



June 11, 2021

Dear Potential Applicant:

You are invited to submit an application to the Pennsylvania Department of Health in accordance with the enclosed Request for Applications (RFA) #67-118.

All questions regarding this RFA must be directed by e-mail to edunlevey@pa.gov, **no later than 12:00 p.m. on Tuesday, July 6th, 2021**. All questions must include the specific section of the RFA about which the potential applicant is questioning. Answers to all questions will be posted at www.emarketplace.state.pa.us. Click on 'Solicitations' and search for the above RFA number.

Please submit one application, (Part 2 of this RFA) by email to RA-DHHEALTH_DEPT_DOC@pa.gov. Applications must be received **no later than 1:30 p.m. on Wednesday, July 28th, 2021**.

LATE APPLICATIONS WILL NOT BE ACCEPTED REGARDLESS OF THE REASON.

Please type "APPLICATION ENCLOSED RFA #67-118" as the subject line of your e-mail submission.

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

Sincerely,

Lori Diehl
Director
Office of Procurement

Enclosure

Request for Application

Prevent Injuries in Children Program

RFA Number

67-118

Date of Issuance

June 11, 2021

Issuing Office: Pennsylvania Department of Health
Office of Procurement
Room 816, Health and Welfare Building
625 Forster Street
Harrisburg, Pennsylvania 17120-0701

RFA Project Officer: Elizabeth Dunlevey
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Prevent Injuries in Children

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Application Forms and Attachments

- I. Cover Page
 - II. Certifications
 - III. Work Statement
 - IV. Budget Template is downloadable and is attached for completion of the budget request.
- Attachment 1 – Pre-Prevent Injuries in Children Home Visit Form
Attachment 2 – Prevent Injuries in Children Home Visit Form
Attachment 3 – Prevent Injuries in Children Resources
Attachment 4 – Prevent Injuries in Children Interventions
Attachment 5 – Post-Prevent Injuries in Children Home Visit Form
Attachment 6 – Prevent Injuries in Children Participant Timeline

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

- Payment Provisions (Rev. 5/12)
- Program Specific Provisions
- Standard General Terms and Conditions (Rev. 2/15)
- Audit Requirements (Rev. 7/13)
- Commonwealth Travel and Subsistence Rates (Rev. 4/12)
- Federal Lobbying Certification and Disclosure (Rev. 12/05)
- Pro-Children Act of 1994 (Rev. 12/05)
- Maternal and Child Health Block Grant Provisions (Rev. 12/05)

PART ONE

Prevent Injuries in Children

General Information

A. Information for Applicants

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

Every five years, the Department conducts a comprehensive Needs and Capacity Assessment to gauge the strengths and needs of the state's MCH population and related services. As a result of the 2020 Needs and Capacity Assessment, the Department identified seven priorities on which to focus for the next five years. The work of this RFA will address the following priority: Reduce rates of child mortality and injury, especially where there is inequity.

According to Safe Kids Worldwide, preventable injuries are the number one killer of children and in the United States. The Centers for Disease Control and Prevention estimates 9.2 million children had an initial emergency department visit for an unintentional injury annually.

In Pennsylvania between 2016 and 2018, death certificate data reported 3,134 injury deaths and hospital discharge data reported 6,565 injury hospitalizations for children ages zero through nine. During the same period, Black children and Hispanic children ages zero through nine experienced a greater rate of injury hospitalizations than their white counterparts. In Pennsylvania in 2018, there were 583,883 injury emergency department visits by children ages zero through nine.

During the time periods above, children ages zero through nine in all counties had injuries that resulted in emergency department visits, in 66 counties had injuries that required hospitalization, and in 65 counties had injuries that resulted in death. There was wide variation in both the number of child injuries as well as the rate of child injuries per 100,000 population.

The types of injuries that children ages zero through nine experience are preventable for the most part as the largest numbers fall into the unintentional category. For this age group, both injuries and deaths are seen in higher numbers the younger the age.

In May 2019 the Children's Safety Network released a literature review of evidence-based and evidence-informed strategies for child and adolescent injury prevention¹. This document provides insights to better understand the existing evidence for child injury prevention and how strategies can be implemented to promote child safety.

