



September 16, 2021

Dear Potential Applicant:

You are invited to submit an application to the Pennsylvania Department of Health in accordance with the enclosed Request for Applications (RFA) #67-131.

All questions regarding this RFA must be directed by e-mail to abaylor@pa.gov, no later than 12:00 p.m. on September 30, 2021. All questions must include the specific section of the RFA about which the potential applicant is questioning. Answers to all questions will be posted at www.emarketplace.state.pa.us. Click on 'Solicitations' and search for the above RFA number.

Please submit one application, (Part 2 of this RFA) by email to RA-DHHEALTH_DEPT_DOC@pa.gov. Applications must be received no later than 1:30 p.m. on **October 18, 2021**.

LATE APPLICATIONS WILL NOT BE ACCEPTED REGARDLESS OF THE REASON.

Please type "APPLICATION ENCLOSED RFA #67-131" as the subject line of your e-mail submission.

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

Sincerely,

Lori Diehl
Director
Office of Procurement

Enclosure

Request for Application

Olweus Bullying Prevention Program for Community Youth Organizations

RFA Number
67-131

Date of Issuance
September 16, 2021

Issuing Office: Pennsylvania Department of Health
Office of Procurement
Email: RA-DHHEALTH_DEPT_DOC@pa.gov

RFA Project Officer: Abbie Baylor
Pennsylvania Department of Health
Bureau of Family Health
Division of Child and Adult Health Services
Email: abaylor@pa.gov

Olweus Bullying Prevention Program in Community Youth Organizations

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Application Forms and Attachments

- I. Cover Page
- II. Certifications
- III. Work Statement
- IV. Budget Template is downloadable and is attached for completion of the budget request.

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

- Payment Provisions (Rev. 8/21)
- Program Specific Provisions
- Standard General Terms and Conditions (Rev. 2/15)
- Audit Requirements (Rev. 7/13)
- Commonwealth Travel and Subsistence Rates (Rev. 4/12)
- Federal Lobbying Certification and Disclosure (Rev. 12/05)
- Pro-Children Act of 1994 (Rev. 12/05)
- Maternal and Child Health Block Grant Provisions (Rev. 12/05)

PART ONE

Olweus Bullying Prevention Program in Community Youth Organizations

General Information

A. Information for Applicants

1. Background Information

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

Every five years the Department conducts a comprehensive Needs and Capacity Assessment to gauge the strengths and needs of the state’s MCH population and related services. As a result of the 2020 Needs and Capacity Assessment, the Department identified seven priorities on which to focus for the next five years.

In 2020, HRSA defined six population domains: Women/Maternal Health, Perinatal/Infant Health, Child Health, Children with Special Health Care Needs, Adolescent Health, and Cross-Cutting and Systems Building. In order to impact the identified domains, the Department has chosen five “National Performance Measures (NPMs)” and six “State Performance Measures (SPMs)” that will be reported on annually. As a result, the Department has created a State Action Plan that demonstrates the logical relationships between the chosen priorities, performance measures, and programming strategies that will address identified needs of those included in the acknowledged domains.

The work of this RFA will be a strategy within the Adolescent Health domain; it will address the following priority: Improve mental health, behavioral health and developmental outcomes for children and youth with and without special healthcare needs. Applicants will enhance positive behaviors and interpersonal relationships with youth’s peers through staff training and implementation of the “Olweus Bullying Prevention Program (OBPP)” for “Community Youth Organizations (CYOs)”.

Bullying is a form of youth violence that can be defined as behavior that is aggressive, unwanted, and involves a real or perceived power imbalance. The behavior is typically repeated over time. The CYO OBPP aims to reduce bullying behavior by changing the overall climate and social norms of organizations.¹

The CYO OBPP focuses on the following core principles: 1) All adults in the organization show warmth, express positive interest, and are actively engaged with youth; 2) Firm limits for unacceptable behavior are established; 3) Appropriate non-physical, non-hostile, negative

¹Why the Olweus Bullying Prevention Program Works. (n.d.). Available at: https://olweus.sites.clemson.edu/Training%20Materials/Miscellaneous_Resources/Why%20the%20OBPP%20Works.pdf. Accessed on January 6, 2021.

consequences result when rules are broken and positive behavior is consistently acknowledged and rewarded; 4) All adults function as authorities and positive role models for youth.² These principles guide organizations to create systemic change which discourages bullying behavior and effectively addresses it when it does occur.

