



**April 11, 2025**

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) #67-193.

All questions regarding this RFA must be directed by e-mail to [heathmyers@pa.gov](mailto:heathmyers@pa.gov), no later than 12:00 p.m. ET on May 07, 2025. All questions must include the specific section of the RFA about which the potential applicant is requesting clarification. Answers to all questions will be posted at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us). Click on 'Solicitations' and search for the above RFA number.

Submit one application, (Part 2 of this RFA) by email to [RA-DHHEALTH\\_DEPT\\_DOC@pa.gov](mailto:RA-DHHEALTH_DEPT_DOC@pa.gov). The Department cannot accept secure or encrypted emails. Any submission via secure or encrypted email will be immediately discarded. Applications must be received no later than 1:30 p.m. ET on **June 09, 2025**. Applications can be submitted as soon as they are ready for submission; to prevent late submissions, applicants are encouraged to not wait until this closing date and time. The timestamp on the received application email in the [RA-DHHEALTH\\_DEPT\\_DOC@pa.gov](mailto:RA-DHHEALTH_DEPT_DOC@pa.gov) inbox is the final and only timekeeper to determine if the application was received by the deadline.

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

Type "APPLICATION ENCLOSED RFA #67-193" 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,

Office of Procurement  
For Agency Head

Enclosure

**EMS Overdose Prevention and SUD Training  
RFA 67-193**

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Application Forms and Attachments

- I. Cover Page
- II. BOP-2201 Worker Protection and Investment Certification Form
- III. BOP-1307 Lobbying Certification Form
- IV. Work Statement
- V. 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 not negotiable and are listed below:

- Payment Provisions (Rev. 9/21)
- Commonwealth Standard General Terms and Conditions(Grant) (Rev. 10/1/23)
- Department Standard General Terms and Conditions (Grant) (Rev. 12/24)
- Audit Requirements (Rev. 10/24)
- Commonwealth Travel and Subsistence Rates (Rev. 8/18)
- Minimum Personal Computer Hardware, Software, and Peripherals Requirements (Rev. 1/19)

- Pro-Children Act of 1994 (Rev. 12/05)
- Federal Standard Terms and Conditions (Grant) (Rev. 12/24)

# Request for Application

## EMS Overdose Prevention and SUD Training

RFA Number

67-193

Date of Issuance

April 11, 2025

Issuing Office: Pennsylvania Department of Health  
Office of Procurement  
Email: [RA-DHHEALTH\\_DEPT\\_DOC@pa.gov](mailto:RA-DHHEALTH_DEPT_DOC@pa.gov)

RFA Project Officer: Heather Myers  
Pennsylvania Department of Health  
Office of Drug Surveillance and Misuse  
Prevention  
Email: [heathmyers@pa.gov](mailto:heathmyers@pa.gov)

# PART ONE

## **Emergency Medical Services (EMS) Overdose Prevention and Substance Use Disorder (SUD) Training**

### General Information

## **A. Information for Applicants**

The Substance Abuse and Mental Health Services Administration, First Responders Comprehensive Addiction and Recovery Act Grant (“FR-CARA”) provides funding to state health departments to support first responders on trainings geared toward naloxone, warm hand-off referrals to appropriate treatment for substance use disorder (“SUD”), recovery, harm reduction, and other psychosocial resource support services. FR-CARA recipients may also provide safety education around fentanyl, synthetic opioids, and other drug trends associated with overdoses. The Pennsylvania Department of Health’s Office of Drug Surveillance and Misuse Prevention (“ODSMP”) is a recipient of FR-CARA and shall use FR-CARA funding to implement no-cost trainings in Pennsylvania for the Emergency Medical Services (“EMS”) first responder population. As needed, the ODSMP shall identify and use additional funding sources to support this project.