¹ *Evidence-based and Evidence-informed Strategies for Child and Adolescent Injury Prevention* (Publication). (2019, May). Retrieved November 10, 2020, from Children's Safety Network website: <https://www.childreissafetynetwork.org/sites/childreissafetynetwork.org/files/Evidence-Based%20Strategies%20FINAL.pdf>

The three Es of injury prevention are the points of entry for interventions. Education seeks to increase knowledge and change attitudes and behaviors and reduce risk-taking behaviors that are likely to result in injury. Enforcement seeks to use legislation and policies to encourage safe behaviors while discouraging risky behaviors. Engineering/environmental seeks to change the design of products or the physical environment .

Injuries in children have a wide range of causes and vary widely depending on the age of the child. Enforcement and engineering/environmental injury prevention is among the most effective as it changes the literal environment and is wide reaching; however, it is typically slow moving and lacks immediate effects. Additionally, there can be higher costs when implementing these injury prevention techniques which may be out of reach for high risk populations. In the interim, education coupled with low-cost interventions to the environment is relatively quick to implement and has the potential for great impacts.

Child injuries decrease when caregivers have positive well-being and low stress. Providing child safety information as part of larger parental supports, such as home visiting, positions it to be better received, accepted, and implemented. Specific to unintentional injuries, education of caregivers shows increased use of safety equipment and safety practices. Home safety education provided as one-to-one, face-to-face contact also showed increases in safety practices. These practices were enhanced when free, low-cost, or discounted safety equipment was provided as well as when education is delivered in the home.

The Prevent Injuries in Children (PIC) Program will target families with at least one pregnant person or child ages zero through nine to provide in-home education and low-cost interventions to prevent child injuries, especially those leading to hospitalization or death. The PIC Program will work in conjunction with qualified home-visiting programs to deliver the education and low-cost interventions at a point when caregivers are best primed to receive and implement them. The PIC Program will be implemented by staff who are trained to deliver child injury prevention education using techniques that elicit behavior change through intrinsic motivation. The PIC Program will consist of contact before the home visit, the educational home visit with low-cost interventions, and contact after the home visit. The PIC Program will target lower income families in the areas of highest need throughout the state to most effectively use the funding and achieve measurable improvements.

Through this RFA process, the Department is soliciting Grant applications on Prevention of Injuries in Children from Pennsylvania institutions and organizations. The Department is interested in funding Grant applications addressing the prevention of injuries in children ages zero through nine through in-home education and low-cost interventions. The overall goal of this funding is to promote education and the use of low-cost interventions to prevent injuries in children ages zero through nine, especially those that lead to death or hospitalization. The anticipated Grant Agreement term is October 1, 2021 to June 30, 2024 subject to the availability of funding.

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

1. In the event of a renewal, the Department may choose to renew the Grant Agreement as

follows:

- a) At the Grant Agreement's original terms or conditions; or
 - b) To increase or decrease the Grant amount or salaries, hourly wages or fringe benefits to reflect cost increases so long as that increase does not exceed 5% of the original amount or rates. Nothing in this subparagraph is intended to permit an alteration in the scope of work of the original Agreement in the renewal; or
 - c) To include the increase or decrease in work or change to amount, salaries, wages, or fringe benefits included in an amendment to the original Grant Agreement, including SAFs, Funding Reduction Change Orders, Budget Revisions, or formal Amendments. The increase or decrease of work shall be limited to deliverables established in the amendment. Nothing in this paragraph shall be read to permit the scope of work of the Grant Agreement to be changed.
2. The Department is not obligated to increase the amount of the Grant award.
 3. Any renewal terms are subject to the other provisions of this Grant Agreement, and the availability of funds.

Applications are welcomed from not-for-profit 501(c)(3) organizations, city or county government agencies, or community-based health or human service agencies. Additional information about how to apply, relevant and specific restrictions, and stated preferences regarding applicants are noted and outlined in Section B. Applicants are encouraged to be innovative and creative in their approach.

This RFA provides interested institutions, organizations and persons with information to prepare and submit applications to the Department. Questions about this RFA can be directed to Elizabeth Dunlevey at edunlevey@pa.gov, no later than 12:00 p.m. on Tuesday, July 6, 2021. Answers to all questions will be posted at www.emarketplace.state.pa.us. Each applicant shall be responsible to monitor the website for new or revised RFA information. The Department shall not be bound by any information that is not either contained within the RFA or formally issued as an addendum by the Department.

