

REQUEST FOR APPLICATIONS FOR

Pennsylvania Refugee Medical and Mental Health Screening Services

ISSUING OFFICE

**Commonwealth of Pennsylvania
Department of Human Services
Bureau of Procurement & Contract Management
Room 832 Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120**

RFA NUMBER

05-20

DATE OF ISSUANCE

March 22, 2021

**REQUEST FOR APPLICATIONS FOR
PENNSYLVANIA REFUGEE MEDICAL AND MENTAL HEALTH
SCREENING SERVICES**

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CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit Questions via email to: RA-pwrfaquestions@pa.gov	Potential Applicants	April 9, 2021 12:00 P.M. EST
Answers to Potential Applicant questions posted to the Department of General Services (“DGS”) website (http://www.emarketplace.state.pa.us) no later than this date.	Issuing Office	April 16, 2021
Please monitor website for all communications regarding the RFA.	Potential Applicants	On-going
Applications must be received by the Issuing Office at: RA-PWRFAQUESTIONS@PA.GOV	Applicants	April 30, 2021 12:00 P.M. EST

PART I

GENERAL INFORMATION

- I-1. Purpose.** This Request for Applications (“RFA”) provides to those interested in submitting applications for the subject procurement (“Applicants”) sufficient information to enable them to prepare and submit applications for the Department of Human Services’ (“DHS” or “Department”) consideration on behalf of the Commonwealth of Pennsylvania (“Commonwealth”) to satisfy a need for **Pennsylvania Refugee Medical and Mental Health Screening Services** (“Project”). This RFA contains instructions governing the requested applications, including the requirements for the information to be included; a description of the services to be provided; requirements which Applicants must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFA.
- I-2. Issuing Office.** The Department’s Office of Administration, Bureau of Procurement and Contract Management (“Issuing Office”) has issued this RFA on behalf of the Commonwealth. The sole point of contact in the Commonwealth for this RFA shall be Eric McCoy, RA-PWRFAQUESTIONS@PA.GOV, the Issuing Officer for this RFA. Please refer all inquiries to the Issuing Officer.
- I-3. Overview of Project.** The Commonwealth of Pennsylvania receives a significant number of refugees, as defined in Section 101(a)(42) of the Immigration and Nationality Act, 8 U.S.C. § 1101(a)(42), for resettlement in the United States. These refugees include, but are not limited to, asylees, Cuban Haitian entrants, and Special Immigrant Visa (“SIV”) recipients. One objective of the Refugee Health Program (“RHP”) is to provide that newly-arrived refugees receive a comprehensive health assessment and screening services within 30 days after arrival.

DHS’ Bureau of Employment Programs operates the RHP as part of the larger Pennsylvania Refugee Resettlement Program (“PA RRP”), which coordinates all refugee programs through grant agreements with state and community agencies in Pennsylvania. DHS has designated five primary refugee service regions in the Commonwealth to work with refugee resettlement agencies.

- Region 1 – Allegheny, Beaver, Cambria, Fayette, Washington, and Westmoreland Counties
- Region 2 – Central Pennsylvania, which includes Adams, Blair, Bradford, Centre, Clinton, Cumberland, Dauphin, Franklin, Juniata, Lancaster, Lebanon, Perry, Tioga, Union, and York Counties
- Region 3 – Philadelphia area, which includes Berks, Bucks, Chester, Delaware, Monroe, Montgomery, Pike, and Philadelphia Counties
- Region 4 – Allentown/Scranton area, which includes Lehigh, Lackawanna, Luzerne, Northampton, Schuylkill, and Wayne Counties
- Region 5 – Erie and Venango Counties

From January 1, 2009, to December 31, 2019, a total of 26,174 refugees arrived in Pennsylvania (Table 1).

Table 1: Newly-arrived refugees by service Region in Pennsylvania, 2009-2019.

Year of Arrival	Region 1	Region 2	Region 3	Region 4	Region 5	Grand Total
2009	427	586	720	236	562	2,531
2010	213	784	757	278	604	2,636
2011	465	730	701	278	839	3,013
2012	475	776	739	187	725	2,902
2013	424	622	758	178	511	2,493
2014	541	713	677	242	646	2,819
2015	478	635	692	271	488	2,564
2016	670	778	925	317	817	3,507
2017	335	442	483	152	271	1,683
2018	129	263	302	64	151	909
2019	194	379	407	33	104	1,117
Grand Total	4,351	6,708	7,161	2,236	5,718	26,174

Applicants may submit applications for more than one Region but must submit separate applications for each Region for which they apply.

I-4. Objectives.