Pennsylvanians experienced over 37,000 overdose-related emergency department (“ED”) visits in 2023, the majority of which were transported to the ED by first responders; this figure does not capture the number of overdose events that occur where individuals are revived and refuse transport to the ED, nor the individuals that die and do not reach the ED (>80% of overdose decedents in 2023).<sup>1</sup> These trends underscore a critical opportunity among EMS first responders to not only respond to and treat overdose through naloxone administration but also leave-behind live-saving naloxone and linkage to harm reduction resources and treatment for SUD.

Through this RFA process, the Pennsylvania Department of Health (Department) is soliciting curriculum development, training implementation, and evaluation service applications on EMS Overdose Prevention and SUD Training. This initiative shall function as part of ODSMP’s First Responder Addiction and Connection to Treatment program. The Department is interested in funding one application addressing curriculum development, synchronous training implementation among EMS first responders statewide, distributing naloxone to training attendees to reaffirm training learning objectives, continuing education administration, and evaluation of training activities. The overall goal of this funding is to promote best practices among EMS first responders to treat individuals experiencing or suspected of experiencing overdose in a stigma-free, culturally competent, and patient-centered manner. In turn, these education efforts aim to improve naloxone distribution and referrals to relevant SUD-associated services such as treatment, recovery support services, and harm reduction services.

The awarded applicant shall accomplish the goals of this RFA by:

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<sup>1</sup>Source: Pennsylvania Department of Health, Office of Drug Surveillance and Misuse Prevention. Note, 2023 data estimates are preliminary as of September 2024.

1. Developing a Department-approved training curriculum for EMS first responders;
2. Conducting outreach to EMS first responder agencies to recruit participants in trainings;
3. Conducting synchronous training sessions for EMS first responders;
4. Receiving naloxone from the ODSMP and distributing naloxone to EMS first responder training participants to reaffirm training learning objectives;
5. Administering continuing education credits to EMS first responder training participants; and
6. Consulting or subcontracting services with an external evaluator to analyze the effectiveness of training activities and aid the Department in compiling required evaluation data for the Substance Abuse and Mental Health Services Administration (“SAMHSA”).

The awarded applicant(s) shall be required to name and work with an external evaluation team to evaluate the effectiveness of EMS first responder training activities. The external evaluator may be a separate organization procured by the awarded applicant(s) through subcontractor or consultant services. The external evaluator may also be a distinct project evaluation group within the awarded applicant’s organization. The external evaluator must be a separate unit that is not directly involved in the implementation of EMS first responder training activities. Evaluation must include analysis on knowledge gain, trainee satisfaction and confidence, naloxone distribution to trainees, and stigma reduction among trainees.

Developing and implementing a Department-approved curriculum is the primary goal of this RFA. However, the awarded applicant(s) may also choose to use the awarded funds to develop and implement a Department-approved technical assistance (TA) framework that shall be offered to participating EMS first responder agencies with the goal of policy and procedure implementation and sustainability of targeted interventions discussed in the curriculum such as agency-wide naloxone leave-behind services.

TA is a process that provides a targeted support to an organization or agency that has a resource gap or development need. The TA framework must target a specific target population within the EMS first responder population, such as EMS first responder supervisors, and define a measurable goal geared toward optimizing overdose response, naloxone administration and distribution, or linkage to care for SUD among the EMS first responder population.

The anticipated grant agreement term is September 30, 2025, to September 29, 2027, subject to the availability of funding. If the anticipated effective date is changed by the Department for the resulting Grant Agreement, the term is expected to remain a total of 24-months, subject to the availability of funding. The Department expects to award one grant agreement.

At the Department’s discretion and by letter notice, the Department may extend the resulting grant agreement as follows:

**Extension.** Upon notice to the Grantee, without the need for a formal amendment, the Department may, for any reason, exercise an extension that extends the term of the agreement, the period of performance, or both. The aggregate duration for all extension periods, exclusive of the 3-month extension, cannot extend the term of the agreement more than 5 years from the effective date. The same terms and conditions apply to an extension unless otherwise stated. The extension is part of the agreement and subject to its provisions.

