



June 24, 2010

RE: Pennsylvania Department of Health, Bureau of Administrative and Financial Services, Division of Contracts RFP #10-07-05

Dear Potential Offeror:

You are invited to submit a proposal for the Lesbian, Gay, Bi-sexual, Transgender and Questioning (LGBTQ) Cultural Competency Training for the Personal Responsibility Education Program (PREP). This Project is to provide LGBTQ cultural competency training and to assess organizational LGBTQ cultural competency at the PREP implementation sites who will be implementing evidence based programs, which include *Street Smart* or *Rikers Health Advocacy Program*. The PREP implementation sites will be selected through a separate Request for Application Process.

All proposals must be submitted in ten (10) copies to the Pennsylvania Department of Health, Bureau of Administrative and Financial Services, Division of Contracts, Room 824, Health and Welfare Building, 625 Forster Street, Harrisburg, Pennsylvania 17120-0701. Proposals must be received at the above address no later than 2:30 pm, August 24, 2011. Late proposals will not be considered regardless of the reason.

All questions must be submitted by email (with subject line "RFP 10-07-05 Question") to Abigail Coleman at abcoleman@state.pa.us no later than July 8, 2011. All Offerors will be provided with answers to questions asked by any one Offeror.

In addition, a preproposal conference will be held on July 15, 2011 at 1:30 pm in Hearing Room 2, North Office Building, 401 North Street Harrisburg, Pennsylvania 17120. Since facilities are limited, it is requested you limit your representation to **two (2)**.

Sincerely,

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

Terri A. Matio

Director

Bureau of Administrative and Financial Services

Enclosure

REQUEST FOR PROPOSALS FOR

**Lesbian, Gay, Bi-sexual, Transgender, and Questioning (LGBTQ) Cultural Competency
Training for the Personal Responsibility Education Program (PREP)**

ISSUING OFFICE

Pennsylvania Department of Health
Bureau of Administrative and Financial Services
Division of Contracts
Room 824, Health and Welfare Building
625 Forster Street
Harrisburg, Pennsylvania 17120-0701
FAX: 717-783-3794

RFP Number 10-07-05

Date of Issuance
June 24, 2011

REQUEST FOR PROPOSALS

Lesbian, Gay, Bi-sexual, Transgender, and Questioning (LGBTQ) Cultural Competency Training for the Personal Responsibility Education Program (PREP)

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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 abcoleman@state.pa.us	Potential Offerors	July 8, 2011
Pre-proposal Conference—Hearing Room 2, North Office Building, 401 North Street, Harrisburg, Pennsylvania 17120.	Issuing Office/Potential Offerors	July 15, 2011 at 1:30 pm
Answers to Potential Offeror questions posted to the DGS website (http://www.dgsweb.state.pa.us/RTA/Search.aspx) no later than this date.	Issuing Office	July 22, 2011
Please monitor website for all communications regarding the RFP.	Potential Offerors	
Sealed proposal must be received by the Issuing Office at Pennsylvania Department of Health, Bureau of Administrative and Financial Services, Division of Contracts Room 824, Health and Welfare Building, 625 Forster Street, Harrisburg, Pennsylvania 17120-0701.	Offerors	August 24, 2011

PART I

GENERAL INFORMATION

I-1. Purpose. This request for proposals (RFP) provides to those interested in submitting proposals for the subject procurement ("Offerors") sufficient information to enable them to prepare and submit proposals for the **Department of Health's** (Department's) consideration on behalf of the Commonwealth of Pennsylvania ("Commonwealth") to satisfy a need for **Lesbian, Gay, Bi-sexual, Transgender and Questioning (LGBTQ) Cultural Competency Training for the Personal Responsibility Education Program (PREP)** ("Project").

I-2. Issuing Office. This RFP is issued for the Commonwealth by the Department of Health's Bureau of Administrative and Financial Services on behalf of the Bureau of Family Health, Division of Child and Adult Health Services.

The RFP Project Officer is the sole point of contact in the Department for this RFP. Offerors must direct all inquiries concerning this RFP in writing to the RFP Project Officer. The RFP Project Officer for this RFP is:

Abigail Coleman
Department of Health
Bureau of Family Health
Division of Child and Adult Health Services
7th Floor East, Health and Welfare Building
625 Forster Street
Harrisburg, Pennsylvania 17120
abcoleman@state.pa.us

I-3. Scope. This RFP contains instructions governing the requested proposals, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Offerors must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFP.

I-4. Problem Statement. The Bureau of Family Health (BFH) has received funding for the implementation of the Personal Responsibility Education Program (PREP) from the Administration for Children and Families. PREP funds are to provide programming on abstinence and contraception to prevent pregnancy and sexually transmitted infections (STIs), including HIV/AIDs, and at least three adulthood preparation subjects including: healthy relationships, adolescent development, financial literacy, parent-child communication, educational and career success, and healthy life skills. The BFH has selected the target population for this project as high risk adolescents in: 1. licensed psychiatric residential treatment facilities (PRTFs), 2. licensed residential substance abuse treatment programs, and 3. residential programs serving delinquent youth, which includes: a. residential programs serving

delinquent youth licensed by the Department of Public Welfare's Office of Children, Youth and Families (OCYF), b. OCYF Youth Development Centers (YDCs) and c. OCYF Youth Forestry Camps. For the purposes of this RFP, these facilities will be referred to as PREP implementation sites. Up to 17 PREP implementation sites will be determined through a separate Request for Applications (RFA) process.

The PREP guidance from the Administration for Children and Families states that programs implemented with the PREP funds must consider the needs of LGBTQ youth and ensure that programs are inclusive of and non-stigmatizing toward such participants. For this project, youth may include adolescents aged 10 to 19 years old. According to the Healthy People 2010 Companion Document for Lesbian, Gay, Bisexual, and Transgender (LGBT) Health, a significant barrier to LGBT individuals accessing needed care is the lack of provider LGBT competency and the discrimination toward people of other sexual orientation or gender identity that frequently is encountered in the health care system. These and other adverse barriers may lead to delays in LGBT individuals seeking care or an avoidance of preventive and treatment services (Gay and Lesbian Medical Association, 2001). The Healthy People 2010 Companion Document for LGBT Health also made important recommendations regarding services for LGBT individuals including: that community clinics, and other primary care providers should become more knowledgeable about the needs of LGBT patients and that continuing education for physicians, nurses, technicians, and others who come into contact with LGBT patients in clinical settings should be available through professional organizations, continuing medical education programs, and other venues to increase understanding and sensitivity (Gay and Lesbian Medical Association, 2001).

According to the Center for American Progress, one of the reasons LGBT individuals have worse health status than heterosexuals is the social stigma around being LGBT. Because of this stigma, LGBT individuals face frequent harassment and discrimination. The 2009 National School Climate Survey found that 85% of LGBT students reported being verbally harassed, 40% reported being physically harassed and 19% reported being physically assaulted at school in the past year due to the sexual orientation (GLSEN, 2010). In addition, the survey found that 64% of LGBT students reported being verbally harassed, 27% reported being physically harassed, and 13% reported being physically assaulted at school due to their gender expression (GLSEN, 2010). Due to the social stigma, many individuals in the LGBT population do not disclose their LGBT status to health care providers, leading doctors to be unaware of their LGBT patients' specific needs. This can lead to conditions going undiagnosed, as well as, doctors not educating their patients about risky behaviors or other physical or mental health concerns (Center for American Progress, 2009).

In addition, according to the Suicide Prevention Resource Center, there are several studies that compare the rate of suicide attempts among LGBT youth with those among heterosexual youth which show significantly higher rates for LGBT youth (2008). There are also studies that indicate that LGBT youth have much higher levels of suicidal ideation than their heterosexual peers (Suicide Prevention Resource Center, 2008). Based on these facts it is necessary to train

the PREP implementation sites on LGBT cultural competence to ensure that LGBT youth's needs are considered and met throughout the course of this Project.

The contractor selected through this RFP will train staff at PREP implementation sites on providing culturally competent services to LGBTQ youth, conduct on-site cultural competence assessments at each PREP implementation site, and will provide additional training and consultations as needed to PREP implementation sites. The vendor will have extensive experience in conducting on-site LGBTQ cultural competence trainings, LGBTQ cultural competence assessments, and goal setting. Additional detail is provided in **Part IV** of this RFP.

I-5. Type of Contract. It is proposed that if the Department enters into a contract as a result of this RFP, it will be a deliverables based, fixed price Contract containing the Standard Contract Terms and Conditions as shown in **Appendix C** and available at http://www.dgsweb.state.pa.us/comod/CurrentForms/std274_sap.doc. The Department, in its sole discretion, may undertake negotiations with Offerors whose proposals, in the judgment of the Department, show them to be qualified, responsible and capable of performing the Project.