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

B. Application Procedures

1. General

- a) Applications must be received by the Department by the time and date stated in the cover letter. The Department will reject any late applications.
- b) If it becomes necessary to revise any part of the application guidelines, an amendment will be posted on the DGS website.

- c) The decision of the Department with regard to selection of applicants is final. The Department reserves the right to reject any and all applications received as a result of this request and to negotiate separately with competing applicants.
- d) Awarded applicants shall not be permitted to issue news releases pertaining to this project prior to official written notification of award by the Department review committee. Any subsequent publication or media release issued by the Grantee throughout the life of the Grant using funding from this Grant Agreement must acknowledge the Department as the granting agency, and be approved in writing by the Department.
- e) Applicants must identify at least one approved home visiting program to partner with to direct pre-qualified families to the PIC Program. Applicants must provide a letter of commitment or Memorandum of Understanding (MOU) that the approved home visiting program that will provide pre-qualified referral to the PIC Program for the duration of the Grant Agreement period. The letter must be signed by an authorized official from the approved home visiting program. Awarded applicants shall formalize the letter of commitment or MOU with each approved home visiting program to identify the project, specify the method of referral, state their commitment to the program's success, and state their capacity to fulfill their responsibilities for the duration of the Grant Agreement period.
- f) Applicants who intend to subcontract for the in-home education component part of the services shall demonstrate a previous successful partnership with the subcontractor. Applicants must provide a letter of commitment or an MOU with the intended subcontractor signed by an authorized official from the intended subcontractor. Awarded applicants shall formalize the letter of commitment or MOU with each subcontractor to identify the project, specify what services they shall contribute, state their commitment to the program's success, and state their capacity to fulfill their responsibilities for the duration of the Grant Agreement period.
- g) Applicants may submit an application for more than one county; however, a separate application must be submitted for each county. An applicant will be awarded for no more than four counties.

2. Evaluation of Applications

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

Evaluation criteria used by the Review Committee, include:

- a) **Applicant Capacity:** This refers to the applicant's prior experience with providing health, housing, or education programs, and the ability to commit appropriate personnel for the size and scope of the proposed activities. The applicant shall demonstrate previous experience

with providing program services in homes of participants and with collecting and reporting data. The applicant shall demonstrate experience working with diverse populations. The applicant shall describe its ability to provide or arrange services throughout the entire county. Applicants who intend to subcontract for the in-home education component part of the services shall demonstrate a previous successful partnership with the subcontractor. Applicants who intend to subcontract for the interventions (Attachment 4: “Prevent Injuries in Children Interventions”) shall at a minimum detail prior experience subcontracting this type of work. The applicant, including subcontractors, shall demonstrate that key personnel have sufficient experience and education to conduct program activities.

- b) **Statement of the Problem:** This refers to the applicant’s ability to articulate its understanding of the agency’s need that generated the RFA, the Project’s objectives, and the nature and scope of the work involved. The applicant shall use data to demonstrate a need for program services within the county and must identify the population to who program services will be targeted. Applicants shall demonstrate an understanding of risk reduction to prevent child injuries, especially in the home environment.
- c) **Soundness of Approach:** This refers to the applicant’s technical approach to providing services, if it is responsive to all requirement of the RFA, if it is consistent with the purpose of the Project, and how well it is integrated into existing practices. The applicant must describe a clear plan for how program deliverables, as stated in this RFA, will be accomplished, and internal and external partners who will contribute to accomplishing proposed activities. The application shall include eligibility criteria for participants to receive program services both categorical and financial eligibility. Categorical eligibility which must detail enrollment in a Pennsylvania Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program, a county or municipal health department Title V funded home visiting program, or other Department approved home visiting program. Financial eligibility which may not exceed 300% of the Federal Poverty Level and which must include reciprocal eligibility for other social service programs. Letters of commitment or MOUs/MOAs to support the application must include the scope of services to be provided and the level of resources committed and must demonstrate that any collaborating organizations fully understand and are fully committed to the proposed project.
- d) **Feasibility and Timeliness:** This refers to the applicant’s ability to clearly describe a plan that is feasible for accomplishing the program deliverable, including who shall be responsible for specific tasks, and how many families shall be served. The application must include a work plan with a timeline for start-up and implementation activities. The application must include a participant timeline to identify tasks, time frames, and the position or individual responsible for the Primary Prevention deliverables below at (B.)(4.)(a)(ii.)-(vii.) (Attachment 6: “Prevent Injuries in Children Participant Timeline”). The applicant shall describe how all interventions will be provided or installed or both and by whom in the detailed timeframes (Attachment 4: “Prevent Injuries in Children Interventions”). Applicants who intend to subcontract for the interventions (Attachment 4: “Prevent Injuries in Children Interventions”) shall at a minimum detail a plan for securing and maintaining a subcontractor for the Grant Agreement period. The applicant shall describe potential barriers to implementation of the project and solutions to address these barriers. The timeframe must be

