



February 13, 2019

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) #67-81.

A pre-application conference will be held on March 5, 2019 at 12:30 p.m. in 7th Floor East, Conference Room A, Health and Welfare Building, 625 Forster Street, Harrisburg, PA 17120-0701. Since facilities are limited, it is requested that you limit your representation to two individuals. Applicant attendance is optional.

All questions regarding this RFA must be directed in writing to Brad Hartman, Public Health Program Administrator, Bureau of Family Health, Pennsylvania Department of Health, Health and Welfare Building, 625 Forster Street, Harrisburg, Pennsylvania 17120-0701, or by e-mail at [bhartman@pa.gov](mailto:bhartman@pa.gov), no later than February 27, 2019. All questions must include the specific section of the RFA about which the potential applicant is questioning. Answers to all questions will be posted at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us). Click on 'Solicitations' and search for the above RFA number.

Please submit one original and 10 complete copies of your application, (Part 2 of this RFA) in a sealed package to the address below. Your application must arrive in the designated room at the following address no later than 2:30 p.m. on Wednesday, March 20, 2019.

RFA #67-81  
Director, Division of Public Health Procurement  
Bureau of Procurement and Contract Management  
Shared Services for Health and Human Services  
Room 824, Health and Welfare Building  
625 Forster Street  
Harrisburg, Pennsylvania 17120-0701

**LATE APPLICATIONS WILL NOT BE ACCEPTED REGARDLESS OF THE REASON.**

Please write "APPLICATION ENCLOSED RFA #67-81" in large block letters on the envelope or overnight/priority mail label.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Lori Diehl', written in a cursive style.

Lori Diehl  
Director  
Division of Public Health Procurement

Enclosure

# Request for Application

## Male Involvement Initiative

RFA Number  
67-81

Date of Issuance  
February 13, 2019

Issuing Office: Pennsylvania Department of Health  
Bureau of Procurement and Contract Management  
Shared Services for Health and Human Services  
Division of Public Health Procurement  
Room 824, Health and Welfare Building  
625 Forster Street  
Harrisburg, Pennsylvania 17120-0701

RFA Project Officer: Brad Hartman  
Pennsylvania Department of Health  
Bureau of Family Health  
Community Systems Development & Outreach  
Division  
7<sup>th</sup> Floor East, Health & Welfare Building  
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# Male Involvement Initiative

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### Application Forms and Attachments

- I. Mailing Label
- II. Cover page
- III. Certifications
- IV. Work Statement
- V. Budget Template is downloadable and is attached for completion of the budget request.
- VI. Form W-9 and Instructions

Any Grant 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. 5/12)
- Program Specific Provisions
- Standard General Terms and Conditions (Rev. 2/15)
- Audit Requirements (Rev. 7/13)
- Commonwealth Travel and Subsistence Rates (Rev. 4/12)
- 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)

# PART ONE

## **Male Involvement Initiative**

### General Information

## **A. Information for Applicants**

The Pennsylvania Department of Health (Department) is responsible for administering the Title V Maternal and Child Health Services Block Grant for Pennsylvania (MCHSBG). The MCHSBG 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 (HRSA). The mission of the MCHSBG 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 the 2017 MCHSBG guidance for Grantees, HRSA defines 15 National Performance Measures (NPM), which address key Maternal Child Health (MCH) priority areas within five population domains. These domains are: Women/Maternal Health, Perinatal/Infant Health, Child Health, Children with Special Health Care Needs, and Adolescent Health. The Department is required to focus programming on a minimum of five NPMs, at least one for each population domain. For those priorities without a related NPM, the Department will track programming progress with a State Performance Measure. In addition, HRSA has increased emphasis on measuring performance and incorporating evidence-based strategies and measures into program planning. The Department is responsible for creating a State Action Plan to demonstrate the logical relationships between the chosen priorities, performance measures and programming strategies.

Every five years the Department conducts a comprehensive Needs and Capacity Assessment to gauge the strengths and needs of the state's MCH population and related services. As a result of the 2015 Needs and Capacity Assessment, the Department identified nine priorities on which to focus for the next five years:

1. MCH populations reside in a safe and healthy living environment;
2. Appropriate health and health related services, screening and information are available to the MCH populations;
3. MCH populations are able to obtain, process and understand basic health information needed to make health decisions;
4. Protective factors are established for adolescents and young adults prior to and during critical life stages;
5. Families are equipped with the education and resources they need to initiate and continue breastfeeding their infants;
6. Adolescents and women of child-bearing age have access to and participate in preconception and inter-conception health care and support;
7. Safe sleep practices are consistently implemented for all infants;
8. Title V staff and Grantees identify, collect and use relevant data to inform decision-making and evaluate population and programmatic needs; and
9. Women receiving prenatal care or home visiting are screened for behavioral health and referred for assessment if warranted.

The work of this RFA will be a strategy within the fifth population domain: Adolescent Health; it will address the following priority: Protective factors are established for adolescents and young adults prior to and during critical life stages; and address the following objective: Annually increase the percent of adolescents who participate in a violence prevention program. The long-term impact of the program is to decrease maternal mortality and morbidity due to intimate partner violence.