Bullying prevention is imperative for ensuring positive outcomes for youth. Bullying affects about 20 percent of high school youth in the United States.³ In Pennsylvania, 19.1 percent of high school students have experienced bullying on school property within the previous year and 14.3 percent of high school students have experienced electronic bullying within the previous year. Youth who identify as or are perceived as lesbian, gay, or bisexual experience higher rates of bullying.⁴

Both being bullied and engaging in bullying behaviors have negative outcomes for youth that may last into adulthood and beyond. Youth who are bullied are at an increased risk for depression, anxiety, sleep difficulties, and poor school adjustment. Youth who bully others experience a higher risk for substance misuse, academic problems, and violence, including criminal convictions in adulthood.³ At age 50, individuals who experienced bullying as youth reported a lower quality of life, greater risk of anxiety disorders and depression, and poorer cognitive functioning than their peers who did not experience bullying.⁴

Evidence-based bullying prevention is associated with positive social-emotional outcomes for youth. These positive outcomes include improved ability to recognize and manage emotions and improved peer relationships. Youth who are exposed to evidence-based bullying prevention programs also experience a reduction in antisocial behaviors, such as delinquency, truancy, and violence.⁵

The OBPP is an evidence-based program historically implemented in schools with over 35 years of research showing its effectiveness. Over 400 schools across Pennsylvania have implemented the OBPP to date. Data released in 2011 by The Highmark Foundation shows in schools implementing the OBPP, the percentage of students who bully others two to three times per month or more decreased by 35% among middle school students and 31% for high school students. Additionally, a two-year study of Pennsylvania schools that implemented the OBPP showed approximately 2,000

2 Snyder, M., Riese, J., Limber, S. P., Olweus, D., & Gorseth, S. (2014) Community Youth Organization Guide: Practical Strategies from the Olweus Bullying Prevention Program. Center City, MN: Hazelden

3 Seigle, JE. The Cost Benefit of Bullying Prevention: A First-Time Analysis of Savings. Highmark Foundation; 2012. Available at: https://www.highmarkfoundation.org/pdf/publications/HMK_Bullying%20Report_final.pdf. Accessed on September 29, 2017.

4 Centers for Disease Control and Prevention. (2019). Youth Risk Behavior Survey Data. Available at: www.cdc.gov/yrbbs. Accessed on December 28, 2020.

3 Understanding Bullying: Fact Sheet. Centers for Disease Control and Prevention; 2016. Available at: <https://www.cdc.gov/violenceprevention/youthviolence/bullyingresearch/fastfact.html>. Accessed on December 28, 2020.

4 Takizawa, R., Maughan, B., & Arseneault, L. (2014). Adult Health Outcomes of Childhood Bullying Victimization: Evidence from a Five-Decade Longitudinal British Birth Cohort. *American Journal of Psychiatry*, 171(7), 777-784.

5 Olweus Bullying Prevention Program Research and History. (2007). Hazelden Foundation. Available at: www.violencepreventionworks.org/public/document/olweus_research_history.pdf. Accessed on September 29, 2017.

students avoided being bullied.⁶ Many schools already implement bullying prevention programs; however, youth also spend significant amounts of time in other environments where bullying can occur.

The Clemson University Institute on Family and Neighborhood Life is the sole developer and provider of OBPP training and consultation in the United States. For the purpose of this RFA, Clemson University has developed a CYO OBPP training and certification course and CYO-specific bullying prevention program to be implemented in community organizations that offer programming for youth. A pilot project of the CYO OBPP began with eight CYOs in Pennsylvania in 2019. This RFA will expand the pilot project. The goals of the CYO OBPP are to reduce and prevent bullying problems among adolescents and improve peer relations in community settings.

Through this RFA process, the Department is soliciting Grant applications for the provision of the CYO OBPP from Pennsylvania institutions and organizations. The Department is interested in funding OBPP Grant applications addressing bullying in community youth organizations. The overall goal of this funding is to promote the reduction of bullying among 12- to 17-year-old youth. The anticipated Grant Agreement term is January 1, 2022 to December 31, 2023 subject to the availability of funding. Pending availability of funds, the Department may award up to five Grant Agreements.

