant to Sections 1.19 - 1.24 of the RFP, and any other information received pursuant to the procurement process. The Agency reserves the right not to award the contract to the applicant with the highest point average.

4.02 Scoring of Applications

A maximum of 200 points may be awarded to each application. A minimum average score of 120 or greater is required for the application to be considered for funding. Applications scoring less than the minimum average score will be rejected.

Accepted applications will be evaluated based on the following criteria:

A. All parts of each section are included and addressed.

B. Descriptions and detail are clear, organized and understandable.

C. Descriptions are responsive to the intent of the RFP objectives.

D. The overall ability of the applicant, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors such as budget, project management plan and availability of staff.

Points will be assigned for each item listed as follows:

5: Applicant’s application or capability is exceptional and exceeds expectations for this criterion.

4: Applicant’s application or capability is superior and slightly exceeds expectations for this criterion.

3: Applicant’s application or capability is satisfactory and meets expectations for this criterion.

2: Applicant’s application or capability is unsatisfactory and contains numerous deficiencies for this criterion.

1: Applicant's application or capability is not acceptable or applicable for this criterion.

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

Application Form	Weight	Potential Maximum Score
Cover Sheet- General Information	N/A- Required	N/A
Business Organization	N/A- Required	N/A
Application Certification and Conditions	N/A- Required	N/A
Eligibility Determination Form	N/A- Required	N/A
Background and Demonstrated Experience	10	50
Needs Assessment	10	50
Personnel	5	25
Project Work Plan	15	75
Subcontract Plan	N/A- Required	N/A
Standard Line-Item Budget	N/A- Required	N/A
	Total Maximum Points:	**200**

SECTION 5 – CONTRACT

5.01 Contract Conditions

Any contract awarded by the Agency shall include specific contract provisions including the General Terms and Contingent Terms as posted on the Agency's website (refer to the links section of this RFP & Funding Opportunity Details in IowaGrants). Refer to the Attachments section on the Funding Opportunity page for the Draft Sample Contract Template. The Draft Sample Contract Template included is for reference only and is subject to change at the sole discretion of the Agency.

The contract terms contained in the general terms and contingent terms 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 application. If the contract exceeds $500,000, or if the contract together with other contracts awarded to the Contractor by the Agency exceeds $500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code chapter 8F, including certification and reporting requirements.

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 application 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 application unless the contract specifically directs otherwise.

5.03 Order of Priority

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

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

5.04 Contractual Payments

The Agency provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514. I**f applicant is not a current contractor with the Agency, a completed current and accurate W-9 form will be requested by the Agency upon award of a contract. The Agency shall not provide any reimbursement of expenses until the W-9 is received and accepted.**

5.05 Early Contract Termination

If a contract awarded by the Agency pursuant to this RFP is terminated by either party prior to the end of the project period for any reason, the Agency may procure services for the remainder of the contract period or project period by (1) awarding the contract to a contractor from the same or a contiguous service area; (2) awarding the contract to another entity deemed appropriate by the Agency, or (3) issuing an RFP. An Applicant's submission of an application to this RFP constitutes mutual agreement among the Agency and the Applicant/Contractor pursuant to 641 IAC 176.3 that the Agency has sole discretion in procuring such services.

SECTION 6 – ATTACHMENTS

The following reference documents are posted separately under the Attachment section of this Funding Opportunity.

- A- FY27 Iowa Medical Residency Program: RFP PHTHORC27002
- B- HHS Application Forms Instruction Guidance (IowaGrants)
- C- FY27 Iowa Medical Residency Program: RFP PHTHORC27002-Sample Draft Contract
- D- FY27 Iowa Medical Residency Program: RFP PHTHORC27002-Draft Application Score Tool
- E- RFP PHTHORC27002 Example Applicant Scenarios
- F- RFP PHTHORC27002 Sample Budget

SECTION 7 – LINKS

The following reference documents are available by clicking on the link provided in the website Links section of this Funding Opportunity.

A. IowaGrants Registration and Login Instructions
B. General Terms and Contingent Terms
C. Notice of Intent to Award
D. Rural Health Grants Eligibility Analyzer