



November 30, 2023

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) #67-179.

All questions regarding this RFA must be directed by e-mail to [whsipe@pa.gov](mailto:whsipe@pa.gov), no later than 12:00 p.m. ET on December 19, 2023. All questions must include the specific section of the RFA about which the potential applicant is requesting clarification. Answers to all questions will be posted at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us). Click on 'Solicitations' and search for the above RFA number.

Please submit one application, (Part 2 of this RFA) by email to [RA-DHHEALTH\\_DEPT\\_DOC@pa.gov](mailto:RA-DHHEALTH_DEPT_DOC@pa.gov). The Department cannot accept secure or encrypted emails. Any submission via secure or encrypted email will be immediately discarded. Applications must be received no later than 1:30 p.m. ET on **January 23, 2024**. Applications can be submitted as soon as they are ready for submission; to prevent late submissions, applicants are encouraged to not wait until this closing date and time. The timestamp on the received application email in the [RA-DHHEALTH\\_DEPT\\_DOC@pa.gov](mailto:RA-DHHEALTH_DEPT_DOC@pa.gov) inbox is the final and only timekeeper to determine if the application was received by the deadline.

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

Please type "APPLICATION ENCLOSED RFA #67-179" as the subject line of your e-mail submission.

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

Sincerely,

Office of Procurement  
For Agency Head

Enclosure

# Request for Application

## Blood Pressure Self-Monitoring Program

RFA Number  
67-179

Date of Issuance  
November 30, 2023

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

RFA Project Officer: Whitney Sipe  
Pennsylvania Department of Health  
Bureau of Health Promotion and Risk  
Reduction  
Division of Violence Prevention  
Cardiovascular Health Section  
Email: [whsipe@pa.gov](mailto:whsipe@pa.gov)

# Blood Pressure Self-Monitoring Program

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### Application Forms and Attachments

- I. Cover Page
- II. BOP-2201 Worker Protection and Investment Certification Form
- III. Work Statement
- IV. Budget Template is downloadable and is attached for completion of the budget request

Any Grant Agreement resulting from this RFA will include certain standard terms and conditions, which will either be attached as paper appendices or incorporated by reference and may be found at <http://www.health.pa.gov/vendors>. These terms and conditions are not negotiable and are listed below:

- Payment Provisions (Rev. 9/21)
- Standard General Terms and Conditions (Rev. 2/21)
- Audit Requirements (Rev. 8/18)
- Commonwealth Travel and Subsistence Rates (Rev. 8/18)
- Federal Lobbying Certification and Disclosure (Rev. 12/05)
- Minimum Personal Computer Hardware, Software, and Peripherals Requirements (Rev. 1/19)
- Pro-Children Act of 1994 (Rev. 12/05)
- Preventive Health and Health Services Block Grant Provisions (Rev. 12/05)
- HIPAA Business Associate Agreement and its Attachment 1 (Rev. 5/13)

# PART ONE

## **Blood Pressure Self-Monitoring Program**

### General Information

## A. Information for Applicants

Cardiovascular disease describes problems with the blood vessels and circulatory system as well as the heart, which is different from heart disease, which refers to issues and deformities in the heart itself. Heart disease refers to a broad range of heart conditions. The most common heart disease is coronary heart disease (CHD) or coronary artery disease, which can cause a heart attack. Other types of heart disease include cardiomyopathy, heart failure, hypertensive heart disease, inflammatory heart disease, pulmonary heart disease, cardiac dysrhythmias, and valve heart disease. Heart disease is the leading cause of death in Pennsylvania (PA). In 2019, there were 32,250 deaths caused by heart disease in PA, accounting for 24.1% of 133,932 deaths in total. The age-adjusted death rate for heart disease in PA ranked 15th among all states, higher than the national average in 2019.<sup>1</sup> Heart disease affects more men than women in PA. In 2019, 16,718 men and 15,532 women died from heart disease, with an age-adjusted death rate of 218.6 per 100,000 in men and 136.6 per 100,000 in women. Among all races, Blacks had the highest heart mortality rate of 220.8 per 100,000, followed by Whites (168.0 per 100,000), Hispanics (103.9 per 100,000), and Asians and Pacific Islanders (75.3 per 100,000). By sex and race, Black men had the highest heart mortality rate of 289.9 per 100,000 and Asian women had the lowest heart mortality rate of 64.9 per 100,000. Heart disease mortality rate dropped from 185.3 per 100,000 in 2010 to 172.7 per 100,000 in 2019.<sup>2</sup>