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

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

⁶ Limber, S., Olweus, D., Wang, W., Masiello, M., & Breivik, K. (2018) Evaluation of the Olweus Bullying Prevention Program: A Large Scale Study of U.S. Students in Grades 3-11. *Journal of School Psychology*, 69, 56-72.

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

Applications are welcomed from Pennsylvania not-for-profit organizations recognized as tax exempt under Internal Revenue Code Section 501 (c) (3). Additional information about how to apply, relevant and specific restrictions, and stated preferences regarding applicants are noted and outlined in Section B. Applicants are encouraged to be innovative and creative in their approach.

This RFA provides interested Pennsylvania not-for-profit institutions, organizations, and persons with information to prepare and submit applications to the Department. Questions about this RFA can be directed to Abbie Baylor at abaylor@pa.gov, no later than 12:00 p.m. on September 30, 2021. Answers to all questions will be posted at www.emarketplace.state.pa.us. Each applicant shall be responsible to monitor the website for new or revised RFA information. The Department shall not be bound by any information that is not either contained within the RFA or formally issued as an addendum by the Department.

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

B. Application Procedures

1. General

- a) Applications must be received by the Department by the time and date stated in the cover letter. The Department will reject any late applications.
- b) If it becomes necessary to revise any part of the application guidelines, an amendment will be posted on the DGS website.
- c) The decision of the Department with regard to selection of applicants is final. The Department reserves the right, in its sole and complete discretion, to reject any or all applications received because of this request and to negotiate separately with competing applicants.
- d) The Department is not liable for any costs the applicant incurs in preparation and submission of its application, in participating in the RFA process or in anticipation of award of the resulting Grant Agreement(s).
- e) The Department reserves the right to cancel the RFA at any time up until the full execution of the resulting Grant Agreement.
- f) Awarded applicants shall not be permitted to issue news releases pertaining to this project prior to official written notification of award by the Department review committee. Any subsequent publication or media release issued by the grantee throughout the life of the grant using funding from this grant must acknowledge the Department as the granting agency and be approved in writing by the Department.
- g) Applicants who plan to participate in collaborative activities must include, as

attachments to the application, signed letters of commitment or “memorandums of understanding (MOUs)”/”memorandums of agreement (MOAs)” to demonstrate collaborative activities.

2. Evaluation of Applications

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

Evaluation criteria used by the Review Committee, include:

1. Program Goals and Implementation (C.2.c.1 below)
2. Performance Measures (C.2.c.2 below)
3. Feasibility and Timelines (C.2.c.3 below)
4. Capabilities and Competencies (C.2.c.4 below)
5. Budget Detail and Budget Narrative (C.2.d below)

3. Awards

Grants will be administered through the Department.

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

4. Deliverables

- a) Applicants are required to implement the CYO OBPP. The program shall be replicated with fidelity and adaptations should be minimal. All adaptations must be reviewed and approved in writing by the Department prior to implementation. Any component that is added on to the CYO OBPP must be well-integrated and should not alter the core components of the program. All awarded applicant generated materials shall be reviewed and approved in writing by the Department prior to use. The CYO OBPP is for use in after-school and community settings only. Locations that are considered a school by the Pennsylvania Department of Education would benefit from the traditional school model of the OBPP.

- b) The awarded applicant(s) shall designate a program or site coordinator who will serve as the main point of contact for the program and oversee documentation of progress. Program or site coordinators may be employed by the applicant or designated via subcontract or consultant.
- c) The awarded applicant(s) shall designate one Olweus CYO Leadership Team per staff member being trained and certified in the CYO OBPP. Each Leadership Team shall consist of a minimum of four individuals. Suggested team members include: an organizational director or designated decision-maker, a program staff member from each youth-serving program, representatives from support staff, community representatives, a local school liaison, family members, and youth of middle or high school age. The Leadership Team shall meet a minimum of eight times per year and meeting logs and sign-in sheets shall be maintained. The Department shall be provided a list of Leadership Team members.
- d) The awarded applicant(s) shall have the program or site coordinator apply to the trainer certification course and complete all requirements to become fully certified in the CYO OBPP. The certification process is a two-year commitment and is not transferable to another individual. Additional staff may also apply for and complete certification requirements. Each individual being trained and certified may provide training at more than one location, if feasible. Multiple trainers may be considered if the proposed program is being implemented in multiple locations or within multiple program areas to allow all staff access to regular support and consultation. Certification requirements include:
 - 1) Attending a two-day CYO OBPP certification training course at a location to be determined in Pennsylvania, held in the first three months of the first calendar year.
 - 2) Attending a one-day follow-up training at a location to be determined in Pennsylvania, held within the first three months of the second calendar year.
 - 3) Conducting a six-hour training for all members of the Olweus CYO Leadership Team. The awarded applicant(s) shall provide the required space, equipment, and materials for the training. Pre- and post-test surveys shall be administered to all participants to evaluate learning that resulted from the training. The Department shall be notified of the date of the training at least two weeks prior to the training.
 - 4) Assisting the Olweus CYO Leadership Team in conducting a four-hour training for all staff and volunteers who have contact with youth. The training shall be held after the Olweus CYO Leadership Team training and prior to launching the program with youth. The awarded applicant(s) shall provide the required space, equipment, and materials for the training. Pre- and post-test surveys shall be administered to all participants to evaluate learning that resulted from the training. Training opportunities shall be made available at least annually for new staff and volunteers. The Department shall be notified of the date(s) of the training(s) at least two weeks prior to the training(s). Sign-in sheets shall be maintained for all trainings.

