

REQUEST FOR APPLICATIONS FOR

Women's Service Programs

ISSUING OFFICE

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

RFA NUMBER

18-23

DATE OF ISSUANCE

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**REQUEST FOR APPLICATIONS FOR
WOMEN'S SERVICE PROGRAMS**

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CALENDAR OF EVENTS

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

Activity	Responsibility	Date
Deadline to submit Questions via email to: RA-pwrfaquestions@pa.gov	Potential Applicants	September 1, 2023 12:00 P.M. EST
Answers to Potential Applicant questions posted to the Department of General Services (“DGS”) website (http://www.emarketplace.state.pa.us) no later than this date.	DHS	September 13, 2023
Please monitor this website for all communications regarding this Request for Applications.	Potential Applicants	On-going
Applications must be received by the Issuing Office at: RA-pwrfaquestions@pa.gov	Applicants	October 2, 2023 12:00 P.M. EST

PART I

GENERAL INFORMATION

- I-1. Purpose.** This Request for Applications (“RFA”) provides to those interested in submitting applications for the subject procurement (“Applicants”) sufficient information to enable them to prepare and submit applications for the Department of Human Services (“Department”) consideration on behalf of the Commonwealth of Pennsylvania (“Commonwealth”) to satisfy a need for Women’s Service Programs (“Project”). This RFA contains instructions governing the requested applications, including the requirements for the information to be included; a description of the services to be provided; requirements that Applicants must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFA.
- I-2. Issuing Office.** The Department’s Office of Administration, Bureau of Procurement and Contract Management (“Issuing Office”) has issued this RFA on behalf of the Commonwealth. The sole point of contact in the Commonwealth for this RFA shall be Karen Kern, RA-PWRFAQUESTIONS@PA.GOV, the Issuing Officer for this RFA. Please refer all inquiries to the Issuing Officer.
- I-3. Overview of Project.** Embarking on this grant initiative, the Commonwealth is dedicated to providing Women’s Service Programs across our diverse state while dismantling persistent healthcare barriers. This undertaking is driven by strong commitment to inclusivity, accessibility, and culturally relevant health care, with a focus on empowering individuals seeking women’s health care services; notably, women, pregnant women, and new mothers. By prioritizing health care services and solutions that are tailored to their distinctive needs, the Department aims to amplify awareness, broaden access, and foster well-informed decision-making for all individuals. Through this initiative, the Department envisions a Women’s Service Program landscape where high-quality care is available to everyone, regardless of background, identity, or income.

The Women’s Service Program will be available in all counties that comprise six geographic regions. Each region is one combined service area, requiring a selected Applicant provide services to residents of all counties of a region for which it has an agreement. The counties comprising each region are as follows:

Name	Location	Counties Included
Region 1	Northwest	Erie, Crawford, Mercer, Venango, Clarion, Forest, Warren, McKean, Elk, Cameron, Potter
Region 2	Southwest	Lawrence, Beaver, Washington, Greene, Butler, Allegheny, Westmoreland, Fayette, Armstrong, Indiana, Cambria, Jefferson, Somerset

Region 3	South Central	Bedford, Fulton, Franklin, Adams, York, Lancaster, Lebanon, Dauphin, Huntingdon, Mifflin, Juniata, Perry, Cumberland
Region 4	North Central	Blair, Clearfield, Centre, Clinton, Lycoming, Tioga, Union, Snyder, Northumberland, Montour, Bradford, Sullivan, Columbia
Region 5	Northeast	Susquehanna, Wyoming, Luzerne, Schuylkill, Carbon, Lehigh, Northampton, Monroe, Lackawanna, Wayne, Pike
Region 6	Southeast	Bucks, Berks, Montgomery, Delaware, Chester, Philadelphia

Please refer to **Appendix F** for Additional Information.

I-4. Objectives.

A. General. The Department is seeking grantee(s) to broaden health care access, amplify awareness, and cultivate well-informed decision-making with a particular focus on women, pregnant women, and new mothers on a regional basis.

B. Specific. The Department’s specific objectives for all regions are to:

- Provide Women’s Service Programs that consist of education, screening, testing, and menstrual services. These services may include, but are not limited to:
 - Comprehensive prenatal education programs;
 - Antenatal care supports;
 - Menstrual health education or access to menstrual health hygiene products;
 - Sexually Transmitted Infection (“STI”) testing;
 - Postpartum health supports; and
 - Early detection and prevention of health conditions.
- Provide education, screening, testing, and menstrual services that:
 - Address the unique needs of women, including pregnant and postpartum women, and those seeking STI testing;
 - Serve targeted groups with an emphasis on cultural relevance and personalized care;

- Include strategies for equity and inclusivity in service delivery;
 - Reflect community engagement and collaboration;
 - Include innovative telehealth solutions;
 - Are sustainable beyond the term of the grant agreement;
 - Align with the objectives of this RFA;
 - Are tailored to the unique needs of each region; and
 - Include partnerships and collaboration.
- Regularly evaluate the impact of initiatives targeted within the grant, collecting data on health outcomes, participant satisfaction, and utilization rates. Utilize these insights to continually enhance and tailor the services provided to women.
 - Maintain program integrity through the implementation of policies and procedures to detect and prevent fraud, abuse, and waste.

I-5. Method of Award. Applicants may submit applications for one, all, or any combination of service regions. Applicants must submit a separate application (consisting of Technical) for each service region for which it seeks to apply. Applicants should submit only application per service region. After evaluation of applications, if it is determined to be in the Commonwealth’s best interest, the Commonwealth may request Applicants to submit integrated solutions for any combination of service regions. If an applicant is awarded a grant in more than one region, the Department may elect to combine into a single grant for that applicant. The Department will evaluate all applications separately, and will award agreements as described in **Part II, Section II-6**.

I-6. Type of Agreement. The Department intends to award one grant agreement for each region as the result of this RFA. If the Department enters into an agreement, it will consist of the Grant Agreement attached to this RFA as Appendix E, and the attached Payment Provisions (**Rider 1**), Standard Grant Terms and Conditions (**Rider 4**), the Department Addendum to the Standard Grant Terms and Conditions (**Rider 5**) and its attachments (**Attachments A, L, and W**). **Rider 2**, Work Statement, will consist of this RFA and the selected Applicant’s Technical Submittal, and **Rider 3**, Budget, will consist of the selected Applicant’s Cost Submittal. Any references to Contractor in these documents refer to the selected Applicant and any references to Contract refer to the grant agreement.

I-7. Rejection of Applications. The Department may, in its sole and complete discretion, reject any application received in response to this RFA.

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

I-9. Questions & Answers. If an Applicant has any questions regarding this RFA, the Applicant must submit the questions by email (**with the subject line “RFA 18-23 Question”**) to the Issuing Officer named in **Part I, Section I-2** of the RFA. If an Applicant has questions, they must be submitted as they arise via email but **no later than** the date

stated in the Calendar of Events. The Applicant may not contact the Issuing Officer by any other means.

When questions are submitted after the date specified in the Calendar of Events, the Issuing Officer *may* respond to questions of an administrative nature by directing the questioning Applicant to specific provisions in the RFA. If Department decides to respond to a non-administrative question *after* the date for receipt of questions specified in the Calendar of Events, the answer will be provided to all Applicants through an addendum.

All questions and responses posted on the DGS website are an addendum to, and part of, this RFA in accordance with RFA **Part I, Section I-10** of this RFA.

