

REQUEST FOR APPLICATIONS FOR

Statewide Domestic Violence and Rape Crisis Services Programs

ISSUING OFFICE

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

RFA NUMBER

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DATE OF ISSUANCE

April 19, 2023

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Statewide Domestic Violence and Rape Crisis Services Programs

TABLE OF CONTENTS

CALENDAR OF EVENTS	iv
Part I - GENERAL INFORMATION	1
Part II - CRITERIA FOR SELECTION	10
Part III - TECHNICAL SUBMITTAL	13
Part IV – COST SUBMITTAL	36
Part V – CONTRACTOR PARTNERSHIP PROGRAM SUBMITTAL	37

APPENDICES

APPENDIX A, APPLICATION COVER SHEET

APPENDIX B, TRADE SECRET CONFIDENTIAL PROPRIETARY INFORMATION NOTICE FORM

APPENDIX C, CORPORATE REFERENCE FORM

APPENDIX D, KEY PERSONNEL REFERENCE FORM

APPENDIX E, COST SUBMITTAL WORKSHEET

APPENDIX F, LOBBYING CERTIFICATION AND DISCLOSURE

APPENDIX G, FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT SUB-RECIPIENT DATA SHEET

APPENDIX H, BUSINESS ASSOCIATE ADDENDUM

APPENDIX I, WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM

APPENDIX J, STANDARD TERMS AND CONDITIONS, ADDENDUM TO TERMS AND CONDITIONS AND AUDIT CLAUSE A/B

CALENDAR OF EVENTS

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

Activity	Responsibility	Date
Deadline to submit questions via email to RA-PWRFAQUESTIONS@PA.GOV	Potential Applicants	April 27, 2023 12:00 PM EST
Answers to Potential Applicant questions posted to the Department of General Services website at http://www.emarketplace.state.pa.us/Search.aspx no later than this date.	DHS	May 4, 2023
Please monitor this website for all communications regarding this Request for Applications.	Potential Applicants	Ongoing
Application must be received by the Issuing Office at RA-PWRFAQUESTIONS@PA.GOV as provided in Part I, Sections I-11 and I-12. Reference Forms must be received by the Issuing Office at RA-PWBPCMReferForms@pa.gov as provided in Part I, Section I-12.A and Part III, Section III-3.	Applicants	May 19, 2023 12:00 PM EST

PART I

GENERAL INFORMATION

- I-1. Purpose.** This Request for Applications (“RFA”) provides to those interested in submitting applications for the subject procurement (“Applicants”) sufficient information to enable them to prepare and submit applications for the Department of Human Services’ (“Department” or “DHS”) consideration on behalf of the Commonwealth of Pennsylvania (“Commonwealth”) to satisfy a need for **Domestic Violence and Rape Crisis Services** (“Project”). This RFA contains instructions governing the requested applications, including the requirements for the information and material to be included; a description of the service to be provided; requirements that Applicants must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFA.
- I-2. Issuing Office.** The Department’s Office of Administration, Bureau of Procurement and Contract Management (“Issuing Office”) has issued this RFA on behalf of the Commonwealth. The sole point of contact in the Commonwealth for this RFA shall be Karen Kern, RA-PWRFAQUESTIONS@PA.GOV, the Issuing Officer for this RFA. Please refer all inquiries to the Issuing Officer.
- I-3. Overview of Project.** Pursuant to state law, the Department makes grants to domestic violence centers and rape crisis centers for the operation of Domestic Violence Programs and Rape Crisis Services Programs. These programs provide statewide support services for victims and survivors and assist in prevention through community education throughout the Commonwealth. Adults and children are eligible to receive services from these programs without regard to income. The Department has structured the services required by this RFA into two separate lots. **Applicants shall only apply for one lot.**

- A. Lot 1 – Domestic Violence Services.** DHS seeks to partner with a domestic violence center to operate domestic violence programs to all 67 counties in Pennsylvania.

“Domestic violence center” means an organization, or the coordinating body of an organization, which has as its primary purpose the operation of domestic violence programs.

“Domestic violence program” means a program which has as its primary purpose the provision of direct services to victims of domestic violence and their children, including, but not limited to, victim advocacy, counseling, shelter, information and referral, victim-witness, accompaniment, community education and prevention.

The domestic violence center shall also provide domestic violence protective services in all 67 counties. Protective services consist of activities to assist individuals who are in situations of actual or threatened abuse and are provided as an intervention in a crisis situation and are necessary to alleviate the problem or to remove the individual from the dangerous situation as detailed in the recipient’s written service plan.

- B. Lot 2 – Rape Crisis Services.** DHS seeks to partner with a rape crisis center to operate rape crisis services programs to all 67 counties in Pennsylvania.

“Rape crisis center” means an organization, or the coordinating body of an organization, which has as its primary purpose the operation of rape crisis programs.

“Rape crisis program” means a program which has as its primary purpose the provision of direct services to victims of sexual assault, including, but not limited to, crisis intervention, counseling,

victim advocacy, information and referral, victim-witness and assistance, accompaniment through the medical, police and judicial systems as well as providing education and prevention programs on rape and sexual assaults.

The rape crisis center shall also provide rape crisis protective services. Protective services are provided as an intervention in a crisis situation and all activities necessary to alleviate the problem or to remove the individual from the dangerous situation as detailed in the recipient's written service plan.

The primary purpose of the rape crisis program is the provision of direct services to victims of sexual assault, abuse, and harassment and those collaterally affected by the victimization, with the exception of the offender. Those collaterally affected by the victimization shall have the definition promulgated in the Violence Against Women Act, as may be amended. For this Lot, it will be used interchangeably with significant other; the category is traditionally given to family and friends of the victim who may seek personal support or information and resources. These direct services include but are not limited to, crisis intervention, counseling, victim advocacy, information and referral, victim and witness assistance, accompaniment through the medical, police and judicial systems as well as providing education and prevention programs on rape and sexual assaults.

I-4. Objectives.

- A. General.** The objective of this RFA is to secure a domestic violence center and a rape crisis center to provide domestic violence services and rape crisis services, respectively, in all 67 counties in Pennsylvania.
- B. Specific.** The Department's specific objective is to work with a domestic violence center and a rape crisis center to meet the goals of preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating, or reuniting families in the Commonwealth.

The selected Applicants must provide services including, but not limited to:

- Making referrals for financial aid, either in the form of emergency aid or in the form of ongoing income maintenance;
- Providing outreach services;
- Arranging for medical, mental health, and intellectual disabilities assessments;
- Arranging or referring individuals for services determined through assessment;
- Arranging or referring for the provision of legal services and assistance, including the preparation of legal documents and direct representation in cases of exploitation, abuse, or neglect;
- Accompaniment to the police department, hospital, court, social services, and providing victim advocacy; and
- Recruiting and training volunteers to provide services.

Funding Sources. All grant awards are subject to the availability of appropriated state funds and any modifications or additional requirements that may be imposed by law. This RFA is supported by the following funding sources:

- Title XX of the Social Security Act, Social Services Block Grant ("SSBG"), CFDA #93.667, 42 USC § 1397 & 42 USC § 1397(d)

- Act 44 of 1988 Article XII Domestic Violence and Rape Victims Services, 71 P.S. § 611.13
- Family Violence Prevention and Services Act (“FVPSA”) - Domestic Violence Shelter & Supportive Services, CFDA # 93.671 and 94.497, 42 USC § 10401, et seq
- American Rescue Plan Act of 2021 (“ARPA”), Pub L. No. 117-2, Title II, Part 2, Section 2204 (d) amendments to FVPSA

I-5. Method of Award. Applicants must submit an application (consisting of Technical, Cost, and Contractor Partnership Program) for the appropriate Lot for which they seek to apply. The Department will evaluate all applications separately, and will award agreements as described in **Part II, Section II-6**.

I-6. Type of Agreement. The Department intends to award one agreement for each Lot as a result of this RFA. If the Department enters into agreements, they will be cost reimbursement agreements containing the Standard Grant Terms and Conditions as shown in **Appendix J** of this RFA. The Department, in its sole discretion, may undertake negotiations with Applicants whose applications, in the judgment of the Department, show them to be qualified, responsible and capable of performing the Project.

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

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

I-9. Questions & Answers. If an Applicant has questions regarding this RFA, the Applicant must submit the questions by email (**with the subject line “RFA 34-22 Question”**) to the Issuing Officer named in **Part I, Section I-2** of this RFA. If the Applicant has questions, they must be submitted as they arise via email but **no later than** the date stated in the Calendar of Events. The Applicant shall not attempt to contact the Issuing Officer by any other means.

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

All questions and responses will be posted on the Department of General Services (“DGS”) website and are considered as an addendum to, and part of, this RFA in accordance with RFA **Part I, Section I-10** of this RFA.

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

I-11. Response Date. To be considered for selection, Applicants must submit electronic copies of their applications to the Issuing Office and the Issuing Office must receive the applications **no later than** the date and time specified in the Calendar of Events. Applicants should allow sufficient time for electronic submission and receipt of their applications. Applicants must submit the electronic copies of applications to RA-PWRFAQUESTIONS@PA.GOV. Reference contacts must submit the completed reference forms

to RA-PWBPCMRReferForms@pa.gov. The Department will **not** accept hard copy applications or applications via facsimile transmission. **The Department will reject late applications or portions of applications.** “Late” includes, but is not limited to, applications which are received a minute or less after the due date and time, as well as applications received several hours or days after the due date and time.

I-12. Application Requirements.