- 5) Participating in 10 total hours of video, phone, or on-site mentoring with an Olweus Technical Assistance Consultant throughout the certification process.
- e) The awarded applicant(s) shall incorporate OBPP rules to address bullying into existing behavior policies or codes of conduct and encourage consistent positive and corrective consequences for behavior. This shall include reviewing and refining the site’s supervisory system to specifically address bullying, including common hot spots for bullying.
- f) The awarded applicant(s) shall require program staff to conduct regular group meetings with youth. These meetings shall address bullying, social emotional learning, well-being, positive relationships, and related topics. The Olweus CYO Leadership Team shall monitor compliance and provide professional development and support as needed.
- g) The awarded applicant(s) shall develop a parent engagement plan within the first year of the Grant Agreement and actively work to involve parents in bullying prevention activities throughout the duration of the Grant Agreement. A procedure shall be established to inform families when individual cases of bullying involving their child occur.
- h) The awarded applicant(s) shall assess the climate of the organization and the presence of bullying by administering youth and staff surveys on a regular basis. Completed surveys shall be submitted to the Department. Survey results shall be shared with the Leadership Team, involved staff, volunteers, families, and youth. Surveys shall not be modified. Staff surveys shall be conducted annually, and youth surveys shall be conducted based on the timeframes detailed below:

Length of Program	Baseline Survey	Follow-Up Surveys
Year-Round	After all staff training	Every six months
School Year	Two weeks after start of programming each year	End of programming each year
Summer	Two weeks after start of programming each year	End of programming each year
Shorter	After all staff training	Annually

- i) The awarded applicant(s) shall develop and implement a process to guarantee its employees, subcontractors, and volunteers comply with the Child Protective Services Law, 23 Pa.C.S. §§ 6301 to 6386.
- j) The awarded applicant(s) shall abide by all copyright agreements for use, duplication, and distribution of OBPP required and supplemental program materials, as well as training and consultation materials.
- k) The awarded applicant(s) shall participate in client satisfaction data collection and reporting activities as established by the Department, including collecting and reporting feedback from the awarded applicant and the awarded applicant’s clients to improve the services for

Pennsylvania's maternal, infant, child, and adolescent population.

- l) The Department is committed to the mitigation and elimination of health disparities in Pennsylvania's maternal, infant, child, and adolescent population. Therefore, awarded applicant(s) shall:
 - 1) Develop a plan to identify, address, and eliminate health disparities in the populations served by Title V within the first calendar year of the Grant Agreement.
 - 2) Align their work with the goals and strategies of the *National Stakeholder Strategy for Achieving Health Equity* throughout the duration of the Grant Agreement.
 - 3) Participate in local, regional, and statewide efforts and initiatives to mitigate or eliminate health disparities as requested by the Department throughout the duration of the Grant Agreement. Participation may be in person, via telephone or via webinar, and may include presentations.