I-10. Addenda to the RFA. If the Department deems it necessary to revise any part of this RFA before the application response date, the Department will post an addendum to the DGS website at <http://www.emarketplace.state.pa.us/Search.aspx>. Each Applicant shall be responsible for monitoring the DGS website for new or revised RFA information. The Department shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the RFA or formally issued as an addendum.

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

I-12. Application Requirements.

A. To be considered, Applicants should submit a complete electronic response to this RFA for each region for which it is submitting an application to the Issuing Office, using the format provided in **Part I, Section I-12.B**, providing one complete copy of the Technical Submittal (along with all requested documents), and one redacted copy of the Technical Submittal via email to RA-pwrfaquestions@pa.gov. The subject line of the email should specify "RFA 18-23 Application." **Email attachments are limited to 10 MB, cumulatively, per email, and files may not be sent in any compressed format.** Any part of the application and its attachments exceeding that limit must be sent via separate emails, with each labeled as follows: RFA 18-23 Application Part X of Y (with Y being the total number of emails).

The electronic responses must be in Microsoft Office or Microsoft Office-compatible format and any spreadsheets must be in Microsoft Excel. Applicants may not lock or protect any files, cells or tabs. If an Applicant designates information as confidential or proprietary or trade secret protected in accordance with **Part I, Section I-16**, the Applicant should also include one redacted version of the Technical Submittal, also excluding financial capability.

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

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

- B. Application Format.** Applicants should submit their application(s) in the format, including heading descriptions, outlined below. To be considered, the application(s) should respond to all application requirements. Applicants should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the application.

Applicants may submit an application for multiple regions in response to this RFA but must submit a separate application for each region. Each application shall consist of the following submittal.

1. Technical Submittal:

- a.** Applicants should format their responses as outlined in **Part III** and address all requirements of **Part III**. The Technical Submittal should include the following:
- Application Cover Sheet
 - Table of Contents
 - Statement of Project
 - Management Summary
 - Qualifications
 - Financial Capability
 - Work Plan
 - Requirements
 - Reports and Project Control
 - Performance Standards
 - Cost Submittal

- b. Complete, sign and include **Attachment L – Lobbying Certification Form** and, if needed, the **Disclosure of Lobbying Activities**;
- c. Complete, sign and include **Appendix C – Federal Funding Accountability and Transparency Act** form;
- d. Complete, sign and include **Attachment W - Worker Protection and Investment Certification Form**.

Applications should adhere to the following format:

- a. Pages should be 8.5 by 11 inches with right and left margins of one inch and be double-spaced.
- b. Should use Arial or Times New Roman font with a type size of 12.
- c. Tab and Section headings, shown in this **Part I, Section I-12**, should be used.
- d. Each page should include a page number and identification of the Applicant in the page footer.
- e. Materials provided in any appendix should be specifically referenced by page number in the body of the application.
- f. Exceptions for paper and font size are permissible for project schedule (Microsoft Project) or for graphical exhibits and materials in appendices with dimensions of eleven by seventeen inches.

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

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

- I-13. Economy of Preparation.** Applicants should prepare applications simply and economically, providing a straightforward, concise description of the Applicant’s ability to meet requirements of this RFA.
- I-14. Alternate Applications.** The Department has identified the basic approach to meeting its requirements, allowing Applicants to be creative and propose their best solution to meeting these requirements. The Department will not accept alternate applications.
- I-15. Discussions for Clarifications and Negotiations.** Applicants may be required to make an oral or written clarification of their applications, or both, to the Department to ensure thorough mutual understanding and Applicant responsiveness to the requirements of this

RFA. The Department will initiate requests for clarifications. Clarifications may occur at any stage of the evaluation and selection process, prior to the award of an agreement.

The Department, in its sole discretion, may undertake negotiations with Applicants whose application, show them to be qualified, responsible, and capable of performing the Project. Negotiations may occur at any stage of the evaluation and selection process prior to the award of an agreement.

I-16. Application Contents.

- A. Confidential Information. The Commonwealth does not require, and is not requesting, that Applicants include confidential proprietary information or trade secrets as part of Applicants' submissions. Except as provided, Applicants should not label applications as confidential or proprietary or trade secret protected. Any Applicant who determines that it must divulge such information as part of its application must submit a signed written statement described in Subsection C below, and must provide a redacted version of its application in accordance with **Part I, Section I-12.A**, which removes only the confidential proprietary information and trade secrets.
- B. Commonwealth Use. All material submitted with an application shall be the property of the Commonwealth and may be returned only at the Department's option. The Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any application regardless of whether the application becomes part of an agreement. Notwithstanding any Applicant's copyright designations, the Commonwealth shall have the right to make copies and to distribute applications internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.
- C. Public Disclosure. After the award of a grant, all applications are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, *et seq.* If an application contains confidential proprietary information or trade secrets, the Applicant must provide a signed written statement to this effect with its application in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt from public records requests under 65 P.S. § 67.708(b)(11). Please see **Appendix D** of this RFA for a **Trade Secret Confidential Proprietary Information Notice Form** that may be utilized as the signed written statement. If financial capability information is submitted in response to **Part III, Section III-4**, such financial capability information is exempt from public records disclosure under 65 P.S. § 67.708(b)(26).

I-17. Best and Final Offers ("BAFOs").

- A. While not required, the Department may conduct discussions with Applicants for the purpose of obtaining BAFOs. To obtain BAFOs, the Department may do one or more of the following, in any combination and order:
1. Schedule oral presentations;
 2. Request revised applications; and
 3. Enter into pre-selection negotiations.
- B. The following Applicants will **not** be invited by the Department to submit a BAFO:
1. Those Applicants, which the Department has determined to be not responsible or whose applications the Department has determined to be not responsive.
 2. Those Applicants, which the Department has determined in accordance with **Part II, Section II-5** of the RFA, from the submitted and gathered financial and other information, do not possess the financial capability, experience, or qualifications for good faith performance of the grant agreement.
 3. Those Applicants whose raw score for their Technical Submittal is less than 75% of the total amount of raw technical points allotted to the technical criterion.

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

- C. The Evaluation Criteria found in **Part II, Section II-4** of this RFA, shall also be used to evaluate the BAFOs.
- D. Price reductions offered shall have no effect upon the Applicant's Technical Submittal.
- I-18. Notification of Award.** The Department will notify each Applicant in writing of its selection or non-selection for grant award, after the Department has determined, taking into consideration all of the evaluation factors, the application that is most advantageous to the Department for each region.
- I-19. Prime Applicant Responsibilities.** The grant will require the selected Applicant to assume responsibility for all services offered in its application whether it produces them itself or by sub-grant. The Department will consider the selected Applicant to be the sole point of contact with regard to all agreement matters.
- I-20. News Releases.** Applicants shall not issue news releases, Internet postings, advertisements, or any other public communications pertaining to this Project without prior written approval of the Department, and then only in coordination with the Department.