- 1. No-Cost.** The Department may issue a no-cost extension of the agreement for any reason. The no-cost extension only extends the time period when the Grantee is permitted to use remaining funds and does not extend the agreement beyond five years from the agreement's effective date. The Department shall provide the Grantee written notice of its decision to issue a no-cost extension. No additional funding is awarded to Grantee in a no-cost extension.
- 2. 3-Month.** The 3-month extension extends the agreement for up to three months.
- 3. Cycle.** The cycle extension extends this agreement for one or more periods, up to three years. The budget for the period may be: equal, on a pro rata basis, to the original term period of this agreement or a prior cycle extension period, from either the start of the original term period or prior cycle extension period, or subsequent to changes occurring during such periods; a decrease from any such periods; or an increase from any such periods up to 10%. The Department may eliminate, or decrease, the amounts for line items within the budget categories of Supplies/Equipment, Travel, and Other.

Applications are welcomed from organizations with experience and expertise in public safety professional curriculum development, conducting outreach to public safety professionals to participate in training, scheduling, and conducting synchronous educational services to public safety professionals. Applicants may not be individuals. 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 and eligible parties with information to prepare and submit applications to the Department. Questions about this RFA can be directed to the contact listed on the potential applicant letter (which is the first page of this RFA) by the date and time listed therein. All questions must include the specific section of the RFA about which the potential applicant is requesting clarification. Answers to all questions will be posted



under the RFA Solicitation at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us). Each applicant shall be responsible to monitor the website for new or revised RFA information. The Department shall not be bound by any information that is not either contained within the RFA or formally issued as an addendum by the Department.

In order to do business with the Commonwealth of Pennsylvania providers are required to enroll in the SAP system. Applicants may enroll by selecting “Non-Procurement” at: <https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx> or by calling toll free at 1-877-435-7363. The PDF and MP4 embedded links next to “Non-Procurement” provide guidance on enrolling.

## **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. The decision of the Department with regard to timeliness of submission is final.
- b) If it becomes necessary to revise any part of the application guidelines, an amendment will be posted under the RFA Solicitation at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us).
- 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 and all applications received as a result 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(s).
- f) Awarded applicants and non-selected 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 agreement must acknowledge the Department as the granting agency and be approved in writing by the Department.

### **2. Evaluation of Applications**

All applications meeting stated requirements in this RFA and received by the designated date and time, will be reviewed by a committee of qualified personnel selected by the Department. The Review Committee will recommend applications that most closely meet the evaluation criteria developed by the Department. If the Review Committee determines that additional clarification of an application is needed, ODSMP 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. Project Abstract
2. Target Population Impact Statement
3. Project Narrative
4. Project Workplan
5. Budget Detail and Budget Narrative

### **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 ODSMP within 30 calendar days of the written official notification of the status of the application. ODSMP will determine the time and place for the debriefing. If the debriefing is held via Microsoft Teams, a link, phone number, and conference ID number will be provided. The debriefing will be conducted individually by ODSMP 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. The awarded applicant(s) shall deliver a curriculum outline to the Department for approval within 60 calendar days of the contract start date. At minimum, the curriculum outline shall describe each topic the curriculum shall address to equip EMS first responders with the tools necessary to respond and fight the overdose epidemic and promote best practices on for treating individuals experiencing or suspected of experiencing overdose.
  1. At minimum, the curriculum outline shall address the following topics:
    - i. National and state-level information on the latest data and trends related to overdose mortality and morbidity surveillance; and disparities in overdose and overdose response including naloxone administration;
    - ii. Emerging trends in the illicit drug supply such as the presence of xylazine;
    - iii. Addiction as a chronic disease;
    - iv. Trauma informed care and adverse childhood experiences;

