



IOWA DEPARTMENT OF PUBLIC HEALTH

DIVISION OF BEHAVIORAL HEALTH

**Improving Tomorrow:
Prevention Focused Mentoring**

REQUEST FOR PROPOSAL 58821007

**Project Period: July 1, 2020 - June 30, 2026
Contract Period: July 1, 2020 - June 30, 2021**

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SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Request for Proposal (RFP) # 58821007 is to solicit applications that will enable the Iowa Department of Public Health (referred to as Department) to select the most qualified applicant to provide youth mentoring services (ages 5-18) by strengthening Iowa's current mentoring landscape.

The Department is actively working to strengthen our capacity to address health inequities in Iowa. Health equity is defined as the attainment of the highest possible level of health for all people by achieving the environmental, social, economic and other conditions in which all people have the opportunity to attain their highest possible level of health. This program promotes health equity through engaging diverse stakeholders to be involved in and receive youth mentoring services.

1.02 Project Period and Contract Term

The project period shall be from July 1, 2020 to June 30, 2026.

The Department expects the initial contract period to be a one year term from July 1, 2020 to June 30, 2021. The Department shall have the option to renew the contract at its sole discretion for up to five (5) additional one (1) year terms subject to review of the continuation application, contractor performance and compliance with the terms and conditions of the contract, availability of funds, program modifications, or any other grounds determined by the Department to be in Department's best interests.

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

1.03 Eligibility Requirements

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

Eligible Applicants

1. Is a charitable organization, non-profit organization or local unit of government;
2. Must have at least three (3) years of experience in providing youth mentoring services;

Electronic Communication Requirements

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

Official email communication from the Department regarding this application will be issued from iowa.grants@webgrantsmail.com. Applicants are required to assure these communications are received and responded to accordingly.

1.04 Service Delivery Area

The service delivery area shall be defined by the applicant and must be within the state of Iowa. Preference will be given to Applicants that currently provide county-wide mentoring services.

1.05 Available Funds

The source of funding is Iowa General Fund Appropriations.

Applicants may apply for up to \$91,213 for the total twelve (12) month time period. The Department anticipates up to \$820,917 available for approximately nine (9) of 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 Department to be in the Department’s best interests.

There are no match requirements for this application.

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 Department reserves the right to change them.

EVENT	DATE
RFP Issued	March 2, 2020
Written Questions and Responses	
Round 1 Questions Due:	March 10, 2020
Responses Posted By:	March 17, 2020
Round 2 Questions Due:	March 24, 2020
Responses Posted By:	March 31, 2020
Final Questions Due:	April 7, 2020
Responses Posted By:	April 14, 2020
Applications Due	April 21, 2020 by 4:00 PM Local Iowa Time
Post Notice of Intent to Award	May 19, 2020

A. RFP Issued – The Department 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 – An applicant’s conference will not be held.

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 Section 3.01 and the ‘New User Registration Instructions for IowaGrants.gov’ document posted under the Attachments section of this Funding Opportunity).

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 Department.

To submit a question:

- Registered Users login to www.iowaGrants.gov as a returning user;
- 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;
- A post question confirmation box will appear stating the question is under review.

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 Department.

The Department will prepare written responses to all pertinent, timely and properly submitted questions according to the schedule of events table above. The Department’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 section 3.01 and the ‘New User Registration Instructions for IowaGrants.gov’ document posted under the Attachments section of this Funding Opportunity).

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) **April 21, 2020** 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 Department 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 Department 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 date and time system of the IowaGrants Electronic Grant Management System shall serve as the official regulator for the submission date and time of an application.

The due date and time requirements for submission of the application within 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 – April 28, 2020. 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 John McMullen at john.mcmullen@idph.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 Department Web page <http://idph.iowa.gov/> under Funding Opportunities link by 4:30 pm on 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 Department. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with the Department. If a contract has not been executed within ten (10) working days of applicant's receipt, the Department reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by the Department. The Department 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 Department IowaGrants Helpdesk at iowagrants.helpdesk@idph.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 Department.