I-6. Rejection of Proposals. The Department reserves the right, in its sole and complete discretion, to reject any proposal received as a result of this RFP.

I-7. Incurring Costs. The Department is not liable for any costs the Offeror incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-8. Pre-proposal Conference. The Department will hold a Pre-proposal conference as specified in the Calendar of Events. The purpose of this conference is to provide opportunity for clarification of the RFP. Offerors should forward all questions to the RFP Project Officer in accordance with **Part I, Section I-9** to ensure adequate time for analysis before the Department provides an answer. Offerors may also ask questions at the conference. In view of the limited facilities available for the conference, Offerors should limit their representation to **two** individuals per Offeror. The Pre-proposal conference is for information only. Any answers furnished during the conference will not be official until they have been verified, in writing, by the Department. All questions and written answers will be posted on the Department of General Services' (DGS) website as an addendum to, and shall become part of, this RFP. Attendance at the Pre-proposal Conference is optional.

I-9. Questions & Answers. If an Offeror has any questions regarding this RFP, the Offeror must submit the questions by email (**with the subject line "RFP 10-07-05 Question"**) to the RFP Project Officer named in **Part I, Section I-2** of the RFP. If the Offeror has questions, they must be submitted via email **no later than** the date indicated on the Calendar of Events. The Offeror shall not attempt to contact the RFP Project Officer by any other means. The Department shall post the answers to the questions on the DGS website by the date stated on the Calendar of Events. An Offeror who submits a question *after* the deadline date for receipt of questions indicated on the Calendar of Events assumes the risk that its proposal will not be responsive or

competitive because the Commonwealth is not able to respond before the proposal receipt date or in sufficient time for the Offeror to prepare a responsive or competitive proposal. When submitted after the deadline date for receipt of questions indicated on the Calendar of Events, the Department *may* respond to questions of an administrative nature by directing the questioning Offeror to specific provisions in the RFP. To the extent that the Department decides to respond to a non-administrative question *after* the deadline date for receipt of questions indicated on the Calendar of Events, the answer must be provided to all Offerors through an addendum.

All questions and responses as posted on the DGS website are considered as an addendum to, and part of, this RFP in accordance with RFP **Part I, Section I-10**. Each Offeror shall be responsible to monitor the DGS website for new or revised RFP 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 RFP or formally issued as an addendum by the Department. The Department does not consider questions to be a protest of the specifications or of the solicitation. The required protest process for Commonwealth procurements is described on the DGS website.

I-10. Addenda to the RFP. If the Department deems it necessary to revise any part of this RFP before the proposal response date, the Department will post an addendum to the DGS website at <http://www.dgsweb.state.pa.us/RTA/Search.aspx>. It is the Offeror's responsibility to periodically check the website for any new information or addenda to the RFP. Answers to the questions asked during the Questions & Answers period also will be posted to the website as an addendum to the RFP.

I-11. Response Date. To be considered for selection, hard copies of proposals must arrive at the Issuing Office on or before the time and date specified in the RFP Calendar of Events. The Issuing Office will **not** accept proposals via email or facsimile transmission. Offerors who send proposals by mail or other delivery service should allow sufficient delivery time to ensure timely receipt of their proposals. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which proposals are to be returned is closed on the proposal response date, the deadline for submission will be automatically extended until the next Commonwealth business day on which the office is open, unless the Issuing Office otherwise notifies Offerors. The hour for submission of proposals shall remain the same. The Issuing Office will reject, unopened, any late proposals.

I-12. Proposals. To be considered, Offerors should submit a complete response to this RFP to the Issuing Office, using the format provided in **Part II**, providing **ten paper copies of the Technical Submittal and one (1) paper copy of the Cost Submittal and two (2) paper copies of the Disadvantaged Business Submittal**. In addition to the paper copies of the proposal, Offerors shall submit two **complete and exact** copies of the entire proposal (Technical, Cost and Disadvantaged Business Submittals, along with all requested documents) on CD-ROM or Flash drive in Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the paper copy and any spreadsheets must be in Microsoft Excel. The Offerors

may not lock or protect any cells or tabs. Offerors should ensure that there is no costing information in the technical submittal. Offerors should not reiterate technical information in the cost submittal. The CD or Flash drive should clearly identify the Offeror and include the name and version number of the virus scanning software that was used to scan the CD or Flash drive before it was submitted. The Offeror shall make no other distribution of its proposal to any other Offeror or Commonwealth official or Commonwealth consultant. Each proposal page should be numbered for ease of reference. An official authorized to bind the Offeror to its provisions must sign the proposal. If the official signs the Proposal Cover Sheet (Appendix O to this RFP) and the Proposal Cover Sheet is attached to the Offeror's proposal, the requirement will be met. For this RFP, the proposal must remain valid for **120** days or until a contract is fully executed. If the Department selects the Offeror's proposal for award, the contents of the selected Offeror's proposal will become, except to the extent the contents are changed through Best and Final Offers or negotiations, contractual obligations.

Each Offeror submitting a proposal specifically waives any right to withdraw or modify it, except that the Offeror may withdraw its proposal by written notice received at the Issuing Office's address for proposal delivery prior to the exact hour and date specified for proposal receipt. An Offeror or its authorized representative may withdraw its proposal in person prior to the exact hour and date set for proposal receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the proposal. An Offeror may modify its submitted proposal prior to the exact hour and date set for proposal receipt only by submitting a new sealed proposal or sealed modification which complies with the RFP requirements.

I-13. Disadvantaged Business Information. The Department encourages participation by small disadvantaged businesses as prime contractors, joint ventures and subcontractors/suppliers and by socially disadvantaged businesses as prime contractors.

Small Disadvantaged Businesses are small businesses that are owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages. The term includes:

- A. Department of General Services Bureau of Minority and Women Business Opportunities (BMWBO)-certified minority business enterprises (MBEs) and women business enterprises (WBEs) that qualify as small businesses; and
- B. United States Small Business Administration certified 8(a) small disadvantaged business concerns.
- C. Businesses that BMWBO determines meet the Small Business Administration criteria for designation as a small disadvantaged business.

Small businesses are businesses in the United States which are independently owned, are not dominant in their field of operation, employ no more than 100 full-time or full-time equivalent

employees, and earn less than \$20 million in gross annual revenues (\$25 million in gross annual revenues for those businesses in the information technology sales or service business).

Socially disadvantaged businesses are businesses in the United States that BMWBO determines are owned or controlled by a majority of persons, not limited to members of minority groups, who are subject to racial or ethnic prejudice or cultural bias, but which do not qualify as small businesses. In order for a business to qualify as "socially disadvantaged," the offeror must include in its proposal clear and convincing evidence to establish that the business has personally suffered racial or ethnic prejudice or cultural bias stemming from the business person's color, ethnic origin or gender.

Questions regarding this Program can be directed to:

Department of General Services
Bureau of Minority and Women Business Opportunities
Room 611, North Office Building
Harrisburg, PA 17125
Phone: (717) 783-3119
Fax: (717) 787-7052
Email: gs-bmwbo@state.pa.us
Website: www.dgs.state.pa.us

A database of BMWBO-certified minority- and women-owned businesses can be accessed at <http://www.dgsweb.state.pa.us/mbewbe/VendorSearch.aspx>. The federal vendor database can be accessed at <http://www.ccr.gov> by clicking on *Dynamic Small Business Search* (certified companies are so indicated).

I-14. Information Concerning Small Businesses in Enterprise Zones. The Department encourages participation by small businesses, whose primary or headquarters facility is physically located in areas the Commonwealth has identified as *Designated Enterprise Zones*, as prime contractors, joint ventures and subcontractors/suppliers.

The definition of headquarters includes, but is not limited to, an office or location that is the administrative center of a business or enterprise where most of the important functions of the business are conducted or concentrated and location where employees are conducting the business of the company on a regular and routine basis so as to contribute to the economic development of the geographical area in which the office or business is geographically located.

Small businesses are businesses in the United States which are independently owned, are not dominant in their field of operation, employ no more than 100 full-time or full-time equivalent employees, and earn less than \$20 million in gross annual revenues (\$25 million in gross annual revenues for those businesses in the information technology sales or service business).

There is no database or directory of small businesses located in Designated Enterprise Zones. Information on the location of *Designated Enterprise Zones* can be obtained by contacting:

Aldona M. Kartorie
Center for Community Building
PA Department of Community and Economic Development
4th Floor, Commonwealth Keystone Building
400 North Street
Harrisburg, PA 17120-0225
Phone: (717) 720-7409
Fax: (717) 787-4088
Email: akartorie@state.pa.us

I-15. Economy of Preparation. Offerors should prepare proposals simply and economically, providing a straightforward, concise description of the Offeror's ability to meet the requirements of the RFP.