- v. The impact of stigma;
  - vi. Burnout and empathy for overdose survivors;
  - vii. Use of appropriate language and motivational interviewing techniques;
  - viii. How to effectively respond to overdose;
  - ix. The Good Samaritan Law (Act 139 of 2014);
  - x. Decriminalization of drug test strips in Pennsylvania;
  - xi. Naloxone administration and leave-behind;
  - xii. How to conduct referrals to treatment and recovery-oriented systems of care through screening, brief intervention and referral to treatment (SBIRT);
  - xiii. Medications for opioid use disorder;
  - xiv. Basic principles of harm reduction; and,
  - xv. SUD treatment and overdose response resources in Pennsylvania including Single County Authorities and the Pennsylvania Overdose Prevention Program.
2. At minimum, the curriculum outline shall consist of the following:
    - i. Description of the curriculum content and individual curriculum modules or sections that will comprise the curriculum.
    - ii. Learning objectives for curriculum and each module or section comprising the curriculum.
    - iii. A description of ancillary resources that shall be developed to complement the learning objectives, if any.
  3. The awarded application shall incorporate any requested edits to the curriculum and shall submit an updated curriculum to the Department for approval. The Department shall review the curriculum outline and will approve or request edits to the outline.
- B. The awarded applicant(s) shall use the Department-approved curriculum outline to develop a comprehensive curriculum to be utilized in the delivery of synchronous training for EMS first responders. The curriculum shall be finalized by no later than May 31, 2026.
1. At minimum, the curriculum shall consist of PowerPoint presentation deck including any supplemental information not on the actual slides that describes audio or visual material that shall be used while conducting synchronous education sessions, instructor notes, and a training session agenda.
  2. The training curriculum and ancillary resources shall be formatted in accordance with Department formatting guidelines and template requirements. The Department will provide the awarded applicant(s) with

Department formatting guidelines and template requirements.

- C. The awarded applicant(s) shall conduct outreach to EMS first responders in each of the Department's six districts to recruit EMS first responders in synchronous training sessions that shall begin no later than September 30, 2026, and be offered through the term of the grant agreement.
1. The Department's six districts are:
    - i. Northwest District: Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango, and Warren Counties.
    - ii. North Central District: Bradford, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, and Union Counties.
    - iii. Northeast District: Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Susquehanna, Wayne, and Wyoming Counties.
    - iv. Southwest District: Allegheny, Armstrong, Beaver, Butler, Cambria, Fayette, Greene, Indiana, Somerset, Washington, and Westmoreland Counties.
    - v. South Central District: Adams, Bedford, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lebanon, Mifflin, Perry, and York Counties.
    - vi. Southeast District: Berks, Bucks, Chester, Delaware, Lancaster, Montgomery, Philadelphia, and Schuylkill Counties.
  2. Recruitment and outreach shall promote participation in the EMS first responder training sessions and, at minimum, shall include but are not limited to the following communication methods: emailed introductory flyers and letters, in-person meetings, telephone and conference calls, webinar and on-site presentations, hosting of informational tables at conferences, education and outreach, and webpage promotion.
- D. The awarded applicant(s) shall deliver synchronous (in-person or virtual) trainings throughout the Commonwealth using the Department-approved curriculum.
1. Synchronous training implementation shall begin by no later than September 30, 2026, and continue throughout the term of the grant agreement.
    - i. During the period of September 30, 2026, through June 30, 2027, a minimum of 24 training sessions shall be conducted, with a minimum of one in each of the six Pennsylvania Health Districts.
    - ii. During the period of July 1, 2027, through September 29, 2027, a minimum of eight training sessions shall be conducted, with a

minimum of one in each of the six Pennsylvania Health Districts.