Hypertension (i.e., high blood pressure) is defined as having a systolic blood pressure of 130 mm Hg or higher, or a diastolic blood pressure of 80 mm Hg or higher.<sup>3</sup> Normal blood pressure is defined as having a systolic blood pressure of less than 120 mm Hg or a diastolic blood pressure of less than 80 mm Hg.<sup>4</sup> Hypertension usually has no warning signs or symptoms. Measuring blood pressure is the only way to know if a person has high blood pressure. Hypertension can damage health in many ways and is associated with heart disease, stroke, and chronic kidney disease. According to the 2021 Chronic Disease Burden Report, the prevalence of hypertension was higher in PA than in the country. Over the period of 2011 to 2019, the prevalence of hypertension increased 6% in PA, greater than the 3% increase in the country. In 2019, 33% percent of adults were told that they had hypertension. The prevalence of hypertension was higher in males than in females. In relation to race/ethnicity, the prevalence of hypertension was highest in Blacks, followed by Whites, and Hispanics. The report also stated “As high blood pressure is highly related to cardiovascular and cerebrovascular diseases, which are the leading causes of death in PA, health education about the control of blood pressure should continue and should target populations at high risk of developing high blood pressure.”<sup>5</sup>

Heart disease costs the United States about \$219 billion each year. This total includes the cost of

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1 Centers for Disease Control and Prevention. Heart Disease Mortality by State. Accessed March 14, 2021, [https://www.cdc.gov/nchs/pressroom/sosmap/heart\\_disease\\_mortality/heart\\_disease.htm](https://www.cdc.gov/nchs/pressroom/sosmap/heart_disease_mortality/heart_disease.htm)

2 Pennsylvania Department of Health. Enterprise Data Dissemination Informatics Exchange (EDDIE). Accessed March 2, 2021, <https://www.phaim1.health.pa.gov/EDD/>

3 Prevention CfDca. Facts About Hypertension. Accessed June 16, 2021. <https://www.cdc.gov/bloodpressure/facts.htm>

4 American Heart Association. Understanding Blood Pressure Readings. Accessed June 17, 2021.

<https://www.heart.org/en/health-topics/high-blood-pressure/understanding-blood-pressure-readings>

5 Bureau of Health Promotion and Risk Reduction and Bureau of Epidemiology. (August 2021). Chronic Disease Burden Report 2021. Pennsylvania Department of Health. [Microsoft Word - ChronicDiseaseBurdenReport\\_8-18-2021\\_final.docx \(pa.gov\)](#)

health care services, medications, and premature death.<sup>6</sup> High blood pressure costs the nation about \$131 to \$198 billion each year. This total includes the cost of health care services, medications to treat high blood pressure, and loss of productivity from premature death.<sup>7</sup>

With heart disease being the leading cause of death and the high rate of hypertension in PA, there is a need to fund a cardiovascular disease prevention program that focuses on blood pressure self-monitoring. The program will aim to fund 7 grantees. Using the PA DOH HEAT map ([Health Equity \(pa.gov\)](https://www.healthequity.pa.gov)) with the high blood pressure measure and filtering by minority percentage and poverty percentage, those counties with higher rates will be prioritized. Program efforts shall aim to target the populations listed above that have the highest prevalence of hypertension and heart disease mortality including Black, Indigenous, People of Color (BIPOC) and LGBTQIA+ communities.

Through this RFA process, the Pennsylvania Department of Health (Department) is soliciting applications on the blood pressure self-monitoring program from PA community-based institutions and organizations with the exception of YMCAs. The Department is interested in funding applications addressing public health services for PA residents with high blood pressure. The overall goal of this funding is to promote access to care, chronic disease self-management, team-based care, and participant engagement. The anticipated Grant Agreement term is July 1, 2024 to June 30, 2025 subject to the availability of funding. If the anticipated effective date is changed by the Department for the resulting Grant Agreement, the term is expected to remain a total of 12 months, subject to the availability of funding.