The Department 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 Department reserves the right to amend the RFP at any time. In the event the Department 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 Department 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 application ID, title of the application, and the applicant organization name via email to iowagrants.helpdesk@idph.iowa.gov.

After this funding opportunity closes, the Department 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 Department or the State of Iowa based on the terms or conditions of the RFP or the procurement process.

- B. The Department 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 Department, the successful applicant's exceptions may be rejected and the Department may elect to terminate negotiations with that applicant. However, the Department 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 Department 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 for a service area. Service Area is defined as a city, county, or multiple counties where effort is provided equally amongst all locations.

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 Department. 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 Department 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 Department.
- 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 Department.
 7. The applicant fails to respond to the Department'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 applicant is permitted to subcontract for the performance of certain services required under the contract. Subcontracts must adhere to the provisions of Section 5 of the Iowa Department of Public Health General Conditions Effective July 1, 2019 as posted on the Department's website under Funding Opportunities. Planned use of subcontractors by an applicant must be clearly explained in the application. This information must include:
 1. The name and address of the subcontractor if known;
 2. The scope of work to be performed by each subcontractor;
 3. Subcontractor qualifications; and
 4. The estimated dollar amount of each subcontract.
- B. Current individual employees of the State of Iowa may not act as subcontractors under this contract.
- C. The applicant is fully responsible for all work performed by subcontractors. No subcontract into which the applicant enters into with respect to performance under the contract will, in any way, relieve the applicant of any responsibility for performance of its

duties.

1.19 Reference Checks

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

1.22 Verification of Application Contents

The Department 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 or 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 Department.

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 Department.

1.25 RFP Application Clarification Process

The Department 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 IDPH Service Contract Administrator. Clarification responses shall be in writing in the format provided by the Department and shall address only the information requested. Responses shall be submitted to the Department 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 Department for this reason.

1.26 Waivers and Variances

The Department 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 Department. In the event the Department 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 Department.

1.27 Disposition of Applications

All application submissions become the property of the Department.

If the Department 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 Department'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 Department 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.

Failure of the Applicant to request information be treated as confidential as specified herein shall relieve Department 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:

A. 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 Department 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 Department 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 Department 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 applicant fails to do so, Department may release the 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.

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, Department 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 Department 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 Department 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 Department 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 department may reject the application as noncompliant.

1.30 Appeal of Rejection Decision

The applicant's receipt of a rejection letter constitutes receipt of notification of the adverse decision per 641 Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing to John McMullen, Service Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the RFP were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

1.31 Appeal of Award Decision

The posting of the Notice of Intent to Award on the Department webpage constitutes receipt of notification of the adverse decision per 641 Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, return receipt requested, to John McMullen, Service Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the RFP were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

1.32 Definition of Contract

The full execution of a written contract by both parties shall constitute the making of a contract

for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the successful applicant and the Department.

1.33 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 – DESCRIPTION OF SERVICES

2.01 Background

Improving Tomorrow: Prevention Focused Mentoring Grant provides support to community and school-based youth mentoring programs. These programs shall assure mentee/mentor matches meet year round (all twelve months of each contract period). The mentoring programs will support the state's goal of primary prevention of use and abuse of alcohol, tobacco, and other drugs (ATOD) as well as problem gambling. Programs will follow the Elements of Effective Practice for Mentoring (please see link in Section 7) as established by the National Mentoring Partnership and will obtain certification through the Iowa Mentoring Partnership.

Goals and Objectives of the Program

Goals

The Work Plan shall include, at a minimum, the four (4) goals listed below. Refer to Section 3.02 for specific information about use of the Work Plan form.

Goal 1: Target number of matches to be served within the first year of the project. Funded applications shall adhere to the cost ratio of \$1,000 of funding to support one mentoring match. This ratio shall be taken into account when providing the target number of matches to be served within the first year of funding.