- A. General.** The objective of this RFA is to provide that newly-arrived refugees receive comprehensive Refugee Health Assessment and Screening services (“RHA Services”) within 30 calendar days after entry into the United States. The comprehensive health assessment of refugees is essential for the protection of public health against communicable diseases, as well as the identification and treatment of health conditions or health-related issues of refugees that could delay successful resettlement in the United States. The RHP follows the recommendations¹ of the Director of the Office of Refugee Resettlement (“ORR”) and provides RHA Services in accordance with 45 CFR § 400.107 as described in Section II.E.3 of Refugee State Plan (**Appendix C**), Scope of Refugee Medical Screening Services, pp. 10-12. The RHP works to improve health outcomes and remove barriers for refugee populations to enable successful resettlement and to protect the health of the public in Pennsylvania.

¹ The recommendations are available at: <https://www.acf.hhs.gov/orr/resource/state-letter-12-09>.

B. Specific. The specific objectives of this RFA are to:

- Provide that all newly-arrived refugees receive RHA Services as set forth in the Pennsylvania Initial Refugee Health Assessment form (**Appendix D**).
- Evaluate refugees' current health status and identify health problems that were not identified during or that developed after the overseas medical examination.
- Provide follow-up for medical conditions identified during the overseas medical examination.
- Administer the recommended immunizations in accordance with the Advisory Committee on Immunization Practices ("ACIP") recommendations (**Appendix F**).
- Identify persons with communicable diseases of potential public health significance.
- Identify personal health conditions that may adversely impact resettlement.
- Provide that refugees receive referral services for medical and mental health issues identified at the time of RHA Services.
- Provide that refugees are able to establish continued healthcare under a Primary Care Physician ("PCP").
- Enter or document all RHA Services information in the Pennsylvania RHP electronic surveillance reporting system ("PA eSHARE"), including laboratory test results and diagnostic test results.

I-5. Method of Award. Applicants may submit applications for one or more Regions. Applicants must submit a Technical application for each Region for which it seeks to apply. The Department will evaluate all Applications separately, and will award agreements as described in **Part II, Section II-6**.

I-6. Type of Agreement. The Department intends to award multiple grants as the result of this RFA. If the Department enters into agreements as a result of this RFA, they will be cost reimbursement agreements using the Grant Agreement attached to this RFA as **Appendix I**, including the attached Payment Provisions (**Rider 1**), Standard Grant Terms and Conditions (**Rider 4**), the DHS Addendum and Audit Clause D (**Rider 5**) and its attachments, and **Rider 6**, Business Associate Addendum. **Rider 2**, Work Statement, will consist of this RFA and the selected application.

Submission of a signed Grant Agreement with the application does not guarantee award of an agreement. The Grant Agreement's signature page (**Appendix B**) must be signed by individual(s) with authority to bind the Grantee to the terms of the Grant Agreement.

I-7. Rejection of Applications. DHS may, in its sole and complete discretion, reject any application received as a result of this RFA.

I-8. Incurring Costs. The Department is not liable for any costs incurred by the Applicant in preparation and submission of its application, in participating in the RFA process or in anticipation of award of the agreement.

I-9. Questions & Answers. If an Applicant has any questions regarding this RFA, the Applicant must submit the questions by email (**with the subject line "RFA 05-20**

Question”) to the Issuing Officer named in **Part I, Section I-2** of the RFA. Questions must be submitted via email no later than the date indicated on the Calendar of Events. The Applicant may not attempt to contact the Issuing Officer by any other means. The Department will post the answers to the questions on the Department of General Services’ (“DGS”) website by the date stated in the Calendar of Events.

An Applicant who submits a question *after* the deadline date for receipt of questions indicated in the Calendar of Events assumes the risk that its application will not be responsive or competitive because the Department is not able to respond before the application receipt date or in sufficient time for the Applicant to prepare a responsive or competitive application. When questions are submitted after the deadline date indicated in the Calendar of Events, the Issuing Officer may respond to questions of an administrative nature by directing the questioning Applicant to specific provisions in the RFA. To the extent that DHS decides to respond to a non-administrative question *after* the deadline date for receipt of questions indicated on the Calendar of Events, DHS will provide the answer to all Applicants through an addendum to the RFA.

All questions and responses as posted on the DGS website are considered as an addendum to, and part of, this RFA in accordance with **Part I, Section I-10** of this RFA. The Department shall not be bound by any verbal information nor shall it be bound by any written information that is neither contained within the RFA or formally issued as an addendum.

I-10. Addenda to the RFA. If the Department deems it necessary to revise any part of this RFA before the application response date, the Department will post an addendum to the DGS website at <http://www.emarketplace.state.pa.us>. It is the Applicant’s responsibility to periodically check the website for any new information or addenda to the RFA.