Maternal mortality and morbidity remains a challenge in the United States. Between 1990 and 2013, the maternal mortality ratio more than doubled from an estimated 12 to 28 maternal deaths per 100,000 births. Each year, an estimated 1,200 women suffer complications during pregnancy or childbirth that prove fatal and 60,000 suffer complications that are near-fatal.<sup>1</sup>

Proper partner support helps to reduce mortality and morbidity risks. Support from the baby's father during pregnancy can contribute significantly toward the health of both mother and the newborn. Conversely, intimate partner violence (IPV) has numerous negative effects on maternal health. The term "intimate partner violence" describes physical, sexual, or psychological harm by a current or former partner or spouse and can occur without sexual intimacy. Pregnant women who experience IPV suffer from insufficient or inconsistent prenatal care, poor nutrition, inadequate weight gain, substance use and increased prevalence of depression. Neonatal outcomes may include low birth weight and preterm birth.

The consequences of IPV on women's health often begin before pregnancy. Other physical health issues associated with IPV include asthma, cardiovascular disease and central nervous system disorders. The psychological repercussions can last a lifetime making it difficult for victims of abuse to trust others or engage in an intimate relationship. Additional mental health issues could include depression, suicidal behavior and flashbacks of the assault.<sup>2</sup> Children exposed to IPV and any associated mental health issues are at greater risk for future health issues. Adverse childhood experiences (ACEs) have a tremendous impact on future violence, victimization and perpetration. Exposure in early life to ACEs, including physical, psychological, and sexual abuse, is associated with an increased likelihood of IPV in adulthood.<sup>3</sup> IPV is a serious, preventable public health problem that affects millions of Americans. Witnessing or experiencing violent events as a child could lead to a transfer of violence across generations through imitating or tolerating similar

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1 (2015, March). World Health Organization. Retrieved from Bulletin of the World Health Organization: <http://www.who.int/bulletin/volumes/93/3/14-148627/en/>

2 Violence Prevention - Intimate Partner Violence: Consequences. (2017, August 22). Retrieved from CDC Centers for Disease Control and Prevention:

<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/consequences.html>

3 Mair, C., Cunradi, C. B., & Todd, M. (2012). Adverse childhood experiences and intimate partner violence: Testing psychosocial mediational pathways among couples. *Annals of Epidemiology*, 22(12), 832–839.

<http://doi.org/10.1016/j.annepidem.2012.09.008>

behaviors in adult relationships.<sup>4</sup> Studies have shown that involved fathers provide practical support in raising children and serve as models for their development.<sup>5</sup> Moreover, strong family supports have been shown to be protective against almost all forms of violence.<sup>6</sup>

Research indicates that IPV is most prevalent in adolescence and young adulthood and begins to decline with age, demonstrating the critical importance of early prevention efforts. Risk factors for IPV perpetration include low income, exposure to violence between parents, child abuse and neglect, antisocial personality traits, belief in strict gender roles, peer violence and a history of delinquency. Protective factors associated with lower chances of perpetrating include high empathy, good grades, positive relationship with one's mother and an attachment to school. Several approaches have been recognized as part of different strategies to prevent IPV among youth. These approaches include social-emotional learning programs, men and boys as allies in prevention and creating protective environments, such as improving school climate and safety. Changing social norms, including harmful gender norms, is another aspect that cross-cuts numerous strategies.<sup>7</sup>

Fostering expectations for healthy relationships and teaching healthy relationship skills are critical to a primary prevention approach to the problem of IPV. The evidence suggests that acceptance of partner violence, poor emotional regulation and conflict management, and poor communication skills put individuals at risk for both perpetration and victimization of IPV. Therefore, promoting expectations for healthy, non-violent relationships and building skills in these areas can reduce risk for perpetration and victimization of IPV.<sup>7</sup>

The goal of the Male Involvement Initiative is to improve maternal health by focusing on the intimate partner relationship behaviors of young men. Meeting this goal would include increased knowledge and awareness of IPV for young men. There would also be an increase in reporting IPV and utilizing positive intervention when witnessing IPV. The goal would also include increased positive attitudes promoting greater gender equity. The expectation is to prevent dating violence and prevent a first-time perpetration of IPV. Since witnessing IPV as a child increases the likelihood of being affected by IPV, the anticipated prevention could aid in mitigating the cycle of IPV.

Coaching Boys into Men (CBIM) is a Coaches Leadership Program that equips athletic coaches with tools to teach young male athletes skills to build respectful and non-violent relationships with

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4 See endnote 1.

5 Allen, S. & Daly, K. (2007). The effects of father involvement: An updated research summary of the evidence. Retrieved from [http://www.fira.ca/cms/documents/29/Effects\\_of\\_Father\\_Involvement.pdf](http://www.fira.ca/cms/documents/29/Effects_of_Father_Involvement.pdf)

6 Wilkins, N. Tsao, B., Hertz, M. Davis, R. & Klevens, J. (2014). Connecting the dots: An overview of the links among multiple forms of violence. Atlanta: GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

7 (2017). Preventing Intimate Partner Violence Across the Lifespan. Atlanta: Centers for Disease Control and Prevention.

dating partners, and ultimately to prevent sexual assault and adolescent relationship abuse. Developed and supported by Futures Without Violence, CBIM has been shown to both decrease perpetration of sexual violence and increase bystander intervention. CBIM recognizes that most youth coaches see their role as much bigger than promoting athletic skills, and already embrace character building as a critical component of their job. Coaching Boys into Men builds on that practice and adds specific content to help coaches better address and prevent relationship abuse.