Goal 2: Quarterly distribution of substance abuse and problem gambling prevention information to mentoring program staff, mentors, mentees and parents through training, materials, discussion questions for mentors/mentees, etc. Services shall not duplicate efforts that currently take place within the awarded Service Area. Programs shall provide factual, age-appropriate substance abuse and problem gambling prevention information and resources through reputable sources which must include the following services:

- Provide a minimum of eight (8) substance abuse and/or problem gambling prevention trainings to one hundred and fifty (150) adults, including mentors, per contract period. Information shared must support the mentor role.
- Develop and promote one (1) health promotion activity (i.e. newsletter, flyer, press release, etc.), per quarter, that provides age-appropriate content for both mentors and mentees, per contract period.
- Promote Your Life Iowa as Iowa's integrated helpline. Applicants shall provide a minimum of ten (10) Your Life Iowa presentations, to one hundred (100) individuals, per contract period.
- Provide Your Life Iowa resources to all mentor/mentee families. At a minimum, Your Life Iowa resources shall be included in all agency promotional materials, provided to program participants, and the Your Life Iowa link and helpline description shall be listed on the Applicant webpage and/or social media platforms

Goal 3: Quarterly meetings and support of the Advisory Council (see Section 2.02, F, for additional information regarding its required membership). The Advisory Council must have its first meeting within the first six (6) months of the contract and then meet quarterly throughout the grant project period (see Section 7 for National Mentoring Partnership information).

Goal 4: Services to support sustainability of the mentoring program which can include capacity-building and resource development planning. This goal shall focus on sustainability services provided by the mentoring program to span the entire grant project period (see Section 7 Elements of Effective Practice for Mentoring for information on sustainability of mentoring programs website link).

Objectives

Each goal must include at least one SMART (Specific, Measurable, Achievable, Relevant, and Time-Based) objective.

Action Steps

Each objective must have a minimum of three (3) and a maximum of six (6) action steps per objective. Each objective must be detailed and include the key steps that need to be taken to successfully accomplish Work Plan goals and objectives. Details must include but are not limited to the number of prevention services to be provided, number of individuals to be served, and the content/information to be provided.

2.02 Description of Work and Services

It is imperative that interested applicants understand the expectations of the project which are explained below:

Requirements:

- A. Mentoring programs will engage 5-18 year old youth.
- B. Applicants must have a minimum of three (3) consecutive years of experience providing youth-focused mentoring services. This funding opportunity is intended to support current mentoring programs to continue improving the health of Iowans by focusing on the important role youth mentoring has in preventing substance abuse and problem gambling for all 12 months of the year.
- C. Mentoring programs must be certified through the Iowa Mentoring Partnership (IMP) within the first year of receiving the grant award (See Section 7 Iowa Mentoring Partnership Certification Process). Once certified, programs must keep their certification in "good standing" which entails completing required paperwork and quarterly reporting to the IMP. Failure to complete certification within one year, maintain certification or keep certification in good standing will result in the mentoring program being placed on Corrective Action by the Department.

D. Applicants must utilize one of the mentoring program formats below:

Community-Based Youth Mentoring

These programs provide consistent contact between one mentor and one mentee over the course of a contract period for a minimum of nine months. Meetings need to occur several times each month, meeting a minimum of four hours per month.

School-Based Youth Mentoring

These programs provide weekly contact between one mentor and one mentee for a minimum of one school year/contract period. Period of service for the match shall be at least nine months. Contact between mentee and mentor needs to be a minimum of four hours per month. School-based mentoring should not focus on academic needs (i.e., tutoring, reading, etc.).

E. Applicants can choose to implement optional mentoring program components listed below to existing community-based or school-based mentoring programs. If applicants choose to utilize any of these additional components, these definitions will need to be adhered to:

Group Mentoring

This type of mentoring operates on a ratio of no more than four mentees to one adult mentor. Group mentoring includes a consistent relationship between the one mentor and the same four (or less) mentees. Contact between mentees and mentor needs to be a minimum of four hours per month. Group mentoring can only be used with middle and high school youth. Middle and high school youth mentors shall not be permitted to lead a group mentoring process.