I-11. Response Date. To be considered for selection, electronic copies of applications must arrive at the Issuing Office **on or before** the date and time specified in the Calendar of Events. Applicants should allow sufficient time for electronic delivery. The Department will **not** accept hard copy applications or applications via facsimile transmission. The Department will reject late applications.

I-12. Application Requirements.

A. To be considered, Applicants must submit a complete electronic response to this RFA to the Issuing Office, using the format provided in **Part I-12.B**, providing one complete copy of the Technical Submittal (along with all requested documents via email to RA-PWRFAQUESTIONS@PA.GOV). The subject line of the email must indicate “RFA 05-20 Application.” Email attachments are limited to 10 MB and files may not be zipped. Any attachments over that limit must be sent via separate emails and should be labeled “RFA 05-20 Application Part _ of _”.

The electronic response must be in Microsoft Office or Microsoft Office-compatible format; and any spreadsheets must be in Microsoft Excel. Applicants may not lock or

protect any spreadsheets or documents. To the extent that an Applicant designates information as confidential, proprietary or trade secret protected in accordance with **Part 1, Section 1-17** of this RFA, the Applicant must also include one redacted version of the Technical Submittal in Microsoft Office or Microsoft Office compatible format. The electronic response must clearly identify the Applicant and include the name and version number of the virus scanning software that was used to scan the application before it was submitted.

The Applicant shall make no other distribution of its application to any other Applicant or Commonwealth official or Commonwealth consultant. Each application page should be numbered for ease of reference. An official authorized to bind the Applicant to its provisions must sign the application. If the official signs the Application Cover Sheet (**Appendix A**) and Grant Agreement Signature Page (**Appendix B**), and the Application Cover Sheet and Grant Agreement Signature page are attached to the Applicant's application, this requirement will be met. For this RFA, the application must remain valid for 120 days or until an agreement is fully executed. If the Department selects the Applicant's application for award, the contents of the selected Applicant's application will become, except to the extent the contents are changed through Best and Final Offers, grant obligations.

Each Applicant submitting an application specifically waives any right to withdraw or modify it, except that the Applicant may withdraw its application by written notice received at the Department's address for application delivery prior to the exact hour and date specified for application receipt. An Applicant or its authorized representative may withdraw its application prior to the exact hour and date set for application receipt. An Applicant may modify its submitted application prior to the exact hour and date set for application receipt only by submitting a new sealed application or sealed modification which complies with the RFA requirements.

Application Format. Applicants must submit their applications in the format, including heading descriptions, outlined below. To be considered, the application must respond to all application requirements. Applicants should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the application. Applicants may submit Applications for more than one Region; however, each Region must be submitted as a separate Application. Each application shall consist of the following:

1. Technical Submittal, consisting of the following:
 - a. Applicants must format their responses as outlined in **Part III** and address all requirements of **Part III**. The Technical Submittal must include the following:
 - i. Application Cover Sheet (**Appendix A**)
 - ii. Table of Contents
 - iii. Project Narrative, which consists of the following sections:
 - Organizational Capacity

- Approach
 - Results and Benefits
 - Geographic Location
- b. Complete, sign and include **Attachment L – Lobbying Certification Form and, if needed, the Disclosure of Lobbying Activities**; and
 - c. Complete, sign and include **Appendix H – Federal Funding Accountability and Transparency Act**; and
 - d. Complete the top section, sign and include **Appendix B – Grant Agreement Signature Page**. Applicants must have an individual with authority bind the Applicant to the Grant Agreement and its Riders and Attachments sign the Grant Signature Page. The submission of the signed grant agreement with the Application does not guarantee selection of the Applicant’s application.

Applications must adhere to the following format:

- a. Pages must be eight-and-one half by eleven inches with right and left margins of one inch; and be double-spaced.
- b. Must use Arial or Times New Roman font with a type size of 12.
- c. Tab and Section headings, shown in this **Part I, Section I-12**, MUST be used.
- d. Each page of the application must include a page number and identification of the Applicant in the page footer.
- e. Materials provided in any appendix must be specifically referenced by page numbers in the body of the application.
- f. Exceptions for paper and font size are permissible for project schedule (Microsoft Project) or for graphical exhibits and materials in appendices which may be printed on white paper with dimensions of eleven by seventeen inches.

The Department may request additional information, which, in the Department’s opinion, is necessary to confirm that the Applicant’s competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFA.

The Department may make investigations as deemed necessary to determine the ability of the Applicant to perform the Project, and the Applicant shall furnish all requested information and data. The Department may reject any application if the evidence submitted by, or investigation of, such Applicant fails to satisfy the Department that the Applicant is properly qualified to carry out the obligations of the RFA and to complete the Project as specified.

