

**REQUEST FOR APPLICATIONS FOR**

**Children's Trust Fund**

**ISSUING OFFICE**

**Commonwealth of Pennsylvania  
Department of Human Services  
Bureau of Procurement and Contract Management  
Room 528 Health and Human Services Building  
625 Forster Street  
Harrisburg, PA 17120**

**RFA NUMBER**

**25-RFA-13772**

**DATE OF ISSUANCE**

**January 5, 2026**

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## CALENDAR OF EVENTS

Activity	Responsibility	Date
Deadline to submit questions via email to <a href="mailto:RA-PWRFAQUESTIONS@PA.GOV">RA-PWRFAQUESTIONS@PA.GOV</a>	Potential Applicants	January 13, 2026 12:00 pm
Answers to Potential Applicant questions posted to the Department of General Services (“DGS”) website at <a href="https://www.emarketplace.state.pa.us/">https://www.emarketplace.state.pa.us/</a> no later than this date.	Issuing Office	January 23, 2026
Please monitor this website for all communications regarding the Request for Applications.	Potential Applicants	On-going
Application must be received by the Issuing Office at: <a href="mailto:RA-PWRFAQUESTIONS@PA.GOV">RA-PWRFAQUESTIONS@PA.GOV</a> as provided in Part I, Section 11.	Applicants	February 5, 2026 12:00:00 pm

## PART I

### GENERAL INFORMATION

- I-1. Purpose.** This Request for Applications (“RFA”) provides to those interested in submitting applications for the subject procurement (“Applicants”) sufficient information to enable them to prepare and submit applications for the Children’s Trust Fund (“CTF”) Board’s consideration to satisfy a need for children’s programs and services for child abuse and neglect prevention (“Project”). This RFA contains instructions governing the requested applications, including the requirements for the information and material to be included; a description of the services to be provided; requirements that Applicants must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFA.
- I-2. Issuing Office.** This RFA is issued for the Commonwealth of Pennsylvania (“Commonwealth”) by the Department of Human Services (“Department” or “DHS”), Bureau of Procurement and Contract Management, on behalf of the Office of Child Development and Early Learning (“OCDEL”) and the CTF Board. The Commonwealth’s sole point of contact for this RFA shall be Jennifer Koch, [RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV), the Issuing Officer for this RFA. Please refer all inquiries to the Issuing Officer.
- I-3. Overview of the Project.** Pennsylvania Act 151 of 1988, the Children’s Trust Fund Act, established the Children’s Trust Fund to support community-based children’s programs and services to prevent child abuse and neglect. By authorizing a surcharge on marriage and divorce filings, Pennsylvania has created a funding source intentionally focused on recognizing that children, families, and communities have unique needs. There are times when families and communities require cultivating or deepening investment in an evidence-based program, while other times what is warranted is an innovative approach. The CTF Board remains committed to its authorizing statute and in supporting diverse approaches that incorporate and/or enhance, but are not limited, to:
- educational services in parenting;
  - prenatal care;
  - perinatal bonding;
  - child development;
  - basic childcare;
  - care of children with special needs;
  - coping with family stress;
  - personal safety and sexual abuse prevention training for children;
  - crisis care;
  - aid to parents;
  - child abuse counseling;
  - peer support groups;
  - lay health visitors;
  - respite or crisis childcare; and
  - early identification of families where the potential for child abuse and neglect exists.

As required by statute, the CTF Board administers and awards trust fund dollars and monitors the expenditure of trust fund money by eligible programs. The CTF Board includes nine members of the public, appointed by the Governor and confirmed by the Pennsylvania Senate, along with six members of the General Assembly. The Secretary of the Department (or the Secretary's designee) serves as the Executive Director to the CTF Board and the Department carries out the duties identified by the Board.

Any community-based organization located and operating in Pennsylvania that provides direct services for children or direct provision of services for child abuse and neglect prevention that meets the criteria in this RFA is eligible to apply for a CTF grant.