reasonable to accomplish the program objectives.

- e) **Budget and Budget Narrative:** The budget template provided by the Department must be used. The budget must be reasonable for the work proposed and appropriate for the need within the county to be served. The budget must reflect an effective use of funds to provide program services to the eligible populations. In addition to the downloadable budget forms, a maximum four-page narrative must be provided and must include justification supporting the need to allocate funds for items in the spreadsheet of the itemized budget. The justification must provide a clear description of how the budget items directly relate to the completion of project activities. The justification must also include a detailed breakout of the costs for the PIC Program interventions (Attachment 4: “Prevent Injuries in Children Interventions”) in chart form, and the estimated intervention cost per enrolled family. The budget must include funds to ensure staff have necessary training throughout the course of the grant agreement.

3. Awards

Grants will be administered through the Department.

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

Subject to the availability of funds, a total of up to 10 applications in the maximum amount of \$206,250.00 per county will be funded. Evaluations will be done by county. Applicants applying for multiple counties must submit a separate application for each county. An applicant will be awarded for no more than four counties. Applications will be accepted from the following counties:

- a) **Priority 1:** Delaware and Philadelphia
- b) **Priority 2:** Lackawanna, Monroe, Northampton, and Schuylkill
- c) **Priority 3:** Allegheny, Berks, Blair, Bucks, Chester, Dauphin, Fayette, Franklin, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, and Montgomery
- d) **Priority 4:** Butler, Cambria, Centre, Crawford, Cumberland, Erie, Northumberland, Washington, Westmoreland, and York
- e) **Priority 5:** Adams, Beaver, Carbon, Clearfield, Columbia, Lawrence, and Mercer

- f) **Priority 6:** Armstrong, Clarion, Clinton, Forest, Pike, Snyder, Union, Wayne, and Wyoming
- g) **Priority 7:** Bradford, Greene, Huntingdon, Indiana, Jefferson, Mifflin, Montour, Perry, Potter, Somerset, Sullivan, Susquehanna, Tioga, Venango, and Warren.

Counties are ranked for priority based on injury, death, race and ethnicity, and emergency department visits using both rates and numbers. Seven levels of priority were established to award Grant funds to guarantee that areas in greatest need are prioritized for interventions. One application per county will be awarded, if selected by the evaluation committee for award.

If multiple applications are received for a county, the application with the highest score will be awarded. Counties within the same priority level are equal in priority. Within a priority level, if not all counties can be awarded, the application(s) with the highest score(s) will be awarded with only one application per county awarded.

Awarded applicant(s) who are not able to fully implement all interventions (Attachment 4: “Prevent Injuries in Children Interventions”) within the first year of the Grant Agreement period may be subject to termination of award. It is integral to effectiveness of the PIC Program that all available interventions (Attachment 4: “Prevent Injuries in Children Interventions”) are provided as detailed.