CBIM was first recognized as a promising program when the Centers for Disease Control (CDC) recorded positive effects on dating violence perpetration (including physical and sexual violence) according to a controlled trial of 16 high schools in Northern California. Coaches found the program to be feasible and valuable, which suggests potential for long-term uptake and sustainability.<sup>8</sup> The CDC now supports CBIM as evidence-based and has funded local health departments to implement the program.<sup>9</sup>

Through this RFA process, the Department is soliciting applications for Male Involvement Initiative from Pennsylvania institutions and organizations. The Department is interested in funding Coaching Boys into Men program applications addressing IPV. The overall goal of this funding is to promote violence prevention and greater gender equity. The anticipated Grant Agreement term is July 1, 2019 to June 30, 2022 subject to the availability of funding. The Department is awarding one applicant for the Grant Agreement.

At the Department's discretion and by letter notice, the Department may renew this Grant Agreement for the following term: one (1) one-year term.

1. In the event of a renewal, the Department may choose to renew the Grant Agreement as follows:
  - a) At the Grant Agreement's original terms or conditions; or
  - b) To increase or decrease the Grant amount or salaries, hourly wages or fringe benefits to reflect cost increases so long as that increase does not exceed 5% of the original amount or rates. Nothing in this subparagraph is intended to permit an alteration in the scope of work of the original agreement in the renewal; or
  - c) To include the increase or decrease in work or change to amount, salaries, wages, or fringe benefits included in an amendment to the original Grant Agreement, including SAFs, Funding Reduction Change Orders, Budget Revisions, or formal Amendments.

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<sup>8</sup> PubMed. (2014, July 11). Retrieved from National Center for Biotechnology Information:

<https://www.ncbi.nlm.nih.gov/pubmed/25015237>

<sup>9</sup> Violence Prevention. (2018, May 30). Retrieved from Centers for Disease Control and Prevention:

<https://www.cdc.gov/violenceprevention/fundedprograms/teendating.html>



The increase or decrease of work shall be limited to deliverables established in the amendment. Nothing in this paragraph shall be read to permit the scope of work of the Grant Agreement to be changed.

2. The Department is not obligated to increase the amount of the Grant award.
3. Any renewal terms are subject to the other provisions of this Grant Agreement, and the availability of funds.

Applications are welcomed from any organization that can provide the required services throughout the state of Pennsylvania. Additional information about how to apply, relevant and specific restrictions, and stated preferences regarding applicants are noted and outlined in Section B below. Applicants are encouraged to be innovative and creative in their approach.

This RFA provides interested institutions, organizations and persons with information to prepare and submit applications to the Department. Questions about this RFA can be directed to Brad Hartman, Public Health Program Administrator, Bureau of Family Health, Division of Community Systems Development and Outreach, Pennsylvania Department of Health, 7th Floor East, Health and Welfare Building, 625 Forster Street, Harrisburg, Pennsylvania 17120-0701 or by e-mail address at [bhartman@pa.gov](mailto:bhartman@pa.gov), no later than February 27, 2019. Answers to all questions will be posted at [www.emarketplace.state.pa.us](http://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/](http://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 shall be received by the Department by the time and date stated in the cover letter. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which applications are to be returned is closed on the application response date, the deadline for submission will be automatically extended until the next Commonwealth business day on which the office is open, unless the Department otherwise notifies Applicants. The hour for submission of applications shall remain the same. The Department will reject, unopened, any late applications.
- b) If it becomes necessary to revise any part of the application guidelines, an amendment will be posted on the DGS website.

- c) The decision of the Department with regard to selection of applicants is final. The Department reserves the right to reject any and all applications received as a result of this request and to negotiate separately with competing applicants.
- d) Awarded 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 shall 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, Division of Community Systems Development and Outreach staff and staff from the Division of Public Health Procurement will schedule an oral presentation and/or assign a due date for the submission of a written clarification.

Evaluation criteria used by the Review Committee include:

- a) **Applicant's Qualifications:** This refers to the applicant's prior experience providing services to the population that the RFA addresses. The applicant shall describe the organization's prior experience providing services to adolescent and young males and the extent to which those services were provided. The applicant shall demonstrate how the organization's background, experience, and structure will support the implementation of the activities described in the RFA. The applicant shall include a description of any qualifications that makes the organization uniquely qualified to meet the qualifications of the RFA. The applicant shall describe the experience and educational qualifications of personnel available to address the components of Male Involvement Initiative.
- b) **Statement of the Problem:** This refers to the applicant's ability to articulate their understanding of the needs of the population that the RFA addresses, and the nature and scope of the work involved. The applicant shall demonstrate a clear and comprehensive understanding of the relationship between male involvement activities, IPV and maternal health. The applicant shall demonstrate a clear and comprehensive understanding of how Male Involvement Initiative can increase positive attitudes promoting greater gender equity and prevent dating violence. The applicant shall demonstrate an understanding as an organization of the need to provide services that are culturally and linguistically appropriate.

- c) **Soundness of Approach:** This refers to the applicant's approach to providing services, whether it is responsive to all requirements of the RFA, and if it meets the project's objectives. Responses shall be clearly stated and demonstrate that the services provided are culturally, linguistically and cognitively appropriate for the population being served. The applicant shall describe promotional activities to engage family and community members. The applicant shall describe how the population to be served shall be identified and determined eligible for services. The applicant shall describe how training shall be used to prepare coaches for the implementation of the CBIM curriculum. The applicant shall describe how coaches shall receive ongoing support. The applicant shall describe how the CBIM curriculum shall be delivered to the intended population. The applicant shall describe the evaluation method to be used. The applicant shall describe how evaluation results shall be measured.
  