At the Department's discretion and by letter notice, the Department may renew the resulting 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 under one of the following sets of terms:
  - a) If no renewal options were previously exercised, pursuant to the terms and conditions of the final year of the original Grant Agreement; or
  - b) If a renewal option has been exercised, pursuant to the terms and conditions of the final year of the previous renewal; or
  - c) Pursuant to the terms and conditions of the original Grant Agreement as amended, including Subsequently Available Funds (SAFs), Decrease in Funding (DIF), Funding Reduction Change Orders (FRCOs), Budget Revisions, or formal Amendments; or
  - d) At a maximum percentage of 0% under one of the following conditions:
    - (i) If no renewal options were previously exercised, to increase the Grant amount to

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6 Health Topics – Heart Disease and Heart Attack. Centers for Disease Control and Prevention. Accessed on 8/10/22 from: <https://www.cdc.gov/policy/polaris/healthtopics/heartdisease/index.html>.

7 Health Topics – High Blood Pressure. Centers for Disease Control and Prevention. Accessed on 8/10/22 from: <https://www.cdc.gov/policy/polaris/healthtopics/highbloodpressure/index.html#:~:text=High%20blood%20pressure%20costs%20the,of%20pr,oductivity%20from%20premature%20death.>

reflect cost changes based on the final budget year of the original Grant; or

- (ii) If a renewal option has been exercised, pursuant to the terms and conditions of the final year of the previous renewal; or
  - (iii) To include any increase in work documented in a previous Amendment to the original Grant Agreement, including any SAFs, DIFs, FRCOs, Budget Revisions, or formal Amendments. The increase in work shall be limited to deliverables established in the Grant Agreement as previously amended; or
- e) To decrease the Grant amount, provided there is no change to the scope of work being performed.
2. Notwithstanding Paragraph (1)(d) above, line-items within the budget categories of Supplies/Equipment, Travel, and Other may be eliminated or the line-item amounts decreased provided there is no alteration to the scope of work.
  3. The percentage listed in Paragraph (1)(d) above, represents the maximum allowable increase per budget category and in the total Grant amount.
  4. Nothing in this section is intended to permit an alteration in the scope of work of the original Grant Agreement.
  5. The Department is not obligated to increase the amount of the Grant award.
  6. The percentage increase set forth in Paragraph (1)(d) above, shall apply over the entire renewal term, even if the renewal term exceeds one year.
  7. All renewal terms are subject to the other provisions of the resulting Grant Agreement, and the availability of funds.

Applications are welcomed from any PA community-based institution or organization that can provide the required services excluding YMCAs. Additional information about how to apply, relevant and specific restrictions, and stated preferences regarding applicants are noted and outlined in Section B. Applicants are encouraged to be innovative and creative in their approach.

This RFA provides interested and eligible parties with information to prepare and submit applications to the Department. Questions about this RFA can be directed to the contact listed on the potential applicant letter (which is the first page of this RFA) by the date and time listed therein. All questions must include the specific section of the RFA about which the potential applicant is requesting clarification. Answers to all questions will be posted under the RFA Solicitation at [www.marketplace.state.pa.us](http://www.marketplace.state.pa.us). Each applicant shall be responsible to monitor the website for new or revised RFA information. The Department shall not be bound by any information that is not either contained within the RFA or formally issued as an addendum by the Department.

In order to do business with the Commonwealth of Pennsylvania providers are required to enroll

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

## **B. Application Procedures**

### **1. General**

- a) Applications must be received by the Department by the time and date stated in the cover letter. The Department will reject any late applications. The decision of the Department with regard to timeliness of submission is final.
- b) If it becomes necessary to revise any part of the application guidelines, an amendment will be posted under the RFA Solicitation at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us).
- c) The decision of the Department with regard to selection of applicants is final. The Department reserves the right, in its sole and complete discretion, to reject any and all applications received as a result of this request and to negotiate separately with competing applicants.
- d) The Department is not liable for any costs the applicant incurs in preparation and submission of its application, in participating in the RFA process or in anticipation of award of the resulting Grant Agreement(s).
- e) The Department reserves the right to cancel the RFA at any time up until the full execution of the resulting Grant Agreement(s).
- f) Awarded applicants and non-selected applicants shall not be permitted to issue news releases pertaining to this project prior to official written notification of award by the Department review committee. Any subsequent publication or media release issued by the Grantee throughout the life of the Grant using funding from this Grant Agreement must acknowledge the Department as the granting agency and be approved in writing by the Department.