4. Deliverables

Awarded applications shall provide or arrange for the following services:

- a) Primary Prevention
 - i. Identify strategies to enroll participants in the PIC Program throughout the county.
 - ii. Collect information to determine eligibility for the PIC Program based upon demographic and financial eligibility criteria, including reciprocal eligibility for other social service programs.
 - iii. Complete a survey of participants’ demographics, home safety conditions, safety concerns, and family needs using a form developed by the Department (Attachment 1: “Pre-Prevent Injuries in Children Home Visit Form”).
 - iv. Complete an in-home standardized, systematic education on appropriate child safety topics using a structure developed by the Department (Attachment 2: “Prevent Injuries in Children Home Visit Form”).
 - v. Provide information on clinical, social, educational, housing and safety resources (Attachment 3: “Prevent Injuries in Children Resources”)
 - vi. Provide allowable interventions specific to the safety needs identified as a result of the in-home education and discussion (Attachment 4: “Prevent Injuries in Children Interventions”).
 - vii. Complete a follow-up survey 30 calendar days after the initial in-home education to assess the impact of the education and interventions using a form developed by the Department (Attachment 5: “Post-Prevent Injuries in Children Home Visit Form”).
 - viii. Provide training and educational activities for staff on effective family engagement and child injury and safety topics including but not limited to:
 - (a) All staff performing in-home education must have completed an approved

motivational interviewing course within two years of commencing in-home education and discussions.

- (b) All staff performing in-home education must complete at least eight hours of related professional development education or training or both approved by the Department each year of the Grant Agreement period.

b) Strategic Partnership(s)

- i. Establish at least one referral partnership with a Pennsylvania MIECHV Program, a county or municipal health department Title V funded home visiting program, or other Department approved home visiting program to direct eligible and prequalified families to the PIC Program.
- ii. Develop strategies for leveraging resources, specifically to address injury prevention, from other sources in order to maximize program efforts.

c) Data Collection

- i. Use forms provided by the Department to collection data related to child injury prevention.

d) Orientation Training

- i. Awarded applicants shall have at least two staff members attend a live online Grantee orientation provided by the Department during Year 1.
- ii. Awarded applicants shall have all staff who perform in-home education attend a live online training on procedures and forms provided by the Department during Year 1.
- iii. Awarded applicants shall have all staff who perform in-home education attend a live online training on child injury topics, including prevention provided by the Department during Year 1.

- e) Awarded applicants shall participate in client satisfaction data collection and reporting activities as established by the Department, including collecting and reporting feedback from the awarded applicant and the awarded applicant's clients to improve the services for Pennsylvania's maternal, infant, child and adolescent population.

5. Reporting Requirements

- a) The awarded applicant(s) shall be required to submit a written mid-term report for the first year of the grant period progress, issues, and activities to the Department within 210 days after the Grant Agreement effective date. The mid-term report shall, at a minimum, identify if activities are proceeding according to the project plan, and explain any deviations from the project plan for the first 180 calendar days of the Grant Agreement.
- b) The awarded applicant(s) shall develop written Standard Operating Procedures to document, including but not limited to: procedures for oversight of subcontractors, to define reciprocal eligibility for other social service programs, procedures for which referrals from the referral network are to be made, and the clinical, social, educational, housing and safety resources in Attachment 4: "Prevent Injuries in Children Interventions". The awarded applicant(s) shall submit Standard Operating Procedures to

the Department no later than 90 calendar days after the Grant Agreement effective date to be approved in writing by the Department.

- c) The awarded applicant(s) shall be required to submit quarterly reports to the Department within 30 calendar days of the quarter ending, in a format specified by the Department. Quarterly reports shall include a narrative detailing the activities that have been completed with the Grant funding along with data on the progress of the project, the number of participants served, the number and type of interventions provided, and data for any outcome measures developed by the Department.
- d) The awarded applicant(s) shall be required to submit a final written report within 30 calendar days after the end date of the Grant Agreement. The final report shall summarize progress in accomplishing proposed tasks, obstacles to achieving goals and actions taken to overcome obstacles. Specific guidance for the final report will be issued by the Department prior to the end of the project period.
- e) The awarded applicant(s) shall respond to additional request for reports or data, as determined by the Department.
- f) The awarded applicant(s) shall be required to request written approval from the Department prior to any changes in key personnel. Key personnel are defined as any personnel the applicant or Department deems necessary to accomplish the deliverables.
- g) The awarded applicant shall collect and report client satisfaction data measuring the quality of customer relationships and services, including feedback from the awarded applicant and the awarded applicant's clients, to the Department on an annual basis, in a format to be provided by the Department. Data will be collected using forms, surveys, focus groups or other methods provided by the Department.

C. Application Instructions and Required Format

1. Application Instructions

The following is a list of requirements.