Statute requires, and the CTF Board affirms, the importance of communities collaborating to support children and families toward preventing child abuse and neglect most effectively. This collaboration will include demonstrating how the intended service, support, or strategy relates to other prevention-focused efforts within the community. The CTF Board is particularly interested in funding being used to support children and families prior to any contact with a children and youth agency. Successful applicants will be required to show some understanding about the community's approach to prevention and family support initiatives that already exist or are being considered, particularly if related to Pennsylvania's implementation of Family First Prevention Services Act.

CTF grants are awarded for a grant cycle of up to three years that will begin on the effective date of the grant agreement and end three years later. The focus of this RFA is set forth in **Part I, Section I-4**. The maximum CTF grant funded portion of the award is \$50,000 per year for up to three years. Applicants may apply for an amount less than \$50,000 per year if such an amount is sufficient and reasonable to operate a proposed program(s). Applicants should provide a statement in their responses to the Budget and Work Statement justifying any amount under \$50,000 as reasonable and sufficient to operate the proposed program.

All CTF Applicants are required to budget a total of at least \$500 within each budget year to attend appropriate professional development events, which includes an in-person CTF orientation for the first year of the grant and annual grantee meetings for all years of the grant.

The continuation of CTF grants each year of the three-year cycle is contingent upon the availability of funds and successful program evaluation of the Project.

#### **I-4. RFA Objectives.**

- A. General.** The CTF Act requires the CTF Board to develop a state plan for the availability and coordination of prevention programs and services and for the distribution of awards from the CTF. Applicants must provide proposals for a program or service that minimally meets the intent of the CTF Act, which is to create community-based children's programs or services and encourage the development of new and innovative programs that will prevent child abuse and neglect. Funds may be awarded to programs deemed eligible if the

organization or agency minimally meets the requirements set forth within the CTF Act and those described in **Section I-13, General Eligibility Criteria**.

The CTF Board has further defined their funding priorities below. The CTF Board is committed to funding organizations or agencies that are part of a collaborative community-driven approach directly engaging youth, parents, and families. Applicants are asked to consider all community efforts, including those that are related to broader prevention-driven strategies like those embodied within Pennsylvania's implementation of Family First Prevention Services Act.

**B. Specific. The following three programs reflect the CTF Board's priorities for funding. Applicants are highly encouraged to utilize these funding priorities and the requirements in the CTF Act when providing responses to the work statement in Attachment #4.**

**1. Fostering innovation.**

- a. Funding may be utilized for an identified community need that does not fit well with an evidence-based program ("EBP").
- b. Funding may support initial planning, research, community engagement and analysis of gaps in services and supports, with attention to the social determinants of health and protective factors. This initial planning will be limited to no more than 12 months of the overall three-year grant period.
- c. Funding may be awarded to Applicants that demonstrate the understanding, identification, and need for data and other written documentation or information capable of verifying program successes and overall outcomes.
- d. Funding may be used for concrete supports or other basic needs intended to address a specific short-term crisis or event. These short-term benefits must be part of a continuum of family engagement, services, or supports which shall address the underlying issue(s) that has led to the need. The Applicant must describe their understanding of how these short-term supports directly relate to preventing child abuse and neglect.
- e. Funding will be prioritized to those Applicants with a strong understanding of the work, which is to provide services and supports to families using a holistic approach to promote child and parent (caregiver) well-being.