- I-13. Economy of Preparation.** Applicants should prepare applications simply and economically, providing a straightforward, concise description of the Applicant’s ability to meet requirements of the RFA.

- I-14. Alternate Applications.** The Department has identified the basic approach to meeting its requirements, allowing Applicants to be creative and propose their best solution to meeting these requirements. The Department will not accept alternate applications.
- I-15. Discussions for Clarification.** Applicants may be required to make an oral or written clarification of their applications to the Department for thorough, mutual understanding and Applicant responsiveness to the solicitation requirements. The Department will initiate requests for clarification. Clarifications may occur at any stage of the evaluation and selection process, prior to the award of an agreement.
- I-16. Prime Grantee Responsibilities.** The grant will require the selected Applicant to assume responsibility for all services offered in its application whether it produces them itself or by sub-grant. The Department will consider the selected Applicants to be the sole points of contact with regard to all agreement matters.
- I-17. Application Contents.**
- A. Confidential Information.** The Commonwealth is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of Applicants' submissions in order to evaluate applications. Accordingly, except as provided, Applicants should not label applications as confidential or proprietary or trade secret protected. Any Applicant who determines that it must divulge such information as part of its application must submit a signed written statement described in Subsection C and must provide a redacted version of its application in accordance with **Part I, Section I-12** of this RFA, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.
- B. Commonwealth Use.** All material submitted with the application shall be considered the property of the Commonwealth and may be returned only at the Department's option. The Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any application regardless of whether the application becomes part of a grant. Notwithstanding any copyright designations, the Commonwealth shall have the right to make copies and distribute applications internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.
- C. Public Disclosure.** After the award of a grant pursuant to this RFA, all application submissions are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, *et seq.* If an application submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Refer to **Appendix G** of the RFA for a Trade Secret Confidential Proprietary Information Notice Form that may be utilized as the signed written statement, if applicable.

I-18. Best and Final Offers (“BAFOs”).

A. While not required, the Department may conduct discussions with Applicants for the purpose of obtaining BAFOs. To obtain BAFOs, the Department may do one or more of the following, in any combination and order:

1. Schedule oral presentations;
2. Request revised applications; and
3. Enter into pre-selection negotiations.

B. The following Applicants will not be invited by the Department to submit a BAFO:

1. Those Applicants, which the Department has determined to be not responsible or whose applications the Department has determined to be not responsive.
2. Those Applicants whose score for their Technical Submittal is less than 75% of the total amount of raw technical points allotted to the technical criterion.

The Department may further limit participation in the BAFO process to those Applicants that the Department has, within its discretion, determined to be within the top competitive range of responsive applications.

C. The Evaluation Criteria found in **Part II, Section II-4** of this RFA shall also be used to evaluate the BAFOs.

D. Applicants must include a new Grant Agreement Signature Page (**Appendix B**) with any BAFO submission.

I-19. News Releases. Applicants shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of DHS, and then only in coordination with DHS.

I-20. Restriction of Contact. From the issue date of this RFA until the Department selects application(s) for award for each Region, the Issuing Officer is the sole point of contact concerning this RFA. Any violation of this condition may be cause for the Department to reject the offending Applicant’s application. If DHS later discovers that the Applicant has engaged in any violations of this condition, DHS may reject the offending Applicant’s application or rescind its grant award. Applicants must agree not to distribute any part of their applications beyond DHS. An Applicant who shares information contained in its application with other Commonwealth personnel or competing Applicant personnel may be disqualified.

I-21. DHS Participation. Applicants shall provide all services, supplies, facilities, and other support necessary to complete the Project. The Commonwealth will assign a Grant

Administrator to manage the administration and monitoring of any agreements resulting from this RFA. The selected Applicants will have also access to an Epidemiologist from the Department of Health (“DOH”). This Epidemiologist will be the selected Applicant’s primary contact and resource for issues related to the RHP as well as any general questions.

I-22. Term of Agreement. The term of the agreement(s) will commence on the Effective Date and will be for a period of one year. Subject to the performance of a selected Applicant and other considerations, DHS may renew the Agreement(s) on the same terms and conditions for up to four additional one-year periods. DHS anticipates that the Effective Date of the grant(s) will be October 1, 2021. The selected Applicant(s) shall not start the performance of any work prior to the Effective Date of the Agreement and the Commonwealth shall not be liable to pay the selected Applicant(s) for any service or work performed or expenses incurred before the Effective Date of the Agreement.