A. Application Submission: To be considered, Applicants should submit a complete response to this RFA to the Issuing Office, using the format provided in **Part I, Section I-12.B**, providing **one copy of the Technical Submittal, one copy of the Cost Submittal, and one copy of the Contractor Partnership Program (“CPP”) Submittal**, via email to RA-PWRFAQUESTIONS@PA.GOV. The subject line of the email must specify “RFA #34-22 Application”. Email attachments are limited to 10 MB, cumulatively, per email, and files may not be sent in any compressed format. Any part of the application or its attachments over that limit must be sent via separate emails, with each labeled “RFA #34-22 Application Part X of Y” (total number of emails).

Contacts for the Corporate and Personnel References must submit the completed forms as provided in **Part III, Section III-3.A and III-3.C** by email to RA-PWBPCMRReferForms@pa.gov. The Contacts should include “Corporate Reference Form for RFA 34-22” or “Key Personnel Reference Form for RFA 34-22” in the subject line of the email and the body should specify the name of the Applicant for whom the form is being submitted. Reference forms submitted after the due date and time will be rejected.

The electronic response must be in Microsoft Office or Microsoft Office-compatible format; and any spreadsheets must be in Microsoft Excel. If an Applicant designates information as confidential or proprietary or trade secret protected in accordance with **Part I, Section I-17**, the Applicant must also include one redacted version of the Technical Submittal, also excluding financial capability information. Applicants may not lock or protect any cells or tabs.

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

Each Applicant submitting an application specifically waives the ability to withdraw or modify it, except that the Applicant may withdraw its application by written notice and submitting it to RA-PWRFAQUESTIONS@PA.GOV prior to the exact hour and date for application receipt. An Applicant may modify its submitted application prior to the exact hour and date set for application receipt only by submitting a new application or modification that complies with the RFA requirements.

B. Application Format: Applicants should submit their applications in the format, including heading descriptions, outlined below. To be considered, the application should respond to all application requirements. Applicants should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the application. All cost data relating to this application should be kept separate from and not included in the Technical Submittal. Applicants

should not reiterate technical information in the Cost Submittal. Applicants may submit Applications for more than one Lot; however, each Lot must be submitted as a separate Application. Each application shall consist of the following three separate submittals.

1. Technical Submittal:

Applicants should format their responses as outlined below. **Do not include cost data in the Technical Submittal.** The Technical Submittal shall include the following sections:

- Application Cover Sheet, **Appendix A**
- Table of Contents
- Statement of the Project
- Management Summary
- Qualifications
- Financial Capability
- Work Plan
- Requirements
- Reports & Project Control
- Performance Standards

The contacts for the Corporate and Key Personnel Reference Forms should submit the completed forms in accordance with **Part III, Sections III-3.A. and III-3.C.**

- a. Complete, sign and include **Appendix F - Lobbying Certification** and if applicable, the **Disclosure of Lobbying Activities.**
- b. Complete and include **Appendix G, Federal Funding Accountability and Transparency Act Sub-Recipient Data Sheet.**
- c. Complete and include **Appendix I, Worker Protection and Investment Certification Form.**

2. Cost Submittal, in response to **Part IV**; and

3. CPP Submittal, in response to **Part V.**

Technical Submittals must adhere to the following format:

- a. Pages must be 8.5 by 11 inches with right and left margins of one inch.
- b. Must use Arial or Times New Roman font with a type size of 12.
- c. Section headings, shown in this **Part I, Section I-12**, should be used.
- d. Include a page number and identification of the Applicant in the page footer of each page.
- e. Specifically reference materials provided in any appendix by page numbers in the body of the application.
- f. Exceptions for paper and font size are permissible for project schedule (Microsoft Project) or for graphical exhibits and material in appendices.

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

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

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

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

- I-16. Oral or Written Presentations.** Applicants may be required to make an oral or written presentation of their applications to the Department to demonstrate an Applicant's capabilities and ability to provide the services required in the RFA. The Department will initiate requests for presentations; and for oral presentations, may include a request that key personnel be present. The oral presentation will be held in Harrisburg, Pennsylvania. Presentations may be requested at any stage of the evaluation and selection process prior to the award of the grant agreement.
- I-17. Prime Applicant Responsibilities.** The Department will require the Applicant assume responsibility for all services offered in its application whether it produces them itself or by sub-grant. The Department will consider the selected Applicant to be the sole point of contact for all agreement matters.
- I-18. Application Contents.**

- A. Confidential Information.** The Commonwealth does not require, confidential proprietary information or trade secrets be included as part of Applicants' submissions. Except as provided, Applicants should not label applications as confidential or proprietary or trade secret protected. Any Applicant who determines that it must divulge such information as part of its application must submit the signed written statement described in Subsection C below and must provide a redacted version of its application in accordance with **Part I, Section I-12.A**, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.

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

any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.

- C. **Public Disclosure.** After the award of a grant, all applications are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq. If an application contains confidential proprietary information or trade secrets, the Applicant must provide a signed written statement to this effect with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Refer to **Appendix B** of the RFA for a **Trade Secret Confidential Proprietary Information Notice Form** that may be utilized as the signed written statement. If financial capability information is submitted in response to **Part III, Section III-5** such financial capability information is exempt from public records disclosure under 65 P.S. § 67.708(b)(26).

I-19. Best and Final Offers (“BAFO”).

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

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

- C. The Evaluation Criteria found in **Part II, Section II-4**, shall also be used to evaluate the BAFOs.
- D. Price reductions offered shall have no effect upon the Applicant’s Technical Submittal.
- E. The Department, in its sole discretion, also may undertake negotiations with Applicants whose applications, in the judgement of DHS, show them to be qualified, responsible, and capable of performing the Project.

- I-20. News Releases.** Applicants shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Department, and then only in coordination with the Department.
- I-21. Restriction of Contact.** From the issue date of this RFA until the Department selects application(s) for award for each Lot, the Issuing Officer is the sole point of contact concerning this RFA. Any violation of this condition may be cause for the Department to reject the offending Applicant's application. If the Department later discovers that the Applicant has engaged in any violations of this condition, the Department may reject the offending Applicant's application or rescind its grant agreement. Applicants shall not distribute any part of their applications beyond the Issuing Office. An Applicant who shares information contained in its application with other Commonwealth personnel or consultants or competing Applicant personnel may be disqualified.
- I-22. Department Participation.** The selected Applicant shall provide all services, supplies, facilities, and other support necessary to complete the identified work, except as otherwise provided in **Part I, Section I-22**. The Department will assign a Grant Administrator to manage the administration and monitoring of the agreements resulting from this RFA. The Grant Administrator will be the primary contact and resource for issues and questions related to the Project as it pertains to the services and scope of work described in this RFA.
- I-23. Term of Agreement.** The term of the agreement(s) will commence on the Effective Date and will end three years after the Effective Date. Subject to the performance of a selected Applicant and other considerations, the Department may extend the agreement(s) on the same terms and conditions for up to two additional one-year periods. The Department will fix the Effective Date after the agreement(s) has been fully executed by the selected Applicant and by the Commonwealth and all approvals required by the Commonwealth have been obtained. The selected Applicant(s) shall not start the performance of any work prior to the Effective Date of the agreement and the Commonwealth shall not be liable to pay the selected Applicant(s) for any service or work performed or expenses incurred before the Effective Date.
- I-24. Applicant's Representations and Authorizations.** By submitting its application, each Applicant understands, represents, and acknowledges that:
- A.** All Applicant's information and representations in the application are material and important, and the Department will rely upon its contents in awarding the agreement. The Commonwealth may treat any misstatement, omission or misrepresentation as fraudulent concealment of the true facts relating to the application, punishable pursuant to 18 Pa. C.S. § 4904.
 - B.** The Applicant has arrived at the price(s) and amounts in its application independently and without consultation, communication, or agreement with any other Applicant or potential Applicant.
 - C.** The Applicant has not disclosed the price(s), the amount of the application, nor the approximate price(s) or amount(s) of its application to any other firm or person who is an Applicant or potential applicant, and the Applicant shall not disclose any of these items on or before the application submission deadline specified in the Calendar of Events.
 - D.** The Applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application, or to submit an application higher than its application, or to submit any intentionally high or noncompetitive application or other form of complementary application.

- E. The Applicant makes its application in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
 - F. To the best knowledge of the person signing the application for the Applicant, the Applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Applicant has disclosed in its application.
 - G. To the best of the knowledge of the person signing the application for the Applicant and except as the Applicant has otherwise disclosed in its application, the Applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal.
 - H. The Applicant is not currently under suspension or debarment by the Commonwealth and has not been precluded from participation in any federally funded health care program by any other state or the federal government, and if the Applicant cannot so certify, then it shall submit along with its application a written explanation of why it cannot make such certification.
 - I. The Applicant has not made, under separate agreement with the Department, any recommendations to the Department concerning the need for the services or the specifications for the services described in the application.
 - J. Each Applicant, by submitting its application, authorizes Commonwealth agencies to release to the Department information concerning the Applicant's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
 - K. Until the selected Applicant receives a fully executed and approved written agreement from the Issuing Office, no legal and valid agreement exists, in law or in equity, and the Applicant shall not begin to perform.
 - L. The Applicant is not currently engaged and will not during the duration of the agreement engage, in a boycott of a person or an entity based in or doing business with a jurisdiction that the Commonwealth is not prohibited by Congressional statute from engaging in trade or commerce.
- I-25. Notification of Selection.** The Department will notify all Applicants in writing of the Applicant selected for negotiations after the Department has determined, taking into consideration all evaluation factors, the applications that are the most advantageous to the Department.
- I-26. Use of Electronic Versions of this RFA.** This RFA is being made available by electronic means. If an Applicant electronically accepts the RFA, the Applicant accepts full responsibility to ensure that no changes are made to the RFA. If a conflict arises between a version of the RFA in the Applicant's possession and the Issuing Office's version of the RFA, the Issuing Office's version shall govern.