5. Reporting Requirements

- a) The awarded applicant(s) shall be required to submit written quarterly reports to the Department within 30 calendar days of the quarter ending. Quarterly reports shall include a narrative detailing the activities that have been completed with the Grant funding along with data on the number of youths served and data for any outcome measures developed by the Department for the program.
- b) The awarded applicant(s) shall submit a written annual report of progress to the Department within 45 calendar days following the end of each calendar year. The annual report shall, at a minimum, identify if activities are proceeding according to the project plan and explain any deviations from the project plan.
- c) The awarded applicant(s) shall submit a final written report to the Department within 60 calendar days following the end of the Grant period. The final report shall summarize progress in accomplishing proposed tasks, obstacles to achieving goals and actions taken to overcome obstacles. Specific guidance for the final report will be issued by the Department prior to the end of the project period.
- d) The awarded applicant(s) shall collect and report client satisfaction data measuring the quality of customer relationships and services, including feedback from the awarded applicant and the awarded applicant's clients, to the Department on an annual basis, in a format to be provided by the Department. Data will be collected using forms, surveys, focus groups or other methods provided by the Department.
- e) The awarded applicant(s) shall respond to additional requests for reports or data, as determined by the Department.
- f) The awarded applicant(s) shall be required to request written approval from the Department

prior to any changes in key personnel. Key personnel are defined as any personnel the applicant deems necessary to accomplish the deliverables.

- g) The awarded applicant(s) shall collect and report the following:
 - 1) Output measures (for example: number of youths served, age, race, gender, LGBTQ identity, number of group meetings conducted, number of staff trained); and
 - 2) Outcome measures (for example: administer pre- and post-tests to measure behavior and knowledge).

C. Application Instructions and Required Format

1. Application Instructions

The following is a list of requirements.

- a) The applicant must submit one application (Part Two of this RFA), by email to RA-DHHEALTH_DEPT_DOC@pa.gov.
- b) The application must be received by the date and time specified in the cover letter. Applicants should consider that technical difficulties could arise and allow sufficient time to ensure timely email receipt. **(Late applications will be rejected, regardless of the reason).**
- c) There is a 10MB size limitation per email. If the application exceeds 10MB, zip the file to reduce the size or submit multiple emails so the entire application can be received.
- d) The application must be submitted using the format described in subsection 2, below – Application Format.
- e) The Certifications Form must be completed and signed by an official authorized to bind the organization to the application.
- f) The work statement narrative (C.2.c) below) must not exceed **15** pages. Letters of commitment, MOUs/MOAs, resumes or curriculum vitae and other attachments to support the work statement narrative are not included in the 15-page limit.

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

2. Application Format

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

- a) **Cover Page** – Complete the form.
- b) **Certifications Form** – The Certifications Form must be completed and signed by an official authorized to bind the organization to the application.

c) **Work Statement** – Provide a narrative description of the proposed methodology addressing the following topics:

- 1) **Program Goals and Implementation:** Applicants shall describe their intent to reduce bullying and detail how the project will operate throughout the grant cycle, including how all program deliverables will be met. Applicants shall designate sufficient personnel to serve on the Olweus CYO Leadership Team and identify a staff person in an appropriate role to serve as the program or site coordinator. Applicants shall describe their target audience and provide an estimate of the number of youths to be served each year and an estimate of the number of staff and volunteers to be trained each year. Applicant shall describe their plan for sustaining the program.
- 2) **Performance Measures:** Applicants shall explain how the applicant will report on output measures (for example, number of youths served, age, race, ethnicity, and gender/sex). The specific performance measures collected will be determined by the Department. Applicants shall describe ongoing strategies for monitoring individual and program performance to identify and solve problems that could impact success. Applicants shall address how they will measure client satisfaction and utilize the data to continuously improve services. Applicants shall explain how they will determine whether their program is adhering to the CYO OBPP model by evaluating model fidelity throughout the program.
- 3) **Feasibility and Timelines:** Applicants shall include a timeline for implementation of the proposed program. The timeline shall be a feasible plan and describe the major tasks associated with the goals of this project, assign responsibility for each, and plot completion of each task by month or quarter for the duration of the award. Tasks must include attending all required trainings for certification, holding trainings for the Olweus CYO Leadership Team and staff, and conducting regular group meetings with youth.
- 4) **Capabilities and Competencies:** Applicants shall include a description of the characteristics and qualifications of the organization(s) that will be implementing the program. Applicants shall include a description of the organization's commitment to safety, including bullying prevention, and explain whether active support has been obtained from Board members to implement the CYO model of the OBPP in their organization. Applicants shall describe the applicant's ability to schedule and conduct group meetings with youth.