- I-21. Restriction of Contact.** From the issue date of this RFA until the Department selects an application for award, the Issuing Officer is the sole point of contact concerning this RFA. Any violation of this condition may be cause for the Department to reject the offending Applicant's application. If the Department later discovers that the Applicant has engaged in a violation of this condition, the Department may reject the offending Applicant's application or rescind its grant award. Applicants shall not distribute any part of their applications beyond the Department. An Applicant who shares information contained in its application with other Commonwealth personnel or consultants or competing Applicant personnel may be disqualified.
- I-22. Department Participation.** Applicants shall provide all services, supplies, facilities, and other support necessary to complete the Project, except as otherwise provided in this **Part I, Section I-22** of the RFA. The Department will assign a Department Grant Administrator who will manage the administration and monitoring of any agreement resulting from this RFA. The Department Grant Administrator will be the selected Applicant's contact for agreement matters. Designated Department staff shall coordinate implementation and monitor for compliance with grant requirements and program policies and procedures.
- I-23. Term of Agreement.** The term of the agreement will commence on the Effective Date and will be for a period of two years. Subject to the performance of a selected Applicant and other considerations, the Department may extend the Agreement on the same terms and conditions for up to three one-year periods. The Department will fix the Effective Date after the grant has been fully executed by the selected Applicant and by the Commonwealth and all approvals required by Commonwealth grant procedures have been obtained. The selected Applicant shall not start the performance of any work prior to the Effective Date of the Agreement and the Commonwealth shall not be liable to pay the selected Applicant for any services or work performed or expenses incurred before the Effective Date.
- I-24. Applicant's Representations and Authorizations.** By submitting its application, each Applicant understands, represents, and acknowledges that:
- A.** All Applicant's information and representations in its application are material and important, and the Department will rely upon the contents of the application in awarding the agreement. The Commonwealth may treat any misstatement, omission, or misrepresentation as fraudulent concealment of the true facts relating to the application submission, punishable pursuant to 18 Pa. C.S. § 4904.
 - B.** The Applicant has arrived at the prices and amounts in its application independently and without consultation, communication, or agreement with any other Applicant or potential Applicant.
 - C.** The Applicant has not disclosed the price, the amount of its application, nor the approximate price or amount of its application to any other firm or person who is an Applicant or potential Applicant, and the Applicant shall not disclose any of these items on or before the application submission deadline specified in the Calendar of Events.

- D. The Applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application for this agreement, or to submit an application higher than its application, or to submit any intentionally high or noncompetitive application or other form of complementary application.
- E. The Applicant makes its application in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
- F. To the best knowledge of the person signing the application for the Applicant, the Applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public agreement, except as the Applicant has disclosed in its application.
- G. To the best of the knowledge of the person signing the application for the Applicant and except as the Applicant has otherwise disclosed in its application, the Applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal.
- H. The Applicant is not currently under suspension or debarment by the Commonwealth, any other state or the federal government. If the Applicant cannot so certify, then it shall submit along with its application a written explanation of why it cannot make such certification.
- I. The Applicant has not made, under separate contract with the Department, any recommendations to the Department concerning the need for the services or the specifications for the services described in the application.
- J. Each Applicant, by submitting its application, authorizes Commonwealth agencies to release to the Department information concerning the Applicant's Pennsylvania taxes, unemployment compensation, and workers' compensation liabilities.
- K. Until the selected Applicant receives a fully executed and approved written agreement from the Issuing Office, no legal and valid agreement exists, in law or in equity, and the Applicant shall not begin to perform.
- L. The Applicant is not currently engaged and will not during the duration of the agreement engage, in a boycott of a person or an entity based in or doing business with a jurisdiction which the Commonwealth is not prohibited by Congressional statute from engaging in trade or commerce.

I-25. Use of Electronic Versions of this RFA. This RFA is being made available by electronic means. If an Applicant electronically accepts this RFA, the Applicant accepts full responsibility to ensure that no changes are made to this RFA. If a conflict exists

between a version of this RFA in the Applicant's possession and the Department's version of this RFA, the Department's version shall govern.

PART II
CRITERIA FOR SELECTION

- II-1. Mandatory Responsiveness Requirements.** To be eligible for selection, an application must:
- A.** Be timely received from an Applicant (see **Part I, Section I-10**);
 - B.** Be properly signed by the Applicant (see **Part I, Section I-11.A**); and
 - C.** Be submitted by an Applicant that is a 501(c)(3) nonprofit organization with non-profit service providers.
- II-2. Technical Nonconforming Applications.** The three Mandatory Responsiveness Requirements set forth in **Section II-1** are the only RFA requirements that the Commonwealth will consider to be *non-waivable*. The Department may, in its sole discretion, (1) waive any other technical or immaterial nonconformities in an Applicant's application, (2) allow the Applicant to cure the nonconformity, or (3) consider the nonconformity in the scoring of the application.
- II-3. Evaluation.** The Department has selected a committee of qualified personnel to review and evaluate the Technical Submittals of the timely submitted applications for each region. The evaluation committee will evaluate Applications for each region separately. The Department will notify in writing of its selection for grant award the responsible Applicants whose applications are determined to be the most advantageous to the Commonwealth as determined by the Department after taking into consideration all the evaluation factors.
- II-4. Evaluation Criteria.** The following criteria will be used in evaluating each application for each region:
- A. Technical:** The Department has established the weight for the technical criterion as **100%** of the total points. Evaluation will be based upon the following:
 - **Soundness of Approach.** This includes, but is not limited to, the Applicant's technical approach for completion of all RFA tasks, responsiveness to all requirements of the RFA, and how it meets the Project's objectives. This also includes consideration of the Women's Service Programs the Applicant proposes to provide, including how comprehensive the services are and the extent to which they align with the Department's objectives and the factors listed in **Section III-5.1 - .10**, Work Plan.
 - **Applicant Qualifications.** This includes, but is not limited to, the ability of the Applicant to meet the terms of the RFA, including the time constraints involved and the quality, relevancy, and recentness of projects completed by the Applicant,

as well as its experience in providing the required services. This also includes the Applicant's ability to undertake a Project of this size.

- **Personnel Qualifications.** This includes, but is not limited to, the competence and sufficiency of personnel who would be assigned to the Project.
- **Understanding the Project.** This includes the Applicant's understanding of the needs that generated the RFA, the objectives of the RFA, and of the nature and scope of the work involved.
- **Budget and Financial Planning:** This includes, but is not limited to, the efficiency of allocated resources and how effective the proposed resources are allocated to achieve the proposed objectives.

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

https://www.dgs.pa.gov/Materials-Services-Procurement/Procurement-Resources/Pages/RFP_SCORING_FORMULA.aspx

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

- A. The total raw score of the Technical Submittal of the application must be greater than or equal to **75%** of the available raw technical points; and
- B. The Applicant's financial information must demonstrate that the Applicant possesses the financial capability for the good faith performance of the agreement. The Commonwealth will review the Applicant's previous three financial statements, any additional information received from the Applicant, and any other publicly-available financial information concerning the Applicant, and assess each Applicant's financial capacity based on calculating and analyzing various financial ratios, and comparison with industry standards and trends.

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

II-6. Final Ranking and Award.

- A. After any BAFO process is conducted, the Issuing Office will combine the evaluation committee's final technical scores and the final cost scores, in accordance with the relative weights assigned to those areas as set forth in this **Part II**.

- B.** For each region, the Issuing Office will rank responsible Applicants according to the total overall score assigned to each, in descending order.
- C.** Except as provided in **Section II-6.E.**, the Department must select for negotiations the Applicant with the highest overall score for each region.
- D.** The anticipated maximum amount of funding available for each region is as follows:

Name	Location	Maximum Annual Funding Available for Year 1	Maximum Annual Funding Available for Year 2
Region 1	Northwest	\$413,150	\$378,150
Region 2	Southwest	\$1,817,860	\$1,663,860
Region 3	South Central	\$1,404,710	\$1,285,710
Region 4	North Central	\$578,410	\$529,410
Region 5	Northeast	\$1,156,820	\$1,058,820
Region 6	Southeast	\$2,892,050	\$2,647,050

The amounts listed above are subject to increase or decrease as a result of changes in applicable appropriations or allocations or certifications of available funds.