2. Training sessions shall be delivered by a professional team that consists of at minimum one individual who has previous or current professional experience as an EMS first responder.
  - i. An EMS first responder is defined as an individual who has experience as one of the following professions:
    1. An emergency medical responder;
    2. An emergency medical technician;
    3. An advanced emergency medical technician;
    4. A paramedic;
    5. A prehospital registered nurse;
    6. A prehospital physician extender;
    7. A prehospital emergency medical services physician; or,
    8. An individual prescribed by regulation of the Department to provide specialized emergency medical services.
3. The awarded applicant(s) shall not limit the number of participants trained throughout the term of the grant agreement.
4. The awarded applicant(s) shall collect pre and post-evaluation surveys throughout the term of the grant agreement. Pre-evaluation shall be completed by each training participant prior to or at the beginning of each training session. Post-evaluation shall be completed at the end or after each training session.
- E. The awarded applicant(s) shall receive, store, and distribute naloxone to all EMS first responder training participants. The Department will purchase and ship naloxone to the awarded applicant(s).
- F. The awarded applicant(s) shall acquire, administer and issue continuing education for EMS first responder training participants within 30 calendar days of participant attendance throughout the term of the grant agreement.
- G. The awarded applicant(s) shall name and work with an external evaluator to evaluate training effectiveness. The Department shall provide SAMHSA FR-CARA evaluation requirements.
  1. At a minimum, evaluation services shall include the development, maintenance, collection, and analysis of a Department-approved pre- and post-evaluation survey that shall be administered to all training participants.
  2. At a minimum, the evaluation survey must collect and measure the

following among training participants:

- i. Change in stigma-related attitudes;
- ii. Knowledge gain;
- iii. Confidence level;
- iv. Change in intention and attitude relating to curriculum learning objectives;
- v. Naloxone use and leave-behind process knowledge;
- vi. Naloxone distribution to trainees;
- vii. Trainee satisfaction; and,
- viii. Demographics of trainee participants including race, ethnicity, and Lesbian, Gay, Bisexual, Transgender, Queer status.

## **5. Reporting Requirements**

- A. The awarded applicant(s) shall submit a written mid-term report of progress, issues, and activities to the Department within 180 calendar days after the grant agreement effective date. The mid-term report shall, at a minimum, identify if activities are proceeding according to the project plan, and explain any deviations from the project plan.
- B. The awarded applicant(s) shall submit to the Department a final written report within 30 calendar days after the end date of the grant agreement. The final report shall summarize:
  1. Number of naloxone units distributed to EMS first responder trainees by training session date;
  2. A summary of outreach and recruitment efforts conducted, including outreach and recruitment successes and challenges;
  3. A summary of evaluation activities and analyses completed during the reporting period;
  4. Number of EMS first responders trained by training session;
  5. Number of continuing education credits administered;
  6. A narrative summary of barriers encountered, actions taken to address challenges, and successes achieved including any other pertinent information regarding the project; and
  7. If relevant, number of TA requests or TA outreach opportunities.
- C. The awarded applicant(s) shall submit to the Department's Project Officer an annual assessment report once per calendar year throughout the term of the grant agreement, using the "CLAS Self-Assessment Tool for Grantees" template that can be found at the following link: <https://www.pa.gov/en/agencies/health/resources/contractor-grantee.html>. The annual report shall summarize in detail how the awarded applicant(s) have met the Health Equity requirements contained in paragraph 22 of the Department Standard General Terms and Conditions (Rev. 12/24).

- D. The awarded applicant(s) shall submit monthly project summary reports using a Department approved format to the Department on the last calendar day of each month, reporting on the prior months' progress throughout the term of the grant agreement. Each summary report shall provide a status on the project for the month prior to each due date and include, at a minimum, the following information:
1. Number of naloxone units distributed to EMS first responder trainees by training session date;
  2. A summary of outreach activities and analyses completed during the reporting period;
  3. A summary of evaluation activities completed during the reporting period;
  4. Number of EMS first responders trained by training session;
  5. Number of continuing education credits administered; and
  6. If applicable, number of TA requests or TA outreach opportunities.
- E. The Grantee shall submit annual reports in writing to the Department according to the following schedule:
1. Grant agreement activities for the period of September 30, 2025, to September 29, 2026: report due on October 29, 2026.
  2. Grant agreement activities for the period of September 30, 2026, to August 29, 2027: report due on September 29, 2027.
- F. The annual reports shall include, at minimum:
1. Number of naloxone units distributed to EMS first responder trainees by training session date;
  2. A summary of outreach and recruitment efforts conducted, including outreach and recruitment successes and challenges;
  3. A summary of evaluation activities and analyses completed during the reporting period;
  4. Number of EMS first responders trained by training session;
  5. Number of continuing education credits administered;
  6. A narrative summary of barriers encountered, actions taken to address challenges, and successes achieved including any other pertinent information regarding the project; and,
  7. If relevant, number of TA requests or TA outreach opportunities.