Additionally, include the following in the narrative:

- a) The program's organizational structure and operations;
- b) History of implementing youth development programs;
- c) History of implementing evidence-based practices, including outcomes;

- d) Experience addressing health equity, including strategies used;
- e) Experience and ability to work collaboratively with public funding sources, such as county, state, or Federal governments and maintain accurate fiscal and programmatic accounting; and
- f) Description of the roles and responsibilities of project staff, including details about qualifications and language capacity as appropriate. Applicants shall list any potential partners or any other individuals who will be working on tasks related to this RFA.

See the Work Statement Definitions below for more information.

Adaptation: The modification of an evidence-based program model that has been developed for a single demographic, ethnic, linguistic, or cultural group for use with other groups.

Bullying: Any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.

Core Components: Program characteristics that must be kept intact when an intervention is being replicated or adapted, for it to produce program outcomes similar to those demonstrated in the original evaluation research.

Community Youth Organization: Any youth-serving organization, out-of-school-time program, or other community setting where young people gather outside of the school day.

Fidelity: The degree to which an intervention is delivered and designed. Faithfulness with which a curriculum or program is implemented; that is, how well the program is implemented without compromising its core content which is essential for the program effectiveness.

Research: Scientific investigations of program outcomes, as well as the moderators and mediators of those outcomes. Bullying research can be qualitative or quantitative.

- d) **Budget Detail and Budget Narrative** – Use the downloadable format to present the budget request. Instructions regarding completion of the budget can be found in the last worksheet of the downloadable excel budget file. The anticipated Grant Agreement term is January 1, 2022 to December 31, 2023. The overall 24-month budget for the application shall not exceed \$80,000.00. The budget needs to contain an Overall Summary in addition to a Summary with Budget Details for each year.

Overall Summary	January 1, 2022 to December 31, 2023	\$80,000.00
Year 1 Summary	January 1, 2022 to June 30, 2022	\$20,000.00
Year 2 Summary	July 1, 2022 to June 30, 2023	\$40,000.00

Applicants shall include a narrative which justifies the need to allocate funds for items in the spreadsheet of the itemized budget and demonstrates how they will maximize cost effectiveness of Grant expenditures. Applicants shall also explain how all costs are calculated, how they are relevant to the completion of the proposed project, and how they correspond to the information and figures provided in the Budget Detail Summary. Applicants must budget \$4,000.00 in year one of the budget for the CYO OBPP certification training course registration fee. Applicants shall also budget a minimum of \$79.00 in year one of the budget for a Community Youth Organization Guide (additional copies may be budgeted for). Program supplies and food for youth and staff meetings are permissible costs.

See the Budget Definitions section below for more information.

3. Budget Definitions

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

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

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

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

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

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

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

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

PART TWO

Pennsylvania Department of Health
Bureau of Family Health
Division of Child and Adult Health Services

Olweus Bullying Prevention Program in Community Youth Organizations

Request for Applications (RFA) #67-131



COVER PAGE
RFA # 67-131

Applicant Name: _____
(*Organization or Institution*)

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

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

SAP Vendor #: _____

Address: _____

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

Application Contact Person: _____

Title: _____

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

CERTIFICATIONS

1. Certification Regarding Debarment and Suspension

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

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

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

2. Certification Regarding Application/Proposal/Bid Validity

This application/proposal/bid shall be valid for a period of 60 days following the time and date designated for bid opening of applications/proposals/bids received in response to this Request for Application/Request for Proposal/Invitation for Bid #67-131.

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

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

Work Statement

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

Budget Template

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

RFA # 67-131

PAYMENT PROVISIONS

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

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

approval prior to the submission of the next invoice based on these changes.