PART II

CRITERIA FOR SELECTION

II-1. Mandatory Responsiveness Requirements. To be eligible for selection, an application must:

- A. Be timely received from an Applicant (see **Part I, Section I-11**);
- B. Be properly signed by the Applicant (see **Part I, Section I-12.A**);
- C. Be a not-for-profit Domestic Violence Center, meaning an organization, or the coordinating body of an organization, which has as its primary purpose the operation of domestic violence programs; or a Rape Crisis Center, meaning an organization, or the coordinating body of an organization, which has as its primary purpose the operation of rape crisis programs.
 - 1. Domestic violence program means a program which has as its primary purpose the provision of direct services to victims of domestic violence and their children, including, but not limited to, victim advocacy, counseling, shelter, information and referral, victim-witness, accompaniment, community education and prevention.
 - 2. Rape crisis program means a program which has as its primary purpose the provision of direct services to victims of sexual assault, including, but not limited to, crisis intervention, counseling, victim advocacy, information and referral, victim-witness and assistance, accompaniment through the medical, police and judicial systems as well as providing education and prevention programs on rape and sexual assaults.

II-2. Technical Nonconforming Applications. The three Mandatory Responsiveness Requirements set forth in **Section II-1** are the only RFA requirements that the Commonwealth will consider to be *non-waivable*. The Department may, in its sole discretion, (1) waive any other technical or immaterial nonconformities in an Applicant's application, (2) allow the Applicant to cure the nonconformity, or (3) consider the nonconformity in the scoring of the application.

II-3. Evaluation. The Department has selected a committee of qualified personnel to review and evaluate the Technical Submittals of the timely submitted applications that are eligible for selection. The evaluation committee will evaluate Applications for each Lot separately. The Department will provide written notice of its selection for negotiations the responsible Applicants whose applications are determined to be the most advantageous to the Commonwealth for each Lot as determined by the Department after taking into consideration all evaluation factors.

DHS will not review or score the CPP Submittals. Once Applicant(s) have been selected for negotiations, DHS will review the CPP Submittal of the selected Applicant(s) and may request changes to the selected Applicant's CPP Submittal during grant agreement negotiations.

II-4. Evaluation Criteria. The following criteria will be used in evaluating each application:

- A. **Technical:** The Department has established the weight for the Technical criterion as **65%** of the total points. Evaluation will be based upon the following: Soundness of Approach, Applicant Qualifications, Personnel Qualifications, and Understanding the Project.

- **Soundness of Approach.** This includes the Applicant’s technical approach for completion of all services by this RFA, if it is responsive to all requirements of the RFA and if it meets the Project’s objectives.
- **Applicant Qualifications.** This includes the ability of the Applicant to meet the terms of the RFA, including the time constraints involved with the Project and the quality, relevancy, and recentness of projects completed. This also includes the Applicant’s ability to undertake a Project of this size.
- **Personnel Qualifications.** This includes the competence and sufficiency of the personnel and staff who would be assigned to the Project by the Applicant.
- **Understanding the Project.** This includes the Applicant’s understanding of Commonwealth’s needs that generated the RFA, the objectives of the RFA, and of the nature and scope of the work involved.

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

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

- B. Cost:** The Department has established the weight for the Cost criterion for this RFA as **35%** of the total points. The cost criterion is rated by giving the application with the lowest total cost the maximum number of Cost points available. The remaining applications are rated by applying the formula located at:

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

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

For an Applicant to be considered responsible for this RFA and eligible for selection for BAFO and selection for negotiations:

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

An Applicant that fails to demonstrate sufficient financial capability to ensure good faith performance of the agreement as specified herein may be considered by the Department, in its sole discretion, for

BAFO or negotiation contingent upon such Applicant providing performance security for the first agreement year cost proposed by the Applicant in a form acceptable to the Department. Based on the financial condition of the Applicant, the Department may require a certified or bank (cashier's) check, letter of credit, or a performance bond conditioned upon the faithful performance of the agreement by the Applicant. The required performance security must be issued or executed by a bank or surety company authorized to do business in the Commonwealth. The cost of the required performance security will be the sole responsibility of the Applicant and cannot increase the Applicant's cost application or the agreement cost to the Commonwealth.

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

II-6. Final Ranking and Award.

- A.** After any BAFO process is conducted, the Issuing Office will combine the evaluation committee's final technical scores and the final cost scores, in accordance with the relative weights assigned to these areas as set forth in this **Part II**.
- B.** The Issuing Office will rank responsible Applicants within each Lot according to the total overall score assigned to each, in descending order.
- C.** Except as provided in **Section II-6.D**, the Department must select the Applicant with the highest overall score within each Lot.
- D.** The Department has the discretion to reject all applications or cancel the RFA, at any time prior to the time an agreement is fully executed, when it is in the best interests of the Commonwealth. The reasons for the rejection or cancellation shall be made part of the RFA file.

PART III

TECHNICAL SUBMITTAL FOR BOTH LOTS

III-1. Statement of the Project. State in succinct terms your understanding of the Project and the service required by this RFA. The Applicant's response should demonstrate that the Applicant fully understands the scope of services to be provided, the Applicant's responsibilities, and how the Applicant will effectively manage the grant.

Applicant Response

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

Applicant Response

III-3. Qualifications.

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

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

Applicants should provide similar organizational background information on any significant subcontractor for services. A "significant subcontractor" is defined as an organization undertaking more than 10% on the total cost basis of the work associated with this RFA.

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

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

References. The Applicant should provide a list of at least three relevant contacts within the past three years to serve as corporate references. The references must be outside clients (non-DHS). This list shall include the following for each reference:

1. Name of customer
2. Type of contract

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

The Applicant must submit **Appendix C, Corporate Reference Form**, directly to the contacts listed. The contacts should complete the form and return it electronically to the Issuing Officer identified in **Part I, Section I-2** of this RFP. The contacts for the Corporate references should submit the completed forms, as attachments, to RA-PWBPCMReferForms@pa.gov by the due date and time specified in the Calendar of Events. The contacts should include "Corporate Reference Form for RFA 34-22" in the subject line of the email and should specify the name of the Applicant for whom the form is being submitted in the body of the email. Upon submission to the RA-PWBPCMReferForms@pa.gov account, contacts will receive an automated message stating that their email has been received. Applicants seeking confirmation that forms have been submitted should reach out to their contacts to request copies of those confirmation emails. Reference forms submitted after the due date and time will be rejected.

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

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

Applicant Response

- B. Prior Experience.** The selected Applicant(s) and any subgrantee domestic violence or rape crisis programs must specialize in victim services and must have prior experience providing domestic violence or rape crisis services. Prospective Applicants should describe their experience in providing victim services and specifically include experience providing domestic violence or rape crisis services, respective to the lot being submitted. Experience should be work done by individuals who will be assigned to this Project as well as that of your organization. Studies or projects referred to should be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

Applicant Response

- C. Personnel.** Include the number of executive and professional personnel, analysts, auditors, researchers, programmers, consultants, etc., who will be engaged in the work. Show where these personnel will be physically located during the time they are engaged in the Project. For "Key Personnel", defined as Chief Executive Officer or Executive Director, Chief Operating Officer or Director of Operations, Grants or Program Manager, and Chief Financial Officer or Controller or Financial Manager, include the employee's name and, through a resume or similar document, the Project personnel's education, and experience in similar in size and scope projects. Indicate the

responsibilities each individual will have in this Project and how long each has been with your company. For non-Key Personnel, include position descriptions and minimum qualifications.

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

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

Applicants should identify a minimum of one client reference for each Key Personnel. All client references for Key Personnel must be outside clients (non-DHS) who can give information on the individual's experience and competence to perform tasks similar to those requested in this RFA. Key Personnel may be a member of the Applicant's organization, or any subcontractor included in the Applicant's application.

The Applicant must submit **Appendix D, Key Personnel Reference Form**, directly to the contacts listed. The contacts should complete the form and return it electronically to the Issuing Officer identified in **Part I, Section I-2** of this RFP. The Key Personnel contact should submit the completed forms, as attachments to, RA-PWBPCMReferForms@pa.gov by the due date and time specified in the Calendar of Events. The Key Personnel contact should include "Key Personnel Reference Form for RFA 34-22" in the subject line of the email and should specify the name of the Applicant and the name of the Key Personnel for whom the form is being submitted in the body of the email. Upon submission to the RA-PWBPCMReferForms@pa.gov account, contacts will receive an automated message stating that their email has been received. Applicants seeking confirmation that forms have been submitted should reach out to their contacts to request copies of those confirmation emails. Reference forms submitted after the due date and time will be rejected.

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

"Divert" or "diversion" is defined as the transfer of personnel by the selected Applicant or its subcontractor to another assignment within the control of either the Applicant or subcontractor.

Advance notification and approval does not include changes in Key Personnel due to resignations, death, disability, dismissal for cause or dismissal as a result of the termination of a subcontract or any other causes that are beyond the control of the selected Applicant or its subcontractor. The Department's Grant Administrator must approve the replacement personnel.