I-16. Alternate Proposals. The Department has identified the basic approach to meeting its requirements, allowing Offerors to be creative and propose their best solution to meeting these requirements. The Department will not accept alternate proposals.

I-17. Discussions for Clarification. Offerors may be required to make an oral or written clarification of their proposals to the Department to ensure thorough mutual understanding and Offeror responsiveness to the solicitation requirements. The Department will initiate requests for clarification.

I-18. Prime Contractor Responsibilities. The contract will require the selected Offeror to assume responsibility for all services offered in its proposal whether it produces them itself or by subcontract. The Department will consider the selected Offeror to be the sole point of contact with regard to contractual matters.

I-19. Proposal Contents.

- A. Confidential Information.** The Commonwealth is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of Offerors' submissions in order to evaluate proposals submitted in response to this RFP. Accordingly, except as provided herein, Offerors should not label proposal submissions as confidential or proprietary or trade secret protected. Any Offeror who determines that it must divulge such information as part of its proposal must submit the signed written statement described in subsection c. below and must additionally provide a redacted version of its proposal, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.

- B. Commonwealth Use. All material submitted with the proposal shall be considered the property of the Commonwealth of Pennsylvania 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 proposal regardless of whether the proposal becomes part of a contract. Notwithstanding any Offeror copyright designations contained on proposals, the Commonwealth shall have the right to make copies and distribute proposals 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 contract pursuant to this RFP, all proposal submissions are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq. If a proposal submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Financial capability information submitted in response to Part II, Section II-7 of this RFP is exempt from public records disclosure under 65 P.S. § 67.708(b)(26).

I-20. Best and Final Offers.

- A. While not required, the Issuing Office reserves the right to conduct discussions with Offerors for the purpose of obtaining "best and final offers." To obtain best and final offers from Offerors, the Issuing Office may do one or more of the following, in any combination and order:
 - 1. Schedule oral presentations;
 - 2. Request revised proposals;
 - 3. Conduct a reverse online auction; and
 - 4. Enter into pre-selection negotiations.

- B. The following Offerors will **not** be invited by the Issuing Office to submit a Best and Final Offer:
 - 1. Those Offerors, which the Issuing Office has determined to be not responsible or whose proposals the Issuing Office has determined to be not responsive.
 - 2. Those Offerors, which the Issuing Office has determined in accordance with **Part III, Section III-5**, from the submitted and gathered financial and other

information, do not possess the financial capability, experience or qualifications to assure good faith performance of the contract.

3. Those Offerors whose score for their technical submittal of the proposal is less than 70% of the total amount of technical points allotted to the technical criterion.

The Department may further limit participation in the best and final offers process to those remaining responsible offerors which the Department has, within its discretion, determined to be within the top competitive range of responsive proposals.

- C. The Evaluation Criteria found in **Part III, Section III-4**, shall also be used to evaluate the Best and Final offers.
- D. Price reductions offered through any reverse online auction shall have no effect upon the Offeror's Technical Submittal. Dollar commitments to Disadvantaged Businesses and Enterprise Zone Small Businesses can be reduced only in the same percentage as the percent reduction in the total price offered through any reverse online auction or negotiations.

I-21. News Releases. Offerors 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-22. Restriction of Contact. From the issue date of this RFP until the Department selects a proposal for award, the RFP Project Officer is the sole point of contact concerning this RFP. Any violation of this condition may be cause for the Department to reject the offending Offeror's proposal. If the Department later discovers that the Offeror has engaged in any violations of this condition, the Department may reject the offending Offeror's proposal or rescind its contract award. Offerors must agree not to distribute any part of their proposals beyond the Department. An Offeror who shares information contained in its proposal with other Commonwealth personnel and/or competing Offeror personnel may be disqualified.

I-23. Debriefing Conferences. Offerors whose proposals are not selected will be notified of the name of the selected Offeror and given the opportunity to be debriefed. The Department will schedule the time and location of the debriefing. The debriefing will not compare the Offeror with other Offerors, other than the position of the Offeror's proposal in relation to all other Offeror proposals. An Offeror's exercise of the opportunity to be debriefed does not constitute the filing of a protest.

I-24. Department Participation. Offerors shall provide all services, supplies, facilities, and other support necessary to complete the identified work, except as otherwise provided in this

Part I, Section I-24. The Department will assign a Project Officer to this project, who will be responsible for approving, in writing, each deliverable required by this RFP.

I-25. Term of Contract. The term of the contract will commence on the Effective Date and will end **September 30, 2016**. The Issuing Office will fix the Effective Date after the contract has been fully executed by the selected Offeror and by the Commonwealth and all approvals required by Commonwealth contracting procedures have been obtained. The selected Offeror shall not start the performance of any work prior to the Effective Date of the contract and the Commonwealth shall not be liable to pay the selected Offeror for any service or work performed or expenses incurred before the Effective Date of the contract.

I-26. Offeror's Representations and Authorizations. By submitting its proposal, each Offeror understands, represents, and acknowledges that:

- A. All of the Offeror's information and representations in the proposal are material and important, and the Department may rely upon the contents of the proposal in awarding the contract(s). The Commonwealth shall treat any misstatement, omission or misrepresentation as fraudulent concealment of the true facts relating to the Proposal submission, punishable pursuant to 18 Pa. C.S. § 4904.
- B. The Offeror has arrived at the price(s) and amounts in its proposal independently and without consultation, communication, or agreement with any other Offeror or potential offeror.
- C. The Offeror has not disclosed the price(s), the amount of the proposal, nor the approximate price(s) or amount(s) of its proposal to any other firm or person who is an Offeror or potential offeror for this RFP, and the Offeror shall not disclose any of these items on or before the proposal submission deadline specified in the Calendar of Events of this RFP.
- D. The Offeror has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- E. The Offeror makes its proposal 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 proposal.
- F. To the best knowledge of the person signing the proposal for the Offeror, the Offeror, 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 contract, except as the Offeror has disclosed in its proposal.

- G. To the best of the knowledge of the person signing the proposal for the Offeror and except as the Offeror has otherwise disclosed in its proposal, the Offeror has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Offeror that is owed to the Commonwealth.
- H. The Offeror is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Offeror cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.
- I. The Offeror has not made, under separate contract with the Department, any recommendations to the Department concerning the need for the services described in its proposal or the specifications for the services described in the proposal.
- J. Each Offeror, by submitting its proposal, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Offeror's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
- K. Until the selected Offeror receives a fully executed and approved written contract from the Department, there is no legal and valid contract, in law or in equity, and the Offeror shall not begin to perform.

I-27. Notification of Selection. The Department will notify the selected Offeror in writing of its selection for negotiation after the Department has determined, taking into consideration all of the evaluation factors, the proposal that is the most advantageous to the Department.

I-28. RFP Protest Procedure. The RFP Protest Procedure is on the DGS website at <http://www.dgsweb.state.pa.us/comod/ProtestProcedures.doc> A protest by a party not submitting a proposal must be filed within **seven** days after the protesting party knew or should have known of the facts giving rise to the protest, but no later than the proposal submission deadline specified in the Calendar of Events of the RFP. Offerors may file a protest within **seven** days after the protesting Offeror knew or should have known of the facts giving rise to the protest, but in no event may an Offeror file a protest later **than seven days after** the date the notice of award of the contract is posted on the DGS website. The date of filing is the date of receipt of the protest. A protest must be filed in writing with the Issuing Office.

PART II

PROPOSAL REQUIREMENTS

Offerors must submit their proposals in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Offerors should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the Proposal. All cost data relating to this proposal and all Disadvantaged Business cost data should be kept separate from and not included in the Technical Submittal. Each Proposal shall consist of the following **three** separately sealed submittals:

- A. Technical Submittal, which shall be a response to RFP **Part II, Sections II-1 through II-8;**
- B. Disadvantaged Business Submittal, in response to RFP **Part II, Section II-9;** and
- C. Cost Submittal, in response to RFP **Part II, Section II-10.**

The Department reserves the right to request additional information which, in the Department's opinion, is necessary to assure that the Offeror's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.

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

II-1. Statement of the Problem. State in succinct terms your understanding of the problem presented or the service required by this RFP.

II-2. Management Summary. Include a narrative description of the proposed effort and a list of the items to be delivered or services to be provided.

II-3. Work Plan. Describe in narrative form your technical plan for accomplishing the work. Use the task descriptions in **Part IV** of this RFP as your reference point. Modifications of the task descriptions are permitted; however, reasons for changes should be fully explained. Indicate the number of person hours allocated to each task. 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 why you chose this approach.