- v. At no time can Administrative/Indirect cost rates be increased via a Budget Revision.
- b. Budget Revisions Relating to Personnel
- i. Any change to funds in the Personnel Category requires the approval of the Department's Project Officer, and any such change at 20% or over as set forth in Paragraph 4(a) shall be counted as one Budget Revision under that paragraph.
 - ii. The Contractor may not reallocate funds to, or move funds within, the Personnel Services Category of the Budget (Appendix C), and any subsequent amendments thereto, to increase staff personnel or fringe benefit line items unless one of the following circumstances apply:
 - A. The Contractor is subject to a collective bargaining agreement or other union agreement and, during the term of this Contract, salaries, hourly wages, or fringe benefits under this Contract are increased because of a renegotiation of that collective bargaining agreement or other union agreement. The Contractor shall submit to the Department's Project Officer written documentation of the new collective bargaining or other union agreement, which necessitates such reallocation.
 - B. The Contractor is unable to fill a position that is vacant or becomes vacant at or after the effective date of this Contract. The Contractor shall submit to the Department's Project Officer written justification for the request to increase rates and reallocation of funds in connection with filling such a position in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the Contract, as well as the Contractor's inability to fill the position at the existing rates. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area. No increase relating to a position may exceed 10% of the original rate.
 - C. The Contractor is unable to perform the work of the Contract with the existing positions, titles or classifications of staff. The Contractor may add or change a position, title or classification in order to perform work that is already required. The Contractor shall submit to the Department's Project Officer for his or her approval written justification for the request to increase rates and reallocation of funds in connection with changing or adding a position, title or classification, in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the contract, as well as the Contractor's inability to fill current position. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area. No increase relating to an addition or change may exceed 10% of the rate for the original position.
 - iii. The Department's determination regarding the validity of any justification is final.
 - iv. All increases are subject to the availability of funds awarded under this Contract. The Commonwealth is not obligated to increase the amount of award.
 - v. This paragraph is not intended to restrict any employee from receiving an increase in salary based on the employer's fee schedule for the job classification.
5. Unless otherwise specified elsewhere in this Contract, the following shall apply. Contractor shall submit monthly invoices within 30 days from the last day of the month within which the work is performed. The final invoice shall be submitted within 45 days of the Contract's termination date. The Department will neither honor nor be liable for invoices not submitted in compliance with the time requirements in this paragraph unless the Department agrees to an extension of these requirements in writing. The Contractor shall be reimbursed only for services acceptable to the Department.
6. The Department, at its option, may withhold the last 20 percent of reimbursement due under this Contract, until the Project Officer has determined that all work and services required under this Contract

have been performed or delivered in a manner acceptable to the Department.

7. The Commonwealth will make payments through the Automated Clearing House (ACH). Within 10 days of award of the Contract or Purchase Order, the Contractor must submit or must have already submitted its ACH information within its user profile in the Commonwealth's procurement system (SRM). Within 10 days of the Grant award, the Grantee must submit or must have already established its ACH information in the Commonwealth's Master Database. The Grantee will also be able to enroll to receive remittance information via electronic addenda and email (e-Remittance). ACH and e-Remittance information is available at <https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>.
 - a. The Contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth of Pennsylvania's ACH remittance advice to enable the Contractor to properly apply the state agency's payment to the invoice submitted (for Contracts or Purchase Orders) or to the invoice or program (for Grant Agreements).
 - b. It is the responsibility of the Contractor to ensure that the ACH information contained in SRM (for Contracts or Purchase Orders) or in the Commonwealth's Master Database (for Grant Agreements) is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.
 - c. In the event this language conflicts with language contained elsewhere in this agreement, the language contained herein shall control.

PROGRAM SPECIFIC PROVISIONS**I. NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE.**

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

The Grantee agrees:

- A. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the Grant Agreement or any subgrant Agreement, Contract, or subcontract, the Grantee, a subgrantee, a Contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable Federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
- B. The Grantee, any subgrantee, Contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable Federal laws, against or intimidate any of its employees.
- C. Neither the Grantee nor any subgrantee nor any Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable Federal laws, in the provision of services under the Grant Agreement, subgrant Agreement, Contract or subcontract.
- D. Neither the Grantee nor any subgrantee nor any Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
- E. The Grantee, any subgrantee, Contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the Grant services are performed shall satisfy this requirement for employees with an established work site.
- F. The Grantee, any subgrantee, Contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable Federal laws, against any subgrantee, Contractor, subcontractor or supplier who is qualified to perform the work to which the Grant relates.
- G. The Grantee and each subgrantee, Contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable Federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, Contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to *Title VII* of the *Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have Federal government Contracts of first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any Contractor or any subcontractor shall, upon request and within the time periods requested by the

Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

- H. The Grantee, any subgrantee, Contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant Agreement, Contract or subcontract so that those provisions applicable to subgrantees, Contractors or subcontractors will be binding upon each subgrantee, Contractor or subcontractor.
- I. The Granter's and each subgrantee's, Contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Grant Agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, Contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Grant Agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
- J. The Commonwealth may cancel or terminate the Grant Agreement and all money due or to become due under the Grant Agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, Contractor, or subcontractor in the Contractor Responsibility File.