Peer Mentoring

If youth are utilized as peer mentors, there needs to be a minimum of a three-year age difference between the mentor and mentee. These programs provide weekly contact between one mentor and one mentee for a minimum of one school year/contract period. Period of service for the match shall be at least nine months. Contact between mentee and mentor needs to be a minimum of four hours per month. Peer mentoring often includes high school students mentoring elementary or middle school students and focuses on providing recreational and developmental activities.

Team Mentoring

This type of mentoring pairs several consistent adult mentors to work with the same small group of youth mentees, in which the adult-to-youth ratio is not greater than 1:4. Contact between mentees and mentor needs to be a minimum of four hours per month. For best results, mentoring match length should be nine (9) to twelve (12) months.

- F. Successful applicants must assemble an Advisory Council to guide the mentoring project. Membership should reflect a diverse group of stakeholders that represent the service area. This Advisory Council must meet within the first six (6) months of the contract and then meet quarterly throughout the project period. Agency Board of Directors or a School Board are not considered an Advisory Council, however interested board members may make up a portion of the Advisory Council (see Section 7 for National Mentoring Partnership information). A main focus of the Advisory Council should be sustainability of the program.
- G. Funded programs will participate in sustainability training hosted by the Department and will submit a sustainability plan to the Department during the beginning of Year 5 of the grant project
- H. Funded programs will be expected to adhere to the cost ratio of \$1,000 of funding to support one mentoring match. For example, if a program applied for \$91,213 in funding, then at least 91 matches need to be supported by this funding per year. These matches can include matches that continue with the program each Fiscal Year and new matches that are established yearly.
- I. Screening practices, including face-to-face interviews with prospective mentors, reference checks and criminal background checks, are required. Reference checks are also essential for assessing the suitability of the prospective mentor for a mentoring relationship. Criminal background checks are a necessary component of screening prospective mentors and must be conducted before initiating any contact between the mentor and the mentee.
- J. Must have an established and ongoing collaborative relationship with the Integrated Provider Network (IPN) contractor within the awarded Service Area (see Link C. IPN Service Area Map).
- K. Funded programs will be required to participate in evaluation processes as determined by the Department. Evaluation processes will include but are not limited to the Department approved pre/post survey administration.
- L. A one-day contractor meeting or training will be scheduled in Des Moines, Iowa during each year of the project. At a minimum, the Mentoring Coordinator is required to attend.

2.03 Staffing or Personnel Requirements

Staffing must be sufficient to implement the project as described in this RFP.

The funded applicant must identify a single Mentoring Coordinator who is funded at a minimum of 1.0 FTE throughout the project period. All mentoring program staff funded through this project will have experience in providing the following services:

- Prevention of alcohol, tobacco, other drug use and/or youth problem gambling behaviors;
- Engagement of diverse community members and multiple community sectors; and
- Mentoring services, program development and evaluation.

The program coordinator should be skilled in active listening and have experience working with a diverse group of stakeholders.

2.04 Budget

Use whole dollar amounts only.

A one-day contractor meeting or training will be scheduled in Des Moines, Iowa, during each year of the project. At a minimum, the Mentoring Coordinator is required to attend.

Funded mentoring programs will be expected to adhere to the cost ratio of \$1,000 of funding to support one mentoring match. For example, if a program applied for \$91,213 in funding, then at least 91 matches need to be supported by this funding per year. These matches can include matches that continue with the program each Fiscal Year and new matches that are established yearly.

Applicants will demonstrate a budget adequate to support the work of the application. A line item budget is required to be submitted by applicants. A budget narrative shall describe how the budget was calculated and justify the expenses detailed.

Applicants need to have adequate policies and procedures in place for fiscal oversight. All grant spending needs to align with the applicant budget approved by the Department, as well as support the approved grant services. Grant spending should be allowable and reasonable in order to be good stewards of the funding.

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs. (2CFR 200.404)

*Reimbursements will not be provided until the Department approves the claim.