II-4. Prior Experience. Include experience in training organizations on providing LGBTQ culturally competent services and experience in conducting assessments of organizational capacity to provide culturally competent services for LGBTQ youth. The vendor must show extensive prior experience in working with LGBTQ youth, providing services to LGBTQ youth, and providing culturally competency training to organizations serving LGBTQ youth. The vendor must have an in depth knowledge of LGBTQ specific issues and how to address them in a culturally sensitive manner. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Studies or projects referred to must be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

II-5. Personnel. Include the number of executive and professional personnel, analysts, auditors, researchers, programmers, consultants, etc., who will be engaged in the work. Show where these personnel will be physically located during the time they are engaged in the Project. For key personnel, such as the Project Director, Project Manager, and any staff who will provide the training and consultative services, include the employee's name and, through a resume or similar document, the Project personnel's education and experience in providing LGBTQ cultural competency training and consultative services to organizations. Indicate the responsibilities each individual will have in this Project and how long each has been with your company. Personnel must show extensive prior experience in working with LGBTQ youth, providing services to LGBTQ youth, and providing culturally competency training to organizations serving LGBTQ youth and must have an in depth knowledge of LGBTQ specific issues and how to address them in a culturally sensitive manner. Identify by name any subcontractors you intend to use and the services they will perform. For all subcontractors, include the subcontractor's education and experience through a resume or similar document.

II-6. Training. If appropriate, indicate recommended training of Department personnel. Include the Department personnel to be trained, the number to be trained, duration of the program, place of training, curricula, training materials to be used, number and frequency of sessions, and number and level of instructors.

II-7. Financial Capability. Describe your company's financial stability and economic capability to perform the contract requirements. Provide your company's financial statements for the past three fiscal years. If your company is a publicly traded company, please provide a link to your financial records on your company website; otherwise, provide three (3) years of your company's financial documents such as audited financial statements or recent tax returns. 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.

II-8. Objections and Additions to Standard Contract Terms and Conditions. The Offeror will identify which, if any, of the terms and conditions (contained in **Appendix C**) it would like to negotiate and what additional terms and conditions the Offeror would like to add to the standard contract terms and conditions. The Offeror's failure to make a submission under this paragraph will result in its waiving its right to do so later, but the Department may consider late

objections and requests for additions if to do so, in the Department's sole discretion, would be in the best interest of the Commonwealth. The Department may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions. The Offeror shall not request changes to the other provisions of the RFP, nor shall the Offeror request to completely substitute its own terms and conditions for **Appendix C**. All terms and conditions must appear in one integrated contract. The Department will not accept references to the Offeror's, or any other, online guides or online terms and conditions contained in any proposal.

Regardless of any objections set out in its proposal, the Offeror must submit its proposal, including the cost proposal, on the basis of the terms and conditions set out in **Appendix C**. The Department will reject any proposal that is conditioned on the negotiation of the terms and conditions set out in **Appendix C** or to other provisions of the RFP as specifically identified above. The following terms and conditions listed in **Appendix C** are not negotiable: **Independent Contractor, Hold Harmless Provision, Nondiscrimination/Sexual Harassment Clause, Contractor Integrity Provisions, Contractor Responsibility Provisions, Americans with Disabilities Act, and Covenant Against Contingent Fees.**

II-9. Disadvantaged Business Submittal.

A. Disadvantaged Business Information.

1. To receive credit for being a Small Disadvantaged Business or a Socially Disadvantaged Business or for entering into a joint venture agreement with a Small Disadvantaged Business or for subcontracting with a Small Disadvantaged Business (including purchasing supplies and/or services through a purchase agreement), a Offeror must include proof of Disadvantaged Business qualification in the Disadvantaged Business Submittal of the proposal, as indicated below:

a) A Small Disadvantaged Businesses certified by BMWBO as an MBE/WBE must provide a photocopy of their BMWBO certificate.

b) Businesses certified by the U.S. Small Business Administration pursuant to Section 8(a) of the Small Business Act (15 U.S.C. § 636(a)) as an 8(a) Small Disadvantaged Businesses must submit proof of U.S. Small Business Administration certification. The owners of such businesses must also submit proof of United States citizenship.

c) Businesses, which assert that they meet the U.S. Small Business Administration criteria for designation as a small disadvantaged business, must submit: a) self-certification that the business meets the Small Business Administration criteria and b) documentary proof to support the self-certification. The owners of such businesses must also submit proof of United States citizenship, and provide any relevant small disadvantaged business certifications by other certifying entities.

d) All businesses claiming Small Disadvantaged Business status, whether as a result of BMWBO certification, or U.S. Small Business Administration certification as an 8(a) or self-certification as a U.S. Small Business Administration small disadvantaged business, must attest to the fact that the business has no more than 100 full-time or full-time equivalent employees.

e) All businesses claiming Small Disadvantaged Business status, whether as a result of BMWBO certification, or U.S. Small Business Administration certification as an 8(a) or self-certification as a U.S. Small Business Administration small disadvantaged business, must submit proof that their gross annual revenues are less than \$20,000,000 (\$25,000,000 for those businesses in the information technology sales or service business). This can be accomplished by including a recent tax return or audited financial statement.

2. All businesses claiming status as a Socially Disadvantaged Business must include in the Disadvantaged Business Submittal of the proposal clear and convincing evidence to establish that the business has personally suffered racial or ethnic prejudice or cultural bias stemming from the business person's color, ethnic origin or gender. The submitted evidence of prejudice or bias must:

a) Be rooted in treatment that the business person has experienced in American society, not in other countries.

b) Show prejudice or bias that is chronic and substantial, not fleeting or insignificant.

c) Indicate that the business person's experience with the racial or ethnic prejudice or cultural bias has negatively impacted his or her entry into and/or advancement in the business world.

BMWBO shall determine whether the Offeror has established that a business is socially disadvantaged by clear and convincing evidence.

3. In addition to the above verifications, the Offeror must include in the Disadvantaged Business Submittal of the proposal the following information:

a) Those Small Disadvantaged Businesses submitting a proposal as the Offeror, must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be performed by the Offeror and not by subcontractors and suppliers.

b) Those Small Disadvantaged Businesses submitting a proposal as a part of a joint venture partnership, must include a numerical percentage which

represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be performed by the Small Disadvantaged Business joint venture partner and not by subcontractors and suppliers or by joint venture partners who are not Small Disadvantaged Businesses. Offeror must also provide:

- 1) The amount of capital, if any, each Small Disadvantaged Business joint venture partner will be expected to provide.
- 2) A copy of the joint venture agreement signed by all parties.
- 3) The business name, address, name and telephone number of the primary contact person for the Small Disadvantaged Business joint venture partner.

c) *All* Offerors must include a numerical percentage which represents the total percentage of the total cost in the Cost Submittal that the Offeror commits to paying to Small Disadvantaged Businesses as subcontractors. To support its total percentage DB subcontractor commitment, Offeror must also include:

- 1) The dollar amount of each subcontract commitment to a Small Disadvantaged Business;
- 2) The name of each Small Disadvantaged Business. The Offeror will not receive credit for stating that after the contract is awarded it will find a Small Disadvantaged Business.
- 3) The services or supplies each Small Disadvantaged Business will provide, including the timeframe for providing the services or supplies.
- 4) The location where each Small Disadvantaged Business will perform services.
- 5) The timeframe for each Small Disadvantaged Business to provide or deliver the goods or services.
- 6) A signed subcontract or letter of intent for each Small Disadvantaged Business. The subcontract or letter of intent must identify the specific work, goods or services the Small Disadvantaged Business will perform and how the work, goods or services relates to the project.
- 7) The name, address and telephone number of the primary contact person for each Small Disadvantaged Business.

d) The total percentages and each subcontractor commitment will become contractual obligations once the contract is fully executed.

e) The name and telephone number of the Offeror's project (contact) person for the Small Disadvantaged Business information.

4. The Offeror is required to submit **two** copies of its Disadvantaged Business Submittal. The submittal shall be clearly identified as Disadvantaged Business

information and sealed in its own envelope, separate from the remainder of the proposal.

5. A Small Disadvantaged Business can be included as a subcontractor with as many prime contractors as it chooses in separate proposals.

6. An Offeror that qualifies as a Small Disadvantaged Business and submits a proposal as a prime contractor is not prohibited from being included as a subcontractor in separate proposals submitted by other Offerors.