- d) **Feasibility and Timeliness:** This refers to the applicant's ability to clearly describe a plan that is feasible for accomplishing the program deliverables, including who is responsible for specific tasks, and how many people shall be served. The applicant shall include a timeline for start-up and implementation of activities. The applicant shall describe potential barriers to implementation of the project and solutions to address these barriers.
  
- e) **Budget:** This refers to the applicant's ability to provide services stated in the RFA within the confines of the proposed budget allocation. The budget template provided by the Department will be used. The budget shall be reasonable for the work proposed and an effective use of funds.

### 3. Awards

Grants will be administered through the Department.

The Department will provide applicants official written notification of the status of their application. Unsuccessful applicants may request a debriefing. This request shall be in writing and shall be received by the Division of Community Systems Development and Outreach within 30 calendar days of the written official notification of the status of the application. The Division of Community Systems Development and Outreach will determine the time and place for the debriefing. The debriefing will be conducted individually by the Division of Community Systems Development and Outreach staff. Comparison of applications will not be provided. Applicants shall 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 complete all deliverables in a person- and group-centered manner that is culturally and linguistically appropriate and is outcomes-based.
- b) The awarded applicant shall participate in client satisfaction data collection and reporting activities as established by the Department, including collecting and reporting feedback from the awarded applicant and the awarded applicant's clients to improve the services for Pennsylvania's maternal, infant, child and adolescent population.
- c) The awarded applicant shall identify schools or organizations in the community where CBIM shall be implemented.
- d) The awarded applicant shall use CBIM materials offered by Futures Without Violence to include, but not limited to, CBIM card series curriculum, CBIM playbook and Adaptation Guidelines.
- e) The awarded applicant shall participate in a Train the Trainer session provided by Futures Without Violence or have reviewed the Train the Trainer materials including, but not limited to, Coaching Boys Into Men: A 3-Part Series on Program Design, Community Engagement, and Adaptation.
- f) The awarded applicant shall create a timeline when coaches shall be trained on CBIM, when coaches shall begin implementation of the CBIM playbook and card series curriculum and when the pre and post evaluation surveys shall be administered.
- g) The awarded applicant shall train coaches on the CBIM playbook and CBIM card series curriculum to conduct group trainings for young male athletes. Curriculum topics shall include, but not be limited to:
  - 1) Respect and integrity;
  - 2) Personal responsibility;
  - 3) Insulting language;
  - 4) Disrespectful behavior towards women and girls;
  - 5) Digital disrespect;
  - 6) Understanding consent;
  - 7) Bragging about sexual reputation;
  - 8) When aggression crosses the line;
  - 9) There's no excuse for relationship abuse;
  - 10) Communicating boundaries;
  - 11) Modeling respect and promoting equality; and
  - 12) Signing the pledge.

- h) The awarded applicant shall request written approval from the Department to adjust the CBIM curriculum.
- i) The awarded applicant shall provide coaches and athletic directors with resources and contact information for relationship and sexual violence agencies in case discussions lead to disclosures or if youth need additional support.
- j) The awarded applicant shall conduct a minimum of 15 youth trainings per state fiscal year between one or more applicants.
- k) The awarded applicant shall provide services with an understanding of HRSA's Adolescent Health population domain, the state's Title V MCHSBG State Priorities and the Evidence-Based or-Informed Strategy Measures.
- l) The awarded applicant shall provide knowledge of IPV awareness, reporting and prevention to young male athletes.
- m) The awarded applicant shall promote greater gender equity by providing skills that build respectful and non-violent relationships with dating partners.
- n) The awarded applicant shall provide knowledge and skills to reduce risk for IPV perpetration and victimization.

## **5. Reporting Requirements**

- a) The awarded applicant shall be required to submit a written mid-term report of progress, issues, and activities to the Department within 180 days after the Grant 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 during the term of the Grant Agreement shall be approved in writing by the Department.
- b) The awarded applicant shall submit a final report of activities of the program within 30 calendar days of the end of the state fiscal year, in a format specified by the Department.
- c) The awarded applicant shall respond to additional requests for reports or data, as determined by the Department.
- d) The awarded applicant shall request written approval from the Department prior to any changes in personnel hired through this Grant Agreement.
- e) The awarded applicant shall collect and report client satisfaction data measuring the

quality of customer relationships and services, including feedback from the awarded applicant and the awarded applicant's clients, to the Department on annual basis, in a format to be provided by the Department. Data will be collected using forms, surveys, focus groups or other methods provided by the Department.

## **C. Application Instructions and Required Format**

### **1. Application Instructions**

The following is a list of requirements.

- a) The applicant shall submit one original and 10 complete copies of the application (Part Two of this RFA).
- b) The application, including copies, shall be in a sealed package.
- c) The application shall be received by mail or in person at Division of Public Health Procurement by the date and time specified in the cover letter. Applicants mailing applications should allow sufficient mail delivery time to ensure timely receipt. **(Late applications will be rejected, regardless of the reason).**
- d) The application shall be submitted using the format described in subsection 2, below – Application Format.
- e) The Certifications Form shall be completed and signed by an official authorized to bind the organization to the application.
- f) A one-page Project Abstract shall be submitted with the application and shall include a description of the applicant's relevant experience as well as demonstrate an understanding of the project and why the specified target population is at risk of perpetrating IPV.
- g) The work statement narrative including a one-page Project Abstract shall 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.