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

PART III

TECHNICAL SUBMITTAL

III-1. Statement of the Project.

Through this RFA, the Department is seeking to secure a grantee to oversee and administer a regional program providing a comprehensive array of essential services that cater directly to the distinctive requirements of women, pregnant women, and new mothers.

The selected Applicant must provide required services and information in a manner that is inclusive and accessible, medically accurate, comprehensive, trauma-informed, nonjudgmental, client-centered, and culturally responsible. For purposes of this RFA, comprehensive services shall exclude abortion services. Services include but are not limited to, culturally relevant education on reproductive health by licensed providers, telehealth consultations for immediate health care needs, and equitable access to essential screenings. For applicants and subcontractors that are family planning services providers, they shall comply with Article XVII-D of the Fiscal Code (72 P.S. Sections 1701-D -- 1708-D).

If applicable to the region for which the selected applicant is awarded a grant, the selected applicant shall develop and implement targeted interventions that align with the principals of the persistent poverty formula (10/20/30) to allocate a minimum of 10% of grant resources to regions where at least 20% of the population has lived below the poverty line for the past 30 years (the “persistent poverty formula”).

The selected Applicant may use the appropriated funding to provide services to clients residing in Pennsylvania without regard to income.

State in succinct terms your understanding of the Project and the services required by this RFA. The Applicant’s response should demonstrate that the Applicant fully understands the scope of services to be provided, the Applicant’s responsibilities, and how the Applicant will effectively manage the grant.

Applicant Response

III-2. Management Summary. Include a narrative description of the proposed effort and a list of services to be provided. The Applicant should condense and highlight the contents of the Technical Submittal in a manner that allows a broad understanding of the entire Technical Submittal.

Applicant Response

III-3. Qualifications.

A. Company Overview. The Applicant should describe its corporate history and relevant experience. This section should detail information on ownership (names and percent of ownership), the date established, the date operations began, and its physical location and current size. The Applicant should provide a corporate organizational chart.

The Applicant should describe its corporate identity, legal status, including the name, address, telephone number, and email address for the legal entity that is submitting the application. In addition, the Applicant should provide the name of the principal officers, a description of its major services, and any specific licenses and accreditations held.

If an Applicant is proposing to use the services of a subsidiary or affiliated firm, the Applicant should describe the business arrangement with that entity and the scope of the services the entity will provide.

If the experience of a proposed subcontractor is being used to meet the qualifications and requirements of this RFA, the Applicant should provide the same information as listed above for the subcontractor. This information must be presented separately within this section, clearly identifying the experience and name of the subcontractor.

The Applicant should provide a list of at least three relevant contacts within the past five years. The references must be outside clients (non-Department). This list should include the following for each reference:

1. Name of customer
2. Type of contract or agreement
3. Contract or agreement description, including type of services provided
4. Total value
5. Contracting officer's name and telephone number
6. Role of subcontractors (if any)
7. Time period in which services were provided.

The Applicant should disclose any contract or agreement cancellations, or terminations within five years preceding the issuance of this RFA. If a contract or agreement was canceled or terminated for lack of performance, the Applicant must provide details on the customer's allegations, the Applicant's position relevant to the allegations, and the final resolution of the cancellation or the termination. The Applicant must include each customer's Company or entity name, address, contact name, phone number, and email address.

The Department may disqualify an Applicant based on a failure to disclose such a cancelled or terminated contract or agreement. If the Department learns of a failure to disclose after an agreement is awarded, the Department may terminate the agreement.

Applicant Response

- B. Prior Experience.** The applicant should describe its experience or similar types of experience in providing services and information to pregnant and postpartum women similar to those services required by this RFA, including but not limited to services and information that provide for a pregnant woman's or new mother's informed choice as to their healthcare needs, that promote access to prenatal and postpartum services and healthy pregnancies and provide information, support and counseling relating to assistance available to pregnant and postpartum women and their families. An Applicant should include a description of the nature and scope of these services. Responses should propose innovative strategies, programs, and solutions that effectively address the healthcare needs of the identified targeted populations. Experience should be work done by individuals who will be assigned to this Project as well as that of your company. Projects referred to should be identified and the name of the customer shown, including the name, address, and telephone number of an official of the customer who may be contacted concerning Applicant's work on the project.

Applicants should demonstrate that they possess the experience and qualifications to effectively deliver the services sought through this RFA.

Applicant Response

- C. Personnel.** Include the number of professional personnel, analysts, auditors, researchers, programmers, consultants, and other staff, who will be engaged in the Project. Show where these personnel will be physically located during the time they are engaged in the Project. For "Key Personnel", defined as the Grantee Project Manager, include the employee's name and, through a resume or similar document, the Key Personnel's education and experience in similar size and scope projects. Describe the responsibilities the individual will have in this Project and how long the individual has been with your company.

For non-Key Personnel, include position descriptions and minimum qualifications.

Applicants should demonstrate that their proposed staff possess the experience and qualifications to deliver services efficiently. Applicants should also demonstrate that their proposed staff are sufficient for effective delivery of services, including the availability of trained healthcare professionals.

Submitted responses are not to include personal information that will, or will be likely to, require redaction to release of the application under the Pennsylvania Right-to-Know Law, including but not limited to home addresses and phone numbers, Social Security Numbers, driver's license numbers or numbers from state identification cards issued in lieu of a driver's license, and financial account numbers. If the Commonwealth requires any of this information, the information will be requested separately and as necessary.

Include organizational charts outlining the staffing, reporting relationships and staff members in its description. Show the total number of staff proposed and include the Full Time Equivalents to account for any additional staff that are not assigned on a full-time basis. Provide similar information for any subcontractors that are proposed. The organizational chart should illustrate the lines of authority, designate the positions responsible and accountable for the completion of each component in the RFA, include the names, *if available* and job title and number of personnel that will be assigned to each role, and the number of hours per week each person is projected to work on the Project. The organizational chart must clearly demonstrate any functions that are subcontracted along with the name of the subcontracting entities and the services they will perform.

Key Personnel Diversions or Replacement. Once Key Personnel is approved by the Department, the selected Applicant may not divert or replace personnel without prior approval of the Department Grant Administrator. The selected Applicant must provide notice of a proposed diversion or replacement to the Department Grant Administrator at least 30 calendar days in advance and provide the name, qualifications, and background check (if required) of the person who will replace the diverted personnel. The Department Grant Administrator will notify the selected Applicant within ten business days of the diversion notice whether the proposed diversion is acceptable and if the replacement was approved.

“Divert” or “diversion” is defined as the transfer of personnel by the selected Applicant or its subcontractor to another assignment within the control of either the Applicant or subcontractor. Advance notification does not include changes in Key Personnel due to resignations, death, disability, dismissal for cause or dismissal as a result of the termination of a subcontract or any other causes that are beyond the control of the selected Applicant or its subcontractor. The Department Grant Administrator must approve the replacement personnel.

The Department’s Grant Administrator may request that the selected Applicant remove a person from the Project at any time.

For vacancies other than those caused by diversions and unless otherwise approved by the Department Grant Administrator, the selected Applicant shall have ten business days to interim fill and 60 calendar days to permanently fill a vacancy with a person acceptable in terms of experience and skills, subject to the Department Grant Administrator’s approval.

Applicant Response

- D. Subcontractors.** Provide a subcontracting plan for all subcontractors who will be assigned to the Project. The selected Applicant is prohibited from subcontracting or outsourcing any part of this Project without the express written approval of the Commonwealth. Upon award of the grant agreement, subcontractors included in the

application are approved. For each subcontractor included in your subcontracting plan, provide:

1. Name of subcontractor;
2. Address of subcontractor;
3. Primary contact name, email address and phone number;
4. Type of organization;
5. Number of years worked with the subcontractor;
6. Description of services to be performed;
7. Geographical location of staff; and
8. Resumes (if appropriate and available).

