



September 23, 2022

Dear Potential Applicant:

You are invited to submit an application to the Pennsylvania Department of Health in accordance with the enclosed Request for Applications (RFA) #67-147.

All questions regarding this RFA must be directed by e-mail to aewaters@pa.gov, no later than 12:00 p.m. on October 14, 2022. All questions must include the specific section of the RFA about which the potential applicant is requesting clarification. Answers to all questions will be posted at www.emarketplace.state.pa.us. Click on 'Solicitations' and search for the above RFA number.

Please submit one application, (Part 2 of this RFA) by email to RA-DHHEALTH_DEPT_DOC@pa.gov. The Department cannot accept secure or encrypted emails. Any submission via secure or encrypted email will be immediately discarded. Applications must be received no later than 1:30 p.m. on **November 16, 2022**. Applications can be submitted as soon as they are ready for submission; to prevent late submissions, applicants are encouraged to not wait until this closing date and time. The timestamp on the received application email in the RA-DHHEALTH_DEPT_DOC@pa.gov inbox is the final and only timekeeper to determine if the application was received by the deadline.

LATE APPLICATIONS WILL NOT BE ACCEPTED REGARDLESS OF THE REASON.

Please type "APPLICATION ENCLOSED RFA #67-147" as the subject line of your e-mail submission.

We expect that the evaluation of applications and the selection of Grantees will be completed within eight weeks of the submission due date.

Sincerely,

Office of Procurement
For Agency Head

Enclosure

Request for Application

Maternal and Child Health (MCH) Workforce Development

RFA Number

67-147

Date of Issuance

September 23, 2022

Issuing Office:

Pennsylvania Department of Health

Office of Procurement

Email: RA-DHHEALTH_DEPT_DOC@pa.gov

RFA Project Officer:

Aerielle Waters

Pennsylvania Department of Health

Bureau of Family Health

Division of Bureau Operations

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**Maternal and Child Health (MCH) Workforce Development
RFA 67-147**

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Any Grant Agreement resulting from this RFA will include certain standard terms and conditions, which will either be attached as paper appendices or incorporated by reference and may be found at <http://www.health.pa.gov/vendors>. These terms and conditions are listed below:

- Payment Provisions (Rev. 9/21)
- Standard General Terms and Conditions (Rev. 2/21)
- Audit Requirements (Rev. 8/18)
- Commonwealth Travel and Subsistence Rates (Rev. 8/18)
- Federal Lobbying Certification and Disclosure (Rev. 12/05)
- Pro-Children Act of 1994 (Rev. 12/05)
- Maternal and Child Health Block Grant Provisions (Rev. 12/05)
- HIPAA Business Associate Agreement and its Attachment 1 (Rev. 5/13)

PART ONE

Maternal and Child Health (MCH) Workforce Development

General Information

A. Information for Applicants

The Pennsylvania Department of Health (Department) is responsible for administering the Title V Maternal and Child Health (MCH) Services Block Grant for Pennsylvania. The Title V Block Grant program was established as part of the 1935 Social Security Act and is administered at the Federal level by the Health Resources and Services Administration. The mission of the Title V MCH Services Block Grant is to improve the health and well-being of the nation's mothers, infants, children and youth, including children and youth with special health care needs, and their families.

In 2019, the Department became accredited by the Public Health Accreditation Board (PHAB). Critical to the PHAB accreditation standards is addressing the 10 Essential Public Health Services and Core Functions, which provides a framework for public health to protect and promote the health of all people in all communities via the maintenance of a competent public health workforce. As per the PHAB standards, a competent public health workforce dictates the effectiveness of services and programs and influences the populations' understanding of public health. The Title V Block Grant also specifically identifies Informing and Educating the Public and Maintaining the Public Health Work Force as MCH Essential Services.

The mission of the Bureau of Family Health (BFH) is "to equally protect and equitably promote the health and well-being of pregnant people, their partners, their children, and all families in PA." Essential to furthering the BFH mission and key to the application of programming to MCH population health is an understanding of the services and systems that shape the health of the most historically marginalized of the MCH population. The Department is committed to strengthening its staff and partners' capacity around data-driven, evidence-based decision making and creating a baseline knowledge of public health concepts and topics, including health equity and the social determinants of health, to implement programs and evaluate program impact for MCH populations in Pennsylvania more effectively.

Through this RFA process, the Department is soliciting Grant applications on MCH Workforce Development. The Department is interested in funding applications to develop and deliver online learning modules and in-person or live virtual educational sessions or both, across the Commonwealth, for the MCH workforce. The overall goal of this funding is to promote MCH and public health concepts and topics, including health equity and the social determinants of health, among Department staff and partners. The anticipated Grant Agreement term is April 1, 2023 to June 30, 2025 subject to the availability of funding. If the anticipated effective date is changed by the Department for the resulting Grant Agreement, the term is expected to remain a total of 27 months, subject to the availability of funding. Pending availability of funds, the Department may award one Grant Agreement.

At the Department's discretion and by letter notice, the Department may renew the resulting Grant Agreement for the following term: two one-year renewals.