**2. Well-rooted evidence-based services.**

- a. Funding may be used to support an already operational nationally recognized EBP listed on a widely accepted clearinghouse. The following clearinghouses may be used as a reference for examples of EBPs:

- i. Home Visiting Evidence of Effectiveness (“HomVEE”) – <https://homvee.acf.hhs.gov>;
  - ii. California Evidence-Based Clearinghouse for Child Welfare – <https://www.cebc4cw.org>; or
  - iii. Title IV-E Prevention Services Clearinghouse – <https://preventionservices.acf.hhs.gov>.
- b. Funding may be used to enhance or expand services and supports for an establish EPB within the community.
  - c. Applicants may detail gaps in existing services to demonstrate the need of the proposed program or service in the community.
  - d. Applicants may detail gaps in supports for an under or unserved population to demonstrate the need of the proposed program or service in the community.
  - e. Applicants shall work with families over a period of time rather than in a single instance.
  - f. Applicants shall provide evidence that the EBP is or will be effective and must provide assurances that the EBP will be implemented with fidelity.
  - g. Funding may be used for concrete support or other basic needs intended to address a specific short-term crisis or event. These short-term benefits must be part of a continuum of family engagement, services, or support which will address the underlying issue(s) that has led to the need. The Applicant must describe their understanding of how these short-term supports directly relate to preventing child abuse and neglect.

### **3. Emerging evidence-based services.**

- a. Funding may be used for the implementation of a nationally recognized EBP that is in its infancy or has not yet directly served any children or families in the proposed community. The following clearinghouses may be used as a reference for examples of EBPs:
  - i. Home Visiting Evidence of Effectiveness (“HomVEE”) – <https://homvee.acf.hhs.gov>;
  - ii. California Evidence-Based Clearinghouse for Child Welfare – <https://www.cebc4cw.org>; or
  - iii. Title IV-E Prevention Services Clearinghouse –

<https://preventionservices.acf.hhs.gov>.

- b. Funding may be used to build outreach and relationships with families and other community partners which will facilitate direct referrals and ongoing encouragement for families to stay engaged in the program.
- c. Applicants may detail gaps in existing services to demonstrate the need of the proposed program or service in the community.
- d. Applicants may detail gaps in support for an under or unserved population to demonstrate the need of the proposed program or service in the community.
- e. Applicants shall work with families over a period of time rather than in a short-term or single instance.
- f. Applicants shall provide evidence that the EBP is or will be effective and must provide assurances that the EBP will be implemented with fidelity.
- g. Funding may be used for concrete supports or other basic needs intended to address a specific short-term crisis or event. These short-term benefits must be part of a continuum of family engagement, services, or supports which shall address the underlying issue(s) that has led to the need. The Applicant must describe their understanding of how these short-term supports directly relate to preventing child abuse and neglect.

**I-5. Type of Agreement.** The Department may award more than one grant agreement as a result of this RFA. If the Department enters into an agreement, it will be a grant agreement containing the Standard Grant Terms and Conditions for Services as shown in **Appendix 4** of this RFA. The Department, in its sole discretion, may undertake negotiations with Applicants whose applications, in the judgment of the Department, show them to be qualified, responsible, and capable of performing the Project.

**I-6. Rejection of Applications.** The Department, in its sole and complete discretion, may reject any application received as a result of this RFA.

**I-7. Incurring Costs.** The Commonwealth and the Department are not liable for any costs an Applicant incurs in preparation and submission of its application, in participating in the RFA process, or for any service or work performed or expenses incurred prior to the effective date and issuance of a fully executed grant agreement.

**I-8. Questions and Answers.** If an Applicant has any questions regarding this RFA, the Applicant must submit those questions via email, **with the subject line “25-RFA-13772 Question,”** to the RFA Issuing Officer named in **Part I, Section I-2** of this RFA. If the Applicant has questions, they must be submitted as they arise via email but no later than the date stated in the Calendar of Events. The Applicant shall not attempt to contact the Issuing Officer by any other means.



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

All questions and responses will be posted on the Department of General Services (“DGS”) website and are considered as an addendum to, and part of, this RFA in accordance with **Part I, Section I-9** of this RFA.