The Department's Grant Administrator may request that the selected Applicant remove a person from this Project at any time. For vacancies other than those caused by diversions and unless otherwise approved by the Grant Administrator, the selected Applicant will have ten business days to interim fill and 60 calendar days to permanently fill the vacancy with a person acceptable in terms of experience and skills, subject to the Department Grant Administrator's approval.

Applicant Response

D. Subcontractors and Subgrantees. Provide a subcontracting plan for all subgrantees and subcontractors who will be assigned to the Project. The selected Applicant is prohibited from subcontracting or outsourcing any part of this Project without the express written approval of the Commonwealth. Upon award of the grant agreement, subgrantees and subcontractors included in the application submission are approved. For each position included in your subcontracting plan provide:

1. Name of subgrantee or subcontractor;
2. Address of subgrantee or subcontractor;
3. Primary contact name, email address and phone number;
4. Type of organization;
5. Date of formation;
6. Status of charter and corporate charter number;
7. Unique Entity Identifier Number;
8. SAP/SRM Vendor Number;
9. Number of years worked with the subgrantee or subcontractor;
10. Number of employees by job category to work on this Project;
11. Description of services to be performed;
12. What percentage of time the staff will be dedicated to this Project;
13. Geographical location of staff; and
14. Resumes (if appropriate and available).

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

Applicant Response

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

Applicant Response

III-5. Work Plan. Describe in narrative form your technical plan for accomplishing the work with the Project tasks and the major milestones and deliverables provided below as a reference point. Modifications of tasks are permitted; however, reasons for changes should be fully explained. Include a Program Evaluation and Review Technique (“PERT”) or similar type display, time related, showing each event. If more than one approach is apparent, comment on why you chose this approach was chosen. The relationship between Key Personnel and the specifics tasks, assignments, and deliverables proposed to accomplish the scope of work should also be described.

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

The Applicant should be including in the work plan its planned approach and process for establishing and maintaining communication between all parties and a technical approach that is aligned with all written specifications and requirements contained in the RFA.

A. Transition Plan. Transition is a process that includes activities and tasks that must take place between the Effective Date of the grant agreement and the date the selected Applicant is fully responsible for all Project activities. The selected Applicant shall have up to a three-month transition period to develop and ramp up services. The transition plan should describe how the following requirements shall be met:

1. Knowledge Acquisition. The selected Applicant shall:

- a. Acquire and demonstrate knowledge of Pennsylvania’s Human Services System, with expertise in domestic violence or rape crisis.
- b. Effectuate knowledge transfer in a manner which enables its staff to confidently assume ownership and independently manage the in-scope activities without disrupting operations or timely delivery of services.
- c. Coordinate and work with designated stakeholders, the incumbent, and third-party vendors, if applicable, during the transition phase to perform and manage all tasks without a gap in services.
- d. Identify the transition team, including their roles and responsibilities, and provide an organizational chart.
- e. Conduct transition activities in a manner such that a smooth transition of the ongoing business and operational activities occur and which results in the knowledge necessary to perform all the tasks required in this RFA.

2. Transition Quality Management. Applicants should describe their approach for the quality management of the transition phase, including processes, procedures, assessments, and accountability controls.

3. Transition Progress. During the transition, the selected Applicant shall provide transition progress assessments and status updates. The selected Applicant shall coordinate with DHS

regarding transition tasks, prioritization issues, and conflicting activities interfering with maintaining operations.

4. **Transition Results.** At the end of the transition phase, the selected Applicant shall prepare a Transition Results Report. This report shall document the completion of transition activities and will provide a status of each high-level task and activity that took place during the transition period. The selected Applicant shall highlight how each of the objectives stated in the Transition Plan have been achieved and the resolution of issues identified and prioritized during the turnover process.

Applicants should describe how these requirements will be met.

B. General Tasks. The selected Applicant shall be responsible for the following tasks:

1. Administer and manage subgrants for local centers for the provision of direct services.
 - a. Use a competitive process utilizing an independent review committee to select subgrantees for local centers to provide services in all 67 counties. This should take place every five years.
 - b. Using a formula approved by the Department, allocate funding to subgrantees that will provide services to victims.
 - c. Collect statistical and demographical data from subgrantees that provide services to victims to submit to DHS in the form quarterly and annual statical reports as may be requested;
 - d. Monitor subgrantees for compliance with grant requirements, including but not limited to:
 - i. Cooperation and participation in any periodic monitoring activities undertaken by DHS and other state agencies, or their representatives.
 - ii. The use of the statewide data collection system to demonstrate Efforts to Outcomes performance measures.
2. Provide statewide advocacy, education, awareness, and primary prevention activities related to the issues of domestic violence or sexual violence as needed.
 - a. The selected Applicant should design education and awareness to increase public awareness of the services available if they, or someone they know, are a victim.
 - b. Collaborate with other entities to extend trainings, webinars, and workshops to subgrantees and allied professionals as well as DHS program offices to expand knowledge and skills regarding the provision of services to victims and significant others.
3. Provide services that are readily available on a statewide basis and are culturally appropriate for all victims of domestic violence or sexual violence and those collaterally affected by their victimization, with the exception of the offender.
4. Provide services in a cost-efficient manner, and in compliance with all federal and state laws, regulations, policies, and mandates
5. Provide financial and programmatic management of the statewide grant in accordance with Generally Accepted Accounting Principles (“GAAP”) and grant specifications, including compliance with GAAP regulations, audit requirements, control of subgrantee fiscal operations, invoicing, fund allocation, and subgrantee audit verification.
6. Work cooperatively with the Department to implement data systems and outcome measurement processes at subgrantee centers.
7. Participate in regular grant management meetings with DHS to review the performance of the Project detailed in this RFA.
8. Utilize a trauma-informed advocacy approach to service provision. A trauma-informed advocacy approach is designed to avoid re-traumatizing those who seek assistance, to focus on “safety-first” and a commitment to “do no harm,” and to facilitate participation and meaningful involvement of victims and families, and trauma survivors in the planning of services and programs.

9. Provide services in a culturally appropriate manner and in keeping with the selected Applicant's core values.

C. Turnover. Upon expiration or termination of the Project, the selected Applicant shall provide for a smooth and timely turnover of its services to the Department and its designees, as applicable. In addition, the selected Applicant must:

1. Provide a final detailed description of the turnover plan for approval by DHS, initiated three months prior to the termination or expiration of the agreement. The turnover plan must be a comprehensive document detailing the proposed schedule, activities, and resource requirements associated with the turnover tasks. The turnover plan must include copies of all relevant data, documentation, or other pertinent information necessary for DHS or its designee to take over and successfully assume operational activities;
2. Execute the approved turnover plan in cooperation with the Department and any incoming vendor's transition plan;
3. Provide a lessons learned report to DHS. The lessons learned report must be a comprehensive document detailing the lessons learned from the turnover plan and process. This report must be submitted for approval three months prior to the end of the agreement term or within one month of a request by DHS.
4. Provide DHS with a turnover results report within 90 days of the conclusion of Project, documenting the completion and outcomes of each step of the turnover plan approved by DHS. Turnover will not be considered complete and final payment will not be made until the turnover results report is received and approved by DHS.
5. Turn over the operation and management of all service delivery functions to DHS or its designee. This turnover must be planned and managed in an orderly fashion so that there is no disruption of service to users;
6. Work closely with DHS to accomplish the completion of turnover of responsibilities and the necessary knowledge transfer contract period; and
7. Cooperate with DHS and supply DHS or its designee with all information required by DHS or its designee during the turnover process, in the timeframe defined by DHS at the time of the request.

Applicant Response

III-6. Requirements.

A. Partnership and Presence. As part of its application, Applicants should provide a Letter of Commitment that shows there is an established partnership or an ability to establish such partnerships and an established physical presence or an ability to establish a physical presence in all 67 counties in Pennsylvania.

Applicant Response

B. Location. The selected Applicant must make domestic violence or rape crisis direct services available via a physical presence in all of the Commonwealth's 67 counties. The selected Applicant may secure subgrantees with local domestic violence or rape crisis centers to meet this requirement. Applicants should provide a detailed plan describing how they will provide direct services on a statewide basis.

The direct physical presence or subgrantee centers shall be accessible via public transportation. The Department may consider extenuating circumstances regarding public transportation accessibility and Applicants should describe any such circumstances in their applications.

Applicant Response

- C. Regulations.** The selected Applicant shall comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d. This includes taking action as required to assure that all persons with Limited English Proficiency (“LEP”) have meaningful access to take part in the program administered by the selected Applicant. The selected Applicant must prepare a proposed plan to meet the service needs of clients with LEP. The selected Applicant must submit this plan to the Department no more than 45 calendar days after the Effective Date of the grant agreement resulting from this RFA.

The selected Applicant shall comply also with the following:

- 1. Section 504 of the Rehabilitation Act, 29 U.S.C §701** Shall not exclude an individual from receiving program services based on the individual’s disability.
- 2. Act 44 of 1988 Article XII Domestic Violence and Rape Victims Services, 71 P.S. § 611.13.** The General Assembly finds that the public health and safety is threatened by increasing incidences of domestic violence and rape. Domestic violence programs and rape crisis programs provide needed services for survivors and assist in prevention through community education. Therefore, the General Assembly finds that it is in the public interest for the Commonwealth to establish a mechanism to provide financial assistance to domestic violence centers and rape crisis centers for the operation of domestic violence and rape crisis programs.
- 3. Title XX of the Social Security Act, SSBG, CFDA #93.667.** Enacted in 1981, allows states and territories to tailor social service programming to their population’s needs. Through the SSBG, states provide essential social services that help achieve a myriad of goals to reduce dependency and promote self-sufficiency; protect children and adults from neglect, abuse, and exploitation; and help individuals who are unable to take care of themselves to stay in their homes or to find the best institutional arrangements.