1. In the event of a renewal, the Department may choose to renew the Grant Agreement under one of the following sets of terms:

- a) If no renewal options were previously exercised, pursuant to the terms and conditions of the final year of the original Grant Agreement; or
 - b) If a renewal option has been exercised, pursuant to the terms and conditions of the final year of the previous renewal; or
 - c) Pursuant to the terms and conditions of the original Grant Agreement as amended, including Subsequently Available Funds (SAFs), Decrease in Funding (DIF), Funding Reduction Change Orders (FRCOs), Budget Revisions, or formal Amendments; or
 - d) At a maximum percentage of 5% under one of the following conditions:
 - (i) If no renewal options were previously exercised, to increase the Grant amount to reflect cost changes based on the final budget year of the original Grant; or
 - (ii) If a renewal option has been exercised, pursuant to the terms and conditions of the final year of the previous renewal; or
 - (iii) To include any increase in work documented in a previous Amendment to the original Grant Agreement, including any SAFs, DIFs, FRCOs, Budget Revisions, or formal Amendments. The increase in work shall be limited to deliverables established in the Grant Agreement as previously amended; or
 - e) To decrease the Grant amount, provided there is no change to the scope of work being performed.
2. Notwithstanding Paragraph (1)(d) above, line-items within the budget categories of Supplies/Equipment, Travel, and Other may be eliminated or the line-item amounts decreased provided there is no alteration to the scope of work.
 3. The percentage listed in Paragraph (1)(d) above, represents the maximum allowable increase per budget category and in the total Grant amount.
 4. Nothing in this section is intended to permit an alteration in the scope of work of the original Grant Agreement.
 5. The Department is not obligated to increase the amount of the Grant award.
 6. The percentage increase set forth in Paragraph (1)(d) above, shall apply over the entire renewal term, even if the renewal term exceeds one year.
 7. All renewal terms are subject to the other provisions of the resulting Grant Agreement, and the availability of funds.

Applications are welcomed from not-for-profit 501(c)(3) organizations, city or county government

agencies, community-based health or human service agencies, colleges or universities, or any organization with a direct connection to training on MCH related topics and experience working with Pennsylvania organizations. Additional information about how to apply, relevant and specific restrictions, and stated preferences regarding applicants are noted and outlined in Section B. Applicants are encouraged to be innovative and creative in their approach.

This RFA provides interested and eligible parties with information to prepare and submit applications to the Department. Questions about this RFA can be directed to Aerielle Waters at awaters@pa.gov, no later than 12:00 p.m. on October 14, 2022. All questions must include the specific section of the RFA about which the potential applicant is requesting clarification. Answers to all questions will be posted at www.emarketplace.state.pa.us. Each applicant shall be responsible to monitor the website for new or revised RFA information. The Department shall not be bound by any information that is not either contained within the RFA or formally issued as an addendum by the Department.

In order to do business with the Commonwealth of Pennsylvania providers are required to enroll in the SAP system. Applicants may enroll at www.vendorregistration.state.pa.us/ or by calling toll free at 1-877-435-7363 or locally at 717-346-2676.

B. Application Procedures

1. General

- a) Applications must be received by the Department by the time and date stated in the cover letter. The Department will reject any late applications. The decision of the Department with regard to timeliness of submission is final.
- b) If it becomes necessary to revise any part of the application guidelines, an amendment will be posted under the RFA Solicitation at www.emarketplace.state.pa.us.
- c) The decision of the Department with regard to selection of applicants is final. The Department reserves the right, in its sole and complete discretion, to reject any and all applications received as a result of this request and to negotiate separately with competing applicants.
- d) The Department is not liable for any costs the applicant incurs in preparation and submission of its application, in participating in the RFA process or in anticipation of award of the resulting Grant Agreement(s).
- e) The Department reserves the right to cancel the RFA at any time up until the full execution of the resulting Grant Agreement(s).
- f) Awarded applicants and non-selected applicants shall not be permitted to issue news releases pertaining to this project prior to official written notification of award by the Department review committee. Any subsequent publication or media release issued by

the Grantee throughout the life of the Grant using funding from this Grant Agreement must acknowledge the Department as the granting agency, and be approved in writing by the Department.

2. Evaluation of Applications

All applications meeting stated requirements in this RFA, and received by the designated date and time, will be reviewed by a committee of qualified personnel selected by the Department. The Review Committee will recommend applications that most closely meet the evaluation criteria developed by the Department. If the Review Committee needs additional clarification of an application, BFH, Division of Bureau Operations staff and staff from the Office of Procurement will schedule an oral presentation, either in person or via a conference call, or assign a due date for the submission of a written clarification, or both.

Evaluation criteria used by the Review Committee, include:

- 1) Statement of the Problem:
- 2) Design and Implementation:
- 3) Performance Measures:
- 4) Timeline
- 5) Capabilities and Competencies
- 6) Budget Detail and Budget Narrative

3. Awards

Grants will be administered through the Department.

All applicants will receive official written notification of the status of their application from the Department. Unsuccessful applicants may request a debriefing. This request must be in writing and must be received by the BFH, Division of Bureau Operations within 30 calendar days of the written official notification of the status of the application. The BFH, Division of Bureau Operations will determine the time and place for the debriefing. If the debriefing is held via Microsoft Teams, a link, phone number, and conference ID number will be provided. The debriefing will be conducted individually by BFH, Division of Bureau Operations staff. Comparison of applications will not be provided. Applicants will not be given any information regarding the evaluation other than the position of their application in relation to all other applications and the strengths and weaknesses in their individual application.

4. Deliverables

- a) The awarded applicant shall develop and provide online learning modules, in-person, and live virtual trainings to be provided to the Department, vendors of the Department, other MCH professionals and practitioners, and other stakeholders in the MCH system of care. The awarded applicant shall subcontract to develop and deliver online learning modules, in-person, and live virtual trainings on topics requested for which they do not have sufficient expertise, in accordance with the BFH Workforce Development Plan. Trainings shall be developed and delivered on topics requested by and at the discretion of the Department.