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

## 2. Application Format

Applicants shall follow the format as described below to complete Part Two of this RFA. Applications shall 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 shall be completed and signed by an official authorized to bind the organization to the application.
- c) **Project Abstract** – The Project Abstract shall be no longer than one page and shall be used to briefly describe why the specified target population is at increased risk for intimate partner violence perpetration.
- d) **Work Statement** – Provide a narrative description of the proposed methodology addressing the following topics:
  - A) **Statement of the Problem:** Applicants shall briefly describe the nature and scope of the problem that the program shall address, and clearly specify the target population. Applicants shall demonstrate an understanding of health disparities amongst this population. Applicants shall describe any research or evaluation studies that relate to the problem and contribute to the applicants’ understanding of its causes and potential solutions. While applicants are expected to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.
  - B) **Goals and Objectives:** Applicants shall describe the program’s intent to change, reduce or eliminate the problem noted in the previous section and outline the project’s goals. In this section, applicants shall explain how the program shall accomplish its goals. Objectives shall be specific, quantifiable statements of the project’s desired results, be clearly linked to the problem in the proceeding section and be measurable.
  - C) **Performance Measures:** Applications shall describe how the applicant shall collect and report all required information. Additionally, applications shall also describe what the program shall accomplish, the outcomes and how the program shall evaluate success. This should include ongoing strategies for monitoring individual and program performance to identify and solve problems that could impact success. Applicants shall also address how they shall measure client satisfaction and utilize the data to continuously improve services. Lastly, applicants shall explain how they shall determine whether their program is adhering to the

selected evidence-based/evidence-informed model(s) by evaluating model fidelity throughout program implementation.

- D) Program Design and Implementation:** Applicants shall detail how the project shall operate throughout the Grant cycle and describe the strategies they shall use to achieve the goals and objectives identified in Section C, Subsection 2.d.B. Applicants shall provide a detailed description of tasks and activities that they shall undertake during the planning period before implementing program activities. Applicants shall describe what evidence-based practice/strategy shall be used and why this practice/strategy was selected. Additionally, applicants shall describe the details regarding any leveraged resources (cash or in-kind) from local sources used to support the project. Applicants shall include a description of plans for sustainability beyond the Grant period.
- E) Logic Model:** The application shall include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design.
- F) Timeline:** The application shall include a timeline for development and implementation of the proposed program. The timeline shall describe major tasks associated with the goals and objectives of this project, assign responsibility for each, and plot completion of each task by month or quarter for the duration of the award.
- G) Capabilities and Competencies:** The applicant shall include a description of the characteristics and qualifications of the organization(s) that shall be implementing the program and delivering services. Please describe the applicant's qualifications relating to the requirements described herein and include a description of the applicant's organizational capacity to serve the target population.

Additionally, include the following in the narrative:

- 1) Explain the program's organizational structure and operations.
- 2) History of implementing curriculum-based programs.
- 3) History of implementing evidence-based practices, including outcomes.
- 4) Demonstrated ability to work successfully in racially/ethnically diverse settings or to collaborate with agencies with such experience. Bilingual services are desired.



- 5) Experience and ability to work collaboratively with public funding sources, such as county, state or Federal governments.
  - 6) Description of the roles and responsibilities of project staff, including details about qualifications and language capacity as appropriate. Staffing patterns should be connected to the project design described in prior sections. Applicants shall be evaluated on whether sufficient personnel are available to carry out the deliverables. Applicants should list any potential partners, subcontractors, grantees, consultants or any other individuals who shall be working on tasks related to this RFA.
- e) **Budget** – Use the downloadable format to present your 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 July 1, 2019 to June 30, 2022. The overall 36-month budget for the application shall not exceed \$450,000. Your budget needs to contain an Overall Summary in addition to a Summary with Budget Details for each year.
- Overall Summary July 1, 2019 to June 30, 2022, up to \$450,000  
Year 1 Summary July 1, 2019 to June 30, 2020, up to \$150,000  
Year 2 Summary July 1, 2020 to June 30, 2021, up to \$150,000  
Year 3 Summary July 1, 2021 to June 30, 2022, up to \$150,000
- f) **Attachments** – Include letters of support, letters of commitment, Memorandums of Understanding, resumes or curriculum vitae, and other attachments to support the work statement narrative.

### 3. Budget Definitions

Personnel: The personnel section 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.

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

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 shall 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.

# PART TWO

Pennsylvania Department of Health  
Bureau of Family Health  
Division of Community Systems Development &  
Outreach

## **Male Involvement Initiative**

**Request for Applications (RFA) #67-81**



## Mailing Label:

**THIS LABEL MAY BE USED FOR MAILING THE APPLICATION. THIS LABEL MAY BE CUT OUT AND FIRMLY AFFIXED TO THE APPLICATION PACKAGE, OR COPY THIS EXACT FORMAT FOR THE MAILING LABEL.**

FROM:

APPLICATION ENCLOSED RFA#67-81

# **BID**

TO: PA DEPARTMENT OF HEALTH  
DIRECTOR, DIVISION OF PUBLIC HEALTH PROCUREMENT  
BUREAU OF PROCUREMENT AND CONTRACT MANAGEMENT  
SHARED SERVICES FOR HEALTH AND HUMAN SERVICES  
ROOM 824, HEALTH AND WELFARE BUILDING  
625 FORSTER STREET  
HARRISBURG, PA 17120-0701

**COVER PAGE**  
**Male Involvement Initiative**  
**RFA #67-81**

**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** \_\_\_\_\_

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**Application Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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**Title of Project:** \_\_\_\_\_

**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 #67-81.

**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

## **Work Statement**

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

## **Budget Template**

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



Appendix C

**OVERALL BUDGET SUMMARY**

(Insert Vendor Name)