Funding Requirement Summary: 42 USC § 1397 & 42 USC § 1397(d). Federal Funds under Title XX SSBG shall be used only for programs and services to children or their families whose income is less than 200 percent of the income official poverty level, as defined by the Office of Management and Budget. States and territories must submit a plan specifying how grant funds will be used. An annual post-expenditure report is also required. States may provide services directly, or sub-allocate funds to local qualified providers. States may transfer up to 10 percent of their Temporary Assistance for Needy Families (“TANF”) funds to SSBG.

- 4. FVPSA - CFDA # 93.671, 42 U.S. § 10401, et seq.** *Awards made under this funding source are administered by DHS.* In 1984, Congress took action to address domestic violence as a public health issue by enacting the FVPSA. The primary federal funding stream dedicated to supporting emergency shelters and related assistance for victims of domestic violence and their children.

Funding Requirement Summary: 42 USC § 10408 & 42 USC § 10411 Funds awarded to eligible entities shall be used to prevent incidents of family violence, domestic violence, and dating violence by providing immediate shelter and supportive services for adult and youth victims of family violence, domestic violence, or dating violence (and their dependents), and that may provide prevention services to prevent future incidents of family violence, domestic violence, and dating violence.

- 5. FVPSA ARPA – CFDA #93.497, Pub L. No. 117-2, Title II, Part 2, Section 2204 (d) amendments to FVPSA .** Funds awarded to eligible entities under the American Rescue Plan § 2204(d) shall be issued to a rape crisis center, domestic violence center, sexual assault or domestic violence programs, tribal programs, culturally specific organizations and underserved communities’ organizations (42 U.S. Code §10402 (14) and 45 CFR part 1370.2) during and impacted by the coronavirus 19 (COVID-19) public health emergency. The implementation of this supplemental funding aligns with the Family Violence Prevention and Services Act (“FVPSA”) definition for supportive services (45 CFR § 1370.2); aligns with the services identified in FVPSA at 42 U.S.C. 10408(b)(1)(A)-(H); and aligns with the statutory authority to FVPSA at 42 USC410(B)(ii) that supports services, training and technical assistance that address emerging issues related to family violence, domestic violence, or dating violence to entities demonstrating related expertise. Specifically, FVPSA Section 308 includes the following for allowable activities as supportive services: (iii) medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment).

Funding Requirement Summary: Applicants must clearly demonstrate that the proposed project, expanded services, or both are directly related to the COVID-19 pandemic.

The summarizations included in this section are for general overview purposes only. Selected Applicants are required to be familiar with and comply with the entirety of any law or regulation included in this section and shall not rely upon the summarizations provided.

Applicant Response

- D. Record Retention.** The selected Applicant shall establish and maintain all files in an accurate, secure, and confidential manner and for the required period of time, as mandated by applicable federal, state, and local laws, rules, and regulations. Client information that is not in active use, must be stored in a secure manner. Stored hard copy files must be kept in a dry, secure location and marked such that client information can be easily retrieved if necessary. Unless otherwise directed, the selected Applicant shall store all referral related materials for a minimum of five years from when services were rendered to the individual. When disposing of client-related information, the documents must be destroyed properly. Applicants shall provide a copy of, or a detailed description of, their record retention policy.

Applicant Response

- E. Confidentiality of Information and the Health Insurance Portability and Accountability Act (“HIPAA”) of 1996, Pub. L. 104-191, and accompanying regulations.** The selected Applicant shall comply with all federal and state laws, regulations, and requirements related to the use and disclosure of information, including information that constitutes Protected Health Information (“PHI”) as defined by HIPAA. The selected Applicant shall comply with the Business Associate Addendum, **Appendix H.**

Applicant Response

- F. Emergency Preparedness.**

To support continuity of operations during an emergency, including a pandemic, the Commonwealth needs a strategy for maintaining operations for an extended period of time. One part of this strategy is to ensure that essential agreements that provide critical business services to the Commonwealth have planned for such an emergency and put contingencies in place to provide needed goods and services.

1. Describe how you anticipate such a crisis will impact your operations.
2. Describe your emergency response continuity of operations plan. Please attach a copy of your plan, or, at a minimum, summarize how your plan addresses the following aspects of preparedness:
 - a. Employee training (describe your organization's training plan, and how frequently your plan will be shared with employees).
 - b. Identified essential business functions and key employees necessary to carry them out.
 - c. Contingency plans for:
 - i. How your organization will handle staffing issues when a portion of key employees are incapacitated due to illness.
 - ii. How employees in your organization will carry out the essential functions if measures prevent from coming to the primary workplace.
 - d. How your organization will communicate with staff and suppliers when primary communications systems are overloaded or otherwise fail, including key contacts, chain of communications (including suppliers), etc.
 - e. How and when your emergency plan will be tested, and if the plan will be tested by a third-party.

Applicant Response

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

Applicant Response

H. Worker Protection and Investment. 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 bid, proposal, or quote. This form is attached as **Appendix I**.

Applicant Response

LOT 1 – DOMESTIC VIOLENCE SERVICES

III-7. Lot 1 Tasks. The below tasks are specific to Lot 1, and are in addition to those indicated in **Part III, Section III-5.**

- A. Statewide Network of Subgrantees.** The selected Applicant shall manage a statewide network of subgrantees to meet the needs of victims of domestic violence, as well as those collaterally affected by their victimization, with the exception of the offender.
- B. DHS Collaboration.** The selected Applicant shall work cooperatively with DHS to enhance services on a statewide basis for victims of domestic violence, as well as those collaterally affected by their victimization, with the exception of the offender.
- C. Responsiveness to Requests.** The selected Applicant shall respond to the designated DHS Grants Administrator, or other DHS Staff associated with the grant, within three business days of receiving an email or call. The selected Applicant shall also provide any requested information pertaining to the Project within three business days of receiving any email or call from the designated DHS Grants Administrator.
- D. Domestic Violence-Specific Protective Services.** The selected Applicant shall provide domestic violence-specific protective services, including, but not limited to:
- Assistance with obtaining public benefits;
 - Arranging or providing emergency shelter or housing in the form of room and board, transportation services, emergency health services, and financial aid. The selected Applicant shall provide these services for no more than 30 days in any six-month period if other resources, including Medicare and Medicaid, are not available;
 - Providing or arranging for services necessary to enable the individual to remain in their home;
 - Preventative services for potential domestic violence victims and educating other service providers about dealing with victims of domestic violence; and
 - A 24-hour hotline service for victims.
- E. Advocacy and Training Services.** The selected Applicant must provide services which include, but not limited to, the following:
- The provision of direct services to victims of domestic violence and those collaterally affected by their victimization, with the exception of the offender;
 - Supportive counseling, both in person and via telephone, and protective casework for as long as necessary to implement the recipient's service plan;
 - Safety planning;
 - Medical, legal, educational, employment, individual, and person advocacy;
 - Training and technical assistance in the community relocation services; and
 - Civil legal representation if the selected Applicant or the subgrantee has a program in place.
- F. Direct Services.** The selected Applicant shall provide direct services to include, but not limited to, the following:
1. **24-Hour Crisis Response:** Crisis Response is the ability to respond in person when requested, to provide needed safety planning, and support assistance. Crisis response includes, but is not limited to, accessing emergency shelter, accompanying victims to medical facilities and court proceedings by advocates trained in the appropriate in-person response, and meeting victims who need immediate or in-person support. The selected Application shall provide Crisis Response services

24-hours a day, seven days per week, 365 days per year. For any part not primarily provided directly by the selected Applicant, the selected Applicant shall verify that the subgrantee has a clear and direct linkage to at least one trained partner agency through written referral coordination or other management agreement.

2. Access to Emergency Safe Housing: Access to Emergency Safe Housing is a short-term stay for the victim and the victim's family members. The selected Applicant shall provide emergency safe space (or access to emergency safe space) in residential shelter facilities or hotels or motels on a 24-hour a day, seven day a week basis for all 365 days of the year, subject to capacity availability, suitability under intake guidelines, and available resources.
3. Safety Planning: Safety Planning is any formal or informal, written, or oral conversation or process with the victim to identify and address risks, barriers, or concerns regarding the victim's ability to be safe from domestic violence, dating violence, or stalking. The selected Applicant shall offer these services through crisis response, at shelters, or through other services.
4. Information and Referral: Information and Referral is a response to requests for information or referral regarding community services with the provision of current and appropriate referrals to meet the individual's needs. The selected Applicants shall include referrals for specialized services for typically underserved populations.
5. Transportation Access: The selected Applicant shall provide or arrange for transportation to safety and other needed services, as available.
6. Empowerment-based Supportive Counseling and Therapy Services: Empowerment-based Supportive Counseling and Therapy Services are designed to assist individuals with healing from the effects of trauma and victimization through phone contact, peer-to-peer individual meetings or group sessions, in ways that validate the experiences of the victims and not blame them, assist with exploring options to improve self-esteem and building on strengths, while respecting the victim's right to make their own decisions. The selected Applicant shall provide, either or indirectly, empowerment-based supportive counseling and therapy services to victims.
7. Advocacy for Adults and Children and Youth: Advocacy refers to active direct assistance to victims and those indirectly affected by the violence (other than the offender) in obtaining services, such as preparation for the service or court process, accompaniment assistance with other agencies, and speaking up on the victim's behalf when requested and in collaboration with the victims. This involves advocating for rights, remedies, and services from other agencies and systems as well as advocating for them within the civil and criminal justice systems. The selected Applicant will provide Advocacy services to victims and those impacted by the crime.
8. Education and Awareness: Education and awareness includes, but is not limited to, presentations, resources and materials designed to raise awareness about domestic violence, adolescent relationship abuse or stalking and to provide information about the availability of services. The selected Applicant shall provide education and awareness services to victims, the general public, and to DHS agency staff, as needed..
9. Training and Technical Assistance: Training and technical assistances means programs designed to develop the skills necessary to meet the needs of domestic violence victims and those collaterally affected by the violence other than the offender. The selected Applicant shall provide training and technical assistance including but not limited to the following:
 - i. Domestic Violence Counselor and Advocate Training as necessary to meeting requirements of confidentiality.
 - ii. Training provided to or with Community Agencies and Systems to better enable these agencies and systems to meet needs of domestic violence victims and those collaterally affected by the violence.
 - iii. In-service training for subgrantee volunteers, board members and staff to better enable those individuals to meet the needs or domestic violence victims and those collaterally affected by the violence.