Topics for the trainings shall fall into two major categories. The first category of trainings includes Core Competencies for public health professionals, as they align with the 10 Essential Public Health Services and Core Functions, which are considered foundational and, in addition to being individual training topics, will pervade all trainings. These trainings will be identified by the Department and may include, but are not limited to:

1. Cultural Competency (individual topics determined at the discretion of the Department and may include: Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ+) Cultural Competency, Health Equity, Social Determinants of Health, and Undoing Racism), and emerging topic areas.

The second category of trainings shall include trainings identified by the Department as ad hoc trainings, which are necessary to improve the functioning of specific programs and services. These trainings shall focus on the stated topic but shall be rooted in the competencies developed through the above core trainings (first category). Ad hoc trainings shall include, but are not limited to:

2. Children with Special Health Care Needs (CSHCN) (individual topics determined at the discretion of the Department and may include: life-course for CSHCN, Reproductive Health and CSHCN, Bullying, Family Engagement, Self-Advocacy and Youth Leadership, Navigating Systems and Disability and Disenfranchised Populations);
 3. Newborn Screening (individual topics determined at the discretion of the Department and may include: education and awareness, and care management);
 4. Motivational Interviewing and Trauma Informed Care;
 5. Long Acting Reversible Contraceptives and Reproductive Justice;
 6. Lead Testing in Children and Lead Poisoning Prevention;
 7. Home Visiting for MCH populations;
 8. Engaging Client Input into Program Planning;
 9. Data Collection and Program Evaluation; and
 10. Continuous Quality Improvement for Public Health Programs.
- b) The awarded applicant shall provide and deliver a minimum of 15 unique in-person or live virtual trainings with distinct curriculum per fiscal year, on a minimum of three topics per fiscal year.
- c) The awarded applicant shall provide a minimum of three online learning modules on three different topics per fiscal year.
- d) The number of educational sessions, the identification and selection of topics, and the training format (online learning module, in-person, or live virtual) are at the discretion of the Department. The first six months of funding shall be dedicated to start-up activities or trainings which have already been developed or appropriated, and newly developed trainings shall be provided beginning in the second year of the Grant Agreement. In collaboration with the awarded applicant, the Department will determine the minimum number of participants

for the training and training format (online learning modules, in-person and live virtual) and the length of the trainings.

- e) The awarded applicant shall have the ability to provide CEUs for online learning modules, in-person, and live virtual trainings as requested by the Department. This shall include CEUs for nursing, along with CEU's for other MCH professionals.
- f) The awarded applicant shall promote the online learning modules, in-person, and live virtual trainings to appropriate individuals and organizations to garner attendees when requested by the Department.
- g) The awarded applicant shall be responsible for arranging and providing all in-person and live virtual training logistics, including but not limited to, meeting space, necessary training equipment and supplies, and food when necessary. The awarded applicant may utilize Commonwealth facilities at the discretion of the Department.
- h) The awarded applicant shall utilize subcontractors or consultants as needed to assure service provision at the discretion of the Department.
- i) The awarded applicant shall notify the Department of the dates and logistics of the in- person and live virtual trainings, a minimum of 60 calendar days prior to the training.
- j) The awarded applicant shall collect attendance at all in-person and live virtual trainings and submit them to the Department within 14 calendar days of the training, as outlined in Section B.5.
- k) The awarded applicant shall include the following with each in-person and live virtual training:
 - 1. Learning objectives and assessment items;
 - 2. A pre-learning assessment to test the knowledge of learners prior to the training;
 - 3. A post-learning assessment to test the knowledge of learners following the training; and,
 - 4. A form for participants to evaluate the effectiveness of the training and trainer which shall be used for continuous quality improvement.
- l) The awarded applicant shall create online learning modules that are Shareable Content Object Reference Model (SCORM) 1.2 compliant and run in TRAIN PA. SCORM 1.2 compliant training modules shall be made available through TRAIN PA, so that users may access, register for, view, and complete the online learning modules through TRAIN PA. The SCORM 1.2 requirements can be found at: <https://adlnet.gov/projects/scorm-1-2/>.
- m) The awarded applicant shall notify the Department of the release dates and logistics of the online learning modules, a minimum of 60 calendar days prior to the training.
- n) The Department will provide instructional videos, documentation, and TRAIN PA system

administrator consultation to support the awarded applicant in the use of TRAIN PA.

- o) The awarded applicant shall include the following for each online learning module developed:
1. Learning objectives and assessment items;
 2. A pre-learning assessment that tests the knowledge of the learner prior to completing the online learning module;
 3. Multiple learning formats, including reading, auditory, and visual cues to enhance knowledge retention by the learner;
 4. Graphical elements, including images, tables and charts;
 5. A tutorial screen and help button to assist learners who may be unfamiliar with the use of an online learning module. The tutorial shall explain the navigation and functioning of the module and the help button shall return the learner to the tutorial screen at any time throughout the module; and,
 6. A post-learning assessment that tests the knowledge of the learner after completing the online learning module. A passing score on the post-learner assessment must be achieved by all learners prior to being awarded course completion and CEUs. A passing score shall demonstrate that the learner has successfully gained the correct level of knowledge from the online learning module. Applicants who do not achieve a passing score shall be redirected back to the online learning module to review missed information.
 7. A process to evaluate the effectiveness of the training and training format which shall be used for continuous quality improvement.
- p) The awarded applicant shall have the ability to include the following in online learning modules:
1. “Self-checks” to allow learners to evaluate their knowledge of content;
 2. Interactive questions and activities to aid learning including:
 - i. Drag and drop exercises where the learner clicks an item and matches it to an associated item by dragging it to the appropriate location on the screen;
 - ii. Various question types, including multiple choice, multiple answer, fill-in-the-blank, matching, and true/false responses;
 - iii. Timeline activities where the learner is provided a timeline of events and can individually click each event to learn more; and
 - iv. Interactive charts and graphs which reveal additional information to the learner as they click and interact with the graphical elements.
 3. Video sequences, using either live action video or animated images depending upon the needs of the content and the instructional goal for the content being covered.
- q) The awarded applicant shall provide the Department with a list of registrants and attendees for each online learning module, as outlined in Section B.5.
- r) The awarded applicant shall use a responsive design software which allows modules to be viewed on laptop or desktop computers, as well as on mobile devices.
- s) The awarded applicant shall have the ability to facilitate racial affinity group discussions (as