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

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

Evaluation criteria used by the Review Committee, include

1. Statement of the Problem
2. Goals and Objectives
3. Performance Measures



4. Program Design and Implementation
5. Timeline
6. Capabilities and Competencies
7. Budget Detail and Budget Narrative
8. Attachments

### **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 Cardiovascular Health Section within 30 calendar days of the written official notification of the status of the application. The Cardiovascular Health Section will determine the time and place for the debriefing. If the debriefing is held via Microsoft Teams, a link, phone number, and conference ID number will be provided. The debriefing will be conducted individually by Cardiovascular Health Section staff. Comparison of applications will not be provided. Applicants will not be given any information regarding the evaluation other than the position of their application in relation to all other applications and the strengths and weaknesses in their individual application.

### **4. Deliverables**

- a) The awarded applicants shall have a minimum of two staff participate in training provided by the Department on the Healthy Heart Ambassador blood pressure self-monitoring program curriculum. This training shall be obtained within the first three months of the Grant Agreement.
- b) The awarded applicants shall have trained staff members participate in a yearly training update.
- c) The awarded applicants shall implement a plan for participant recruitment into the program. Eligible participants have been previously diagnosed with hypertension either with or without medication. A minimum of 25 participants must be recruited for the program.
- d) The awarded applicants shall increase partnerships and relationships with other organizations in the community in order to recruit the target population. This should include, if not already established, forming relationships with federally qualified health centers and health systems.
- e) The awarded applicants shall provide participants only with blood pressure monitors that are on the approved Validated Device List found here: <https://www.validatebp.org/>.
- f) The awarded applicants shall set up multiple coaching sessions with each participant. During these sessions, the trained staff member will conduct a blood pressure reading of the participant and address challenges and barriers to the participant taking their blood pressure readings at home. The staff member will encourage the participant to share their blood pressure record readings with their clinician at their next visit. The staff member will collect and record data from these sessions and report this data to the Department on a quarterly basis.

- g) If the participant does not currently have a regular physician, the awarded applicants shall work to connect the participant to a primary care physician. This program is designed as a team-based approach. If the participant is currently not seeing a physician regularly for their hypertension, this should be a major objective for the program.
- h) The awarded applicants shall conduct coaching sessions in a convenient place for participants in order to address the barrier of transportation and ensure program participation.
- i) The awarded applicants shall provide four group education sessions designated by the Department to all participants. These sessions can be conducted virtually or in-person.
- j) The awarded applicants shall collect program data on participants and report to the Department. This data will be determined by the Department and will include SMART objectives including but not limited to program participants shall decrease their systolic blood pressure by 2 mmHg, program participants shall decrease their diastolic blood pressure by 2 mmHg, and program participants shall attend 80% of their sessions.
- k) The 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 applicants and the awarded applicant's program participants to improve services.
- l) The awarded applicants shall notify the Department if any of the trained personnel have left the program or organization. Once a replacement has been selected, the awarded applicants should notify the Department and request a training for this individual.

## **5. Reporting Requirements**

- a) The selected applicants shall submit quarterly written reports to the Department within 15 calendar days after the end of each quarter;
- b) The selected applicants shall submit annual written reports to the Department summarizing and de-duplicating information contained in the quarterly reports within 15 calendar days after the end of each state fiscal year;
- c) The awarded applicants shall report to the Department any changes in key personnel. Key personnel are defined as any personnel the applicant deems necessary to accomplish the deliverables.
- d) The selected applicants shall collect and report participant satisfaction data including feedback from the selected applicants and the selected applicants' program participants to the Department on 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; and
- e) The selected applicants shall maintain supporting documentation related to invoices, monitoring meetings, quarterly and annual reports, and program evaluation for a period of seven years.

## **C. Application Instructions and Required Format**

### **1. Application Instructions**

The following is a list of requirements.