(Insert SAP #)

July 1, 2019 through June 30, 2022

CATEGORIES	Original Budget	Amendment (If Applicable)	Total Budget
I. PERSONNEL SERVICES	-	-	-
II. CONSULTANT SERVICES	-	-	-
III. SUBCONTRACT SERVICES	-	-	-
IV. PATIENT SERVICES	-	-	-
V. EQUIPMENT	-	-	-
VI. SUPPLIES	-	-	-
VII. TRAVEL	-	-	-
VIII. OTHER COSTS	-	-	-
<b>TOTAL</b>	-	-	-

**Appendix C  
BUDGET SUMMARY**

**(Insert Vendor Name)  
(Insert SAP #)  
July 1, 2019 through June 30, 2020**

<b>CATEGORIES</b>	<b>Original Budget</b>	<b>Amendment Type &amp; Number</b>	<b>Total Budget</b>
<b>I. PERSONNEL SERVICES</b>	-	-	-
<b>II. CONSULTANT SERVICES</b>	-	-	-
<b>III. SUBCONTRACT SERVICES</b>	-	-	-
<b>IV. PATIENT SERVICES</b>	-	-	-
<b>V. EQUIPMENT</b>	-	-	-
<b>VI. SUPPLIES</b>	-	-	-
<b>VII. TRAVEL</b>	-	-	-
<b>VIII. OTHER COSTS</b>	-	-	-
<b>TOTAL</b>	-	-	-



**Appendix C**

**(Insert Vendor Name)**

**(Insert SAP #)**

**July 1, 2019 through June 30, 2020**

<b>Categories</b>			<b>Original Budget</b>	<b>Amendment Type &amp; Number</b>	<b>Total Budget</b>
<b>B. Fringe Benefits</b>					
	<b>Salary</b>	<b>Rate</b>			
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<b>Specify the benefits included in this rate:</b>					
<b>Sub-Total</b>			-	-	-
<b>Total</b>			-	-	-

**Appendix C**

(Insert Vendor Name)

(Insert SAP #)

July 1, 2019 through June 30, 2020

Categories	Original Budget	Amendment Type & Number	Total Budget
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**II. CONSULTANT SERVICES**

Consultants	Hourly Rate	Number of Hours			
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<b>Total</b>			-	-	-

**III. SUBCONTRACT SERVICES**

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<b>Total</b>			-	-

**Appendix C**

(Insert Vendor Name)

(Insert SAP #)

July 1, 2019 through June 30, 2020

Categories	Original Budget	Amendment Type & Number	Total Budget
<b>IV. PATIENT SERVICES</b>			
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<b>Total</b>	-	-	-

**V. EQUIPMENT**

	<u>Quantity</u>	<u>Unit Cost</u>				
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			<b>Total</b>	-	-	-

**VI. SUPPLIES**

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			<b>Total</b>	-	-	-



**Appendix C  
BUDGET SUMMARY**

(Insert Vendor Name)  
(Insert SAP #)  
July 1, 2020 through June 30, 2021

CATEGORIES	Original Budget	Amendment Type & Number	Total Budget
I. PERSONNEL SERVICES	-	-	-
II. CONSULTANT SERVICES	-	-	-
III. SUBCONTRACT SERVICES	-	-	-
IV. PATIENT SERVICES	-	-	-
V. EQUIPMENT	-	-	-
VI. SUPPLIES	-	-	-
VII. TRAVEL	-	-	-
VIII. OTHER COSTS	-	-	-
<b>TOTAL</b>	-	-	-





**Appendix C**  
 (Insert Vendor Name)  
 (Insert SAP #)  
 July 1, 2020 through June 30, 2021

Categories	Original Budget	Amendment Type & Number	Total Budget
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B. Fringe Benefits			
Salary	Rate		
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Specify the benefits included in this rate:

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**Sub-Total**      -              -              -

**Total**            -              -              -

**Appendix C**  
 (Insert Vendor Name)  
 (Insert SAP #)  
 July 1, 2020 through June 30, 2021

Categories	Original Budget	Amendment Type & Number	Total Budget
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**II. CONSULTANT SERVICES**

Consultants	Hourly Rate	Number of Hours	Original Budget	Amendment Type & Number	Total Budget
					-
					-
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<b>Total</b>			-	-	-

**III. SUBCONTRACT SERVICES**

	Original Budget	Amendment Type & Number	Total Budget
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<b>Total</b>			-

**Appendix C**

(Insert Vendor Name)

(Insert SAP #)

July 1, 2020 through June 30, 2021

Categories	Original Budget	Amendment Type & Number	Total Budget
<b>IV. PATIENT SERVICES</b>			
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<b>Total</b>	-	-	-

<b>V. EQUIPMENT</b>			
	<u>Quantity</u>	<u>Unit Cost</u>	
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<b>Total</b>			-

<b>VI. SUPPLIES</b>			
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<b>Total</b>			-

**Appendix C**  
**(Insert Vendor Name)**  
**(Insert SAP #)**  
**July 1, 2020 through June 30, 2021**

Categories	Original Budget	Amendment Type & Number	Total Budget
<b>VII. TRAVEL</b>			
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<b>Total</b>	-	-	-
<b>VIII. OTHER COSTS</b>			
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<b>Total</b>	-	-	-
<b>TOTAL</b>	-	-	-