defined in Section C.3.b) during trainings to allow people of color and white people to reflect on their personal experiences and identify supports, as appropriate and in collaboration with the Department.

- t) The awarded applicant shall have the ability to translate trainings and training materials when necessary and as requested by the Department and adapt trainings for accessibility needs of all learners.
- u) The awarded applicant shall submit content of all online learning modules, in-person and live virtual educational trainings to the Department for review and written approval prior to finalizing the training.
- v) The awarded applicant shall evaluate the pre-learning assessments compared to the post-learning assessments and post-training effectiveness surveys for each in-person and live virtual training and use the results for continuous quality improvement and submit documentation to the Department within 14 calendar days of the training in a format determined by the Department. If needed, the awarded applicant may be required to submit a plan to modify trainings due to ineffectiveness, as outlined in Section B.5.
- w) Awarded applicants shall utilize health equity principles.

5. Reporting Requirements

- a) The awarded applicant(s) shall submit a written mid-term report of progress, issues, and activities to the Department within 180 calendar days after the Grant Agreement effective date. The mid-term report shall, at a minimum, identify if activities are proceeding according to the project plan, and explain any deviations from the project plan. Any changes to the scope or methodology of the project plan during the term of the Grant Agreement must be approved in writing by the Department.
- b) The awarded applicant shall provide a list and attendance for online learning modules, in-person, and live virtual trainings to the Department within 14 calendar days of the training, as outlined in Section B.4.j. and Section B.4.q.
- c) The awarded applicant shall provide an evaluation of the pre-learning assessments compared to the post-learning assessments and post-training effectiveness surveys for each in-person and live virtual training and use the results for continuous quality improvement and submit documentation to the Department within 14 calendar days of the training in a format determined by the Department. If needed, the awarded applicant may be required to submit a plan to modify trainings due to ineffectiveness, as outlined in Section B.4.v.
- d) The awarded applicant shall be required to submit quarterly written reports to the Department within 30 calendar days of the quarter ending. Quarterly reports shall include a narrative detailing the activities that have been completed with Grant funding and data on the number of individuals that have started and completed each online learning module, in-person, and live virtual training available during the reporting period. The awarded applicant shall provide a

summary evaluation of the learning components for each online learning module. The report shall include a summary of the evaluation results of the pre- and post-learning assessments and the post-training effectiveness surveys for all trainings that took place and use the results for continuous quality improvement.

- e) The awarded applicant shall be required to submit a written year-end report to the Department within 45 calendar days following the end of each state fiscal year of the Grant Agreement. The year-end report shall, at a minimum, identify if activities are proceeding according to the project plan and explain any deviations from the project plan. The report shall include a summary of data from the pre- and post-learning assessments and the post-training effectiveness surveys. Any changes to the scope or methodology of the project during the term of the Grant Agreement must be approved in writing by the Department.
- f) The awarded applicant shall be required to submit a final written report to the Department within 60 calendar days after the end of the Grant Agreement. The final report shall summarize progress in accomplishing proposed tasks, obstacles to achieving goals, and actions taken to overcome obstacles.
- g) The awarded applicant shall be required to respond to additional request for reports or data, as determined by the Department.
- h) The awarded applicant shall be required to request written approval from the Department prior to any changes in key personnel. Key personnel are defined as any personnel the applicant deems necessary to accomplish the deliverables.

C. Application Instructions and Required Format

1. Application Instructions

The following is a list of requirements.

- a) The applicant must submit one application (Part Two of this RFA), by email to RA-DHHEALTH_DEPT_DOC@pa.gov. The Department cannot accept secure or encrypted emails. Any submission via secure or encrypted email will be immediately discarded.
- b) The application must be received by the date and time specified in the cover letter. Applicants should consider that technical difficulties could arise and allow sufficient time to ensure timely email receipt. **(Late applications will be rejected, regardless of the reason). The application can be submitted as soon as it is ready for submission; to prevent late submissions, applicants are encouraged to not wait until the closing date and time in the cover letter.**
- c) Please note there is a 10MB size limitation per email. If the application exceeds 10MB, zip the file to reduce the size or submit multiple emails so the entire application is able to be

received.

- d) The application must be submitted using the format described in subsection 2, below – Application Format.
- e) The Certifications Form must be completed and signed by an official authorized to bind the organization to the application.
- f) The Worker Protection and Investment Certification Form (BOP-2201) must be completed and signed by an official authorized to execute the certification on behalf of the applicant, and certify that the applicant is compliant with applicable Pennsylvania state labor and workplace safety laws.