Applicant Response

III-8. Lot 1 Requirement. The below requirement is specific to Lot 1 and is in addition to those in **Part III, Section III-6:**

A. Collaboration. The selected Applicant shall collaborate regularly with organizations that provide culturally relevant services to victims of domestic violence and create opportunities for these organizations to discuss the needs, gaps, and barriers to services for the individuals that they represent and serve. The selected Applicant shall report to DHS on these collaborations in its quarterly administrative reports.

Applicant Response

III-9. Lot 1 Reports and Project Control. The selected Applicant shall timely and accurately submit all required reports to document provided services and activities. The Department may consider the failure to submit this information within the required timeframes or failure to provide additional information as required as a default of the agreement, which may result in the termination of the selected Applicant's grant agreement, non-payment for the reports, or both. The selected Applicant shall collect the required information and reports from all subgrantees and verify their accuracy. The selected Applicant shall compile the information received from the subgrantees into one comprehensive report and submit it to DHS.

A. Monitoring Instrument and Plan. The selected Applicant must develop a monitoring instrument and plan for submission and approval by the Department. The Applicant shall submit its monitoring instrument and plan to the Department by August 31 of each State Fiscal Year ("SFY") and include as part of the instrument and plan, but not to be limited to, the following:

1. The issues to be addressed by the subgrantees and verified by the Grantee.
2. The scope of the monitoring responsibilities of the Grantee.
3. The frequency and dates of the monitoring reviews of subgrantees which assures that at least one-third of the subgrantees are monitored on-site at least once every three years.
4. The documentation of monitoring activities, which shall be maintained by the Grantee.

Using the information above, Applicants shall provide a detailed description of their Monitoring Instrument and Plan.

Applicant Response

B. Quarterly Meetings. On a quarterly basis, the selected Applicant and the designated DHS Grant Administrator will meet either in person or virtually to discuss current projects and activities and upcoming projects and activities, and to share information. The selected Applicant shall schedule and conduct the meeting. This meeting will focus on the quarterly status reports. Applicants shall provide their proposed plan for quarterly meetings.

Applicant Response

C. Monthly Expenditure Report. The selected Applicant shall submit monthly expenditure reports. The report must include the selected Applicants expenses by month, by funding source, by line item for each budget category, and must include the cumulative fiscal year to date totals. The report must

only reflect actual expenses incurred by the selected Applicant and any subgrantees, and may not include projected expenses.

Applicant Response

D. Quarterly Status Report. The selected Applicant shall submit four administrative quarterly reports and an annual statistical report, each SFY, to the Department. These reports should follow the following schedule:

1. Quarter 1 (July - September) is due November 15th.
2. Quarter 2 (October - December) is due February 15th.
3. Quarter 3 (January - March) is due May 15th.
4. Quarter 4 (April - June) is due August 15th.
5. Annual Statistical Report is due September 15th.

The selected Applicant shall include, at a minimum, in its quarterly administrative report information on the following activities:

1. Monitoring activities completed;
2. Monitoring report findings for each site monitored and subsequent corrective actions taken, if necessary;
3. Technical Assistance provided to subgrantees and allied professionals;
4. Follow-up on review findings for subgrantees;
5. Direct service activities such as information and services provided, or referrals made;
6. Systems advocacy activities;
7. Significant Project(s) Status Report(s), including a brief narrative of projects described in the Work Plan, and any other significant projects or activities;
8. Education/Awareness and Primary Prevention, Outreach, and Public Policy Activities, including information on current and planned training opportunities based on needs identified by subgrantees and allied professionals; and
9. Total DHS Grant funds expended on Grantee administrative activities.

The selected Applicant shall include, at a minimum, in its quarterly statistical report a total accounting of the following direct service activities of subgrantees per funding source, provided through the Project:

Direct Services

1. Individuals served:
 - a. Unduplicated number of adult victims served.
 - b. Unduplicated number of child victims served.
 - c. Unduplicated number of significant others served.
2. Counseling:
 - a. Hours of counseling provided to adults.
 - b. Hours of counseling provided to children.
 - c. Hours of counseling provided to significant others.
3. Volunteer Services:
 - a. Hours of volunteer services.

4. Shelter Services:
 - a. Number of shelter days provided to adults.
 - b. Number of shelter days provided to children.
 - c. Number of shelter requests that went unmet.

Prevention/Education Services and Public Awareness

1. Number of prevention education programs in schools and persons reached, per funding source;
2. Number of community education events and persons reached, per funding source; and,
3. Number of training sessions and persons reached, per funding source.

The selected Applicant shall, at a minimum, including the following information, per subgrantee, in the Annual Statistical Report.

Total Clients Served

- Adults
- Children
- Those collaterally affected
- Total

DHS Funded Victims Served

- Adults
- Children
- Those collaterally affected
- Total

Applicant Response

- E. Final Report.** The selected Applicant shall submit a State Fiscal Annual Summary, each SFY, to the Department. This report is due following the conclusion of each SFY on September 15. The selected Applicant shall include, at a minimum, the information required in the monthly expenditure report.

Applicant Response

- F. Ad Hoc Reports.** The selected Applicant shall provide additional reports, to include but not limited to, other status reports and reporting metrics when requested and directed by DHS.

Applicant Response

III-10. Lot 1 Key Performance Standards. The Commonwealth has developed a set of minimum performance standards defined below, which the selected Applicant shall meet or exceed. The selected Applicant's performance will be reviewed and assessed on a quarterly basis, as outlined below. The DHS Grant Administrator will give notice of each failure to meet a performance standard to the selected Applicant.

Describe your ability to meet or exceed these minimum performance standards.

Category	Performance Standard Action	Measure and Validation Method
Reporting	The selected Applicant shall deliver the quarterly reports to the designated DHS Grants Administrator by the designated due dates at the end of every quarter in the SFY, as outlined in Part III, Section III-9.D.	Quarterly reports shall be timely submitted to the DHS Grants Administrator.
Reporting	The selected Applicant shall deliver the final reports to the designated DHS Grants Administrator by the designated due date following the end of the SFY, as outlined in Part III, Section III-9.E.	Final Reports shall be timely submitted to the DHS Grants Administrator.
Communication	The selected Applicant shall attend quarterly meetings or calls with the designated DHS Grants Administrator, as indicated in Part III, Section III-9.B.	The selected Applicant shall schedule Quarterly meetings and calls in coordination with the DHS Grants Administrator and shall provide, at minimum, one selected Applicant representative attendee.
Communication	The selected Applicant shall respond to the designated DHS Grants Administrator, or other DHS Staff associated with the grant, within three business days of receiving an email or call, as indicated in Part III, Section III-7.B.	The selected Applicant shall timely respond to emails and calls from the DHS Grants Administrator and other DHS Staff associated with the grant.
Tasks	The selected Applicant shall make the services described in the Project available to all 67 counties in Pennsylvania.	The selected Applicant shall provide access to the services described in this RFA in all 67 Pennsylvania counties either directly by the selected Applicant or through subgrantees and shall represent county data in the selected Applicant's final report.
Requests	The selected Applicant shall provide any requested information pertaining to the Project within three business days of receiving any email or call from the designated DHS Grants Administrator.	The selected Applicant shall timely respond to requests from the DHS Grants Administrator regarding additional data or ad hoc reports related to the Project.

A. For any deficiency, including ones relating to the performance standards, the selected Applicant shall prepare and submit a corrective action plan for any observation or finding contained in a notice of deficiency. The selected Applicant shall submit the corrective action plan to the Department within 10 business days of notification of the deficiency or such longer time as may be agreed to by the Department.

B. The corrective action plan must include, but is not limited to:

1. Brief description of the findings;

2. Specific steps the selected Applicant will take to correct the situation or reasons why it believes corrective action is not necessary;
 3. Name(s) and title(s) of responsible staff person(s);
 4. Timetable for performance of the corrective action steps;
 5. Monitoring that will be performed to implement corrective action;
 6. Signature of the selected Applicant's Program Manager or a senior executive.
- C. The selected Applicant shall implement the corrective action plan within the timeframe agreed to by the parties for that particular corrective action plan. Failure to implement a corrective action plan, in the manner agreed to, may result in further action by the Department, including, but not limited to, a finding of default.
- D. In the event the Department determines a deficiency to be a serious non-compliance with the selected Applicant's obligations under the agreement, the Department may find the selected Applicant in default.