**Appendix C  
BUDGET SUMMARY**

(Insert Vendor Name)  
(Insert SAP #)  
July 1, 2021 through June 30, 2022

<b>CATEGORIES</b>	<b>Original Budget</b>	<b>Amendment Type &amp; Number</b>	<b>Total Budget</b>
<b>I. PERSONNEL SERVICES</b>	-	-	-
<b>II. CONSULTANT SERVICES</b>	-	-	-
<b>III. SUBCONTRACT SERVICES</b>	-	-	-
<b>IV. PATIENT SERVICES</b>	-	-	-
<b>V. EQUIPMENT</b>	-	-	-
<b>VI. SUPPLIES</b>	-	-	-
<b>VII. TRAVEL</b>	-	-	-
<b>VIII. OTHER COSTS</b>	-	-	-
<b>TOTAL</b>	-	-	-







**Appendix C**

(Insert Vendor Name)

(Insert SAP #)

July 1, 2021 through June 30, 2022

Categories	Original Budget	Amendment Type & Number	Total Budget
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**II. CONSULTANT SERVICES**

Consultants	Hourly Rate	Number of Hours			
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<b>Total</b>			-	-	-

**III. SUBCONTRACT SERVICES**

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<b>Total</b>		-	-

**Appendix C**  
 (Insert Vendor Name)  
 (Insert SAP #)  
 July 1, 2021 through June 30, 2022

Categories	Original Budget	Amendment Type & Number	Total Budget
<b>IV. PATIENT SERVICES</b>			
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<b>Total</b>	-	-	-

<b>V. EQUIPMENT</b>				
	<u>Quantity</u>	<u>Unit Cost</u>		
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<b>Total</b>				-

<b>VI. SUPPLIES</b>			
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<b>Total</b>			-



## W-9 Form

Provide a copy of the completed Internal Revenue Service form W-9. The W-9 form and instructions for completing the form are available at the website <http://www.irs.gov>.

## RFA # 67-81

**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 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 as listed in Attachment 1 to this Appendix. Documentation supporting that expenditures were made in accordance with the Contract Budget shall be sent by the Contractor to the Department's 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 staff personnel or fringe benefit line items 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 rates 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 at the existing rates. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area. No increase relating to a position may exceed 10% of the original rate.
    - 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 increase rates and reallocation of 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. No increase relating to an addition or change may exceed 10% of the rate for the original position.
  - iii. The Department's determination regarding the validity of any justification is final.
  - 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 based on the employer's fee schedule for the job classification.
5. Unless otherwise specified elsewhere in this Contract, the following shall apply. 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) Network. The Pennsylvania Electronic Payment Program (PEPP) establishes the Automated Clearing House Network as the preferred method of payment in lieu of issuing checks. The PEPP enrollment form may be obtained at: [www.vendorregistration.state.pa.us/cvmu/paper/Forms/ACH-EFTenrollmentform.pdf](http://www.vendorregistration.state.pa.us/cvmu/paper/Forms/ACH-EFTenrollmentform.pdf) and can be completed online, as applicable.
  - a. Within 10 days of award of the Contract or Purchase Order, the Contractor must submit or must have submitted its ACH information within its user profile in the Commonwealth's procurement system (SRM). At the time of submitting ACH information, the Contractor will also be able to enroll to receive remittances via electronic addenda. Within 10 days of award of the Grant Agreement, the Contractor must submit or must have already submitted its ACH information and electronic addenda information, if desired, to the Commonwealth's Payable Service Center, Vendor Data Management Unit at 717-214-0140 (FAX) or by mail to the Office of Comptroller Operations, Bureau of Payable Services, Payable Service Center, Vendor Data Management Unit, 555 Walnut Street – 9<sup>th</sup> Floor, Harrisburg, PA 17101.
  - b. 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.
  - c. 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 Central Vendor Master File (for Grant Agreements) is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.
  - d. In the event this language conflicts with language contained elsewhere in this agreement, the language contained herein shall control.

**PROGRAM SPECIFIC PROVISIONS**

**I. GENERAL REQUIREMENTS.**

The Bureau of Family Health is committed to the mitigation and elimination of health disparities in Pennsylvania's maternal, infant, child and adolescent population. Healthy People 2020 defines a health disparity as "a particular type of health difference that is closely linked with social, economic or environmental disadvantage. Health disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory or physical disability; sexual orientation or gender identity; geographic location or other characteristics historically linked to discrimination or exclusion."

**II. NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE.**

The following language replaces Paragraph 35 of the Standard General Terms and Conditions (Rev. 2/15) in its entirety:

The Grantee agrees:

- A. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the Grant Agreement or any subgrant Agreement, Contract, or subcontract, the Grantee, a subgrantee, a Contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable Federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
- B. The Grantee, any subgrantee, Contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable Federal laws, against or intimidate any of its employees.
- C. Neither the Grantee nor any subgrantee nor any Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable Federal laws, in the provision of services under the Grant Agreement, subgrant Agreement, Contract or subcontract.
- D. Neither the Grantee nor any subgrantee nor any Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
- E. The Grantee, any subgrantee, Contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the Grant services are performed shall satisfy this requirement for employees with an established work site.
- F. The Grantee, any subgrantee, Contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable Federal laws, against any



subgrantee, Contractor, subcontractor or supplier who is qualified to perform the work to which the Grant relates.