- I-9. Addenda to this RFA.** If the Department deems it necessary to revise any part of this RFA before the application response date, the Department will post an addendum to eMarketplace at <http://www.emarketplace.state.pa.us/Search.aspx>. It is the Applicant’s responsibility to periodically check the website for any new information or addenda to the RFA. The Department shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the RFA or formally issues as an addendum.
- I-10. Vendor Registration.** To do business with the Commonwealth, Applicants are required to enroll in the Commonwealth’s SAP accounting system. Applicants may enroll, if not already enrolled, at [www.vendorregistration.state.pa.us/](http://www.vendorregistration.state.pa.us/) or by calling toll-free at 1-877-435-7363 or locally at 717-346-2676. *This process should be completed during the application process.*
- I-11. Response Date.** To be considered for selection, Applicants must submit electronic copies of their applications to the Issuing Office and the Issuing Office must receive the applications **no later than** the date and time specified in the Calendar of Events. Electronic copies of applications must be submitted to [RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV). Applicants should allow sufficient time for electronic submission and receipt of their applications. The Department will not accept hard copy applications or applications via facsimile transmission. **The Department will reject late applications or portions of applications.** “Late” includes, but is not limited to, applications which are received within a minute or less after the due date and time, as well as applications that are received several hours or days after the due date and time.
- I-12. Application Requirements.**
- A. Application Submission:** To be considered for selection, Applicants should submit a complete response to this RFA, using the checklist included as Attachment 1 to ensure that

all required items requested within this RFA are completed and submitted as part of the application package.

Each Applicant should submit one complete copy of the Submittal, along with all the requested documents via email to [RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV). The subject line of the email must indicate “25-RFA-13772 Application.” Email attachments are limited to 10MB, cumulatively, per email, and files may not be sent in any compressed format. Any attachments over that limit must be sent via separate emails, with each labeled “25-RFA-13772 Application Part 1 of X” (where X is the total number of emails). Each Applicant must submit one budget for each year of the award (total of up to 3 budgets) using **Attachment 11 – Budget**.

The Applicant shall make no other distribution of its application to any other Applicant, Children’s Trust Fund Board member, Commonwealth official, or Commonwealth consultant. An official authorized to bind the Applicant to its provisions must sign the application signature page. If the official signs **Attachment 2 - Application Cover Sheet and Summary**, and the Application Cover Sheet and Summary is attached to the Applicant’s application, this requirement will be deemed met. For this RFA, the application must remain valid for 120 days or until a resulting grant agreement is fully executed. If DHS selects an Applicant’s application for award, the contents of the selected Applicant’s application will become obligations of the grant, except to the extent those contents are changed through negotiations.

Each Applicant submitting an application specifically waives the ability to withdraw or modify it, except that the Applicant may withdraw its application by written notice and submitting it to [RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV) prior to the date and time specified in the Calendar of Events of when applications are due. An Applicant may modify its submitted application prior to the exact hour and date set for application receipt only by submitting a new application or modification that complies with the RFA requirements.

**B. Application Format:** Applications may be submitted in formats best suited to the needs of the applicant. The Work Statement must not exceed 15 pages, and all pages of the work statement should be numbered, not including any mandatory or required attachments. Reviewers will not read or score any application materials outside of these page limits.

**I-13. General Eligibility Criteria.** Any organization or agency located and operating in Pennsylvania may apply for CTF funding to implement the requirements outlined in this RFA. Each Applicant shall submit only one application for this RFA. No single entity may be the primary recipient of more than one CTF grant at any time unless otherwise specified by the CTF Board and within this RFA. Current CTF grantees may apply for a new grant during the final year of their current grant if the start date of the new grant cycle does not fall within their existing grant year.

Organizations with multiple partners may apply as one entity. Each organization’s role should be clearly addressed and understood with one partner designated as the primary

Applicant and contact point. The primary Applicant's SAP identification information must be included on the **Applicant Cover Sheet & Summary, Attachment 2**.