*Mentee/Mentor Initial Match may be from matches that have carried over from the previous year. For re-matched mentees, applicants must assure the mentee has been active in the program for a minimum of three (3) months prior to submitting a claim.

*Applicants may not claim reimbursement in excess of the awarded amount. It is the expectation that Improving Tomorrow: Prevention Focused Mentoring Grant services occur throughout the entire contract period and project period.

Direct Costs

Allowable budget lines include:

1. Salary and Fringe Benefits

The applicant must include all staff directly funded, wholly or partially with these funds.

Applicants shall include the staff person name, position title, the annual salary and fringe for the position, and the full time equivalent (FTE) portion to be charged to these project funds. A justification including the total annual salary and fringe benefits paid to each employee is required, as well as the total annual salary and fringe benefits charged to this project.

2. Subcontract

The applicant is permitted to subcontract for the performance of certain services. Refer to Section 1.17 of this RFP and Section 5 of the IDPH General Conditions for subcontract provisions and requirements. If services performed for any activities outlined in this RFP are to be subcontracted, the applicant must detail the anticipated subcontract expenses in this category.

3. Equipment

Equipment may not be purchased with these funds.

4. Other

This category may include items such as: office supplies, educational supplies, project supplies, communication, rent and utilities (if not included in Administrative or Indirect costs), training, information technology-related expense, travel*, etc.

*The Department will not reimburse the Contractor travel amounts in excess of limits established by Iowa Department of Administrative Services.

Current in-state travel maximum allowable reimbursement amounts:

- Food for in-state: \$12.00/breakfast, \$15.00/lunch and \$29.00/dinner
- Lodging: \$98.00 plus taxes per night
- Mileage: \$0.39 per mile

Indirect or Administrative Costs

Applicants may charge an indirect rate in accordance with their federally approved Indirect Cost Rate Agreement or an Indirect Cost Plan 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 Department reserves the right to negotiate the application of the Indirect Rate per individual contract.

Only in the absence of a federally approved 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 total budget may not exceed total available funds. Administrative costs are those that are incurred for common or joint objectives, and therefore cannot be identified readily and specifically with a sponsored

program, but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation and administrative salaries are generally treated as indirect/administrative costs.

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

Unallowable Costs

The following list is not exhaustive and is subject to change.

These funds may not be used for the following:

- Any salary in excess of Level 1 of the federal senior executive service pay scale
- Directly funding or expanding direct provision of substance abuse treatment programs
- Fentanyl test strips
- Food and beverages
- Incentives (cash incentives or gifts for program participation) or gift cards
- Implementing or expansion of drug "take back" programs or other drug disposal programs (e.g. drop boxes or disposal bags)
- Land or construction of building or improvements thereon
- Marijuana or any marijuana product
- Naloxone
- Out of state travel unless stated or approved by the Department
- Paraphernalia, concealment or other items to support concealment-type activities (e.g. mock rooms)
- Promotional or giveaway items such as t-shirts, magnets, pencils/pens, toys, banners, etc.
- Providing financial assistance to any entity other than a public or nonprofit entity
- Providing individuals with hypodermic needles or syringes
- Satisfying the requirement for expenditures of non-Federal funds as a condition for the receipt of Federal funds
- Services that support mental health promotion and mental disorder prevention strategies
- Subscriptions, dues, or certification costs unless approved by the Department
- Vehicle rentals

2.05 Required Reporting

The Department requires periodic reporting of compliance with proposed action plan, 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 Department.

Anticipated reports (progress and data) include:

- Quarterly progress reports - these reports will include details about progress towards fulfilling activities detailed in the action plan, etc. Progress reports containing information about health equity issues identified in the Work and Services
- Monthly claim report;
- Annual progress report; and
- Collection of outcome data from pre/post surveys. Results will then be entered into a web-based data collection system by funded Improving Tomorrow: Prevention Focused Mentoring applicants.

2.06 Performance Measures

The Department anticipates the following performance measures to be included in a successful applicant's contract.