I-23. Applicant’s Representations and Authorizations. By submitting its application, each Applicant understands, represents, and acknowledges that:

- A. All of the Applicant’s information and representations in the application are material and important, and the Department will rely upon the contents of the application in awarding the agreement. The Commonwealth may treat any misstatement, omission, or misrepresentation as fraudulent concealment of the true facts relating to the application submission, punishable pursuant to 18 Pa. C.S. § 4904.
- B. The Applicant has arrived at the price(s) and amounts in its application independently and without consultation, communication, or agreement with any other Applicant or potential Applicant.
- C. The Applicant has not disclosed the price, the amount of the application, nor the approximate price or amount of its application to any other firm or person who is an Applicant or potential Applicant for this RFA, and the Applicant shall not disclose any of these items on or before the application submission deadline specified in the Calendar of Events of this RFA.
- D. The Applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application for this agreement, or to submit an application higher than this application, or to submit any intentionally high or noncompetitive application or other form of complementary application.
- E. The Applicant makes its application in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
- F. To the best knowledge of the person signing the application for the Applicant, the Applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in

any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public agreement, except as the Applicant has disclosed in its application.

- G.** To the best of the knowledge of the person signing the application for the Applicant and except as the Applicant has otherwise disclosed in its application, the Applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Applicant that is owed to the Commonwealth.
 - H.** The Applicant is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Applicant cannot so certify, then it shall submit along with its application a written explanation of why it cannot make such certification.
 - I.** The Applicant has not made, under separate contract with the Department, any recommendations to the Department concerning the need for the services described in its application or the specifications for the services described in the application.
 - J.** Each Applicant, by submitting its application, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Applicant's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
 - K.** Until the selected Applicant receives a fully executed and approved written agreement from the Issuing Office, there is no legal and valid agreement, in law or in equity, and the Applicant shall not begin to perform.
 - L.** The Applicant is not currently engaged and will not during the duration of the agreement engage, in a boycott of a person or an entity based in or doing business with a jurisdiction which the Commonwealth is not prohibited by Congressional statute from engaging in trade or commerce.
- I-24. Notification of Award.** The Department will notify all Applicants in writing of the awarded Applicants after the Department has determined, taking into consideration all of the evaluation factors, the applications that are the most advantageous to the Department.
- I-25. Use of Electronic Versions of this RFA.** This RFA is being made available by electronic means. If an Applicant electronically accepts the RFA, the Applicant accepts full responsibility to ensure that no changes are made to the RFA. In the event of a conflict between a version of the RFA in the Applicant's possession and DHS's version of the RFA, the Department's version shall govern.

PART II
CRITERIA FOR SELECTION

II-1. Mandatory Responsiveness Requirements. To be eligible for selection, an Applicant must:

- A. Submit its application so it is timely received by the Department (see **Part I, Section I-11**);
- B. Have properly signed its application (see **Part I, Section I-12A**); and
- C. Be a healthcare facility licensed in the Commonwealth of Pennsylvania and located in the Region or an adjacent Region for which it applies.

II-2. Technical Nonconforming Applications. The three Mandatory Responsiveness Requirements set forth in **Section II-1** above are the only RFA requirements that the Commonwealth will consider to be non-waivable. The Department, may, in its sole discretion, (1) waive any other technical or immaterial nonconformities in an Applicant's application, (2) allow the Applicant to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Applicant's application.

II-3. Evaluation. The Department has selected a committee of qualified personnel to review and evaluate timely submitted applications. The evaluation committee will evaluate Applications for each Region separately. The Department will notify in writing of its selection for grant award those responsible Applicants whose applications are determined to be the most advantageous to the Commonwealth for each Region as determined by the Department after taking into consideration all the evaluation factors.

II-4. Evaluation Criteria. The following criteria will be used in evaluating each application submitted for each Region of this RFA:

Technical: The Department has established the weight for the Technical criterion for this RFA as **100%** of the total available points. Evaluation will be based upon the following:

- Organizational Capacity: 300 available raw points
- Approach: 400 available raw points
- Results and Benefits: 150 available raw points
- Geographic location: 150 available raw points

The final Technical scores are determined by giving the maximum number of technical points available to the application with the highest raw technical score. The remaining applications are rated by applying the following formula:

$$\frac{\text{Raw Technical Score of Application Being Scored}}{\text{Highest Raw Technical Score}} \times A = \text{Final Technical Score}$$

A = Maximum number of Technical Points for technical criterion.

II-5. Applicant Responsibility. To be responsible, an Applicant must submit a responsive application and possess the capability to fully perform the agreement requirements in all respects and the integrity and reliability for good faith performance of the agreement.