If applicable, the Applicant's subcontractor information should include the employees' names, education and experience in the services outlined in this RFA. Information provided should also include the responsibilities each individual will have in this Project and how long each has been with subcontractor's company.

Applicant Response

III-4. Financial Capability. Describe Applicant's financial stability and economic capability to perform the agreement requirements. Provide Applicant's financial statements (audited, if available) for the past three fiscal years. Financial statements must include the company's Balance Sheet and Income Statement or Profit/Loss Statements. Also include a Dun & Bradstreet comprehensive report, if available. If Applicant is a publicly traded company, please provide a link to its financial records in lieu of providing hard copies. The Commonwealth may request additional information it deems necessary to evaluate an Applicant's financial capability.

Applicant Response.

III-5. Work Plan. Describe in narrative form the technical plan for accomplishing the work using the tasks provided below as reference points. Modifications are permitted; however, reasons for changes should be fully explained. Include a Program Evaluation and Review Technique ("PERT") or similar type display, time related, showing each event. If more than one approach is apparent, comment on the rationale of the chosen approach.

The Applicant should describe its management approach, including how it will implement its proposed work plan. Where applicable, the Applicant should provide specific examples of approaches, including the monitoring approaches, it will use to fulfill the RFA requirements and examples of similar experience and approach on comparable projects. The Applicant should describe the management and monitoring controls it will use to achieve the required quality of services and all performance requirements. The Applicant should also address its approach to internally monitor and evaluate the effectiveness of meeting the agreement requirements.

The Applicant should showcase a genuine commitment through its responses to advancing Women's Service Programs, addressing disparities, and promoting equity through this RFA, including but not limited to services and information that clearly articulate how the applicant's proposed services align with the outlined objectives, target women, including pregnant and postpartum women, and women requiring STI testing.

The Applicant's work plan should include:

- A. Demonstrated Focus on Women's Health:** Applicants should demonstrate a clear commitment to providing comprehensive healthcare services that address the unique needs of women, pregnant and postpartum women, and women seeking STI testing.
 - 1. Tailored Service Delivery:** Applicants should outline specific plans to deliver services that cater to the targeted groups, with emphasis on cultural relevance and personalized care.
 - 2. Equity and Inclusivity:** Applicants should highlight strategies for equity and inclusivity in service delivery, especially ensuring that a minimum of 10% of grant resources are allocated to regions where at least 20% of the population has lived below the poverty line for the past 30 years or regions with limited access to healthcare.
 - 3. Resources:** Applicants should demonstrate that they possess the resources to deliver the proposed services effectively, including necessary infrastructure.
 - 4. Community Engagement:** Applicants should demonstrate a strong commitment to community engagement and collaboration, including partnerships with local organizations, internal and external stakeholders.
 - 5. Innovative Telehealth Solutions:** Applicants should incorporate innovative telehealth solutions for consultations and remote support, especially in addressing the challenges of accessibility.
 - 6. Sustainability:** Applicant's responses should consider the long-term sustainability of the proposed services and how the applicant plans to continue providing support beyond the grant period.
 - 7. Clear Objectives:** Applicant's responses should clearly align with the objectives of the grant, addressing the specific needs of the target groups and contributing to the reduction of health disparities.
 - 8. Alignment with Geographic Regions:** Applicant's services should align with the needs of the geographic region for which they are applying, and applicants should demonstrate how they plan to reach underserved or remote areas.

- 9. Partnerships and Collaborations:** Applicants should demonstrate established partnerships or collaborations with other organizations, healthcare providers, or stakeholders to enhance the reach and impact of their services.

Tasks.

A. Implementation. The selected Applicant shall develop and implement required services on a regional basis no later than two months from the Effective Date of the agreement. The Department may extend the time for the completion of any Implementation Phase requirement. Applicants should describe their plan to meet the following requirements. Include a PERT or similar display, time related, showing each event.

- 1. Implementation Plan.** The selected Applicant shall submit a detailed implementation plan no later than 15 business days after the Effective Date of the agreement, which must include the following:
- Staffing Plan, consisting of a detailed plan for the recruitment and hiring of all staff, including subcontractors. The staffing plan must demonstrate how the selected Applicant shall provide adequate staffing to address all RFA requirements.
 - Plan to recruit and onboard a network of qualified service providers to provide services on a regional basis. The selected Applicant's plan must address the required qualifications of its service providers and how it will recruit and onboard qualified providers that are representative of the community to be served, including but not limited to, the racial, ethnic, and cultural diversity of the clients whom it will serve.
- 2. Implementation Phase.** The selected Applicant shall begin implementation of its Implementation Plan upon the Department's approval of the plan. In addition, the selected Applicant shall:
- Provide for Department approval copies of its monitoring and program integrity policies and procedures, including its policies and procedures for monitoring services provided by service providers for compliance with agreement requirements and for fraud, waste and abuse.
 - Provide for Department approval copies of its policies and procedures requiring its services providers to provide services and information that are medically accurate, comprehensive as defined by this RFA, trauma-informed, accessible, inclusive, nonjudgmental, client-centered and culturally responsible.
 - Provide for Department approval copies of its policies and procedures for compliance of services provided by its service providers with Title VI of the Civil Rights Act, 42 U.S.C. § 2000d, including the providing persons with Limited English Proficiency meaningful access to services provided through the grant agreement.

- Provide for Department approval copies of its policies and procedures for determining client eligibility for services.

Applicants should describe their approach to creating and implementing the Implementation Plan and how it will complete the Implementation Phase, including within the required time constraints.

Applicant Response

B. Women’s Service Programs. The selected Applicant shall deliver Women’s Service Programs tailored to the diverse needs of women, pregnant and postpartum women, and women seeking STI testing in each region for which the applicant is awarded an agreement. Recognizing the importance of personalized care, applicants should outline clear strategies for providing comprehensive, culturally relevant education and support. The services provided by the selected Applicant must encompass access that bridges geographical gaps in service delivery, fostering convenient access to healthcare expertise. Additionally, funds must be utilized to enhance access to screenings for cervical and breast cancer, STIs, and other relevant health conditions, allowing for early detection and timely interventions. Applicants must leverage technology to develop educational resources, appointment scheduling, and telehealth options. Applicants must address language barriers through multilingual resources and interpreters, explore collaborations with existing healthcare facilities to allow for the integration of Women’s Service Programs within established medical settings, broadening the availability of care.

All selected Applicants for each region must provide Women’s Service Programs that, at minimum, consist of education, counseling, screening and testing related to women’s health conditions and menstrual services. These services and information may include, but are not limited to, the following:

1. The selected Applicant may establish and execute a comprehensive prenatal education program led by licensed or certified healthcare professionals. The program should encompass vital topics, including but not limited to nutrition, prenatal care, and childbirth preparation. The selected Applicant may develop the curriculum, instructional materials, and interactive sessions that facilitate the dissemination of evidence-based information to pregnant women. The program’s effectiveness should be assessed through pre- and post-assessment tools to gauge participant’s knowledge acquisition and retention. The selected Applicant should provide a well-structured framework that empowers pregnant women with essential knowledge for achieving a healthy pregnancy and successful delivery, fostering informed decision -making and positive maternal and neonatal outcomes.
2. The selected Applicant may provide a robust measurement framework to assess the efficacy of antenatal care services. This may include, but is not limited to, quantifying the accessibility of regular check-ups, screenings, and personalized care plans for pregnant women. The selected Applicant should track and analyze specific metrics, including appointment attendance rates, screening completion

rates, utilization of lactation consultation, Department of State licensed midwifery and Pennsylvania Certification Board certified doula services, distribution of baby boxes, and the extend of care plan customization. The selected Applicant should administer satisfaction surveys to gather feedback. Additionally, the selected applicant should identify how they will conduct assessments to identify potential barriers to accessibility and how they will address them strategically to ensure equitable care delivery while maintaining alignment with evidence-based practices.