- G. The Grantee and each subgrantee, Contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable Federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, Contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to *Title VII* of the *Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have Federal government Contracts of first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any Contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.
- H. The Grantee, any subgrantee, Contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant Agreement, Contract or subcontract so that those provisions applicable to subgrantees, Contractors or subcontractors will be binding upon each subgrantee, Contractor or subcontractor.
- I. The Grantor's and each subgrantee's, Contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Grant Agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, Contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Grant Agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
- J. The Commonwealth may cancel or terminate the Grant Agreement and all money due or to become due under the Grant Agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, Contractor, or subcontractor in the Contractor Responsibility File.

### **III. ADDITIONAL PROVISIONS RELATING TO NONDISCRIMINATION/SEXUAL HARASSMENT.**

The following language replaces Paragraph 36 of the Standard General Terms and Conditions (Rev. 2/15) in its entirety:

The Grantee agrees:

- A. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the Contract or any subcontract, the Contractor each subcontractor, or any person acting on behalf of the Contractor or subcontractor shall not discriminate by reason of religion, age, handicap or national origin, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
- B. Neither the Contractor nor any subcontractor or any person on their behalf shall in any manner discriminate against or intimidate any of its employees on account of religion, age, handicap or national origin.
- C. The Grantee, any subgrantee, Contractor or any subcontractor shall not discriminate by reason of religion, age, handicap or national origin against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the contracts relates.

- D. The Contractor and any subcontractors shall ensure that any services or benefits available to the public or other third parties by way of this Contract shall not be denied or restricted for such persons due to race, creed, color, religion, gender, sexual orientation, gender identity or expression, age, handicap, or national origin (national origin protections include persons who are limited English proficient) consistent with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act and The Age Discrimination Act of 1975 as well as applicable provisions of the Omnibus Reconciliation Act of 1981.
- E. The Contractor and each subcontractor shall furnish all necessary employment documents and records to and permit access to its books, records, and accounts by the contracting officer and the Department of General Services' Bureau of Diversity, Inclusion and Small Business Opportunities for purposes of investigation to ascertain compliance with the provisions of this Additional Provisions relating to Nondiscrimination/Sexual Harassment Clause. If the Contractor or any subcontractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting officer or the Bureau of Diversity, Inclusion and Small Business Opportunities.
- F. The Commonwealth may cancel or terminate the Grant Agreement and all money due or to become due under the Grant Agreement may be forfeited for a violation of the terms and conditions of this Section II, Additional Provisions Relating To Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, Contractor, or subcontractor in the Contractor Responsibility File.

#### **IV. MINIMUM PERSONAL COMPUTER HARDWARE, SOFTWARE, AND PERIPHERALS REQUIREMENTS (REV. 1/19)**

In accordance with the Department's Bureau of Informatics and Information Technology standards:

- A. The Contractor shall adhere to the minimum specifications for all personal Computer purchases or leases made with funds involved with this Contract. The Department's standards are specifically addressed in paragraph 4 below.
- B. If the Contractor has an exclusive vendor, obtained through a competitive bidding process, from whom all office equipment and related items are purchased, the Contractor shall utilize said vendor. If such exclusive vendor is not used by the Contractor, then three competitive price estimates shall be procured and documented by the Contractor before the personal computer hardware and software shall be purchased. A letter stating which of the above methods is used to satisfy this requirement shall be forwarded to the program staff at the Department within 30 days of the aforementioned purchase. This section supersedes Paragraph 37A of the incorporated document entitled, "Standard General Terms and Conditions" (Grant Agreement) or Paragraph 24A of the incorporated document entitled, "Additional Contract Terms and Conditions" (Contract Agreement).
- C. The Contractor shall be responsible for returning any personal computer hardware, software, and peripherals to the Department within 120 days of the Contract's termination. Should the parties agree to extend the Contract term, or enter into a new Contract, either of which shall only be evidenced by further written agreement, the Contractor may be allowed to continue to maintain possession of said equipment at the Department's discretion.
- D. The parties agree that during the Contract term, the minimum computer configurations shall be in accordance with the current Commonwealth minimum personal computer configurations in effect at the time of the computer purchase to ensure compatibility with the Commonwealth network. The minimum personal computer configurations are as follows:

Intel Core i7-7700 Processor (8M Cache, up to 4.20 GHz)  
8 Gigabytes (GB) of RAM  
256 Gigabytes (GB) Solid State Drive  
23" FP Monitor  
Intel Gigabit LAN 10/100/1000 Network Interface Card (NIC)  
USB Windows keyboard  
USB Optical mouse  
Sound bar  
Windows 10  
64-bit Operating System

- E. Contractor shall use Industry Best Practices to secure and protect personal computer systems including but not limited to the use of virus protection, firewall, spyware and intrusion detection software and keep such software up to date with current recommended updates.
- F. Contractor shall keep all Personal Computer Operating Systems and third (3<sup>rd</sup>) Party Personal Computer Software patched with manufacturer recommended critical security patches.
- G. Contractor shall use Industry Best Practices to backup, secure and protect all data collected on personal computer systems on behalf of the Commonwealth. Contractor shall ensure that for all confidential or protected data that the Commonwealth requirements for encryption of data are met. Refer to Commonwealth Information Technology Bulletins for Security at:  
  
<https://itcentral.pa.gov/Pages/IT-Policies.aspx>
- H. Personal Computers under this Contract that connect with Commonwealth Information Technology systems or that may during their lifecycles connect with those systems must comply with applicable standards published by the Commonwealth in their Information Technology Bulletins (ITBs) which can be found at the following location:  
  
<https://itcentral.pa.gov/Pages/IT-Policies.aspx>

If there is a need to deviate from these standards/policies, Contractor seeking a waiver must contact the Project Officer.