In order for an Applicant to be considered responsible for this RFA and therefore eligible for selection for BAFOs or selection for negotiations, the total score for the Technical Submittal of the Applicant’s application must be greater than or equal to **75%** of the **available raw technical points**.

Further, the Department will award an agreement only to an Applicant determined to be responsible in accordance with the most current version of Commonwealth Management Directive 215.9, Contractor Responsibility Program.

II-6. Final Ranking and Award.

- A. After any BAFO process is conducted, the Issuing Office will combine the final technical scores, in accordance with the relative weights assigned to those areas as set forth in this **Part II**.
- B. For each Region, the Issuing Office will rank responsible Applicants according to the total overall score assigned to each, in descending order.
- C. The Department will award one agreement to responsible Applicants with the highest-scoring Applications in each Region.
- D. The Department does not anticipate awarding initial-year grant funding that exceeds the following amounts in each Region:

Region 1	\$180,000
Region 2	\$300,000
Region 3	\$300,000
Region 4	\$100,000
Region 5	\$160,000
Total	\$1,040,000

- E. The availability of funds is contingent on continued ORR funding. ORR may increase the level of funding to Pennsylvania based on the expected influx of refugee arrivals in the future. If ORR funding increases, DHS may require selected Applicants to

adjust their annual budgets to meet refugee medical and mental health screening needs.

- F.** The Department has the discretion to reject all Applications or cancel the RFA, at any time prior to the time an agreement is fully executed, when it is in the best interests of the Commonwealth. The reasons for the rejection or cancellation shall be made part of the RFA file.

PART III
TECHNICAL SUBMITTAL

III-1. Nature and Scope. The Department is seeking to award grant funding to licensed healthcare facilities in each of the five Regions to provide comprehensive health assessment and screening services to newly-arrived refugees, in accordance with the provisions of the Pennsylvania Initial Refugee Health Assessment form provided as **Appendix D**, the CDC Guidelines for the US Domestic Medical Examination for Newly Arriving Refugees provided as **Appendix E**, and the ACIP recommendations provided as **Appendix F**. When possible, Applicants must seek other sources of funding, such as, but not limited to, Medical Assistance (Medicaid) Vaccines for Children and vaccines under “317 vaccine funding” programs.² Applicants must collaborate and coordinate services with other agencies such as State Health Centers (“SHCs”) or County or Municipal Health Departments to optimize the use of ORR funds.

III-2. Requirements.

A. Specific Activities and Requirements. The selected Applicants must:

1. Have an existing healthcare facility located and licensed in the Commonwealth of Pennsylvania. All healthcare providers practicing at the facility must be appropriately licensed to provide healthcare services in the Commonwealth of Pennsylvania.
2. Provide evidence that all personnel involved in the provision of services under this RFA and resulting agreements are properly trained and qualified to carry out these services. This evidence should be provided in an appendix in accordance with **Part I, Section I-12.B**. Selected Applicants must report any changes in personnel involved in the provision of services or job descriptions to the State Refugee Health Coordinator (“SRHC”).
3. Provide comprehensive health assessment and screening services to newly-arrived refugees in accordance with **Appendices E and F**.
4. If the selected Applicant’s healthcare facility at which RHA Services are being provided is not staffed or equipped to meet all screening tests recommended in accordance with **Appendix E**, the selected Applicant must refer the refugee to either a SHC or a licensed laboratory identified by the SRHC, as appropriate, for performance of the recommended screening tests.
5. Refer the refugee to either an SHC or local health department located in the county where the refugee is residing if:
 - A refugee tests positive for a Sexually Transmitted Disease;
 - A refugee tests positive for Human Immunodeficiency Virus (“HIV”) infection;

² “317 vaccine funding” programs refers to programs funded under Section 317 of the Public Health Service Act, 42 U.S.C. § 300aa-1 *et seq.*