B. Enterprise Zone Small Business Participation.

1. To receive credit for being an enterprise zone small business or entering into a joint venture agreement with an enterprise zone small business or subcontracting with an enterprise zone small business, an Offeror must include the following information in the Disadvantaged Business Submittal of the proposal:

a) Proof of the location of the business' headquarters (such as a lease or deed or Department of State corporate registration), including a description of those activities that occur at the site to support the other businesses in the enterprise zone.

b) Confirmation of the enterprise zone in which it is located (obtained from the local enterprise zone office).

c) Proof of United States citizenship of the owners of the business.

d) Certification that the business employs no more than 100 full-time or full-time equivalent employees.

e) Proof that the business' gross annual revenues are less than \$20,000,000 (\$25,000,000 for those businesses in the information technology sales or service business). This can be accomplished by including a recent tax return or audited financial statement.

f) Documentation of business organization, if applicable, such as articles of incorporation, partnership agreement or other documents of organization.

2. In addition to the above verifications, the Offeror must include in the Disadvantaged Business Submittal of the proposal the following information:

a) The name and telephone number of the Offeror's project (contact) person for the Enterprise Zone Small Business.

b) The business name, address, name and telephone number of the primary contact person for each Enterprise Zone Small Business included in the proposal. The Offeror must specify each Enterprise Zone Small Business to which it is making commitments. The Offeror will not receive credit for stating that it will find an Enterprise Zone Small Business after the contract is awarded or for listing several businesses and stating that one will be selected later.

c) The specific work, goods or services each Enterprise Zone Small Business will perform or provide.

d) The total cost amount submitted in the Offeror's cost proposal and the estimated dollar value of the contract to each Enterprise Zone Small Business.

e) Of the estimated dollar value of the contract to each Enterprise Zone Small Business, the percent of the total value of services or products purchased or subcontracted that each Enterprise Zone Small Business will provide.

f) The location where each Enterprise Zone Small Business will perform these services.

g) The timeframe for each Enterprise Zone Small Business to provide or deliver the goods or services.

h) The amount of capital, if any, each Enterprise Zone Small Business will be expected to provide.

i) The form and amount of compensation each Enterprise Zone Small Business will receive.

j) For a joint venture agreement, a copy of the agreement, signed by all parties.

k) For a subcontract, a signed subcontract or letter of intent.

3. The dollar value of the commitment to each Enterprise Zone Small Business must be included in the same sealed envelope with the Disadvantaged Business Submittal of the proposal. The following will become a contractual obligation once the contract is fully executed:

a) The amount of the selected Offeror's Enterprise Zone Small Business commitment;

b) The name of each Enterprise Zone Small Business; and

- c) The services each Enterprise Zone Small Business will provide, including the timeframe for performing the services.

II-10. Cost Submittal. The information requested in this **Part II, Section II-10** shall constitute the Cost Submittal. The Cost Submittal shall be placed in a separate sealed envelope within the sealed proposal, separated from the technical submittal. The total proposed cost shall be broken down by deliverable listed in Appendix B (Cost Sheet). Offerors shall use Appendix B to show a cost per deliverable along with the total cost for the project.

Offerors should **not** include any assumptions in their cost submittals. If the Offeror includes assumptions in its cost submittal, the Department may reject the proposal. Offerors should direct in writing to the RFP Project Officer pursuant to **Part I, Section I-9**, of this RFP any questions about whether a cost or other component is included or applies. All Offerors will then have the benefit of the Department's written answer so that all proposals are submitted on the same basis.

The Department will reimburse the selected Offeror for work satisfactorily performed and at the Department's sole discretion after execution of a written contract and the start of the contract term, in accordance with contract requirements, and only after the Issuing Office has issued a notice to proceed.

II-11. Domestic Workforce Utilization Certification. Complete and sign the Domestic Workforce Utilization Certification contained in **Appendix K** of this RFP. Offerors who seek consideration for this criterion must submit in hardcopy the signed Domestic Workforce Utilization Certification Form in the same sealed envelope with the Technical Submittal.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal must be:

- A. Timely received from an Offeror;
- B. Properly signed by the Offeror;
- C. Demonstrate financial capability.

III-2. Technical Nonconforming Proposals. The three (3) Mandatory Responsiveness Requirements set forth in **Section III-1** above (A-B) are the only RFP requirements that the Commonwealth will consider to be *non-waivable*. The Department reserves the right, in its sole discretion, to (1) waive any other technical or immaterial nonconformities in an Offeror's proposal, (2) allow the Offeror to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Offeror's proposal.

III-3. Evaluation. The Department has selected a committee of qualified personnel to review and evaluate timely submitted proposals. Independent of the committee, BMWBO will evaluate the Disadvantaged Business Submittal and provide the Department with a rating for this component of each proposal. The Department will notify in writing of its selection for negotiation the responsible Offeror whose proposal is determined to be the most advantageous to the Commonwealth as determined by the Department after taking into consideration all of the evaluation factors.

III-4. Evaluation Criteria. The following criteria will be used in evaluating each proposal:

- A. Technical:** The Issuing Office has established the weight for the Technical criterion for this RFP as 50% of the total points. Evaluation will be based upon the following in order of importance:
 - i. **Soundness of Approach:** This refers to the Offeror's technical approach for completion of all deliverables required by this RFP, if it is responsive to all requirements of the RFP and if it meets the Project's objectives and timelines. The Offeror shall clearly describe how each task will be performed, including the LGBTQ cultural competency training and on site cultural competency assessments. The Offeror shall provide reasons for deviating from the RFP work statement, if applicable.
 - ii. **Applicant's Qualifications:** This refers to the Offeror's ability to complete the deliverables of the RFP based on their prior experience. This includes the Offeror's financial ability to undertake a project of this size. The applicant should demonstrate prior experience that prepares the Offeror for the proposed activities, including

experience in providing on site cultural competency assessment and providing LGBTQ cultural competency assessments of organizations. The applicant should demonstrate previous experience in working with the Department of Health or other agencies within the Commonwealth.

- iii. **Personnel Qualifications:** This refers to the qualifications of the personnel who would be completing tasks related to this RFP. Qualifications of personnel will be measured by experience and education, with particular reference to completing deliverables similar to those described in the RFP. The applicant should commit sufficient personnel to carry out the proposed activities, including a Project Manager who should have education and experience in similar projects.
- iv. **Understanding the Problem:** This refers to the Offeror's ability to articulate their understanding of the agency's needs that generated this RFP, the Project's objectives, and the nature and scope of the work involved. The applicant should demonstrate an understanding of the LGBTQ population and dedicate adequate resources to perform the services outlined in the work statement.
- v.

B. Cost: The Issuing Office has established the weight for the Cost criterion for this RFP as 30% of the total points.

C. Disadvantaged Business Participation. BMWBO has established the weight for the Disadvantaged Business (DB) Participation criterion for this RFP as 20 % of the total points. Evaluation will be based upon the following in order of priority:

Priority Rank 1	Proposals submitted by Small Disadvantaged Businesses.
Priority Rank 2	Proposals submitted from a joint venture with a Small Disadvantaged Business as a joint venture partner.
Priority Rank 3	Proposals submitted with subcontracting commitments to Small Disadvantaged Businesses.
Priority Rank 4	Proposals submitted by Socially Disadvantaged Businesses.

Each DB Participation Submittal will be rated for its approach to enhancing the utilization of Small Disadvantaged Businesses and/or Socially Disadvantaged Businesses. Each approach will be evaluated, with Priority Rank 1 receiving the highest score and the succeeding options receiving scores in accordance with the above-listed priority ranking. To the extent that there are multiple DB Participation submittals that offer subcontracting commitments to Small

Disadvantaged Businesses, the proposal offering the highest total percentage commitment shall receive the highest score in the Priority Rank 3 category and the other proposal(s) in that category shall be scored in proportion to the highest total percentage commitment offered.

To qualify as a Small Disadvantaged Business or a Socially Disadvantaged Business, the Small Disadvantaged Business or Socially Disadvantaged Business cannot enter into subcontract arrangements for more than **40%** of the total estimated dollar amount of the contract. If a Small Disadvantaged Business or a Socially Disadvantaged Business subcontracts more than **40%** of the total estimated dollar amount of the contract to other contractors, the Disadvantaged Business Participation scoring shall be proportionally lower for that proposal.

D. Enterprise Zone Small Business Participation. In accordance with the priority ranks listed below, bonus points in addition to the total points for this RFP, will be given for the Enterprise Zone Small Business Participation criterion. The maximum bonus points for this criterion is 3% of the total points for this RFP. The following options will be considered as part of the final criteria for selection:

- Priority Rank 1** Proposals submitted by an Enterprise Zone Small Business will receive three percent bonus for this criterion.

- Priority Rank 2** Proposals submitted by a joint venture with an Enterprise Zone Small Business as a joint venture partner will receive two percent bonus for this criterion.

- Priority Rank 3** Proposals submitted with a subcontracting commitment to an Enterprise Zone Small Business will receive the one percent bonus for this criterion.

- Priority Rank 4** Proposals with no Enterprise Zone Small Business Utilization shall receive no points under this criterion.