## **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](mailto:RA-DHHEALTH_DEPT_DOC@pa.gov). The Department cannot accept secure or

encrypted emails. Any submission via secure or encrypted email will be immediately discarded.

- 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). The application can be submitted as soon as it is ready for submission; to prevent late submissions, applicants are encouraged to not wait until the closing date and time in the cover letter.**
- c) Please note 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 is able to be received.
- d) The application must be submitted using the format described in subsection 2, below – Application Format.

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. This form must be signed by an official authorized to bind the applicant/organization to the application.
- b) **Worker Protection and Investment Certification Form (BOP-2201)** – BOP-2201 must be completed and signed by an official authorized to execute the certification on behalf of the applicant.
- c) **Lobbying Certification Form (BOP-1307)** – BOP-1307 must be completed and signed by an official authorized to execute the certification on behalf of the applicant.
- d) **Work Statement** – The work statement narrative must not exceed 10 pages. Provide a narrative description of the proposed methodology addressing the following topics:

### 1. Project Abstract (recommended 2 pages)

**The applicant shall include the following in the project abstract:**

- i. A succinct description of the applicant organization.
- ii. A succinct description of the applicant organization’s experience and expertise in public safety training content development, synchronous



- training implementation, and continuing education administration to EMS first responders or public safety professionals, or both.
- iii. A succinct description of how grant funds shall be applied in the project, demonstrating understanding of the RFA deliverables.
  - iv. A statement confirming that synchronous education sessions shall be delivered by a professional team that consists of at least one previous or current individual with EMS first responder professional experience.

## **2. Target Population Impact Statement (recommended 1 pages)**

**The applicant shall include the following in the target population impact statement:**

- i. A succinct description of the demographics and structure of the EMS first responder workforce within Pennsylvania, demonstrating a thorough understanding of the EMS first responder landscape in the Commonwealth.
- ii. A succinct description of how the awarded applicant plans to engage and conduct outreach to the entirety of the EMS first responder workforce in Pennsylvania to participate in training.
- iii. A summary of the role the EMS first responder workforce fulfills to respond to the overdose epidemic in Pennsylvania.

## **3. Project Narrative (recommended 5 pages)**

**The applicant shall include the following in the project narrative:**

- i. A description of a plan for what shall be accomplished for the specific tasks related to training curriculum development.
- ii. A description of proposed recruitment and outreach activities for targeting EMS first responder participants.
- iii. A description of a plan for what shall be accomplished for specific tasks related to scheduling and implementing live in-person or virtual training sessions and the administration of continuing education credits for EMS first responder participants.
- iv. A description of a plan for what shall be accomplished for specific tasks related to receiving, storing, and distributing naloxone to EMS first responder training participants.
- v. A description of the external organization that shall conduct evaluation of this project, demonstrating an understanding of evaluation deliverables.
- vi. A description of individuals responsible for administration and implementation of grant-funded activities. Provide a description of staff positions to be utilized in administering this project. Resumes of existing staff persons or position descriptions for vacant positions

working directly on the proposed project must be included as an Additional Appendix that does not count towards the page limit requirements.

#### 4. Project Workplan (recommended 2 pages)

**The workplan should be reflective of the proposed project for the entire grant term from September 30, 2025, to September 29, 2027, and the applicant shall include the following:**

- i. Overarching goals and interventions that shall be designed and implemented to achieve required deliverables. Interventions shall be specific, measurable, achievable, relevant, and time-phased;
- ii. Start and end dates of each intervention;
- iii. Staff responsible for implementation of each intervention; and
- iv. Anticipated barriers and mitigation strategies.

e) **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 September 30, 2025 through September 29, 2027. The overall 24-month budget for the application shall not exceed \$1,445,818.00. The budget must contain an Overall Summary in addition to a Summary with Budget Details for each year.