3. The selected Applicant may implement a comprehensive menstrual health education program and provide access to menstrual hygiene products. This strategy should focus on communities meeting the criteria of the persistent poverty formula (10/20/30) when applicable. The program may encompass evidence-based curriculum and interactive sessions led by qualified educators, targeting individuals of all ages. The selected Applicant may establish a sustainable supply chain mechanism for menstrual hygiene products, ensuring their consistent availability to individuals in these communities. The selected Applicant should assess the effectiveness of the program through participant surveys and data collection, evaluating both knowledge acquisition and the accessibility of menstrual hygiene products.
4. The selected Applicant may design and implement a comprehensive STI testing program that ensures accessibility and confidentiality for all individuals. This includes establishing dedicated testing sites equipped with the necessary infrastructure, trained healthcare professionals, and appropriate testing protocols. The selected Applicant may develop initiatives aimed at encouraging routine STI testing, utilizing strategies such as reminder systems, public health campaigns, and partnerships with local stakeholders. Comprehensive awareness campaigns should be initiated, incorporating evidence-based educational materials, workshops, and community events to enhance understanding of STI testing, prevention, and safe sexual practices. The selected Applicant should monitor the program's effectiveness through testing rates, participant engagement, and awareness levels, adapting strategies as needed to maximize impact and promote positive sexual health outcomes.
5. The selected Applicant may develop and implement a comprehensive postpartum health services framework that addresses the multidimensional aspects of physical, emotional, and mental well-being. The framework may include a range of evidence-based interventions led by licensed healthcare professionals, encompassing physical recovery, emotional support, and mental health resources tailored to the unique challenges of motherhood. The selected Applicant may establish structured programs that offer education, counseling, and coping mechanisms for new mothers, fostering resilience and enhancing their ability to navigate the postpartum period. The effectiveness may be assessed through participant feedback, data on engagement rates, and pre-and post-assessment tools that gauge improvements in physical and mental well-being.

6. The selected Applicant may design and execute targeted initiatives aimed at prioritizing early detection and prevention of health conditions. This may include the identification of specific age groups or risk factors that require tailored attention for various health screenings. The selected Applicant may develop evidence-based programs that cater to the unique health needs of women, offering a comprehensive array of screenings and assessments that align with individual risk profiles. The selected Applicant should provide for the regular availability of health screenings, enabling timely detection and intervention. The success of these efforts may be evaluated through metrics such as participation engagement rates, early detection outcomes, and screening completion data.

Applicants may propose different or additional services that align with the factors listed in **Section III-5.1-.10**, Work Plan, above.

The services set forth above must be provided in accordance with the following:

1. **Culturally Competent Services and Information.** The selected Applicant shall provide and shall require its service providers to provide services and information that are culturally competent. Cultural competence is the ability of the individual providing the services and information, as reflected in personal and organizational responsiveness, to understand the social, linguistic, moral, intellectual, and behavioral characteristics of a community or population, and to translate that understanding to enhance the effectiveness of services being provided to diverse populations.
2. **Trauma Informed Care.** The selected Applicant shall provide and shall require its service providers to provide trauma informed care. Trauma informed care is care that seeks to recognize the impact of trauma and understands the paths for recovery, recognizes the signs and symptoms of trauma in clients and their families, integrates knowledge about trauma into its policies, procedures and practices and actively avoids re-traumatization. For instance, practices include but are not limited to the provision of clear and appropriate messages about an individual's rights and responsibilities, the provision of care in an atmosphere that allows an individual to feel validated and affirmed and maintaining respectful and professional boundaries in the provision of care.
3. **Client Eligibility.** The selected Applicant shall and shall require its service providers to determine and document the eligibility of clients for grant services. The selected Applicant and its service providers shall provide services to clients who reside in Pennsylvania.
4. **Title VI Compliance.** The selected Applicant shall and shall require its service providers to comply with Title VI of the Civil Rights Act, 42 U.S.C. § 2000d, including but not limited to providing meaningful access to services for individuals with Limited English Proficiency.

Applicant Response

C. Develop and maintain a regional network of service providers. The selected Applicant shall develop and maintain a regional network of qualified service providers.

1. Qualifying Service Providers. The selected Applicant must use service providers that are qualified to provide services being rendered, including any licensing and certification requirements applicable to the services. Except for those service provider licensed as medical providers, the selected Applicant shall prohibit service providers from acting as and directly or indirectly creating the impression that they are medical providers. Service providers that are family planning services providers must comply with Article XVII-D of the Fiscal Code (72 P.S. Sections 1701-D -- 1708-D).

Applicants should describe how they will qualify service providers and their minimum qualifications for service providers.

2. American with Disabilities Compliance. The selected Applicant's network of service providers must have sites that are compliant with the requirements of the American with Disabilities Act.

3. Agreement Requirements. The selected Applicant shall enter into agreements with a sufficient number of service providers so that grant services can be provided throughout the entire region for which the selected Applicant was awarded an agreement. Upon request, the selected Applicant shall provide a copy of these agreements to the Department. At a minimum, these agreements shall contain the following terms:

- A requirement that criminal background checks and child abuse clearances be obtained for its staff, including volunteers.
- A requirement that all eligible clients be accepted for services.
- A requirement that no fees be charged to eligible clients.
- A requirement that client confidentiality be maintained.
- A requirement that the service provider operate in conformity with the non-discrimination requirements of Rider 4, Standard Grant Terms and Condition.
- A prohibition against the promotion of the teaching or philosophy of any religion or religious organization while providing grant services.
- An itemization of the grant services to be provided by the service provider.
- Standards for the required documentation of services, including but not limited to documentation of the nature and extent of services provided, the date services were provided, and the identity of the client served.
- A requirement that a service provider provide selected Applicant, the Department, and other state oversight agencies direct access to their facilities and access and copies of documents and records as may be requested by the selected Applicant, the Department, or other state agency.
- Record retention requirements that comply with the requirements of the agreement.

The selected Applicant shall provide the Department with a list of its qualified service providers, including for each service provider its name, address, site(s) where services are provided, services to be provided and any licenses or certification held and shall update the list as service providers are added or subtracted from its network.

4. **Training.** The selected Applicant shall provide training to its service providers on the grant agreement and its requirements relating to service provision, including but not limited to confidentiality and documentation requirements and reporting and billing requirements. The selected Applicant shall develop and require service providers to use standard counseling and educational material. The selected Applicant shall provide copies of the training and educational material to the Department upon request.

Applicant Response

- D. **Monitoring and Program Integrity Activities.** The selected Applicant shall monitor its service providers for compliance with agreement requirements through on-site visits as well as through record reviews. During the initial term of the grant, the selected Applicant shall conduct an on-site monitoring of all network service providers. If the Department exercises an option year, the selected Applicant shall inform the Department of those service providers that will be monitored. As needed and on an ongoing basis, the selected Applicant shall conduct either on-site or record reviews of grant services being provided by its service providers.