- A refugee has a positive Tuberculin-Skin test (TEST) or Interferon Gamma Release Assay (QuantiFERON or T-Spot);
 - The overseas health examination for the refugee resulted in a Tuberculosis Class A or B designation; or
 - Immunization services are recommended (see **Appendix F**).
6. Have an established protocol to follow-up with referred patients and reschedule visits for patients who miss their initial screening or follow-up appointments.
 7. Inform all refugees about the content of the health assessment, consisting of physical examination, mental health screening, diagnostic and screening tests, and treatment and health education, in a manner that is culturally and linguistically appropriate in accordance with the National Culturally and Linguistically Appropriate Services Standards.
 8. Comply with the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.*
 9. Choose commonly-used languages that match each refugee’s level of understanding or preference and needs and document the same into the RHP electronic surveillance reporting system, the PA eSHARE system.
 10. Schedule translation and interpretation services so that these services are available at the time of the health screening. The selected Applicant must utilize the list of accepted interpretation and translation service providers distributed by the RHP. DHS will be responsible for expenses related to interpretation and translation services for all refugees receiving a health assessment if those services are provided by an accepted provider. DHS shall not be responsible for expenses for services provided by entities that are not on the list of accepted providers and the selected Applicants may not invoice DHS for such services.
 11. Maintain confidentiality of all information pertaining to the health assessment and screening, including but not limited to, overseas medical examination and clinical assessments, in accordance with the Health Insurance Portability and Accountability Act (“HIPAA”). The selected Applicants must comply with all federal and state laws related to the use and disclosure of information, including information covered by HIPAA and its regulations. The selected Applicants must also comply with the Business Associate Addendum, **Rider 6**, which will be attached to and made part of any Grant Agreement resulting from this RFA.
 12. Comply with the Confidentiality of HIV-Related Information Act, [35 P.S. § 7601 *et seq.*](#)
 13. Enter all health assessment information into the PA eSHARE system, consisting of laboratory and diagnostic test results.
 14. Communicate with the local Resettlement Agency caseworkers to schedule and confirm the refugee’s healthcare clinic appointment.
 15. Report communicable and non-communicable diseases identified among newly-arrived refugees through DOH’s electronic disease reporting system, PA-NEDSS. Under the Disease Prevention and Control Law of 1955, [35 P.S. §§ 521.1-21](#), and associated regulations, [28 Pa. Code § 27.4](#), providers are required to report through PA-NEDSS. Providers are also required to report through PA eSHARE. *See* 28

Pa. Code § 27.32e(b), special reports of persons or entities required to report under this chapter to prevent and control the spread of diseases.

16. Provide age-appropriate vaccines in accordance with ACIP recommendations (**Appendix F**) and complete any booster vaccine dose that has been initiated. The selected Applicants must give all recommended vaccinations, unless the refugee declines a vaccination because of documented health complications, documented religious reasons, or documented moral convictions.
17. Enter all immunization records into the Pennsylvania Statewide Immunization Information System.
18. Have the ability to serve all refugees in all counties within the region(s) for which it applies.

B. General Requirements. The selected Applicants must:

1. Comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, by providing all persons with limited English proficiency with meaningful access to its services, including but not limited to, the translation of material (if applicable) into other languages, as identified in collaboration with DHS.
2. Require the submission of Criminal History and Child Abuse Background Checks for individuals working as volunteers or employees whose duties involve direct contact with children under this grant. The selected Applicants shall maintain an original copy of the required information. In no case shall the selected Applicants hire or maintain a volunteer or an employee when the Commonwealth has verified that the volunteer or employee is named in the central register as the perpetrator of a founded report of child abuse or if their criminal history record information precludes their employment by law.
3. Adhere to all applicable federal, state, and local government agencies' record retention procedures.
4. Establish and maintain all archived files in an accurate, secure and confidential manner and for the required period of time, as mandated by applicable federal, state, and local rules and regulations. Client information that is being maintained for audit and is not in active use, must be stored in a secure manner. Stored files must be kept in a dry, secure location and marked such that client information can easily be retrieved if necessary. Unless otherwise directed, selected Applicants must store all program-related material for seven years or until audited. When disposing of client-related information, the documents must be appropriately destroyed.

C. Monitoring Requirements. Selected Applicants must comply with all federal and state programmatic monitoring requirements, including but not limited to 45 C.F.R. § 400.28 (relating to the maintenance of records and reports) and the RRP State Plan (**Appendix C**). In coordination with the SRHC, DHS will monitor compliance with all Grant Agreement requirements at least bi-annually but may conduct more frequent monitoring at its discretion. The selected Applicants shall make available all relevant

documents and files, as well as any other pertinent information related to the screened clients. If applicable, the selected Applicants must expeditiously correct deficiencies cited by submitting a corrective action plan to DHS within 15 business days of notification of the deficiency.

D. Federal Eligibility Requirements. The selected Applicants must comply with all federal eligibility requirements applicable to the services included in its application and any resulting Grant Agreement, including but not limited to 45 C.F.R. §§ 400.43, as may be amended; [ORR State Letter #10-02](#); and [ORR State Letter #01-13](#).

E. Documentation Requirements. Selected Applicants must keep all documentation in the record containing the client’s signature in paper format but may scan or electronically store all other documentation. Selected Applicants must:

- Maintain an individual case file for each client. The file must document all services provided from intake until the case is closed. At a minimum, each client case file must contain the following documentation:
 - Client eligibility documentation;
 - Intake and assessment records; and
 - Signed Acknowledgement by the client of:
 - Notice of Grievance procedure;
 - Declaration of status;
 - Authorization for release of information;
 - Client confidentiality; and
 - Authorization to document and release social security number.