To the extent that an Offeror is an Enterprise Zone Small Business, the Offeror cannot enter into contract or subcontract arrangements for more than **40%** of

the total estimated dollar amount of the contract in order to qualify as an Enterprise Zone Small Business for purposes of this RFP.

E. Domestic Workforce Utilization: Any points received for the Domestic Workforce Utilization criterion are bonus points in addition to the total points for this RFP. The maximum bonus points for this criterion is 3% of the total points for this RFP. To the extent permitted by the laws and treaties of the United States, each proposal will be scored for its commitment to use domestic workforce in the fulfillment of the contract. Maximum consideration will be given to those Offerors who will perform the contracted direct labor exclusively within the geographical boundaries of the United States or within the geographical boundaries of a country that is a party to the World Trade Organization Government Procurement Agreement. Those who propose to perform a portion of the direct labor outside of the United States and not within the geographical boundaries of a party to the World Trade Organization Government Procurement Agreement will receive a correspondingly smaller score for this criterion. Offerors who seek consideration for this criterion must submit in hardcopy the signed Domestic Workforce Utilization Certification Form in the same sealed envelope with the Technical Submittal. The certification will be included as a contractual obligation when the contract is executed.

III-5. Offeror Responsibility. To be responsible, an Offeror must submit a responsive proposal and possess the capability to fully perform the contract requirements in all respects and the integrity and reliability to assure good faith performance of the contract.

In order for an Offeror to be considered responsible for this RFP and therefore eligible for selection for best and final offers or selection for contract negotiations:

- (1) The total score for the technical submittal of the Offeror's proposal must be greater than or equal to **70%** of the **available technical points**; and
- (2) The Offeror's financial information must demonstrate that the Offeror possesses the financial capability to assure good faith performance of the contract.

Further, the Issuing Office will award a contract only to an Offeror determined to be responsible in accordance with the most current version of Commonwealth Management Directive 215.9, Contractor Responsibility Program.

PART IV
WORK STATEMENT

IV-1. Objectives.

- a. **General.** The objective of this Project is to provide LGBTQ cultural competency training and to assess organizational LGBTQ cultural competency at the PREP implementation sites who will be implementing evidence based programs, which include *Street Smart* or *Rikers Health Advocacy Program*.
- b. **Specific.**
 - i. Develop and provide LGBTQ cultural competency training, in the Harrisburg area, to key staff from all PREP implementation sites.
 - ii. Conduct an on-site LGBTQ cultural competence assessment at each of the PREP implementation sites, who will be determined through a separate Request for Applications (RFA) process.
 - iii. Provide ongoing training and consultation on LGBTQ cultural competency at each PREP implementation site.

IV-2. Nature and Scope of the Project. This Project is a statewide project. At the completion of this project, the Contractor shall have provided LGBTQ cultural competency trainings, an assessment of organizational LGBTQ cultural competency at all PREP implementation sites, provided basic and advanced training on cultural competency to key staff and provide consultation on LGBTQ questions, as needed. Further information about the nature and scope of the project, by task, can be found below in Section IV-3, Tasks.

IV-3. Tasks.

LGBTQ Cultural Competency Trainings

- a. Develop LGBTQ Cultural Competency Training
 - i. Develop a draft of a daylong (8 hours) LGBTQ cultural competence training for staff of the PREP implementation sites, who will be implementing the *Rikers Health Advocacy Program* and *Street Smart* curricula. The training will include how to make LGBTQ culturally competent adaptations to the curricula and other topics related to LGBTQ Cultural Competency Training to be determined by the Contractor. The training shall have an evaluation component.
 - ii. The Contractor shall submit a topic and a detailed outline of the training to be conducted, including training objectives to the Project Officer. The Contractor shall complete this within 30 calendar days of the execution of the contract.
 - iii. The Contractor shall provide two copies of the training evaluation to the Project Officer. The Contractor shall provide this within 30 calendar days of the execution of the contract.

- iv. The Contractor shall provide the Project Officer with the preferred date for the training. The Department will reserve and pay for the meeting location. The Contractor is responsible for all other costs associated with the meeting. The training will be for approximately 35-50 people. The training must be held within 90 calendar days of an executed contract. The Contractor shall provide the dates for the training within 30 calendar days of the execution of the contract.
- v. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment. This task must be complete and approved by the Project Officer prior to IV-3.b. Finalize the LGBTQ Cultural Competency Training being completed.

b. Finalize LGBTQ Cultural Competency Training

- i. Finalize the daylong (8 hours) LGBTQ cultural competence training for staff of the PREP implementation sites, which will include everything required in IV-3.a. Develop LGBTQ Cultural Competency Training.
- ii. Provide two copies of all final training materials to the Project Officer. The Contractor shall provide the final training materials within 14 calendar days of the Project Officer approving IV-3.a Develop LGBTQ Cultural Competency Training.
- iii. The Contractor shall provide a walkthrough of the training for the Project Officer and other BFH staff in Harrisburg, Pennsylvania or via webinar. This shall be completed within 14 calendar days of submitting IV-3.b.ii.
- iv. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment. This task must be complete and approved by the Project Officer prior to IV-3.c. Facilitate the LGBTQ Cultural Competency Training being completed.

c. Facilitate LGBTQ Cultural Competency Training

- i. Facilitate the daylong (8 hours) LGBTQ cultural competence training for staff of the 17 PREP implementation sites. This training shall include all information included in IV-3.b. Finalize LGBTQ Cultural Competency Training. The training will take place in the Harrisburg area in the first year of the contract.
- ii. The Contractor shall provide the Project Officer with a sign in sheet for the training. The Contractor shall provide the sign in sheet within 14 calendar days of the training taking place.
- iii. The Contractor shall provide the Project Officer with an evaluation of the training, completed by training participants. The Contractor shall provide the training evaluation within 14 calendar days of the training taking place.
- iv. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted

to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment.

On-Site LGBTQ Cultural Competency Assessments

d. Develop Draft Protocol for On-Site LGBTQ Cultural Competency Assessments

- i. Develop draft protocol for conducting on-site cultural competence assessment of all PREP implementation sites. The protocol may include, but is not limited to:
 - a. Staff Surveys
 - b. Environmental Scans
 - c. Policy Reviews
- ii. The Contractor shall submit two copies of the draft protocol to the Project Officer. The Contractor shall submit the draft protocol within 90 calendar days of the executed contract.
- iii. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment. This task must be complete and approved by the Project Officer prior to IV-3.e Finalize Protocol for On-Site LGBTQ Cultural Competence Assessments being completed.

e. Finalize Protocol for On-Site LGBTQ Cultural Competency Assessments

- i. Finalize protocol for conducting on-site cultural competence assessment of all PREP implementation sites. The protocol shall include, at a minimum, all information included in IV-3.d. Develop Draft Protocol for On-Site LGBTQ Cultural Competency Assessments.
- ii. The Contractor shall submit two copies of the final protocol to the Project Officer. The Contractor shall submit the final protocol within 14 calendar days of the Project Officer approving IV-3.d Develop Draft Protocol for On-Site LGBTQ Cultural Competency Assessments.
- iii. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment. This task must be complete and approved by the Project Officer prior to IV-3.f. Conduct On-Site LGBTQ Cultural Competence Assessments being completed.

f. Conduct On-Site LGBTQ Cultural Competency Assessments

- i. Conduct on-site cultural competence assessment of all PREP implementation sites. The site visit will follow the protocol established in IV-3.e. Finalize Protocol for On-Site Cultural Competency Assessments.
- ii. The Contractor shall submit to the Project Officer the dates the on-site LGBTQ cultural competency assessments will be conducted at least 14 calendar days

prior to conducting the assessments. The Contractor shall conduct assessments at all PREP implementation sites before September 30, 2012.

- iii. The Contractor shall submit a summary of each assessment to the Project Officer within 14 calendar days of the assessment taking place.
- iv. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment.

Cultural Competency Goals and Plan

- g. Develop Cultural Competency Goals and Plan with PREP Implementation Sites
 - i. Meet with leadership at each PREP implementation site, set goals and develop an individualized plan to achieve the goals based on the LGBTQ cultural competency assessment for the site.
 - ii. The Contractor shall submit a copy of the goals and plan developed with each PREP implementation site to the Project Officer within 14 calendar days of the plan development. The Contractor shall develop goals and plans at all PREP implementation sites before September 30, 2012.
 - iii. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment. This task must be complete and approved by the Project Officer prior to Monitor and Update Cultural Competency Goals with PREP implementation sites being completed.
- h. Monitor and Update Cultural Competency Goals with PREP Implementation Sites
 - i. Meet with leadership at each PREP implementation site, in years two through five of the contract, to update cultural competency goals and plan established under IV-3.g. Develop Cultural Competency Goals and Plan with PREP implementation sites.
 - ii. The Contractor will submit a summary of the meeting with leadership, progress towards goals and, if necessary an updated copy of organizational goals to the Project Officer, within 14 calendar days of the monitoring/updating taking place.
 - iii. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment.