Overall Summary	<u>September 30, 2025 to September 29, 2025</u>	\$ 1,445,818
Year 1 Summary	<u>September 30, 2025 to June 30, 2026</u>	\$ 560,931.75
Year 2 Summary	<u>July 1, 2026 to June 30, 2027</u>	\$ 710,409.00
Year 3 Summary	<u>July 1, 2027 to September 29, 2027</u>	\$ 174,477.25

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.

See the Budget Definitions section below for more information.

f) **Redacted Copy**- Applicant may provide a redacted copy of the full application that is submitted for this RFA, which redacts confidential, proprietary information, or trade secrets, or some combination thereof. Follow the process as outlined in Paragraph 26 (Confidentiality) of Department Standard General Terms and Conditions (Grant) (Rev. 12/24), which can be found at <http://www.health.pa.gov/vendors>.

### 3. Definitions

#### a) 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 is not applicable to this RFA and must not be utilized.

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.

#### b) Program/Work Statement Definitions:

EMS First Responder: For the purposes of this RFA, the term "EMS first responder" encompasses the following emergency response professionals:

1. An emergency medical responder;

2. An emergency medical technician;
3. An advanced emergency medical technician;
4. A paramedic;
5. A prehospital registered nurse;
6. A prehospital physician extender;
7. A prehospital emergency medical services physician;
8. An individual prescribed by regulation of the Department of Health to provide specialized emergency medical services; and
9. Administrative staff of an emergency medical services agency.

Synchronous Training: Live virtual or face-to-face delivery of education.

# PART TWO

Pennsylvania Department of Health  
Office of Drug Surveillance and Misuse  
Prevention

**EMS Overdose Prevention and SUD Training**

**Request for Applications (RFA) #67- 193**



**COVER PAGE**  
**RFA #67-193**

**Applicant Name:** \_\_\_\_\_  
(Organization or Institution)

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

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

**SAP Vendor #:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**City** \_\_\_\_\_ **County** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

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

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

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

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*Applications/proposals/bids received shall remain valid, unless deemed unresponsive, until such time that final award(s) is or are made.*

**BY SIGNING BELOW, THE APPLICANT, BY ITS AUTHORIZED SIGNATORY, IS BINDING ITSELF TO THE APPLICATION AND REPRESENTING THAT ALL THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THEIR BEST KNOWLEDGE, INFORMATION AND BELIEF.**

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	DATE



## **WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM**

A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:

1. Construction Workplace Misclassification Act
2. Employment of Minors Child Labor Act
3. Minimum Wage Act
4. Prevailing Wage Act
5. Equal Pay Law
6. Employer to Pay Employment Medical Examination Fee Act
7. Seasonal Farm Labor Act
8. Wage Payment and Collection Law
9. Industrial Homework Law
10. Construction Industry Employee Verification Act
11. Act 102: Prohibition on Excessive Overtime in Healthcare
12. Apprenticeship and Training Act
13. Inspection of Employment Records Law

B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

### **CERTIFICATION**

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/grantee identified below, and certify that the contractor/grantee identified below is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee's compliance status to the Purchasing Agency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

<div style="display: flex; justify-content: space-between;"><i><b>Signature</b></i><i><b>Date</b></i></div>
<i><b>Name (Printed)</b></i>
<i><b>Title of Certifying Official (Printed)</b></i>
<i><b>Contractor/Grantee Name (Printed)</b></i>

## LOBBYING CERTIFICATION FORM

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, Disclosure of Lobbying Activities, which can be found at:

[https://www.epa.gov/sites/default/files/2020-06/documents/sflll\\_1\\_2-v1.2\\_fill-sign.pdf](https://www.epa.gov/sites/default/files/2020-06/documents/sflll_1_2-v1.2_fill-sign.pdf)

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under *Section 1352, Title 31, U. S. Code*. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than **\$100,000** for such failure.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_



## **Work Statement**

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

The following language is required to be included in the Work Statement:

Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, Contractors and Grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with the application.