Applicants are strongly encouraged to be brief and clear in the presentation of ideas.

2. Application Format

Applicants must follow the format as described below to complete Part Two of this RFA. Applications must be typewritten on 8 ½” by 11” paper, with a font size no smaller than 10 point and margins of at least ½ inch.

- a) **Cover Page** – Complete the form.
- b) **Certifications Form** – The Certifications Form must be completed and signed by an official authorized to bind the applicant/organization to the application.
- c) **The Worker Protection and Investment Certification Form (BOP-2201)** – BOP-2201 must be completed and signed by an official authorized to execute the certification on behalf of the applicant, and certify that the applicant is compliant with applicable Pennsylvania state labor and workplace safety laws.
- d) **Work Statement** – The work statement narrative must not exceed **15** pages. Letters of commitment, MOUs/MOAs, resumes or curriculum vitae and other attachments to support the work statement narrative are not included in the 15-page limit. Provide a narrative description of the proposed methodology addressing the following topics, as outlined in Section B.2.:
 - 1. **Statement of the Problem:** Applicants shall demonstrate an understanding of inequities within the health system and health disparities among the MCH population. Applicants shall describe the need for training on the topics listed in Section B.4.a) above. Applicants shall also explain the importance of MCH workforce development and an understanding of how it will improve services to Pennsylvania families.
 - 2. **Design and Implementation:** Applicants shall detail how the project will operate throughout the Grant Agreement. Applicants shall describe the following:

- a. The organization's plan for creating online learning modules that are SCORM 1.2 compliant.
 - b. The methods that will be used to promote the completion of online learning modules and in-person, and live virtual educational sessions by appropriate MCH staff and other MCH professionals and practitioners in the community.
 - c. Potential barriers that may occur throughout the Grant Agreement and how the applicant shall respond to and overcome these barriers as part of a continuous quality improvement process.
 - d. The organization's plan for creating and delivering a minimum of 15, unique, in-person and live virtual training curriculums, per fiscal year, that meet the needs of various audiences (for example, MCH staff, and other MCH professionals and practitioners).
 - e. The organization's plan for creating and delivering a minimum of three, unique, online learning modules, per fiscal year, that meet the needs of various audiences (for example, MCH staff, and other MCH professionals and practitioners).
 - f. The organization's plan to utilize experts in the various training topics and participate in collaborative activities, either within the organization or through subcontracts, in accordance with PHAB standards and the 10 Essential Public Health Services which encourage community and cross-sector collaboration. As needed, collaboration may be necessary and the application shall describe how the applicant shall collaborate with partners or subcontractors, at the discretion of the Department, as outlined in Section B.4.h. If the organization does not plan to utilize experts in the training topics or do not plan to participate in collaborative activities, the applicant shall describe their strategy to address all topic areas, which may include those areas they are not competent in, and future or emerging topic areas to fulfill the Grant Agreement.
3. Performance Measures: The application shall explain how the applicant will collect and report data for the required reports outlined in Section B.5. Applicants shall explain ongoing strategies for monitoring the impact and quality of online learning modules, in-person, and live virtual educational sessions to identify and solve problems. Applicants shall address how they will measure learner satisfaction and utilize the data to continuously improve services.
 4. Timeline: The application shall include a timeline for development and implementation of the online learning modules, in-person, and live virtual educational sessions, including the provision of continuing education credits (CEUs). The applicant shall include a timeline for becoming an approved course provider on TRAIN PA.
 5. Capabilities and Competencies: The applicant shall include a description of the characteristics and qualifications of the organization(s) that will be creating and

delivering the trainings. The applicant shall also address the organization's history of developing and delivering workforce development trainings.

Additionally, the following information shall be included in the narrative:

- a) A description of the organization's structure and operations;
- b) The organization's history developing and delivering trainings for the community, as well as experience developing online learning modules, in-person, and live virtual educational sessions. Demonstrated ability to conduct online learning modules, in-person, and live virtual educational sessions that reflect adult learning principles. If the organization has experience with providing CEUs, it shall be noted in the application;
- c) A description and demonstration of an existing library of course curriculums, trainings, or both either within the organization or through partner agencies. Detailed course syllabi shall be made available, upon request;
- d) Demonstrated ability to work in racially and ethnically diverse settings or to collaborate with agencies with such experience, particularly organizations led by people/women of color. Bilingual services are desired. Demonstrated ability to work successfully with individuals of diverse sexual orientations and gender identities or to collaborate with agencies with such experience, particularly organizations led by members of the LGBTQ+ community;
- e) In accordance with PHAB standards and the 10 Essential Public Health Services and Core Functions, which encourage community and cross sector collaboration, applicants shall demonstrate their willingness and ability to collaborate with partners or subcontractors and their ability to create and manage partners or subcontracts, as collaboration may be needed to fulfill the Grant Agreement, at the discretion of the Department. Applicants who have already identified subcontractors shall include, as attachments to the application, signed letters of commitment or MOUs/MOAs to demonstrate collaborative activities for this project. If applicants have not identified subcontractors or collaborative partners, a clear explanation shall be provided of the organization's ability to address all topic areas, including how future or emerging issues will be approached to fulfill the Grant Agreement.
- f) A description of the organization's experience and ability to work collaboratively with public funding sources, such as county, state, or Federal governments;
- g) Demonstrated experience conducting trainings or providing technical assistance in Pennsylvania;
- h) Demonstrated experience meaningfully engaging with Pennsylvania MCH partners and,
- i) A description of the roles and responsibilities of project staff, including details about qualifications and language capacity as appropriate. Applicants should list any potential partners, subcontractors, Grantees, consultants, or any other individuals who will be working on tasks related

to this RFA.