Applicant Response

LOT 2 – RAPE CRISIS SERVICES

III-11. Lot 2 Tasks. The below tasks are specific to Lot 2, and are in addition to those indicated in **Part III, Section III-5.**

- A. Statewide Network of Subgrantees.** The selected Applicant shall manage a statewide network of subgrantees to meet the needs of victims of sexual violence, as well as those collaterally affected by their victimization, with the exception of the offender.
- B. DHS Collaboration.** The selected Applicant shall work cooperatively with DHS to enhance services on a statewide basis for victims of sexual violence, as well as those collaterally affected by their victimization, with the exception of the offender. The selected Applicant shall respond to the designated DHS Grants Administrator, or other DHS Staff associated with the grant, within three business days of receiving an email or call. The selected Applicant shall also provide any requested information pertaining to the Project within three business days of receiving any email or call from the designated DHS Grants Administrator.
- C. Rape Crisis - Specific Services.** The selected Applicant shall provide services to victims of sexual violence and those collaterally affected by their victimization, with the exception of the offender, including, but not limited to:
- Assistance with obtaining public benefits;
 - Arranging or providing emergency shelter or housing in the form of room and board, transportation services, emergency health services, and financial aid. The selected Applicant shall provide these services for no more than 30 days in any six-month period if other resources, including Medicare and Medicaid, are not available;
 - Providing or arranging for services necessary to enable the individual to remain in their home;
 - Supportive counseling, both in person and via telephone, and protective casework for as long as necessary to implement the recipient's service plan;
 - Preventative services for potential domestic violence victims and educating other service providers about dealing with victims of domestic violence;
 - A 24-hour hotline service to victims;
 - Crisis and counseling services;
 - Medical and legal accompaniment and advocacy services;
 - Training and technical assistance in the community; and
 - Education and awareness and primary prevention activities.
- D. Rape Crisis-Specific Protective Services.** The selected Applicant shall provide protective services, including, but not limited to:
- Arranging alternate care, upon recipient consent;
 - Arranging for emergency health services;
 - Arranging with or referring the recipient to appropriate agencies or individuals for initiation of guardianship proceedings;
 - Providing crisis counseling, both in person and via telephone, and protective casework for as long as necessary to implement the recipient's service plan;
 - Educating service provider agencies to support victims of rape more effectively; and
 - Providing a 24-hour hotline service to victims of rape and to the significant others of victims.

E. Direct Services. The selected Applicant shall provide direct services to include, but not limited to the following:

- 24-Hour Crisis Hotline: The selected Applicant shall provide an advertised hotline services 24 hour per day, seven days per week, 365 days per year. The selected Applicant shall staff the hotline with sexual assault counselors to provide crisis intervention services.
- Accompaniment Services: The selected Applicant shall provide accompaniment services victims for accessing to medical facilities, police investigations, court proceedings, and other appropriate agencies and organizations.
- Crisis Intervention: The selected Applicant shall provide immediate crisis intervention services to victims to provide information and support and to assess the victim's needs related to sexual violence.
- Crisis Counseling: The selected Applicant shall provide short-term intervention that is action-focused, client-centered, non-judgmental, unconditionally accepting and based in active and reflective listening for victims of sexual violence in response to a crisis related to the victimization. The selected Applicant may provide this service via the hotline, during individual in-person sessions, or while accompanying a victim through the legal, medical, or other community systems.
- Individual Advocacy: The selected Applicant shall provide assistance to help facilitate a victim's negotiation of the different systems encountered as a result of being impacted by sexual violence. This includes, but is not limited to:
 - a. Individual Medical Advocacy, meaning the accompaniment and support of victims of sexual violence seeking medical treatment and the provision of support, information, education, resources, and follow-up services within the health-care setting.
 - b. Individual Legal Advocacy, meaning both Criminal Justice Advocacy and Civil Court Advocacy.
 - i. Criminal Justice Advocacy is the provision of support, assistance, and advocacy provided to victims of sexual violence at any stage of the criminal justice process (e.g., preliminary hearing, trial, sentencing, parole hearing, etc.).
 - ii. Civil Court Advocacy is the provision of support, assistance, and advocacy provided to victims or survivors of sexual violence during civil hearings and proceedings.
- Information and Referral: The selected Applicant shall provide assistance to a victim to identify and gather information about community resources.
- Children's Counseling: The selected Applicant shall provide individual or group counseling sessions that follow a trauma focused process. The selected Applicant shall provide services which mirror those noted above for adult victims.

Applicant Response

III-12. Lot 2 Reports and Project Control. The selected Applicant shall timely and accurately submit all required reports to document provided services and activities. The Department may consider the failure to submit this information within the required timeframes or failure to provide additional information as required as a default of the agreement, which may result in the termination of the selected Applicant's grant agreement, non-payment for the reports or both. The selected Applicant shall collect the required information and reports from all subgrantees and verify their accuracy. The selected Applicant shall compile the information received from the subgrantees into one comprehensive report and submit it to DHS.

A. Monitoring Instrument and Plan. The selected Applicant shall develop a monitoring instrument and plan for submission and approval by the Department. The selected Applicant shall submit its

monitoring instrument and plan to the Department by August 31 of each SFY and include as part of the instrument and plan, but not to be limited to, the following:

1. The issues to be addressed by the subgrantees and verified by the Grantee.
2. The scope of the monitoring responsibilities of the Grantee.
3. The frequency and dates of the monitoring reviews of subgrantees which assures that at least one-third of the subgrantees are monitored on-site at least once every three years.
4. The documentation of monitoring activities, which shall be maintained by the Grantee.

Using the information above, Applicants shall provide a detailed description of their Monitoring Instrument and Plan.

Applicant Response

- B. Quarterly Meetings.** On a quarterly basis, the selected Applicant and the designated DHS Grant Administrator will meet either in person or virtually to discuss current projects and activities and upcoming projects and activities, and to share information. The selected Applicant shall schedule and conduct the meeting. This meeting will focus on the quarterly status reports. Applicants shall provide their proposed plan for quarterly meetings.

Applicant Response

- C. Monthly Expenditure Report.** The selected Applicant shall submit monthly expenditure reports. The report must include the selected Applicants expenses by month, by funding source, by line item for each budget category, and must include the cumulative fiscal year to date totals. The report must only reflect actual expenses incurred by the selected Applicant and any subgrantees, and may not include projected expenses.

Applicant Response

- D. Quarterly Status Report.** The selected Applicant shall submit five administrative quarterly reports and an annual statistical report, each SFY, to the Department. These reports should follow the following schedule:

1. Quarter 1 (July-September) is due November 15th.
2. Quarter 2 (October-December) is due February 15th.
3. Quarter 3 (January-March) is due May 15th.
4. Quarter 4 (April-June) is due August 15th.
5. Annual Statistical Report is due September 15th.

The selected Applicant shall include, at a minimum, in its quarterly administrative report information on the following activities:

1. Monitoring activities completed;
2. Monitoring report findings for each site monitored and corrective actions taken, if necessary;
3. Technical assistance provided to subgrantees and allied professionals;
4. Follow-up on review findings for subgrantees;
5. Direct service activities such as information and services provided, or referrals made;
6. Systems advocacy activities;

7. Significant Project(s) Status Report(s), including a brief narrative of projects described in the Work Plan, and any other significant projects or activities;
8. Education/Awareness and Primary Prevention, Outreach, and Public Policy Activities, including information on current and planned training opportunities based on needs identified by subgrantees and allied professionals; and
9. Total DHS Grant funds expended on the selected Applicant's administrative activities.

The selected Applicant shall include, at a minimum, a total accounting of the following direct service activities of subgrantees per funding source, provided through the Project:

Direct Services

1. Individuals Served:
 - a. Unduplicated number of adult victims served.
 - b. Unduplicated number of child victims served.
 - c. Unduplicated number of significant others served.
2. Counseling:
 - a. Hours of counseling provided to adults.
 - b. Hours of counseling provided to children.
 - c. Hours of counseling provided to significant others.
3. Drug & Alcohol:
 - a. Number of victims with drugs and/or alcohol involved in the incident of sexual violence.
4. Volunteer Services:
 - a. Hours of volunteer services.

The selected Applicant shall, at a minimum, include the following information, per subgrantee, in the Annual Statistical Report.

Total Victims Served

- Adults
- Children
- Significant Others
- Total

DHS Funded Victims Served

- Adults
- Children
- Significant Others
- Total

Applicant Response

- E. **Estimated Annual Victims to be Served.** By March 30 of each SFY, the selected Applicant shall provide DHS with an estimate of the number of victims of sexual violence to be served under this Project in the forthcoming SFY. If the statistics for the current year necessitate a revision of the projection, the selected Applicant shall submit such revision to DHS as part of the Annual Statistical Report, due by September 15th. The selected Applicant shall provide estimates for the following services by funding source:

1. Hotline calls for victims in Crisis.
2. Number of victims to receive services and hours of direct service received.
3. Number of school programs to be provided and the number of students reached.
4. Number of community programs to be provided and the number of people reached.
5. Number of trainings to be provided and the number of people reached.

Applicant Response

F. Final Report. The selected Applicant shall submit a State Fiscal Annual Summary, each SFY, to the Department. This report is due following the conclusion of each SFY on September 15. The selected Applicant shall include, at a minimum, the information required in the monthly expenditure report.