LGBTQ 101 Training

- i. Develop a Draft of LGBTQ 101 Training
 - i. Develop a LGBTQ 101 training for all staff at each PREP implementation site.

- ii. The Contractor shall provide topics and an outline of information to be discussed in each LGBTQ 101 Training to the Project Officer within 120 calendar days of an executed contract.
- iii. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment. This task must be complete and approved by the Project Officer prior to IV-3.j. Finalize LGBTQ 101 Training being completed.

j. Finalize LGBTQ 101 Training

- i. Finalize LGBTQ 101 training. This shall include everything required in IV-3.i. Develop a Draft of LGBTQ 101 Training.
- ii. The Contractor will provide two copies of the training to the Project Officer. The Contractor shall provide the copies of the training within 30 calendar days of the Project Officer approving i Develop a Draft of LGBTQ Training.
- iii. The Contractor shall provide a walkthrough of the training for the Project Officer and other BFH staff in Harrisburg, Pennsylvania or via webinar. This shall be completed within 14 calendar days of submitting IV-3.j.ii.
- iv. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment. This task must be complete and approved by the Project Officer prior to IV-3.k. Provide LGBTQ 101 Training being completed.

k. Provide LGBTQ 101 Training

- i. Provide LGBTQ 101 Training at each PREP implementation site. LGBTQ 101 Training will be provided on a yearly basis to staff at each PREP implementation site. All staff at each PREP implementation site will be required to attend the LGBTQ 101 Training at least once in the five year contract period.
- ii. The Contractor shall submit to the Project Officer the dates the LGBTQ 101 Training will be conducted at least 14 calendar days prior to conducting the training. The Contractor shall conduct trainings at all PREP implementation sites each year of the contract. In year one, the LGBTQ 101 Training must be completed by September 30, 2012.
- iii. The Contractor will provide an evaluation of the training, completed by staff at the PREP implementation sites to the Project Officer. The Contractor shall submit this within 14 calendar days of each training.
- iv. The Contractor shall provide the Project Officer with a sign in sheet from the training. The Contractor shall submit this within 14 calendar days of each training.
- v. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted

to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment.

Advanced Topics on LGBTQ Competence Training

- I. Develop a Draft Advanced Topics on LGBTQ Competence Training
 - i. Develop a draft Advanced Topics on LGBTQ Competence Training to be given at each PREP implementation site. The topics shall be based on the needs of the PREP implementation sites. The Contractor shall develop a different training each year of the contract in years two through five. Staff working directly with youth in the PREP implementation site, will be required to attend at least one advanced topics training in the five year contract period.
 - ii. The Contractor shall submit a topic and a detailed outline of the training to be conducted, including training objectives to the Project Officer. The Contractor shall complete this within the first 60 calendar days of each contract year.
 - iii. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment. This task must be complete and approved by the Project Officer prior to IV-3.m. Finalize Advanced Topics on LGBTQ Competence Training being completed.

- m. Finalize Advanced Topics on LGBTQ Competence Training
 - i. Finalize training on advanced LGBTQ cultural competence to be given at each PREP implementation site.
 - ii. The Contractor will provide two copies of the training to the Project Officer within 30 calendar days of the Project Officer approving IV-3.I Develop a Draft Advanced Topics on LGBTQ Competence Training.
 - iii. The Contractor shall provide a walkthrough of the training for the Project Officer and other BFH staff in Harrisburg, Pennsylvania or via webinar. This shall be completed within 14 calendar days of submitting IV-3.m.ii.
 - iv. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment. This task must be complete and approved by the Project Officer prior to IV-3.n. Provide Advanced Topics on LGBTQ Competence Training being completed.

- n. Provide Advanced Topics on LGBTQ Competence Training
 - i. Provide training on advanced LGBTQ cultural competence at each PREP implementation site. Advanced Topics on LGBTQ Competence Training shall be provided in years two through five of the contract. The Advanced Topics on LGBTQ Competence Training shall be on a different topic in years two through five of the contract.

- ii. Contractor will provide an evaluation of the training, completed by staff at each PREP implementation site to the Project Officer within 14 calendar days of providing each training.
- iii. Contractor will provide a sign-in sheet from the training to the Project Officer within 14 calendar days of providing each training.
- iv. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment.

Regional Meetings

- o. Host and Facilitate regional meetings
 - i. Host and facilitate four regional meetings with PREP implementation site staff and supervisors to review experiences in implementing culturally competent services as a part of PREP. One meeting per region (four regions, which are geographically accessible for the PREP implementation sites), in years two through five of the contract.
 - ii. The Contractor will provide the Project Officer with the date and location of each meeting, 14 calendar days prior to the meeting taking place. The Contractor is responsible for securing facilities and providing all necessary meeting materials.
 - iii. The Contractor will provide the Project Officer with an evaluation of the regional meetings, completed by staff from the PREP implementation sites.
 - iv. The Contractor will provide the Project Officer with a sign-in sheet from the regional meetings.
 - v. The Contractor will provide a summary of the meeting to the Project Officer.
 - vi. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment.

Video and Phone Consultations to PREP Implementation Sites

- p. Provide Video and Phone Consultations to PREP Implementation Sites
 - ii. The Contractor shall provide video and phone consultation to PREP implementation sites to respond to questions, issues, and cases involving LGBTQ youth on an as needed basis. The Contractor will provide a summary of all consultations and outcomes of the consultation on a quarterly basis, as outlined in IV-4.B Quarterly Reports.
 - iii. The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment.

IV-4. Reports and Project Control.

a. Task Plan. A work plan for each task that identifies the work elements of each task, the resources assigned to the task, and the time allotted to each element and the deliverable items to be produced. Where appropriate, a PERT or GANTT chart display should be used to show project, task, and time relationship. HHS will select a subset of projects funded to participate in Federal Impact Evaluations. All sub-awardees will be required to participate if selected, and must give their assurance that they will participate if selected. The Contractor must submit a statement agreeing that they will participate if selected. If selected, this may require the Contractor to revise the evaluation criteria previously developed.

The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment. This shall be submitted within 30 calendar days from the start of the Contract and approved prior to any other tasks being completed.

B. Quarterly Reports. Quarterly progress report covering activities, problems and recommendations shall be submitted to the Project Officer within 30 calendar days of the end of the quarter. The report should also provide a summary of agency assessments and goal setting sessions, updates on goals and progress, and summary reports on consultations provided to PREP implementation sites. The Offeror shall provide video and phone consultation to PREP implementation sites to respond to questions, issues, and cases involving LGBTQ youth on a scheduled and as needed basis. The quarterly reports shall detail any consultations provided to PREP implementation sites.

For each quarterly progress report the acceptance criteria will be the reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment.

C. Annual Report. The contractor shall submit an annual report on activities completed in the project year. This report shall be based on data from the training evaluations, on-site cultural competency assessments, summary of consultations provided, and any other data requested by the Department. If additional information is needed by the Department this request will be made of the Contractor 30 calendar days prior to the end of the Project year to allow time to prepare this additional data. The annual report must be submitted to the Project Officer within 30 calendar days of the end of the Project year

The annual report shall also identify problem areas and the impact on the overall project and on each affected task. It should list possible courses of action with advantages and disadvantages of each, and include Offeror recommendations with supporting rationale.

For each annual report the acceptance criteria will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment.

D. Final Report. The final report shall consist of a complete summary of the entire project. The report shall contain a complete analysis of the project and detail the results of agency assessments and goal setting sessions, updates on goals and progress, pre and post test results for each of the trainings provided, and summary reports on consultations provided to PREP implementation sites. The final report must be submitted within 30 calendar days of the project's completion.

The acceptance criteria for the task will be reviewed and signed-off of the individual deliverable by the Project Officer. Completed tasks shall be submitted to the Project Officer for approval. The Project Officer must approve the deliverable in writing, in order to receive payment.

IV-5. Contract Requirements—Disadvantaged Business Participation and Enterprise Zone Small Business Participation.

All contracts containing Disadvantaged Business participation and/or Enterprise Zone Small Business participation must also include a provision requiring the selected contractor to meet and maintain those commitments made to Disadvantaged Businesses and/or Enterprise Zone Small Businesses at the time of proposal submittal or contract negotiation, unless a change in the commitment is approved by the BMWBO. All contracts containing Disadvantaged Business participation and/or Enterprise Zone Small Business participation must include a provision requiring Small Disadvantaged Business subcontractors, Enterprise Zone Small Business subcontractors and Small Disadvantaged Businesses or Enterprise Zone Small Businesses in a joint venture to perform at least **50%** of the subcontract or Small Disadvantaged Business/Enterprise Zone Small Business participation portion of the joint venture.