6. **Budget Detail and Budget Narratives:** Applicants shall accurately complete the downloadable budget template (with an overall summary, and summary with budget details for each year) and demonstrate a reasonable, cost-effective budget for the work proposed, in accordance and as outlined in Section C.2.f.

In addition to the downloadable budget format, a budget narrative shall be provided. The budget narrative shall be mathematically sound, broken down by fiscal year, correspond with the information and figures provided in the Budget Detail Summary, and include the following information:

- (1) Justification supporting the need to allocate funds in the itemized budget spreadsheet. The justification shall provide a clear description of how budget items directly relate to the completion of project activities and clearly describe every category of expense listed in the Budget Detail Summary. An explanation of how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project, shall be provided. The justification must include a description of how the indirect cost rate is calculated, as outlined in Section C.3.

Applicants shall describe how funding will be allocated in the first six-month period of the Grant Agreement, (April 1, 2023 to September 30, 2023) for start-up activities, as appropriate, outlined in Section C.2.f.

The Budget Detail and Budget Narrative are not included in the 15-page limit for the Work Statement.

The work statement narrative shall not exceed 15 pages (single-spaced and numbered consecutively, starting with page 1).

- e) **Attachments:** Include letters of support, letters of commitment, Memorandums of Understanding, resumes or curriculum vitae, organizational chart, and other attachments to support the work statement narrative.
- f) **Budget Detail and Budget Narrative** – Use the downloadable format to present the budget request. Instructions regarding completion of the budget can be found in the last worksheet of the downloadable excel budget file. The anticipated Grant Agreement term is April 1, 2023 to June 30, 2025. The overall 27 month budget for the application shall not exceed \$1,000,000.00. The budget needs to contain an Overall Summary in addition to a Summary with Budget Details for each year. Applicants shall allocate funding in the first six-month period of the Grant Agreement (April 1, 2023 to September 30, 2023) to start-up activities, including but not limited to: establishing subcontracts, reviewing SCORM 1.2 and TRAIN PA requirements, and other initial work. Trainings which have already been developed or appropriated may be provided in the first six-month period.

Overall Summary	April 1, 2023 to June 30, 2025	Maximum \$1,000,000.00
Year 1 Summary	April 1, 2023 to June 30, 2023	Maximum \$100,000.00
Year 2 Summary	July 1, 2023 to June 30, 2024	Maximum \$500,000.00
Year 3 Summary	July 1, 2024 to June 30, 2025	Maximum \$400,000.00

Applicants shall include a narrative which justifies the need to allocate funds for items in the spreadsheet of the itemized budget and demonstrates how they will maximize cost effectiveness of Grant expenditures. Applicants shall also explain how all costs are calculated, how they are relevant to the completion of the proposed project, and how they correspond to the information and figures provided in the Budget Detail Summary.

See the Budget Definitions section below for more information.

3. Definitions

a) Budget Definitions:

Personnel: This budget category shall identify each position by job title, hourly rate, and the number of hours per year allocated to the project. Fringe benefits are to be shown as a separate line item by percentage and shall include a detailed listing of the benefits being covered.

Consultant Services: This budget category shall identify the services to be provided by each consultant including hourly rate and number of hours to be utilized under this Grant Agreement.

Subcontract Services: This budget category shall identify the services to be provided by each subcontractor under this Grant Agreement.

Patient Services: This budget category shall reflect funding dedicated for patient services.

Equipment: This budget category shall reflect the actual or projected cost of any equipment \$5,000 or greater. Justification for the purchase of any equipment must be included. Purchase of equipment is not a priority of the Department.

Supplies: This budget category shall reflect expected costs for general office supplies including personal computers and facsimile machines valued at less than \$5,000, needed to support this project.

Travel: This budget category shall include anticipated expenditures for travel including mileage, hotels and meals.

Other: This budget category shall be used for anticipated expenditures that do not fit into any of the other budget categories such as telephone, printing, postage, and indirect costs (overhead, general, and administrative). Indirect rates cannot exceed the provider's Federally approved indirect cost rate schedule. In the description area under OTHER COSTS, include the % that the rate reflects, identify the budget categories to which the rate was applied, and list the specific items that the indirect is paying for.

b) Program/Work Statement Definitions:

Affinity Groups: **Affinity Groups**, also known as caucuses, are opportunities for those who share a common identity to meet separately to gather, connect, and learn. Affinity groups based on racial identity allow time for people of color, white people, and people with mixed-race identities to gather together and engage in conversations about their racial identities. Affinity groups sometimes develop as a crisis intervention strategy and tool when conversations in multi-racial spaces have become harmful; sometimes they are offered as proactively planned, scheduled learning opportunities to build self-awareness.

Educational Session/Training: An **educational session/training** is a learning and skill building event that strengthens the capacity of the MCH workforce around data-driven, evidence-based decision making and public health concepts and topics to improve program effectiveness, implementation, and evaluation for MCH populations. These sessions shall increase knowledge, understanding, and skills. Sessions and trainings shall have defined learning objectives and contain highly interactive instruction.

In-Person Educational Session: An **in-person** educational session and training occurs in an approved training space, where staff and partners receive instruction “in person”, in real time with participants or among colleagues or peers.