If an Applicant is currently subcontracting with a CTF grantee, the Applicant must receive 25 percent or less of the current Applicant's CTF award to be eligible for funding under this RFA.

Per the Act of December 15, 1988, P.L. 1235, No. 151, *as amended*, 11 P.S. § 2235, known as the Children's Trust Fund Act, selected Applicants must provide a minimum match which may be derived from either private or local government sources. Applicants must be able to match 25 percent of the requested CTF grant award for the first year, and a minimum match of 50 percent of the requested grant award for the second year and third year. Please note that these are the minimum requirements for matching funds. Matching funds may exceed these numbers when necessary to fully operate the proposed program. In-Kind services must not exceed 50% of the required match percentage for each year of the grant. Match is additionally defined in **Appendix 3 – Budget, Narrative, and Supporting Documentation**.

Funding requests must be for programs that promote and provide primary and secondary child abuse and neglect prevention services, as opposed to tertiary prevention services, which are ineligible for funding.

Primary prevention: connects families to needed resources and supports within their community. These activities are targeted toward the community at large and are meant to impact families before any allegations of abuse and neglect. Examples of primary prevention services may include activities such as public education activities, parent education classes that are open to anyone in the community, and family support programs.

Secondary prevention: provides families with services to address family needs to prevent child abuse and neglect. These activities are targeted towards families that have one or more risk factors, which may include families with substance abuse, teen parents, parents of special needs children, single parents, and low-income families. Examples of secondary prevention services may include activities such as parent education classes targeted for high-risk parents, respite care for parents of a child with a disability, or home visiting programs for new parents.

CTF grants are not to be used to fund program services that focus on symptomatic behaviors that are the result of specific incidences of child abuse and neglect as they are considered tertiary services. CTF grants should focus on preventing the first instance of child abuse and neglect before it occurs. Services should not focus on treatment or intervention after maltreatment has already occurred.

The organization or agency must demonstrate that it has consulted with the county children and youth agency, **Part II, Section II-1**. County children and youth agencies may directly apply for funds under this act. The application quality should demonstrate how the application is informed by said consultation, including to what degree the county agency

provided any data or assisted in the development of the application and how the pursuit of funding connects to the overall initiative of preventing child abuse and neglect.

The organization or agency must also be willing to provide program details and consultation to other organizations and the community regarding the program's development and maintenance.

The CTF Board, in its sole discretion, may disqualify any Applicant it finds to be programmatically or clinically unsound or that does not meet the eligibility requirements stated in this RFA. Based on the findings of the CTF Evaluation Committee, Applicants chosen for an award may be requested to revise their program work statements, as part of the grant negotiation process, at the discretion of the CTF Board or its designees.

**I-14. Economy of Preparation.** Applicants should prepare applications simply and economically, providing a straightforward, concise description of the Applicant's ability to meet the requirements of the RFA.

**I-15. Alternate Applications.** The Department has identified the basic approach to meeting its requirements, allowing Applicants to be creative and propose their best solution to meeting these requirements. The Department will not accept alternate applications.

**I-16. Discussions for Clarification.** Applicants may be required to make an oral or written clarification of their applications to the Department to ensure thorough mutual understanding and Applicant responsiveness to the solicitation requirements. The Department will initiate requests for clarifications. Clarifications may occur at any stage of the evaluation and selection process prior to agreement execution.

In addition, DHS may request additional information which, in the Department's opinion, is necessary to ensure that the Applicant's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to this RFA.

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

**I-17. Applicant Responsibilities.** Each selected Applicant shall assume responsibility for all services offered in its application, whether it produces them itself or by subcontract. DHS will consider the selected Applicant to be the sole point of contact for program matters with respect to any grant agreement.

**I-18. Application Contents.**

**A. Confidential Information.** The Commonwealth does not require confidential proprietary

information or trade secrets to be included as part of Applicants' submissions. Except as provided, Applicants should not label application submissions as confidential or proprietary or trade secret protected. Any Applicant who determines that it must divulge such information as part of its application must submit the signed written statement described in Subsection C below and must additionally provide a redacted version of its application, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.