The selected Applicant shall submit electronic documentation of its monitoring activities, along with its findings to the Department on a quarterly basis. Within ten business days of a monitoring visit, the selected Applicant shall notify the Department of any identified instance of non-compliance that may adversely impact grant services or have media, legal, or legislative impact.

The selected Applicant shall develop and implement program integrity policies and procedures that are designed to educate employees and service providers about fraud, waste, and abuse; to prevent instances of fraud, abuse, and wasted; and to expeditiously identify instances of potential fraud, waste, or abuse by selected Applicant and its service providers. The selected Applicant must create a robust internal control framework that encompasses comprehensive oversight, monitoring, and auditing mechanisms. The selected Applicant must develop protocols to identify and mitigate potential risk, conduct regular internal audits, and implement systems for reporting suspected instances of fraud, waste, or abuse. Additionally, the selected Applicant must establish transparent mechanisms and whistleblower protections to encourage reporting of any suspected unethical or fraudulent activities. The selected Applicant shall notify the Department of any instance of potential or suspected fraud, waste, or abuse within one business day of identifying the potential for fraud, waste, or abuse.

The selected Applicant must fully participate and cooperate and must require its service providers to fully participate and cooperate with federal and state oversight agencies and their representatives, such as the Department of Auditor General, the Office of the Attorney General, the State Office of Inspector General, the United States Department of Health and Human Services Office of Inspector General, and the United States Justice Department.

The selected Applicant shall fully cooperate and participate in the Department’s periodic monitoring activities through on-site visits, record reviews, or both. The Department’s monitoring activities may include but are not limited to verification of client eligibility for services, compliance with approved policies and procedures, the use of sound fiscal, administrative, and internal controls, and the quality of program services. As may be requested by the Department, the selected Applicant must provide on-site access to its facility or electronic or hard copies of records and documentation.

The selected Applicant may not withhold documentation that the Department or other state or federal oversight agencies and their representatives deem necessary, in their sole discretion, to perform oversight, auditing, and monitoring of the grant on the basis that such information is confidential, proprietary, or trade secret protected.

Applicant Response

- E. Data Collection and Impact Assessment:** Applicants should outline their approach to collecting data on service utilization, health outcomes, and participant satisfaction. This information will help assess the effectiveness of their initiatives.

The selected Applicant must establish a rigorous impact evaluation mechanism for initiatives targeted within the grant, encompassing systematic data collection on health outcomes, participant satisfaction, and utilization rates. This must involve deploying standardized assessment tools and analytics platforms to gather quantitative and qualitative data. The selected Applicant should analyze this data to derive actionable insights that inform evidence-based decision-making. The selected Applicant should utilize a continuous improvement approach, iteratively refining and tailoring services based on the collected insights.

Applicant Response

III-6. Requirements.

A. Confidentiality and Document Security.

To the extent applicable to grant services, the selected Applicant and its service providers shall comply with all federal and state law regulations that govern the confidentiality of information including but not limited to the Health Insurance Portability and Accountability Act (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act, and the HIPAA Privacy Rule and the HIPAA

Security Rule, 45 CFR. Parts 160, 162 and 164 and 62 P.S. § 404 and 55 Pa. Code Chapter 105.

The nature of this Project requires the handling of confidential and sensitive information. The selected Applicant must establish policies and processes to provide for the protection and confidentiality of all records, and other related information, including but not limited to measures to prevent unauthorized access, copying and distribution of information during work on the Project.

Applicant Response

B. Record and Report Retention, Retrieval and Transfer. The selected Applicant must create and maintain a record and report retention plan and policies that, at a minimum, comply with the requirements of federal and state law and agreement requirements including but not limited to those requirements in **Riders 4 and 5** of the agreement. The selected Applicant must provide a copy of its record and report retention plan and policies to the Department for approval during the Implementation Phase and upon Department request.

At a minimum, the selected Applicant must:

- Preserve all records, reports and other agreement related documents and information for a period of five years from the grant expiration date, until all questioned costs or activities have been resolved to the satisfaction of the Commonwealth, or as required by applicable federal law and regulations, whichever is longer. If the grant is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of five years from the date of any resulting final settlement. If any litigation, claim, audit, or other action involving the records is commenced, the selected Applicant shall retain the records, reports and documents until the final disposition of such litigation, claim audit or other action, or until the end of the applicable retention period, whichever is later.
- Be able to retrieve any records, reports or information within ten business days of a request by the Department or other state agency or such longer time that may be approved by the Department or requesting agency.
- Provide records, reports, and documents to the Department or requesting agency in an electronic format if so requested.
- Provide access to records, reports and documents on-site or by providing hard or electronic copies as requested by the Department or requesting agency.

Applicant Response

C. 501(c)(3) Nonprofit Organization. Applicants must be a 501(c)(3) nonprofit organization. Applicants should include with their Application background on their nonprofit status and provide documentation to support their organization's current nonprofit status and 501(c)(3) status. Applicants may provide as supportive documentation, verification from the U.S. Internal Revenue Services or the

Commonwealth of Pennsylvania Non-Profit Articles of Incorporation, which demonstrates the Applicant's 501(c)(3) status. All proposed service providers must also be 501(c)(3) organizations. Applicants shall also provide similar proof for all proposed service providers.

Applicant Response

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

Applicant Response

- E. Compliance With Law.** The selected Applicant must comply with all applicable statutes, regulations, rules, policies, bulletins, executive orders, and management directives. This includes, but is not limited to, compliance with Article XVII-D of the Fiscal Code (72 P.S. Sections 1701-D -- 1708-D) for Applicants and subcontractors that are family planning services providers.

Applicant Response

- F. Terms and Conditions.** The selected Applicant must comply with the terms and conditions set forth in Riders 4 and 5, including their attachments. The Department will not accept any modifications to the terms and may reject any application conditioned on the negotiation of terms and conditions.

III-7. Reports and Project Control. The selected Applicant must timely and accurately submit all required records and reports to accurately document grant activities. The selected Applicant shall provide all reports listed below in an electronic format. The Department may regard the failure to submit this information within the required timeframes or provide additional information as required as a serious administrative failure and may terminate the grant agreement, assess liquidated damages, or both.

- A. Status Report.** The selected Applicant shall submit an electronic status report to the Department covering activities and any identified problems or recommendations for service provision. During the implementation phase, the selected Applicant shall provide this report on a weekly basis due no later the following Monday by 5 P.M. After the completion of implementation, the selected Applicant shall provide the report within 30 calendar days of the end of a calendar quarter.

B. Quarterly Administrative Reports. The selected Applicant shall provide a quarterly Administrative Report in a format agreed upon by the Department and that includes at a minimum, the following information:

- A description of the monitoring activities completed including but not limited to the identification of the monitored service providers and type of monitoring (i.e. on-site or record review).
- A description of any identified monitoring findings including but not limited to the identification of the service provider for whom a finding was made.
- A description of corrective actions taken by selected Applicant and service provider, including but not limited to the status of the corrective action.
- A description of any technical assistance provided.
- A description of any follow-up monitoring of service provider for whom a finding was made.
- A description of direct service activities and supports provided and referrals made.
- A brief narrative of any significant projects or activities.
- Total grant funding expended, by funding source for selected Applicant's administrative services provided in relation to grant services.

The Quarterly Administrative Report is due within 45 calendar days of the end of a calendar quarter.