- a) The applicant must submit one application (Part Two of this RFA), by email to [RA-DHHEALTH\\_DEPT\\_DOC@pa.gov](mailto:RA-DHHEALTH_DEPT_DOC@pa.gov). The Department cannot accept secure or encrypted emails. Any submission via secure or encrypted email will be immediately discarded.
- b) The application must be received by the date and time specified in the cover letter. Applicants should consider that technical difficulties could arise and allow sufficient time to ensure timely email receipt. **(Late applications will be rejected, regardless of the reason). The application can be submitted as soon as it is ready for submission; to prevent late submissions, applicants are encouraged to not wait until the closing date and time in the cover letter.**
- c) Please note there is a 10MB size limitation per email. If the application exceeds 10MB, zip the file to reduce the size or submit multiple emails so the entire application is able to be received.
- d) The application must be submitted using the format described in subsection 2, below – Application Format.
- e) The Cover Page must be completed and signed by an official authorized to bind the applicant/organization to the application.
- f) The Worker Protection and Investment Certification Form (BOP-2201) must be completed and signed by an official authorized to execute the certification on behalf of the applicant and certify that the applicant is compliant with applicable Pennsylvania state labor and workplace safety laws.
- g) The work statement narrative shall not exceed 15 pages. Letters of commitment, Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), resumes and other attachments to support the work statement narrative are not included in the 15-page limit.

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

## 2. **Application Format**

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

- a) **Cover Page** – Complete the form.
- b) **Worker Protection and Investment Certification Form (BOP-2201)** – BOP-2201 must be completed and signed by an official authorized to execute the certification on behalf of the applicant and must certify that the applicant is compliant with applicable Pennsylvania state labor and workplace safety laws.
- c) **Work Statement** – The work statement narrative will not exceed 15 pages. Provide a narrative description of the proposed methodology addressing the following topics:

- i. **Statement of the Problem:** Applicants shall provide a comprehensive statement that summarizes the organization's understanding of the problem, scope of work, and needs of the population to be served. The applicant shall demonstrate an understanding of the need for evidence-based hypertension programs. Applicants shall demonstrate an understanding of health disparities among the target population. Applicants shall demonstrate an understanding of the need to provide culturally competent services to all without regard to race, ethnicity, gender identity or sexual identity.
- ii. **Goals and Objectives:** Applicants shall describe the program's intent to address the incidence of uncontrolled hypertension in the population being served. Applicants shall describe and outline the project's goals in delivering the selected evidence-based blood pressure self-monitoring program. In this section, applicants shall explain how the program will accomplish its goals. Applicants shall demonstrate specific, measurable objectives as quantifiable statements of the program's desired results. Objectives shall be clearly linked to the problem. Goals shall be clearly stated and demonstrate that the services provided are culturally, linguistically, and cognitively appropriate for the population being served.
- iii. **Performance Measures:** Applicants shall articulate a clear plan for monitoring and evaluating the program. The proposal shall include a plan to track and provide outcome measures (for example, number of participants, blood pressure rates, age, sex, race, number of sessions conducted). The specific performance measures collected will be determined by the Department. The proposal shall include a plan to collect the data required by the reporting requirements outlined in Part 1, Section B, paragraph 5 of this RFA. Applicants shall describe ongoing strategies for monitoring individual and program performance to identify and solve problems that could impact success. Applicants shall address how they will measure client satisfaction and utilize the data to continuously improve services.
- iv. **Program Design and Implementation:** Applicants shall describe their plan for providing services, how they will respond to all requirements of the RFA, and how they will meet the Project's goal. Applicants shall describe how the client population to be served will be identified and determined eligible for services. Any existing or potential partners should be identified. Applicants shall describe their plan for sustaining the program.
- v. **Timeline:** Applicants shall include a timeline for development and implementation of the proposed program. The timeline shall describe major tasks associated with the goals and objectives of the project, assign responsibility for each, and plot completion of each task by month or quarter for the duration of the award. The timeline should be feasible for the deliverables and the outcomes proposed.
- vi. **Capabilities and Competencies:** The applicants shall describe their qualifications related to the requirements described herein, including a description of the

applicant’s organizational capacity to serve the target population. Any previous history working with the target population or implementation of similar work shall be included. Qualifications of the personnel who would be completing tasks related to this RFA shall also be provided. Qualifications of personnel will be measured by experience and education, with a particular reference to experience providing services similar to those described in the RFA. Resumes of the personnel who will be assigned to complete tasks related to this RFA must be provided.

vii. Budget Detail and Budget Narrative: 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 July 1, 2024 to June 30, 2025. The overall budget for the application shall not exceed \$40,100.00.

Applicants shall include a narrative which justifies the need to allocate funds for items in the spreadsheet of the itemized budget and demonstrates how they will maximize cost effectiveness of Grant expenditures. Applicants shall also explain how all costs are calculated, how they are relevant to the completion of the proposed project, and how they correspond to the information and figures provided in the Budget Detail Summary.