A disincentive of \$4,500, will be applied if an Applicant does not submit a detailed plan describing engagement and retention of disparate populations in youth-mentoring services. The goal of this plan is to engage one (1) additional disparate population in youth mentoring services. Disparate populations are a smaller subset of mentee or mentor population that will be engaged.

This plan must be developed in collaboration with the Advisory Council and submitted to the Department via the correspondence section of IowaGrants by June 30, 2021. At a minimum, this plan must be submitted on agency letterhead and include the following components:

1. Table of contents
2. Description of Advisory Council and an overview of their involvement in creation of the plan
3. Description of awarded service area, including demographic data
4. Description of all disparate population(s) that are currently served in youth-mentoring services, including those data and data sources used to identify these populations
5. Include a strategic process for expanding and engaging at least one (1) new disparate population(s) in youth-mentoring services, include data and data sources used (including strengths and opportunities for improvement)
6. Specific to the one (1) new disparate population identified, include the anticipated percentage increase(s) that will take place each year of the project period (e.g. Year 2 - 10% increase in serving the identified disparate population, Year 3 - 20% increase in serving the identified disparate population, etc.) and how these percentages will be measured
7. Sustainability measures to assure disparate populations are continually being identified and engaged in youth-mentoring opportunities.

The possible disincentive will be withheld from the claims that include January and February 2021 expenses.

The possible disincentive will be released by August 31, 2021, following review and approval by the Department.

The applicant shall submit any documentation required for the performance measure in to the progress reports component of the grant site within IowaGrants by the established due date.

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 in the ‘New User Registration Instructions for IowaGrants.gov’ as posted under the Attachment section of the Funding Opportunity. 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 ‘the Department 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.

- o 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.

Background and Demonstrated Experience: This form requires information about the applicant organization background, demonstrated experience in provision of services, and established community partnerships. Applicants 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. Applicants who are currently certified through the Iowa Mentoring Partnership shall provide a copy of their current certification. If an applicant is not certified, they must describe the process to become certified within the first year of the project.

Needs Assessment: This form requires information/data about the need for youth mentoring services within the service area and the population to be served by the applicant. Applicants are strongly encouraged to assess disparities, inequities, and unintended consequences of issues and interventions addressed through the funding opportunity.

Applicants should include how special populations, such as, veterans, individuals identifying as lesbian, gay, bisexual, transgender, or questioning; racial/ethnic minorities; older adults, and rural populations will be engaged in services.

In addition, Applicants must describe the following within the Needs Assessment:

- Describe the need for youth mentoring services based on data.
- Describe the proposed Service Area. Additional points will be awarded to applicants that are able to demonstrate the ability to provide youth-mentoring services county-wide.
- Describe the current capacity and their ability to serve the required number of matches, throughout the Project Period, as outlined in this RFP.
- Describe the plan to successfully serve the total number of matches required within the first year of funding.
- Include how long the agency has been serving matches and the total number of cumulative annual matches that have been served over the past three (3) years.
- Describe experience in providing substance abuse and problem gambling prevention services within youth mentoring programs.
- Describe how the agency will ensure substance abuse and problem gambling prevention services are provided per the expectations listed in Section 2.01, Goal 2. Funded applicants will receive guidance by the Department.
- Describe the ability to successfully adhere to the Elements of Effective Practice (see Links in Section 7).

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. A resume for each funded position under the Improving Tomorrow: Prevention Focused Mentoring project must be submitted. The requirements listed in Section 2.03 should be reflected in the resume. If the mentoring coordinator has yet to be hired, upload the job description for the mentoring coordinator position with the requirements listed in Section 2.03. Only one document can be uploaded to this section, so a PDF will need to be created if submitting multiple documents.