Applicant Response

G. Ad Hoc Reports. The selected Applicant shall provide additional reports, to include but not limited to, other status reports and reporting metrics when requested and directed by DHS.

Applicant Response

III-13. Lot 2 Key Performance Standards. The Commonwealth has developed a set of minimum performance standards defined below, which the selected Applicant shall meet or exceed. The selected Applicant’s performance will be reviewed and assessed on a quarterly basis, as outlined below. The DHS Grant Administrator will give notice of each failure to meet a performance standard to the selected Applicant.

Describe your ability to meet or exceed these minimum performance standards.

Category	Performance Standard Action	Measure and Validation Method
Reporting	The selected Applicant shall deliver the quarterly reports to the designated DHS Grants Administrator by the designated due dates at the end of every quarter in the SFY, as outlined in Part III, Section III-12.E.	Quarterly reports shall be timely submitted to the DHS Grants Administrator.
Reporting	The selected Applicant shall deliver the final reports to the designated DHS Grants Administrator by the designated due date following the end of the SFY, as outlined in Part III, Section III-12.F.	Final Reports shall be timely submitted to the DHS Grants Administrator.
Communication	The selected Applicant shall attend quarterly meetings or calls with the designated DHS Grants Administrator, as indicated in Part III, Section III-12.B.	The selected Applicant shall schedule Quarterly meetings and calls in coordination with the DHS Grants Administrator and shall provide, at minimum, one selected Applicant representative attendee.
Communication	The selected Applicant shall respond to the designated DHS Grants Administrator, or other DHS Staff associated with the grant, within	The selected Applicant shall timely respond to emails and calls from the DHS Grants Administrator and other DHS Staff associated with the grant.

	three business days of receiving an email or call, as indicated in Part III, Section III-11.B.	
Tasks	The selected Applicant shall make the services described in the Project available to all 67 counties in Pennsylvania.	The selected Applicant shall provide access to the services described in this RFA in all 67 Pennsylvania counties either directly by the selected Applicant or through subgrantees and shall represent county data in the selected Applicant's final report.
Requests	The selected Applicant shall provide any requested information pertaining to the Project within three business days of receiving any email or call from the designated DHS Grants Administrator.	The selected Applicant shall timely respond to requests from the DHS Grants Administrator regarding additional data or ad hoc reports related to the Project.

- A. For any deficiency, including ones relating to the performance standards, the selected Applicant shall prepare and submit a corrective action plan for any observation or finding contained in a notice of deficiency. The selected Applicant shall submit the corrective action plan to the Department within 10 business days of notification of the deficiency or such longer time as may be agreed to by the Department.
- B. The corrective action plan must include, but is not limited to:
1. Brief description of the findings;
 2. Specific steps the selected Applicant will take to correct the situation or reasons why it believes corrective action is not necessary;
 3. Name(s) and title(s) of responsible staff person(s);
 4. Timetable for performance of the corrective action steps;
 5. Monitoring that will be performed to implement corrective action;
 6. Signature of the selected Applicant's Program Manager or a senior executive.
- C. The selected Applicant shall implement the corrective action plan within the timeframe agreed to by the parties for that particular corrective action plan. Failure to implement a corrective action plan, in the manner agreed to, may result in further action by the Department, including, but not limited to, a finding of default.
- D. In the event the Department determines a deficiency to be a serious non-compliance with the selected Applicant's obligations under the agreement, the Department may find the selected Applicant in default.

Applicant Response

PART IV

COST SUBMITTAL

IV-1. Cost Submittal. The information requested in this **Part IV** shall constitute the Cost Submittal. The Cost Submittal shall be submitted as a separate attachment and shall not be submitted as part of the Technical Submittal. The total proposed cost should be broken down into the components set forth in **Appendix E – Cost Submittal Worksheet**. Applicants should **not** include any assumptions in their cost submittals. If the Applicant includes assumptions in its Cost Submittal, the Department may reject the application. Applicants should direct in writing to the Issuing Officer pursuant to **Part I, Section I-9** any questions about whether a cost or other component is included or applies. All Applicants will then have the benefit of the Department’s written answer so that all applications are submitted on the same basis.

The Department will pay the selected Applicants for services rendered pursuant to any Grant Agreement.

PART V

CONTRACTOR PARTNERSHIP PROGRAM

- V-1. General Information – Contractor Partnership Program.** The CPP was created by the Department to address workforce needs by connecting beneficiaries of Temporary Assistance for Needy Families (“TANF”) to jobs while simultaneously helping to fill the hiring needs of employers. The program is a collaborative effort between DHS and its contractors and grantees to lift families out of poverty.

CPP requires entities who are awarded a contract or agreement with DHS to establish a hiring target that supports TANF beneficiaries in obtaining employment with the contractor, grantee, or their subcontractors for jobs within their organizations. The Department encourages selected Applicants to consider TANF beneficiaries not only for employment opportunities that will be created through the award of an Agreement but also for general employment opportunities within the organization. DHS staff will work cooperatively with selected Applicants to assist in meeting their hiring targets by assisting with the identification of qualified job applicants through the Department’s employment and training programs and providing technical assistance as needed. Participating Applicants may also be eligible to receive hiring incentives, such as the Work Opportunity Tax Credit.

Through CPP, DHS expects not only to increase the employment rate for individuals receiving TANF cash assistance, but to continue to contribute to the economic growth of the Commonwealth.

For more information about the Contractor Partnership Program, please contact: RA-BETPCPP@pa.gov or 1-866-840-7214.

- V-2. Participation Requirements.** Entities who are awarded a contract or agreement valued at a minimum of \$5 million through a competitive procurement process are automatically included in CPP. To receive credit towards meeting the CPP requirements and maintain good standing, these entities must hire or make good faith efforts to hire individuals currently receiving TANF cash assistance. This includes but is not limited to individuals receiving TANF who are currently participating in Department employment and training programs as well as TANF beneficiaries outside of these programs.

The Department’s vision for CPP is that selected Applicants can obtain employment for TANF beneficiaries in a number equal to 10% of the average of the annual number of a selected Applicant’s new hires in Pennsylvania over each of the prior three years.

- V-3. RFA Requirements.** Applicants must provide a written narrative that addresses the following and must include the information in the CPP Submittal of their application.
- A. Applicant’s name, telephone number and mailing address.
 - B. Type of business entity (i.e., not-for-profit, government entity, public corporation, university).
 - C. Address of the company’s headquarters; if located in Pennsylvania, include county.
 - D. The name, title, phone number, mailing address, and email of the Applicant’s point of contact for the CPP.
 - E. Address of all satellite offices located in Pennsylvania, including the county.
 - F. A list of the subcontractors’ names, address, and phone number; if located in Pennsylvania, include the county.
 - G. Type of services being provided under the Agreement.
 - H. Type of services provided by Applicant.

- I. Based on the calculation below, the anticipated number of positions that will be established as the hiring target.

For each of the prior three years, provide the number of new hires at your organization’s Pennsylvania offices. The hiring targets will be 10% of the average of the annual number of new hires in Pennsylvania over each of the last three years. Hiring targets can be discussed with the Office of Income Maintenance CPP staff to determine if a waiver or reduction of this requirement is warranted.

- J. Type of positions anticipated to be available during Agreement term.
- K. Describe the strategies that will be used to identify and recruit TANF individuals.
- L. Describe the methods that will be used to retain the individuals once they are employed, including opportunities for professional development.
- M. Identify the staff and processes that will be used to meet the CPP requirement, including the reporting requirements.
- N. Provide a brief explanation of any additional efforts that will be made to meet and maintain TANF hiring commitments.

The Department will not evaluate the CPP Submittal. After an Applicant is selected for negotiations, the Department’s Office of Income Maintenance Bureau of Employment Programs will review the CPP Submittal and may request changes or clarifications during negotiations. All information submitted is subject to approval by DHS.

- V-4. **Agreement Requirements.** The approved hiring target will become a performance target, included as part of the Agreement. Hiring targets will apply to the full term of the Agreement, including any extensions. After an Agreement has become effective, selected Applicants must establish a login for the DHS data tracking system, the Commonwealth Workforce Development System (“CWDS”), create a business folder, and complete and submit all required forms to the CPP staff. The selected Applicant must complete the Quarterly Employment Report on a quarterly basis to document the number of TANF beneficiaries hired for that quarter. OIM will monitor the submission of the Quarterly Employment Report in CWDS and will share the information with the Program Office responsible for the agreement.

Quarters	Begin Date	End Date	Reports Due*
1 – First	July 1	September 30	October 15
2 – Second	October 1	December 31	January 15
3 – Third	January 1	March 31	April 15
4 – Fourth	April 1	June 30	July 15

**If the 15th falls on a weekend or state holiday, the report is due the next business day.*

The selected Applicant, regardless of the Effective Date of the Agreement must complete the Quarterly Employment Report based on the schedule above. If an Agreement begins in the middle of a quarter, the information reported will be based on activity that occurred from the Effective Date through the end of the quarter. If no activity occurred, an entry reporting zero hires must still be submitted via CWDS.

In addition, selected Applicants must report information documenting the use and outcomes of their hiring strategies and demonstrating their good faith efforts to hire TANF beneficiaries on a quarterly basis. The Department will work with the selected Applicants to develop a form and submission requirements for this reporting.

Verification Process

Data entered in CWDS will be cross referenced with the Client Information System (“CIS”) to confirm TANF eligibility; CIS will automatically credit the selected Applicant whenever a TANF hire is submitted. The CPP staff and the Project Manager will work together to ensure that selected Applicants are meeting their hiring goals.