C. Quarterly Statistical Reports. The selected Applicant shall provide a quarterly Statistical Report of the activities and services provided by its service providers by funding source and by service provider that includes at a minimum, the following information:

- The number of clients seen by age and county of residence as follows:
 - Less than 16 years old;
 - 16 years old through 20 years old;
 - 21 years old through 25 years old;
 - 26 years old through 30 years old;
 - 31 years old through 35 years old;
 - 36 years old through 40 years old;
 - 41 years old through 45 years old; and
 - 46 years old and older.
- The number of visits by client for each of the previously defined age categories, by type of visit.
- The number of services, supports and referrals provided to clients for each of the previously defined age categories, by type of service, support or referral provided.
- The number of service requests received.
- The race and ethnicity data associated with clients receiving services.

- The number of clients that fall under each income range.
 - Less than \$20,000
 - \$20,000 to \$34,999
 - \$35,000 to \$49,999
 - \$50,000 to \$74,999
 - \$75,000 to \$99,999
 - Over \$100,000

- The overall percentage of clients who chose childbirth per year.

The selected Applicant shall provide the Quarterly Statistical Report in a format agreed upon by the Department no later than 45 calendar days of the end of a calendar quarter.

- D. Annual Statistic Report.** The selected Applicant shall provide an Annual Statistic Report, by funding source by September 15th of each State Fiscal Year in a format agreed upon by the Department. At a minimum, the Annual Statistic Report shall include a compilation of the information contained in the Quarterly Statistical Reports, the total number of unduplicated clients served by the selected Applicant and its service providers, the total number of unduplicated new clients served during the State Fiscal Year, and the overall percentage of clients who chose childbirth during the state fiscal year. The selected Applicant shall report information by clients served by county of residence and associated funding expended and clients served by service provider including associated funding expended.
- E. Problem Identification Report.** An “as required” report, identifying problem areas. The selected Applicant must describe the problem and its impact on the overall Project and on each affected task and must list possible courses of action with advantages and disadvantages of each and include recommendations with supporting rationale.
- F. Fraud and Abuse Report.** The selected Applicant must submit a quarterly statistical and narrative report to the Department regarding its Fraud and Abuse detection activities, and an annual cumulative update no later than 45 calendar days after the end of the quarter or year.
- G. Ad-Hoc Reports.** The selected Applicant must provide ad-hoc reports as requested by the Department. The Department will discuss the scope of any such requested reports with the selected Applicant.
- H. Final Report.** The selected Applicant shall submit a final report within 75 calendar days of the expiration or termination of the grant in a format specified by the Department. At the Department’s request, the selected Applicant shall submit one or more advance drafts of the final report to the Department for review and approval prior to submission of the final report. The final report shall include, at a minimum the following:

1. A summary of the results of the services in terminology that will be meaningful to management and others generally familiar with the subject area.
2. A description of the data collection and analytical and other techniques used.
3. A summary of the findings, conclusions and recommendations developed for each task and required services.
4. All supporting documentation; e.g., flow-charts, forms, questionnaires.
5. Recommendations for implementing service and task recommendations.

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III-8. -Performance Standards. The Commonwealth has developed a set of minimum set of Performance Standards, which the selected Applicant must meet, or exceed. The Department may, at its discretion, assess liquidated damages specified below. The Department will not impose damages based on a failure to meet the performance standards during the implementation phase. Where an assessment is defined as an “up to” amount, the dollar value will be set at the discretion of the Department. The Department’s Grant Administrator will give written notice of each failure to meet a performance standard to the selected Applicant. If the Department does not assess liquidated damages in a particular instance, the Department is not precluded from pursuing other or future assessments relating to those performance standards.

The selected Applicant should describe its strategy to meet or exceed the following minimum performance standards.

Performance Standard	Minimum Acceptable	Damages
Key Personnel Notice of Diversion	Provide notice of diversion within 30 calendar days of a proposed diversion to Department Grant Administrator	Failure to provide timely notice may result in the assessment of liquidated damages of up to \$1000 per incident.
Key Personnel Replacement	Failure to interim fill a Key Personnel vacancy within 30 calendar days or to permanently fill a vacancy within 90 calendar days.	For each incident of a failure to timely fill a Key Personnel position, the Department may assess liquidated damages up to an amount of \$500 per business day from the day after the date the position was required to be filled until the position is filled, and the replacement is approved by the Department.
Timely Submission of Reports.	Each required report must be submitted within two business days of its due date	For each report that is not timely submitted, the Department may assess liquidated damages up to the amount of \$500 per late report.

	or within a timeframe agreed upon by the Department.	
Timely Submission of Requested Records and Reports.	The selected Applicant must submit records and reports requested by the Department or other oversight agencies in the timeframe approved by the Department or other agency.	For each request that is not provided in the approved timeframe, the Department may assess liquidated damages up to the amount of \$500 per business day late.
Provision of medically accurate and comprehensive services and information.	The selected Applicant must provide services and information that is medically accurate and comprehensive as defined in this RFA.	For each instance where medically inaccurate or incomplete information is provided to a client, the Department may assess liquidated damages of up to \$1000 per incident.

- A.** For any deficiency, including ones relating to the performance standards, the selected Applicant must prepare and submit a corrective action plan (“CAP”) for any observation or finding contained in a notice of deficiency. The selected Applicant must submit the CAP to the Department within ten business days of notification of the deficiency or such longer time as may be agreed to by the Department.
- B.** The CAP must include:
1. Brief description of the findings;
 2. Specific steps the selected Applicant will take to correct the situation or reasons why it believes corrective action is not necessary;
 3. Name(s) and title(s) of responsible staff person(s);
 4. Timetable for performance of the corrective action steps;
 5. Monitoring that will be performed to implement corrective action;
 6. Signature of the selected Applicant’s Program Manager or a senior executive.
- C.** The selected Applicant must implement the CAP within the timeframe agreed to by the parties for that particular CAP. Failure to implement a CAP, in the manner agreed to, may result in further action by the Department, including a finding of default.
- D.** If the Department determines a deficiency to be a serious non-compliance with the selected Applicant’s obligations under the agreement, the Department may find the selected Applicant in default.

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PART IV

COST SUBMITTAL

IV-1. Cost Submittal. The information requested in this **Part IV** shall constitute the Cost Submittal. The Cost Submittal shall be submitted as a separate attachment and shall not be submitted as part of the Technical Submittal. The total proposed cost should be broken down into the components set forth in **Appendix B – Cost Submittal Worksheet**.

Applicants may not propose costs in excess of the maximum amounts identified in Part II, Section II-6.D.

The Cost Submittal should address all of the following:

- A.** Applicants must provide written justification for salaries exceeding \$100,000 per year. Such justification must demonstrate that the proposed salaries are reasonable.
- B.** Administrative fees may not exceed 10% of the total proposed cost.
- C.** The selected Applicant must pay subcontractors the amounts identified in the application, without deductions.
- D.** Unless the terms and conditions set forth in **Riders 4 and 5** expressly provide otherwise, the Department will not reimburse the selected Applicant for the costs and fees associated with legal services utilized by the selected Applicant to comply with the requirements of the agreement, including the Right-to-Know Law provision set forth in **Rider 4**.

Applicants shall **not** include any assumptions in their Cost Submittals. If the Applicant includes assumptions in its Cost Submittal, the Department may reject the application. Applicants should direct questions about whether a cost or other component is included or applies to the Issuing Officer pursuant to **Part I, Section I-9** of this RFA. All Applicants will then have the benefit of the Department's written answer so that all applications are submitted on the same basis.

The Department will reimburse the selected Applicants for work satisfactorily performed after execution of a written agreement and the start of the grant agreement, in accordance with agreement requirements.