At a minimum, applicants must identify the following personnel:

- Mentoring Coordinator (The funded applicant must identify a single Mentoring Coordinator who is funded at a minimum of 1.0 FTE throughout the project period and is

- non-negotiable)
- Supervisor (supervising the Mentoring Coordinator)
- Fiscal Contact

Project Work Plan Form: 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. Within this form, the Work Plan needs to include at least four goals. Each objective must have a minimum of three (3) and a maximum of six (6) action steps per objective. Each objective must be detailed and include the key steps that need to be taken to successfully accomplish Work Plan goals and objectives. Details must include but are not limited to the number of prevention services to be provided, number of individuals to be served, and the content/information to be provided. Refer to Section 2.01 for the Goals and additional guidance about the services to be included. Additional points will be awarded to applicants who demonstrate the ability to provide county-wide youth mentoring prevention services.

IDPH 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 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.

Minority Impact Statement: This form collects information about the potential impact of the project's proposed programs or policies on minority groups.

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 Department 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 Department will notify the applicant of a rejection that occurs during Phase I of the review process. The Department reserves the right to waive minor variances at the sole discretion of the Department.

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 Department. 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 Department staff may solicit additional input and recommendations from the review committee(s).

In the event competitive applications receive an equal number of points, 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 -- Department Review and Award: The third phase will be a final review. The Department will consider the submitted applications and the review committee's scores and recommendations.

The Department 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 Department reserves the right not to award the contract to the applicant with the highest point average.

4.02 Scoring of Applications

A maximum of 105 points may be awarded to each application. A minimum average score of 60 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 details 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
Background and Demonstrated Experience	2	10
Needs Assessment	3	15
Personnel	2	10
Project Work Plan	10	50
IDPH Subcontract Plan	N/A- Required	N/A
Standard Line Item Budget	3	15
Minority Impact Statement	N/A- Required	N/A
Maximum Points:		100
Additional 5 points for countywide youth mentoring services		
Total Maximum Points		105

SECTION 5 – CONTRACT

5.01 Conditions

Any contract awarded by the Department shall include specific contract provisions and the Iowa Department of Public Health General Conditions Effective July 1, 2019 as posted on the Department's website under Funding Opportunities. Refer to the Attachments section on the Funding Opportunity page for the Draft Contract Template. The Draft Contract Template included is for reference only and is subject to change at the sole discretion of the Department.

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 application. If the contract exceeds \$500,000, or if the contract together with other contracts awarded to the Contractor by the Department exceeds \$500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code chapter 8F.

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

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

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

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

5.02 Incorporation of Documents

The RFP, any amendments and written responses to applicant questions, and the 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 Department provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514.

If applicant is not a current contractor with the Department, a completed current and accurate W-9 form will be requested by the Department upon award of a contract. The Department shall not provide any reimbursement of expenses until the W-9 is received and accepted.

SECTION 6 – ATTACHMENTS

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

- A- RFP #58821007 Improving Tomorrow: Prevention Focused Mentoring
- B- New User Registration Instructions for IowaGrants.gov
- C- IDPH Application Instruction Guidance
- D- Draft RFP #58821007 Draft Contract Template
- E- RFP #58821007 Draft Application Score Tool

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. Elements of Effective Practice for Mentoring
<http://www.mentoring.org/program-resources/elements-of-effective-practice-for-mentoring/>
- B. IDPH General Conditions
<http://idph.iowa.gov/finance/funding-opportunities/general-conditions>
- C. Integrated Provider Network (IPN) Service Area Map
<http://idph.iowa.gov/Portals/1/userfiles/83/IPN/IPN%20Service%20Area%20Map%20and%20Contractors%20Final%20%28January%202020%29.pdf>
- D. Iowa Department of Public Health | Bureau of Substance Abuse
<http://www.idph.iowa.gov/substance-abuse>
- E. Iowa Mentoring Partnership Certification Process
<http://www.iowamentoring.org/for-programs/program-certification>
- F. National Mentoring Partnership
<http://nationalmentoringresourcecenter.org/index.php/component/k2/item/63-mentor-the-national-mentoring-partnership.html>
- G. The National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care
<http://www.thinkculturalhealth.hhs.gov/clas>
- H. Your Life Iowa
<http://www.yourlifeiowa.org>