- a) The applicant must submit one application (Part Two of this RFA), by email to RA-DHHEALTH_DEPT_DOC@pa.gov.
- b) The application must be received by the date and time specified in the cover letter. Applicants should consider that technical difficulties could arise and allow sufficient time to ensure timely email receipt. **(Late applications will be rejected, regardless of the reason).**
- c) Please note there is a 10MB size limitation per email. If the application exceeds 10MB, zip the file to reduce the size or submit multiple emails so the entire application is able to be received.
- d) The application must be submitted using the format described in subsection 2, below – Application Format.

- e) The Certifications Form must be completed and signed by an official authorized to bind the organization to the application.

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

2. Application Format

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

- a) **Cover Page** – Complete the form.
- b) **Certifications Form** – The Certifications Form must be completed and signed by an official authorized to bind the organization to the application.
- c) **Work Statement** – Provide a narrative description of the proposed methodology addressing the following topics:
 - i. The summary of application should not exceed two pages and must include the following:
 - A. Title of project
 - B. Objectives
 - C. Brief summary of project
 - D. Outline of anticipated results
 - E. Impact of project
 - ii. Applicant capacity (B.2.a. above)
 - iii. Statement of problem (B.2.b. above)
 - iv. Soundness of approach (B.2.c. above)
 - v. Feasibility and timeline (B.2.d. above)
 - vi. Budget and budget narrative (B.2.e. above)

The work statement narrative including two-page summary should not exceed 15 pages. Letters of commitment, MOUs/MOAs, resumes or curriculum vitae and other attachments to support the work statement are not included in the 15-page limit.

- d) **Budget** – Use the downloadable format to present your budget request. Instructions regarding completion of the budget can be found in the last worksheet of the downloadable excel budget file. The anticipated Grant Agreement term is October 1, 2021 to June 30, 2024. The overall 33-month budget for the application shall not exceed \$206,250.00. Your budget needs to contain an Overall Summary in addition to a Summary with Budget Details for each year.

Overall Summary	October 1, 2021 to June 30, 2024	\$206,250.00
Year 1 Summary	October 1, 2021 to June 30, 2022	\$56,250.00
Year 2 Summary	July 1, 2022 to June 30, 2023	\$75,000.00
Year 3 Summary	July 1, 2023 to June 30, 2024	\$75,000.00

The Department reserves the right to fund applicants at an amount less than requested if it is determined that an application can be implemented at a lower funding level.

See the Budget Definitions section below for more information.

3. Budget Definitions

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

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

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

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

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

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

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

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

PART TWO

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

Prevent Injuries in Children

Request for Applications (RFA) #67-118



COVER PAGE
Insert Title of Application
RFA #67-118

Applicant Name: _____
(*Organization or Institution*)

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

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

SAP Vendor #: _____

Address: _____

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

Application Contact Person: _____

Title: _____

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

Title of Project: _____

County: _____

CERTIFICATIONS

1. Certification Regarding Debarment and Suspension

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

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

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

2. Certification Regarding Application/Proposal/Bid Validity

This application/proposal/bid shall be valid for a period of 60 days following the time and date designated for bid opening of applications/proposals/bids received in response to this Request for Application/Request for Proposal/Invitation for Bid #67-118.

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

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

Work Statement

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

Budget Template

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

RFA # 67-118**PAYMENT PROVISIONS**

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

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

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

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

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

7. The Commonwealth will make payments through the Automated Clearing House (ACH) Network. The Pennsylvania Electronic Payment Program (PEPP) establishes the Automated Clearing House Network as the preferred method of payment in lieu of issuing checks. The PEPP enrollment form may be obtained at: www.vendorregistration.state.pa.us/cvmu/paper/Forms/ACH-EFTenrollmentform.pdf and can be completed online, as applicable.
 - a. Within 10 days of award of the Contract or Purchase Order, the Contractor must submit or must have submitted its ACH information within its user profile in the Commonwealth's procurement system (SRM). At the time of submitting ACH information, the Contractor will also be able to enroll to receive remittances via electronic addenda. Within 10 days of award of the Grant Agreement, the Contractor must submit or must have already submitted its ACH information and electronic addenda information, if desired, to the Commonwealth's Payable Service Center, Vendor Data Management Unit at 717-214-0140 (FAX) or by mail to the Office of Comptroller Operations, Bureau of Payable Services, Payable Service Center, Vendor Data Management Unit, 555 Walnut Street – 9th Floor, Harrisburg, PA 17101.
 - b. The Contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth of Pennsylvania's ACH remittance advice to enable the Contractor to properly apply the state agency's payment to the invoice submitted.
 - c. It is the responsibility of the Contractor to ensure that the ACH information contained in SRM (for Contracts or Purchase Orders) or in the Commonwealth's Central Vendor Master File (for Grant Agreements) is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.
 - d. In the event this language conflicts with language contained elsewhere in this agreement, the language contained herein shall control.