**B. Commonwealth Use.** All material submitted with the application shall be considered the property of the Commonwealth. The Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any application regardless of whether the application becomes part of an agreement. Notwithstanding any Applicant copyright designations contained on applications, the Commonwealth shall have the right to make copies and distribute applications internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.

**C. Public Disclosure.** After the award of a grant pursuant to this RFA, all application submissions are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, *et seq.* If an application submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Refer to **Attachment 5** of the RFA for a Trade Secret Confidential Proprietary Information Notice Form that may be utilized as the signed written statement, if applicable.

**I-19. News Releases.** Applicants shall not issue news releases, Internet postings, advertisements, or any other public communications pertaining to this Project without prior written approval of by DHS, and then only after the grant is executed, in coordination with DHS. Once the Applicant has been selected, directions will be provided regarding when to communicate and how to acknowledge OCDEL and CTF where and when appropriate.

**I-20. Restriction of Contact.** Applicants may not contact Children's Trust Fund Board members, the Center for Schools and Communities, or OCDEL, unless otherwise noted in the directions regarding this RFA. Any violation of this condition may be cause for the Department to reject the offending Applicant's application. If the Department later discovers that the Applicant has engaged in any violations of this condition, the Department may reject the offending Applicant's application or rescind its grant award.

**I-21. Department Participation.** Applicants shall provide all services, supplies, facilities, and other support necessary to complete the identified work. The Commonwealth will assign a Grant Administrator to manage the administration and monitoring of any agreements resulting from this RFA. The Department will also provide selected Applicants with full access to the Family Support Data System. Selected Applicants must collect and enter the required data into the system as specified in **Attachment 3**.

- I-22. Term of Grant.** The term of the agreement will commence on the Effective date of the grant and will end three years later. The Effective Date shall be the date the agreement has been fully executed by the selected Applicant and by the Commonwealth and all approvals required by the Commonwealth have been obtained, or the date specified on the grant, whichever is later. The selected Applicants shall not start the performance of any work prior to the Effective date of the grant agreement. This round of CTF grant awards will be identified and designated as Cohort 33 by the CTF Board.
- I-23. Applicant's Representations and Authorizations.** By submitting its application, each Applicant understands, represents, and acknowledges that:
- A.** All of the Applicant's information and representations in its application are material and important, and the Department will rely upon the contents of the application in making awards. The Commonwealth may treat any misstatement, omission, or misrepresentation as fraudulent concealment of the true facts relating to the application, punishable pursuant to 18 Pa. C.S. § 4904.
  - B.** The Applicant has arrived at the budget allocations in its application independently and without consultation, communication, or agreement with any other Applicant or potential Applicant.
  - C.** The Applicant has not disclosed the price(s), the amount of the proposal, or the approximate price(s) or amount(s) of its proposal to any other firm or person who is an Applicant or potential Applicant for this RFA, and the Applicant shall not disclose any of these items on or before the submission deadline.
  - D.** The Applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application, or to submit an application higher than its application, or to submit any intentionally high or noncompetitive application or other form of complementary application.
  - E.** The Applicant makes its application in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
  - F.** To the best knowledge of the person signing the application, the Applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not, in the last **four** years, been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Applicant has disclosed in its application.
  - G.** To the best knowledge of the person signing the application and except as the Applicant has otherwise disclosed, the Applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal.