F. Lobbying Certification and Disclosure of Lobbying Activities. This Project will be funded, in whole or in part, with federal monies. Public Law 101-121, Section 319, prohibits federal funds from being expended by the recipient or by any lower tier sub-recipients of a federal contract, grant, loan, or a cooperative agreement to pay any person for influencing, or attempting to influence a federal agency or Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, or entering into any cooperative agreement. All parties who submit applications in response to this RFA must sign the “Lobbying Certification Form,” (attached as **Attachment L**), and if applicable, complete the “Disclosure of Lobbying Activities” form (attached as **Attachment L**). The signed form(s) must be included in the Technical Submittal.

III-3. PROJECT NARRATIVE, consisting of:

A. ORGANIZATIONAL CAPACITY: Describe your capacity and relevant experience, or similar types of experience, in the healthcare field and in operating successful projects that serve refugees. Describe your expertise in providing services to newly-arrived refugee populations and the services your agency provides. Describe your

capacity to accommodate the needs of varying numbers of newly-arrived refugees from different populations. Describe your understanding of the issues affecting the newly-arrived refugee population.

Provide a list and description of key project staff, such as physicians, nurses, physician assistants, accountants, office managers, behavioral health providers, and other staff necessary for the provision of services within the scope of this RFA. The list must include their job duties⁴³, their professional background or work experience, and the extent of their experience in providing services to newly-arrived refugee populations. Provide documentation evidencing that the key project staff are properly trained and qualified to carry out these services. This documentation should be provided in an appendix in accordance with **Part I, Section I-12.B**. Discuss the steps the Applicant takes to employ bilingual and bicultural women and describe your organization's commitment to diversity in personnel and business practices. Describe how you will meet the interpretation needs of the anticipated newly-arrived refugee populations.

Describe your history of partnering with resettlement and other agencies, such as, but not limited to, community-based organizations, referral clinics, or state and local health centers, for the provision of seamless services to refugees. Provide at least two letters of support from community-based organizations, referral clinics, or state and local health centers. Provide documentation evidencing your activity in the local refugee task force. This documentation should be provided in an appendix in accordance with **Part I, Section I-12.B**. Describe the steps the Applicant takes for the timely submission of reports and your history of timely submitting reports. Describe any circumstances in which Applicant has failed to meet goals and the steps the agency has taken as a result.

Provide a list of current members of your Board of Directors, including their addresses and phone numbers. Provide a brief description of how the Board of Directors provides fiscal oversight for the agency; who is responsible; and the process for appropriate division of financial responsibilities.

- B. APPROACH:** Describe the type of services to be provided, the scope and detail of the proposed work for these services, and your plan to accomplish the work, including but not limited to how the Applicant will satisfy all of the work requirements set forth in **Part III, Section III-2** and the Project objectives listed in **Part I, Section I-4**. Demonstrate how the Applicant will provide the required services to refugees, such as, but not limited to, providing complete and timely RHA services to newly-arrived refugees. Demonstrate how the approach reflects the ethnic diversity of newly arriving refugee populations and satisfies priorities related to the health and wellbeing of newly arriving refugees, such as attaining healthy lifestyle and continued healthcare access. Describe how the project is refugee-specific and is culturally and linguistically compatible to a refugee's language and culture. Discuss the need for services by providing information on the number of refugees in the community, the anticipated newly arriving populations, and how this will meet the goal of successful resettlement and adjustment to new life in Pennsylvania.

Outline partnerships with other agencies for referrals between the agencies, as may be necessary, and describe how the partnerships will provide seamless and coordinated services that are not duplicative. Attach as appendices your agreements with partner agencies.

- C. RESULTS AND BENEFITS:** Availability of timely and complete RHA Service data is essential for the success of RHP. Describe how you will provide newly-arrived refugees with medical and mental health screening services within 30 days of their arrival in the Commonwealth of Pennsylvania. Describe the steps the Applicant will take to enter all RHP-mandated services into the PA eSHARE system within two weeks of completion. Describe the procedures that will be used to achieve all requirements outlined in **Part III, Section III-2**.
- D. GEOGRAPHIC LOCATION:** Provide documentation evidencing that your healthcare facility is licensed in the Commonwealth of Pennsylvania. Identify the location of services and location of your healthcare facility. Provide justification if services will be offered outside of the identified regions outlined in **Part I, Section I-3** of this RFA. Describe your capacity to serve all refugees in all counties within your respective region, including suburban and rural resettlement areas.