The budget template provided by the Department shall be used and the budget should be reasonable for the work proposed. The budget and budget narrative are not included in the 15-page limit for the work statement.

viii. Attachments: Include letters of support, letters of commitment, Memorandum of Understanding, Resumes, and other attachments to support the work statement narrative.

d) **Budget Detail and Budget Narrative** – 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 July 1, 2024 through June 30, 2025. The overall 12-month budget for the application shall not exceed \$40,100.00. The budget must contain an Overall Summary in addition to a Summary with Budget Details for each year.

Overall Summary July 1, 2024 to June 30, 2025 \$ 40,100.00  
Year 1 Summary July 1, 2024 to June 30, 2025 \$ 40,100.00

Applicants shall include a narrative which justifies the need to allocate funds for items in the spreadsheet of the itemized budget and demonstrates how they will maximize cost effectiveness of Grant expenditures. Applicants shall also explain how all costs are calculated, how they are relevant to the completion of the proposed project, and how they correspond to the information and figures provided in the Budget Detail Summary.

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 Health Promotion and Risk Reduction  
Division of Violence Prevention  
Cardiovascular Health Section

**Blood Pressure Self-Monitoring Program**

**Request for Applications (RFA) #67-179**



**COVER PAGE**  
**RFA #67-179**

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

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

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

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

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

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

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

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

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

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

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

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	DATE





**WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM**

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

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

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

**CERTIFICATION**

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

<i>Signature</i>	<i>Date</i>
<i>Name (Printed)</i>	
<i>Title of Certifying Official (Printed)</i>	
<i>Contractor/Grantee Name (Printed)</i>	

## **Work Statement**

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

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

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

# Budget Template

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

RFA# 67-179

**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 the 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 listed in Attachment 1 to this Appendix unless otherwise directed in writing by the Project Officer. Documentation supporting that expenditures were made in accordance with the Contract Budget shall be sent by the Contractor to the Department's Project Officer. The Department's Project Officer may request any additional information he or she deems necessary to determine whether the expenditures in question were appropriately made. The adequacy and sufficiency of supporting documentation is solely within the discretion of the Project Officer.
  - 4. The 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 the line items in that category 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 line item amounts and reallocation of funds in connection with filling such a position in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the Contract, as well as the Contractor's inability to fill the position. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area.
    - C. The 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 reallocate funds in connection with changing or adding a position, title or classification, in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the 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.
  - iii. The number of positions accounted for by any one line item may not be decreased, or consolidated into one position, without prior written approval of the Department.
  - iv. All increases are subject to the availability of funds awarded under this 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 from the Contractor based on the Contractor's fee schedule for the job classification.
5. Unless otherwise specified elsewhere in this Contract, the following shall apply. The Contractor shall submit monthly invoices within 30 days from the last day of the month within which the work is performed. The final invoice shall be submitted within 45 days of the Contract's termination date. The Department will neither honor nor be liable for invoices not submitted in compliance with the time requirements in this paragraph unless the Department agrees to an extension of these requirements in

writing. The Contractor shall be reimbursed only for services acceptable to the Department.

6. The Department, at its option, may withhold the last 20 percent of reimbursement due under this Contract, until the Project Officer has determined that all work and services required under this Contract have been performed or delivered in a manner acceptable to the Department.
  7. The Commonwealth will make payments through the Automated Clearing House (ACH). Within 10 days of award of the Contract or Purchase Order, the Contractor must submit or must have already submitted its ACH information within its user profile in the Commonwealth's procurement system (SRM). Within 10 days of the Grant award, the Grantee must submit or must have already established its ACH information in the Commonwealth's Master Database. The Grantee will also be able to enroll to receive remittance information via electronic addenda and email (e-Remittance). ACH and e-Remittance information is available at <https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>.
    - a. The Contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth of Pennsylvania's ACH remittance advice to enable the Contractor to properly apply the state agency's payment to the invoice submitted (for Contracts or Purchase Orders) or to the invoice or program (for Grant Agreements).
    - b. It is the responsibility of the Contractor to ensure that the ACH information contained in SRM (for Contracts or Purchase Orders) or in the Commonwealth's Master Database (for Grant Agreements) is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.
    - c. In the event this language conflicts with language contained elsewhere in this agreement, the language contained herein shall control.
- D. The Department's determination regarding the validity of any justification or of any request for approval under this Appendix B (Payment Provisions) is final.