The selected contractor's commitments to Disadvantaged Businesses and/or Enterprise Zone Small Businesses made at the time of proposal submittal or contract negotiation shall be maintained throughout the term of the contract and through any renewal or extension of the contract. Any proposed change must be submitted to BMWBO, which will make a recommendation to the Contracting Officer regarding a course of action.

If a contract is assigned to another contractor, the new contractor must maintain the Disadvantaged Business participation and/or Enterprise Zone Small Business participation of the original contract.

The selected contractor shall complete the Prime Contractor's Quarterly Utilization Report (or similar type document containing the same information) and submit it to the contracting officer of the Issuing Office and BMWBO within **10** workdays at the end of each quarter the contract is in force. This information will be used to determine the actual dollar amount paid to Small

Disadvantaged Business and/or Enterprise Zone Small Business subcontractors and suppliers, and Small Disadvantaged Business and/or Enterprise Zone Small Business participants involved in joint ventures. Also, this information will serve as a record of fulfillment of the commitment the selected contractor made and for which it received Disadvantaged Business and Enterprise Zone Small Business points. If there was no activity during the quarter then the form must be completed by stating "No activity in this quarter."

NOTE: EQUAL EMPLOYMENT OPPORTUNITY AND CONTRACT COMPLIANCE STATEMENTS REFERRING TO COMPANY EQUAL EMPLOYMENT OPPORTUNITY POLICIES OR PAST CONTRACT COMPLIANCE PRACTICES DO NOT CONSTITUTE PROOF OF DISADVANTAGED BUSINESSES STATUS OR ENTITLE AN OFFEROR TO RECEIVE CREDIT FOR DISADVANTAGED BUSINESSES UTILIZATION.

CERTIFICATIONS

1. Certification Regarding Debarment and Suspension

- a. The contractor must certify, in writing, for itself and all its subcontractors, that as of the date of its execution of any Commonwealth contract, that neither the contractor, nor any subcontractors, nor any suppliers 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 the bid/proposal, a written explanation of why such certification cannot be made.
- b. The contractor must also certify, in writing, that as of the date of its execution, of any Commonwealth contract it has no tax liabilities or other Commonwealth obligations.
- 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 contracting agency 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 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 contracting agency 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, which 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.dgsweb.state.pa.us/debarmentlist/NonArchiveByCompany.asp?p=> 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 120 days following the time and date designated for bid opening of applications/proposals/bids received in response to this Request for Application/Request for Proposals/Invitation for Bid # 10-07-05.

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

Appendix B - Cost Sheet

RFP# 10-07-05

10/1/2011-9/30/2012

Number	Deliverable Name	RFP Section	Estimated Quantity	Unit Cost	Total Cost
1	Task Plan	IV-4.A Reports and Project Control	1	\$	\$
2	Develop LGBTQ Cultural Competency Training	IV-3.a Tasks	1	\$	\$
3	Finalize LGBTQ Cultural Competency Training	IV-3.b Tasks	1	\$	\$
4	Facilitate LGBTQ Cultural Competency Training	IV-3.c Tasks	1	\$	\$
5	Develop Draft Protocol for On-Site LGBTQ Cultural Competency Assessments	IV-3.d Tasks	1	\$	\$
6	Finalize Protocol for On-Site LGBTQ Cultural Competency Assessments	IV-3.e Tasks	1	\$	\$
7	Conduct on-site Cultural Competency Assessments and Summary	IV-3.f Tasks	17	\$	\$
8	Develop Cultural Competency Goals and Plan with PREP Implementation Sites	IV-3.g Tasks	17		
9	Develop a Draft of LGBTQ 101 Training	IV-3.i Tasks	1	\$	\$
10	Finalize LGBTQ 101 Training	IV-3.j Tasks	1	\$	\$
11	Provide LGBTQ 101 Training	IV-3.k Tasks	17	\$	\$
12	Video and Phone Consultations to PREP Sites	IV-3.p Tasks	17	\$	\$
13	Quarterly Report	IV-4.B Reports and Project Control	4	\$	\$
14	Annual Report	IV-4.C Reports and Project Control	1	\$	\$
Total Cost per Year					\$

Appendix B - Cost Sheet

RFP# 10-07-05

10/1/2012-9/30/2013

Number	Deliverable Name	RFP Section	Estimated Quantity	Unit Cost	Total Cost
1	Monitor and Update Cultural Competency Goals with PREP Implementation Sites	IV-3.h Tasks	17	\$	\$
2	Provide LGBTQ 101 Training	IV-3.k Tasks	17	\$	\$
3	Develop a Draft Advanced Topics on LGBTQ Competence Training	IV-3.l Tasks	1		
4	Finalize Advanced Topics on LGBTQ Competence Training	IV-3.m Tasks	1		
5	Provide Advanced Topics on LGBTQ Competence Training	IV-3.n Tasks	17	\$	\$
6	Facilitate regional meetings	IV-3.o Tasks	4	\$	\$
7	Video and Phone Consultations to PREP Sites	IV-3.p Tasks	34	\$	\$
8	Quarterly Report	IV-4.B Reports and Project Control	4	\$	\$
9	Annual Report	IV-4.C Reports and Project Control	1	\$	\$
Total Cost per Year					\$

Appendix B - Cost Sheet
RFP# 10-07-05
10/1/2013-9/30/2014

Number	Deliverable Name	RFP Section	Estimated Quantity	Unit Cost	Total Cost
1	Monitor and Update Cultural Competency Goals with PREP Implementation Sites	IV-3.h Tasks	17	\$	\$
2	Provide LGBTQ 101 Training	IV-3.k Tasks	17	\$	\$
3	Develop a Draft Advanced Topics on LGBTQ Competence Training	IV-3.l Tasks	1		
4	Finalize Advanced Topics on LGBTQ Competence Training	IV-3.m Tasks	1		
5	Provide Advanced Topics on LGBTQ Competence Training	IV-3.n Tasks	17	\$	\$
6	Facilitate regional meetings	IV-3.o Tasks	4	\$	\$
7	Video and Phone Consultations to PREP Sites	IV-3.p Tasks	34	\$	\$
8	Quarterly Report	IV-4.B Reports and	4	\$	\$
9	Annual Report	IV-4.C Reports and Project Control	1	\$	\$
Total Cost per Year					\$

Appendix B - Cost Sheet
RFP# 10-07-05
10/1/2014-9/30/2015

Number	Deliverable Name	RFP Section	Estimated Quantity	Unit Cost	Total Cost
1	Monitor and Update Cultural Competency Goals with PREP Implementation Sites	IV-3.h Tasks	17	\$	\$
2	Provide LGBTQ 101 Training	IV-3.k Tasks	17	\$	\$
3	Develop a Draft Advanced Topics on LGBTQ Competence Training	IV-3.l Tasks	1		
4	Finalize Advanced Topics on LGBTQ Competence Training	IV-3.m Tasks	1		
5	Provide Advanced Topics on LGBTQ Competence Training	IV-3.n Tasks	17	\$	\$
6	Facilitate regional meetings	IV-3.o Tasks	4	\$	\$
7	Video and Phone Consultations to PREP Sites	IV-3.p Tasks	34	\$	\$
8	Quarterly Report	IV-4.B Reports and	4	\$	\$
9	Annual Report	IV-4.C Reports and Project Control	1	\$	\$
Total Cost per Year					\$

Appendix B - Cost Sheet

RFP# 10-07-05

10/1/2015-9/30/2016

Number	Deliverable Name	RFP Section	Estimated Quantity	Unit Cost	Total Cost
1	Monitor and Update Cultural Competency Goals with PREP Implementation Sites	IV-3.h Tasks	17	\$	\$
2	Provide LGBTQ 101 Training	IV-3.k Tasks	17	\$	\$
3	Develop a Draft Advanced Topics on LGBTQ Competence Training	IV-3.l Tasks	1		
4	Finalize Advanced Topics on LGBTQ Competence Training	IV-3.m Tasks	1		
5	Provide Advanced Topics on LGBTQ Competence Training	IV-3.n Tasks	17	\$	\$
6	Facilitate regional meetings	IV-3.o Tasks	4	\$	\$
7	Video and Phone Consultations to PREP Sites	IV-3.p Tasks	34	\$	\$
8	Quarterly Report	IV-4.B Reports and Project Control	4	\$	\$
9	Annual Report	IV-4.C Reports and Project Control	1	\$	\$
10	Final Report	IV-4.D Reports and Project Control	1	\$	\$
Total Cost per Year					\$
TOTAL OVERALL COST					\$