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

## PART II

### CRITERIA FOR SELECTION

- II-1. Mandatory Responsiveness Requirements.** To be eligible for selection, an application must be:
- A. Be timely received from an Applicant (see **Part I, Section I-11**); ;
  - B. Be properly signed by the Applicant (see **Part I, Section I-12.A**);
  - C. Demonstrate consultation with a county child welfare agency using one of the following methods (See **Appendix 2, Attachment 2, Section 4**):
    - 1. Applicant may obtain a signature from an administrator or designee from the county children and youth agency, (Option 2) or
    - 2. Applicant may complete and sign the attestation statement in Attachment 2 to meet this requirement (Option 1);
  - D. Verification of consultation must be submitted for each county in which the Applicant will provide their program or service (See **Appendix 2, Attachment 2, Section 4**); and
  - E. Submitted by an Applicant that is not a current CTF grantee or whose grant will expire prior to the start of a new grant cycle.
- II-2. Technically Nonconforming Applications.** The Mandatory Responsiveness Requirements set forth in **Part II, Section II-1** above are the only RFA requirements that the Commonwealth will consider to be *non-waivable*. DHS may, in its sole discretion: (1) waive other technical or immaterial nonconformities in an Applicant's application; (2) allow the Applicant to cure the nonconformity; or (3) consider the nonconformity in the scoring of the application.
- II-3. Evaluation.** The CTF is administered by a 15-member board ("CTF Board"), composed of three appointed members of the Senate, three appointed members of the House of Representatives, and nine public members appointed by the Governor and confirmed by the Senate. The CTF Board will appoint an Evaluation Committee who will score the applications received based on pre-approved evaluation criteria. Each application will be reviewed and scored on its own merits. The process for soliciting and reviewing applications and recommending CTF awards will be as follows:

The entire application packet is available on the DGS website at, <http://www.emarketplace.state.pa.us/Search.aspx>, Solicitation RFA No. 25-RFA-13772. Additionally, an announcement regarding the availability of this RFA is sent directly to those agencies and organizations already on the CTF mailing list.



Applications must be received by the Issuing Office per the Calendar of Events in this RFA. DHS staff will perform a preliminary review of each application to verify that all mandatory requirements have been met.

The CTF Evaluation Committee will review all applications that have met the mandatory responsive requirements. The CTF Evaluation Committee will evaluate and score each application individually, both technical and cost portions, and make a recommendation for funding to the full CTF Board based on this selection process. The CTF Board will vote on the Evaluation Committee's recommendation at the next scheduled Board meeting after the review has concluded.

#### **II-4. Criteria for Selection.**

- A. Technical:** The Department has established the weight for the Work Statement and Appendix 3 criterion as 100% of the total points. Evaluation will be based upon the following:

Section	Name	Point Value	Percentage
Section 1	Applicant's Priorities and Vision	0-10	7%
Section 2	History	0-10	7%
Section 3	Applicant Experience	0-10	7%
Section 4	Community and Demographics	0-15	10%
Section 5	Proposed Program	0-25	17%
Section 6	Expected Outcomes	0-20	14%
Section 7	Staffing Plan	0-10	7%
Section 8	Sustainability, Cost, and Match	0-20	14%
Appendix 3	Budget, Narrative and Notes	0-25	17%
TOTAL		145	100%

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

For an Applicant to be considered responsible for this RFA and eligible for selection, the total score for the Work Statement of the application must be greater than or equal to 75% of the **available raw technical points**.

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

## **II-6. Final Ranking and Award.**

- A.** Equitable Distribution of Funds: To provide for an equitable geographic distribution of funds, the CTF Board anticipates funding at least one project in four of the seven CTF Regions across the Commonwealth. A state map of CTF Regions is included as **Appendix 6**.
- B.** Grant announcements will be made after the CTF Board and DHS approve the Evaluation Committee's recommendations and determined equitable distribution. Applicants will be notified as to whether or not they have received a CTF award.
- C.** A required virtual or in-person orientation meeting will be held for selected Cohort 33 Applicants ("Grantees").
- D.** The Department has the discretion to reject all applications or cancel the RFA, at any time prior to the time an agreement is fully executed, when it is in the best interests of the Commonwealth. The reasons for the rejection or cancellation shall be made part of the RFA file.