## **Budget Template**

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

**RFA # 67-193****PAYMENT PROVISIONS**

The Department agrees to pay the Grantee for services rendered pursuant to this Agreement as follows:

- A. Subject to the availability of state and Federal funds and the other terms and conditions of this Agreement, the Department will reimburse the Grantee in accordance with Appendix C, and any subsequent amendments thereto, for the costs incurred in providing the services described in this Agreement.
- B. This Agreement 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 Agreement.
- C. Payment to the Grantee 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 Grantee that is not in accordance with the terms of this Agreement and adjust any payment to the Grantee accordingly.
  - 2. Payments will be made monthly upon submission of an itemized invoice for services rendered pursuant to this Agreement using the invoice format in Attachment 1 to this Appendix.
  - 3. An original invoice shall be sent by the Grantee directly to the email address listed in Attachment 1 to this Appendix unless otherwise directed in writing by the Project Officer. Documentation supporting that expenditures were made in accordance with the Appendix C Budget shall be sent by the Grantee to the Department's Project Officer. The Department's Project Officer may request any additional information deemed necessary to determine whether the expenditures in question were appropriately made. The adequacy and sufficiency of supporting documentation is solely within the discretion of the Project Officer.
  - 4. The Grantee 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 Grantee shall not reallocate funds between budget categories in an amount at or exceeding 20% of the total amount of the Agreement 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 Grantee 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 Agreement per budget year.
        - C. Reallocations at or exceeding 20% of the total amount of the Agreement 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 Grantee shall notify the Department's Project Officer of any

Budget Revision under 20% of the total amount of the Agreement per budget year in writing, but need not request Department approval, except as provided for in Paragraph 4(a)(i)(B) above.

- iii. The Grantee 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 Grantee 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 Grantee 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 the line items in that category unless one of the following circumstances apply:
    - A. The Grantee is subject to a collective bargaining agreement or other union agreement and, during the term of this Agreement, salaries, hourly wages, or fringe benefits under this Agreement are increased because of a renegotiation of that collective bargaining agreement or other union agreement. The Grantee 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 Grantee is unable to fill a position that is vacant or becomes vacant at or after the effective date of this Agreement. The Grantee shall submit to the Department's Project Officer written justification for the request to increase line item amounts 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 Agreement, as well as the Grantee's inability to fill the position. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area.
    - C. The Grantee is unable to perform the work of the Agreement with the existing positions, titles or classifications of staff. The Grantee may add or change a position, title or classification in order to perform work that is already required. The Grantee shall submit to the Department's Project Officer for his or her approval written justification for the request to reallocate 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 Agreement, as well as the Grantee'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.
  - iii. The number of positions accounted for by any one line item may not be decreased, or consolidated into one position, without prior written approval of the Department.
  - iv. All increases are subject to the availability of funds awarded under this Agreement. 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 from the Grantee based on the Grantee's fee schedule for the job classification.

5. Unless otherwise specified elsewhere in this Agreement, the following shall apply. The Grantee 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 Agreement'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 Grantee 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 Agreement, until the Project Officer has determined that all work and services required under this Agreement have been performed or delivered in a manner acceptable to the Department.
7. The Commonwealth shall make payments to the Grantee through the Automated Clearing House (ACH). Within 10 days of the grant award, the Grantee must submit or must have submitted its ACH information within its user profile in the Commonwealth's Master Database. The Grantee may enroll to receive remittance information via electronic addenda and email (e-Remittance). ACH and e-Remittance information is available at the following:

<https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>.

- a. The Grantee must submit a unique invoice number with each invoice submitted. The Commonwealth shall list the Grantee's unique invoice number on its ACH remittance advice to enable the Grantee to properly apply the state agency's payment to the respective invoice or program.
- b. The Grantee shall ensure that the ACH information contained in the Commonwealth's Master Database 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.

- D. The Department's determination regarding the validity of any justification or of any request for approval under this Appendix B (Payment Provisions) is final.