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

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

The Grantee agrees:

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

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

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

II. ADDITIONAL PROVISIONS RELATING TO NONDISCRIMINATION/SEXUAL HARASSMENT.

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

The Grantee agrees:

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

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

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

III. CONTRACTOR RESPONSIBILITY PROVISIONS

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

The Grantee agrees:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

V. HEALTH DISPARITIES INITIATIVE

The Bureau of Family Health is committed to the mitigation and elimination of health disparities in Pennsylvania's maternal, infant, child, and adolescent population. Healthy People 2020 defines a *health disparity* as "a particular type of health difference that is closely linked with social, economic, or environmental disadvantage. Health disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; geographic location; or other characteristics historically linked to discrimination or exclusion."

Instructions

The Pre-Prevent Injuries in Children (PIC) home visit form must be completed prior to the PIC home visit either over the phone or face to face.

- All fields and questions are mandatory.
- Categorization of household residents into groups is required and must account for all household residents. When completing this section, you must fill in the boxes left to right to ensure that each person is counted only one time. The total of the boxes must equal the number of household residents. Age of household residents is to be captured at the time the Pre-PIC home visit form is completed. Each box must be completed, even if the response is zero.

Examples:

- If there is a 19 year old pregnant person with special health care needs, they are counted as a pregnant person and only as a 'pregnant person'
 - If there is a pregnant 30 year old person, they are counted only as a 'pregnant person'
 - If there is a 3 month old CSHCN, the infant is counted only as a 'CSHCN'
 - If there is a 25 year old with special health care needs, the adult is counted only as '22 years and older'
- Each numbered question may have only ONE response.

Children With Special Health Care Needs (CSHCN):

CSHCN are infants or children from birth through the 21st year who have special health care needs. CSHCN are children who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition. CSHCN require health and related services of a type or amount that goes beyond that required by children generally.

Case Number:

Staff Initials:

Date:

County:

Reason for interest in the program:

Enter the number of people in each group:

<input type="text"/> Pregnant person	<input type="text"/> CSHCN	<input type="text"/> Under 1 year	<input type="text"/> 1 year to 21 years	<input type="text"/> 22 years and older
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1. Own Rent
2. Type of Home: Single family Row home or duplex Apartment/Condo Mobile Home
3. Number of stories, excluding basement and attic:
4. Working smoke alarm: Yes No 12a. If yes, on each floor? Yes No
5. Working CO detector: Yes No 13a. If yes, on each floor? Yes No
6. Fire extinguisher: Yes No
7. First aid supplies: Yes No
8. Do you have access to the information and services you need to keep your family safe?
 Yes No If no, what information or services do you need?

9. How do you rate the safety of your home?

Very unsafe

Very safe

1

2

3

4

5

10. What are your safety concerns for your family?

Items to take to home visit:

Case Number:

Staff Initials:

Date:

Safety Topic	Completed	Intervention	Comments
Animals			
Burns			
Choking and strangulation			
Drowning			
Electrocution			
Falls			
Falling objects			
Fire			
Playgrounds			
Pedestrian			
Poisons			
Vehicles and car seats			
Water safety			
Weapons			

Follow-up items or referrals:

Staff Signature

Family Signature

Prevent Injuries in Children Resources

Poison control center information	Telephone contact information should be saved in phones or placed near phones for all families. Provide the poison control website and the availability of the online tool for all families.
Child safety seat programs	Contact information for local resources for loaner seats and seat checks should be provided for all families.
Domestic violence resources	Provide contact information to all families, nestled with other information regarding local and national domestic violence resources.
Medical Assistance (MA), Children's Health Insurance Program (CHIP), Supplemental Nutrition Assistance Program (SNAP), and cash assistance	Provide COMPASS website, state phone number and local county assistance office phone number and address for all families.
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	Provide WIC website, phone number and local office phone number and address for families with pregnant women and children under age 5.
Federally Qualified Health Center (FQHC)	Provide phone number and address for local FQHC for all families.
Other clinical, social, educational and housing services	Provide contact information or referrals for other clinical, social, education and housing services local, regional, or statewide that participants may be eligible for on an as needed basis for all families.
Smoking cessation information	Provide website and toll-free phone number to the PA Free Quitline, and how to enroll in smokefreeTXT to all families.
Proper drug disposal programs	Provide locations and hours of operation for local drug take back programs for all families.
Gun locks	Provide locations and phone numbers for agencies who provide free gun locks for all families.
Special Kids Network	Provide phone number and website to the Special Kids Hotline as well as a summary of available services to all families.

Prevent Injuries in Children Interventions

The following listing details the approved interventions that may be provided on an as needed basis for families enrolled in the program.		
Intervention	Limits and requirements for the intervention	Time frame in which to provide
Carbon monoxide alarm	Provide according to the National Healthy Housing Standard (3.5). Available to all homes.	During the visit, unless an alternative notification alarm is needed
Smoke alarm	Provide according to the National Healthy Housing Standard (3.3). Available to all homes.	During the visit, unless an alternative notification alarm is needed
Fire extinguisher	Provide at least a five-pound A, B, and C rated fire extinguisher. Available to all homes.	During the visit
Window guards	Install according to the National Healthy Housing Standard (3.7.2 and 3.7.2.1 only). Available to all homes.	No more than 14 calendar days following the visit
TV and furniture anchoring	Provide anchors for televisions and/or furniture according to CPSC recommendations in the Anchor It! campaign. Available to all homes.	During the visit
Poisoning prevention	Potential poisons are products or medicines that can be harmful if used in the wrong way, in the wrong amount or by the wrong person. Cosmetics/personal care products and cleaners are the leading two causes of poisoning for children younger than 6 years of age. Supplies to reduce the accessibility of these products must be provided and use must be modeled. Supplies are: safety latches for drawers, cabinets and doors and safety locks for drawers, cabinets and doors. Latches available to homes with pregnant person and children younger than 6 years of age. Locks available to all homes.	Latches – during the visit Locks – no more than 7 calendar days following the visit
Miscellaneous safety supplies	Supplies to increase general home safety must be provided and use modeled. Supplies are window blind cord wraps, first aid kit, flashlight, and electrical outlet plugs. Available to all homes.	During the visit
Wall mounted child safety gate	Installed at an appropriate location screwed into walls and/or railings with gate opening away from stairs (if applicable). One gate is available to homes with a pregnant person or child under 2 years of age.	No more than 14 calendar days following the visit
Safe infant sleeping location	The safest way for your baby to sleep is on their back, alone in a safety-approved crib with no pillows, no bumper pads, no stuffed animals, and no comforters. Only portable cribs may be provided and use must be modeled on creating a safe sleeping place for children under age 1. Available to homes with a pregnant person and children under age 1 when no other means of securing a safe sleeping location are available.	No more than 7 calendar days following the visit

Instructions

The Post-Prevent Injuries in Children (PIC) home visit form must be completed 30 calendar days following the home visit either over the phone or face to face. The Post-PIC serves as a follow-up to reinforce education taught during the PIC home visit and collect data regarding the impact of the education and interventions on the family and their home.

- All fields and questions are mandatory.
- Each numbered question may have only ONE response.

Case Number:

Staff Initials:

Date:

1. How have the information and items from the home visit impacted behaviors and practices for your family?

2. Do you have access to the information and services you need to keep your family healthy and safe?

Yes No If no, what information or services do you need?

3. How do you rate the safety of your home?

Very unsafe

Very safe

1

2

3

4

5

Prevent Injuries in Children Participant Timeline

Task	Time Frame	Position/individual Responsible
Initial referral to the program	Day 1 – approx. 30 minutes	Receptionist or program specialist
Complete enrollment process	Within 14 calendar days – approx. 30 minutes	Program specialist