Live Virtual Educational Session: A **live virtual** educational session and training occurs on an approved web-based classroom platform, where staff and partners receive instruction in an instructor-led virtual format, in real time with participants or among colleagues or peers.

Online Learning Module: An **online learning module** is an educational session and training that contains content and activities on an approved web-based platform, where staff and partners receive recorded asynchronous instruction.

Subcontractor: A **subcontractor** is an outside entity that provides a service or deliverable to support the Grant Agreement. Consultants may be subject matter experts (who are not listed under Grant Agreement staff personnel or included in the indirect costs), who are providing services billed at an hourly rate.

PART TWO

Pennsylvania Department of Health
Bureau of Family Health
Division of Bureau Operations

**Maternal and Child Health (MCH) Workforce
Development**

Request for Applications (RFA) #67-147



COVER PAGE
RFA #67-147

Applicant Name: _____
(*Organization or Institution*)

Type of Legal Entity _____
(*Corporation, Partnership, Professional Corporation, Sole Proprietorship, etc.*)

Federal I.D.#: _____ **Grant Amount:** \$ _____

SAP Vendor #: _____

Address: _____

City _____ **County** _____ **State** _____ **Zip Code** _____

Application Contact Person: _____

Title: _____

Telephone No.: _____ **Fax:** _____ **E-mail:** _____

CERTIFICATIONS

1. Certification Regarding Debarment and Suspension

- a. The Contractor certifies, in writing, for itself and all its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made.
- b. The Contractor also certifies, in writing, that as of the date of its execution of this Bid/Contract it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.
- c. The Contractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best knowledge of the Contractor, any of its subcontractors are suspended or debarred by the Commonwealth, the Federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.
- d. The failure of the Contractor to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the Federal government shall constitute an event of default of the Contract with the Commonwealth.
- e. The Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this or any other Agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.
- f. The Contractor may obtain a current list of suspended and debarred Commonwealth Contractors by either searching the Internet at <http://www.dgs.state.pa.us/> or contacting the:

Department of General Services
Office of Chief Counsel
603 North Office Building
Harrisburg, PA 17125
Telephone No: (717) 783-6472
FAX No: (717) 787-9138

IF THE CONTRACTOR INTENDS TO USE ANY SUBCONTRACTORS, LIST THEIR NAMES(S), ADDRESS(ES), AND FEDERAL IDENTIFICATION OR SOCIAL SECURITY NUMBER(S) IN THE SPACE BELOW.

2. Certification Regarding Application/Proposal/Bid Validity

This application/proposal/bid shall be valid for a period of 60 days following the time and date designated for bid opening of applications/proposals/bids received in response to this Request for Application/Request for Proposal/Invitation for Bid # 67-147.

BY SIGNING BELOW, THE APPLICANT, BY ITS AUTHORIZED SIGNATORY, IS BINDING ITSELF TO THE ABOVE TWO CERTIFICATIONS.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	ADDRESS OF ORGANIZATION
DATE SUBMITTED	CONTRACTOR'S FEDERAL I.D. OR S.S. NUMBER



WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM

A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania’s Unemployment Compensation Law, Workers’ Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:

1. Construction Workplace Misclassification Act
2. Employment of Minors Child Labor Act
3. Minimum Wage Act
4. Prevailing Wage Act
5. Equal Pay Law
6. Employer to Pay Employment Medical Examination Fee Act
7. Seasonal Farm Labor Act
8. Wage Payment and Collection Law
9. Industrial Homework Law
10. Construction Industry Employee Verification Act
11. Act 102: Prohibition on Excessive Overtime in Healthcare
12. Apprenticeship and Training Act
13. Inspection of Employment Records Law

B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/grantee identified below, and certify that the contractor/grantee identified below is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee’s compliance status to the Purchasing Agency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

<i>Signature</i>	<i>Date</i>
<i>Name (Printed)</i>	
<i>Title of Certifying Official (Printed)</i>	
<i>Contractor/Grantee Name (Printed)</i>	

Work Statement

See Part One, General Information; Section C, Application Instructions and Required Format; Subsection 2d Work Statement for completion instructions.

The following language is required to be included in the Work Statement:

Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, Contractors and Grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with the application.

Budget Template

See Part One, General Information; Section C, Application Instructions and Required Format; Subsection 2e Budget for completion instructions.

RFA# 67-147

PAYMENT PROVISIONS

The Department agrees to pay the Contractor for services rendered pursuant to this Contract as follows:

- A. Subject to the availability of state and Federal funds and the other terms and conditions of this Contract, the Department will reimburse the Contractor in accordance with Appendix C, and any subsequent amendments thereto, for the costs incurred in providing the services described in this Contract.
- B. This Contract may span several state fiscal periods; therefore, the Department is obligated to pay no more than the dollar amounts for each state fiscal year (SFY), for the periods of time indicated on the Budget, Appendix C. This shall not prohibit the Department from exercising its discretion to move funds unspent at the end of the SFY from one SFY to another to pay for services provided with separate written Department approval and in accordance with this Contract.
- C. Payment to the Contractor shall be made in accordance with the Budget set forth in Appendix C, and any subsequent amendments thereto, as follows:
 - 1. The Department shall have the right to disapprove any expenditure made by the Contractor that is not in accordance with the terms of this Contract and adjust any payment to the Contractor accordingly.
 - 2. Payments will be made monthly upon submission of an itemized invoice for services rendered pursuant to this Contract using the invoice format in Attachment 1 to this Appendix.
 - 3. An original invoice shall be sent by the Contractor directly to the address listed in Attachment 1 to this Appendix unless otherwise directed in writing by the Project Officer. Documentation supporting that expenditures were made in accordance with the Contract Budget shall be sent by the Contractor to the Department's Project Officer. The Department's Project Officer may request any additional information he or she deems necessary to determine whether the expenditures in question were appropriately made. The adequacy and sufficiency of supporting documentation is solely within the discretion of the Project Officer.
 - 4. The Contractor has the option to reallocate funds between and within budget categories (Budget Revision), subject to the following criteria:
 - a. General Conditions for Budget Revisions
 - i. *Budget Revisions At or Exceeding 20%.*
 - A. The Contractor shall not reallocate funds between budget categories in an amount at or exceeding 20% of the total amount of the Contract per budget year as set forth in Appendix C Budget, and any subsequent amendments thereto, without prior written approval of the Department's Project Officer.
 - B. The Contractor shall request prior written approval from the Department's Project Officer when the cumulative total of all prior Budget revisions in the budget year is 20% or greater of the total amount of the Contract per budget year.
 - C. Reallocations at or exceeding 20% of the total amount of the Contract per budget year may not occur more than once per budget year unless the Department's Project Officer finds that there is good cause for approving one additional request. The Project Officer's determination of good cause shall be final.
 - ii. *Budget Revisions Under 20%.* The Contractor shall notify the Department's Project Officer of any Budget Revision under 20% of the total amount of the Contract per budget year in writing, but need not request Department approval, except as provided for in Paragraph 4(a)(i)(B) above.

- iii. The Contractor shall obtain written approval from the Department's Project Officer prior to reallocating funding into a previously unfunded budget category or prior to eliminating all funding from an existing budget category, regardless of the percentage amount.
 - iv. The Contractor shall provide the Department's Project Officer with notice or make a request for approval prior to the submission of the next invoice based on these changes.
 - v. At no time can Administrative/Indirect cost rates be increased via a Budget Revision.
- b. Budget Revisions Relating to Personnel
- i. Any change to funds in the Personnel Category requires the approval of the Department's Project Officer, and any such change at 20% or over as set forth in Paragraph 4(a) shall be counted as one Budget Revision under that paragraph.
 - ii. The Contractor may not reallocate funds to, or move funds within, the Personnel Services Category of the Budget (Appendix C), and any subsequent amendments thereto, to increase the line items in that category unless one of the following circumstances apply:
 - A. The Contractor is subject to a collective bargaining agreement or other union agreement and, during the term of this Contract, salaries, hourly wages, or fringe benefits under this Contract are increased because of a renegotiation of that collective bargaining agreement or other union agreement. The Contractor shall submit to the Department's Project Officer written documentation of the new collective bargaining or other union agreement, which necessitates such reallocation.
 - B. The Contractor is unable to fill a position that is vacant or becomes vacant at or after the effective date of this Contract. The Contractor shall submit to the Department's Project Officer written justification for the request to increase line item amounts and reallocation of funds in connection with filling such a position in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the Contract, as well as the Contractor's inability to fill the position. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area.
 - C. The Contractor is unable to perform the work of the Contract with the existing positions, titles or classifications of staff. The Contractor may add or change a position, title or classification in order to perform work that is already required. The Contractor shall submit to the Department's Project Officer for his or her approval written justification for the request to reallocate funds in connection with changing or adding a position, title or classification, in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the contract, as well as the Contractor's inability to fill current position. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area.
 - iii. The number of positions accounted for by any one line item may not be decreased, or consolidated into one position, without prior written approval of the Department.
 - iv. All increases are subject to the availability of funds awarded under this Contract. The Commonwealth is not obligated to increase the amount of award.
 - v. This paragraph is not intended to restrict any employee from receiving an increase in salary from the Contractor based on the Contractor's fee schedule for the job classification.
5. Unless otherwise specified elsewhere in this Contract, the following shall apply. The Contractor shall submit monthly invoices within 30 days from the last day of the month within which the work is performed. The final invoice shall be submitted within 45 days of the Contract's termination date. The Department will neither honor nor be liable for invoices not submitted in compliance with the time requirements in this paragraph unless the Department agrees to an extension of these requirements in

writing. The Contractor shall be reimbursed only for services acceptable to the Department.

6. The Department, at its option, may withhold the last 20 percent of reimbursement due under this Contract, until the Project Officer has determined that all work and services required under this Contract have been performed or delivered in a manner acceptable to the Department.
 7. The Commonwealth will make payments through the Automated Clearing House (ACH). Within 10 days of award of the Contract or Purchase Order, the Contractor must submit or must have already submitted its ACH information within its user profile in the Commonwealth's procurement system (SRM). Within 10 days of the Grant award, the Grantee must submit or must have already established its ACH information in the Commonwealth's Master Database. The Grantee will also be able to enroll to receive remittance information via electronic addenda and email (e-Remittance). ACH and e-Remittance information is available at <https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>.
 - a. The Contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth of Pennsylvania's ACH remittance advice to enable the Contractor to properly apply the state agency's payment to the invoice submitted (for Contracts or Purchase Orders) or to the invoice or program (for Grant Agreements).
 - b. It is the responsibility of the Contractor to ensure that the ACH information contained in SRM (for Contracts or Purchase Orders) or in the Commonwealth's Master Database (for Grant Agreements) is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.
 - c. In the event this language conflicts with language contained elsewhere in this agreement, the language contained herein shall control.
- D. The Department's determination regarding the validity of any justification or of any request for approval under this Appendix B (Payment Provisions) is final.