II. ADDITIONAL PROVISIONS RELATING TO NONDISCRIMINATION/SEXUAL HARASSMENT.

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

The Grantee agrees:

- A. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the Contract or any subcontract, the Contractor, each subcontractor, or any person acting on behalf of the Contractor or subcontractor shall not discriminate by reason of religion, age, handicap or national origin, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
- B. Neither the Contractor nor any subcontractor or any person on their behalf shall in any manner discriminate against or intimidate any of its employees on account of religion, age, handicap or national origin.
- C. The Grantee, any subgrantee, Contractor or any subcontractor shall not discriminate by reason of religion, age, handicap or national origin against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the contracts relates.
- D. The Contractor and any subcontractors shall ensure that any services or benefits available to the public or other third parties by way of this Contract shall not be denied or restricted for such persons due to race, creed, color, religion, gender, sexual orientation, gender identity or expression, age, handicap, or national origin (national origin protections include persons who are limited English proficient) consistent with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, The Age Discrimination Act of 1975, applicable provisions of the Omnibus Reconciliation Act of 1981 and Pennsylvania Management Directive 215.16.
- E. The Contractor and each subcontractor shall furnish all necessary employment documents and records to and permit access to its books, records, and accounts by

the contracting officer and the Department of General Services' Bureau of Diversity, Inclusion and Small Business Opportunities for purposes of investigation to ascertain compliance with the provisions of this Additional Provisions relating to Nondiscrimination/Sexual Harassment Clause. If the Contractor or any subcontractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting officer or the Bureau of Diversity, Inclusion and Small Business Opportunities.

- F. The Commonwealth may cancel or terminate the Grant Agreement and all money due or to become due under the Grant Agreement may be forfeited for a violation of the terms and conditions of this Section II, Additional Provisions Relating To Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, Contractor, or subcontractor in the Contractor Responsibility File.

III. CONTRACTOR RESPONSIBILITY PROVISIONS

The following language replaces Paragraph 41 of the Standard General Terms and Conditions (Rev. 2/15) in its entirety:

The Grantee agrees:

For the purpose of these provisions, the term Contractor is defined as any person, including, but not limited to, a bidder, offeror, loan recipient, grantee or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other activity, under a contract, grant, lease, purchase order or reimbursement agreement with the Commonwealth of Pennsylvania (Commonwealth). The term Contractor includes a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth.

- A. The Contractor certifies, in writing, for itself and its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made.
- B. The Contractor also certifies, in writing, that as of the date of its execution of this Bid/Contract it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.
- C. The Contractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best knowledge of the Contractor, any of its subcontractors are suspended or debarred by the Commonwealth, the Federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.
- D. The failure of the Contractor to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the Federal government shall constitute an event of default of the Contract with the Commonwealth.
- E. The Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the

Contractor and the Commonwealth that results in the suspension or debarment of the contractor. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

- F. The Contractor may obtain a current list of suspended and debarred Commonwealth contractors by visiting the eMarketplace website at <http://www.emarketplace.state.pa.us> and clicking the Debarment List tab.

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

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

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

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

- E. Contractor shall use Industry Best Practices to secure and protect personal computer systems including but not limited to the use of virus protection, firewall, spyware and intrusion detection software and keep such software up to date with current recommended updates.

- F. Contractor shall keep all Personal Computer Operating Systems and third (3rd) Party Personal Computer Software patched with manufacturer recommended critical security patches.
- G. Contractor shall use Industry Best Practices to backup, secure and protect all data collected on personal computer systems on behalf of the Commonwealth. Contractor shall ensure that for all confidential or protected data that the Commonwealth requirements for encryption of data are met. Refer to Commonwealth Information Technology Policies Bulletins for Security at:

<https://itcentral.pa.gov/Pages/IT-Policies.aspx>

- H. Personal Computers under this Contract that connect with Commonwealth Information Technology systems or that may during their lifecycles connect with those systems must comply with applicable standards published by the Commonwealth in their Information Technology Bulletins (IFBs) which can be found at the following location:

<https://itcentral.pa.gov/Pages/IT-Policies.aspx>

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