

**IOWA DEPARTMENT OF PUBLIC HEALTH
DIVISION OF ACUTE DISEASE PREVENTION AND EMERGENCY
RESPONSE**

**REQUEST FOR PROPOSAL #58808030
BUREAU OF EMS IOWA SYSTEM STANDARDS**

RFP Table of Contents

SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

- 1.01 Purpose
- 1.02 Project Period/Contract Term
- 1.03 Eligible Applicants and Service Delivery Area
- 1.04 Available Funds
- 1.05 Schedule of Events
- 1.06 Inquiries
- 1.07 Amendments to the RFP
- 1.08 Open competition
- 1.09 Withdrawal of proposals
- 1.10 Acceptance of Terms and Conditions
- 1.11 Costs of Proposal Preparation
- 1.12 Multiple Proposals
- 1.13 Oral Presentation
- 1.14 Rejection of Proposals
- 1.15 Restrictions on Gifts and Activities
- 1.16 Use of Subcontractors
- 1.17 Reference Checks
- 1.18 Criminal Background Checks
- 1.19 Information From Other Sources
- 1.20 Verification of Proposal Contents
- 1.21 Bid Proposal Clarification Process
- 1.22 Waivers and Variances
- 1.23 Disposition of Proposals
- 1.24 Public Records
- 1.25 Copyrights
- 1.26 Appeal of Award Decision
- 1.27 Definition of Contract
- 1.28 Construction of RFP

SECTION 2 – DESCRIPTION OF SERVICES

- 2.01 Description of Work and Services
- 2.02 Objectives
- 2.03 Staffing or Personnel Requirements
- 2.04 Budget
- 2.05 Required Reporting

SECTION 3 -- PROPOSAL FORMAT AND CONTENT

- 3.01 Instructions
- 3.02 Technical Requirements
- 3.03 Proposal Contents
- 3.04 Budget
- 3.05 Proposal Checklist
- 3.06 Business Organization
- 3.07 Litigation or Investigation

SECTION 4 -- EVALUATION PROCESS AND CRITERIA

- 4.01 Overview of Evaluation Process
- 4.02 Scoring of Proposals

SECTION 5 – CONTRACT

- 5.01 Conditions
- 5.02 Incorporation of Documents
- 5.03 Order of Priority
- 5.04 Contractual Payments

SECTION 6 – ATTACHMENTS

Attachments are posted in a separate file on the IDPH web page under *Grants, Bids and Proposals*: www.idph.state.ia.us

SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Request for Proposal (RFP) #58808030 is to solicit proposals that will enable the Iowa Department of Public Health (IDPH) Bureau of EMS to select the most qualified applicants to provide data for the development and implementation of a statewide EMS system delivery model based on minimum standards. Data collected from the successful applicants will be utilized to identify challenges and resource needs required to meet the minimum standards as outlined in "Iowa EMS System Standards, What Every Iowan Can Expect from Emergency Medical Systems". In addition, collected data will be used to identify statutory and/or administrative law revisions that may be needed to implement the standards.

The "Iowa EMS System Standards" are guiding principles that provide performance expectations to promote quality patient care services. The implementation of minimum standards is important for:

- Baseline EMS infrastructure (capacity) throughout the State of Iowa
- Expected range of performance (capability) and what is needed to support that performance
- Integration of EMS into the public health system
- Enhancing the visibility and understanding of EMS by the general public

These activities relate to Healthy Iowans 2010, Chapter 22, Goal Statement 1.

1.02 Project Period/Contract Term

The project period shall be from April 1, 2008 to March 30, 2010.

IDPH expects the initial contract period to be a 15 month term from April 1, 2008 to June 30, 2009. IDPH shall have the option to renew the contract for up to one (1) additional nine (9) month term subject to review of the continuation application, contractor performance and compliance with the terms and conditions of the contract, and availability of funds.

The issuance of this RFP in no way constitutes a commitment by IDPH to award a contract.

1.03 Eligible Applicants and Service Delivery Area

To ensure EMS representation statewide, IDPH anticipates at least one award per each of the following jurisdictions;

- EMS systems serving counties of less than 20,000 population, defined as 'rural'
- EMS systems serving counties of more than 50,000 population, defined as 'urban'
- EMS systems serving counties of greater than 20,000 and less than 50,000 population

County EMS Associations or multiple county EMS associations in Iowa are eligible to submit proposals in accordance with this RFP.

The service delivery area will include countywide EMS system or a combination of multiple county EMS systems. A multiple county submission requires the identification of one lead county EMS association to act as applicant.

1.04 Available Funds

The source of funding is tobacco settlement funds and Federal FLEX program funding, CFDA # 93.241.

Total funding available is \$120,000. No more than four (4) awards will be made.

Applicants may apply for up to \$30,000 for the total two (2) year period. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

1.05 Schedule of Events (All times and dates listed are local Iowa time.)

The following dates are set forth for informational purposes. IDPH reserves the right to change them.

RFP Issued	January 8, 2008
Written Questions Due	February 1, 2008
IDPH Responses to Written Questions Issued	February 8, 2008
Proposals Due	February 27, 2008
Issue Notice of Award	March 17, 2008

A. RFP Issued – January 8, 2008. IDPH will issue the RFP to current program contractors and to any person or entity which requests the RFP. IDPH will post the RFP on the IDPH web page under *Grants, Bids and Proposals*:<http://www.idph.state.ia.us>.

B. Applicant's Conference – An applicant's conference will not be held.

C. Written Questions Due – February 1, 2008. Written questions and comments related to the terms and conditions of the RFP must be received by John McMullen at the address below before 4:00 p.m. on February 1, 2008.

John McMullen, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building
321 East Twelfth Street
Des Moines, Iowa 50319 – 0075
E-mail: jmcmulle@idph.state.ia.us
Fax: (515) 281-3789

Questions or comments must be submitted by mail, by electronic mail or by facsimile. If the question or comment pertains to a specific section of the RFP, the section and page must be referenced. Oral questions will not be accepted.

D. Response to Written Questions Issued – February 8, 2008. IDPH will prepare written responses to all pertinent and properly submitted questions and will mail the responses to all persons and entities on file as receiving the RFP. The responses will also be placed on the IDPH Web page. IDPH's written responses will be considered part of the RFP.

E. Proposals Due – February 27, 2008. **Proposals must be received by John McMullen at the address below by 4:00 p.m. (local time) on February 27, 2008.** This requirement is a mandatory requirement and will **not** be subject to waiver as a minor deficiency.

One (1) original and five (5) copies of the proposal shall be submitted to:

John McMullen, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building - 6th Floor
321 East Twelfth Street
Des Moines, Iowa 50319-0075

Proposals received by IDPH after the stated due date and time will be rejected, returned to the applicant, and not reviewed by IDPH.

Electronic mail and faxed copies of the proposal **will not** be accepted. Applicants who choose to mail proposals must allow ample mail delivery time to ensure timely receipt of their proposals by IDPH. Postmarking by the due date will not substitute for actual receipt of the proposal by IDPH. It is the applicant's responsibility to ensure that the proposal is date and time stamped as received by IDPH prior to the deadline.

Any information submitted separately from the proposal will not be considered in the review process.

F. Release of Names of Applicants – March 5, 2008. The names of all applicants who submitted properly dated and time stamped proposals shall be released to all who have, in writing, requested such notification.

G. Notice of Award – March 17, 2008. The successful and unsuccessful applicants will be notified in writing using the United States Postal Service, registered receipt return mail.

H. Contract Negotiations and Execution of the Contract – Following issuance of the notice of award, the successful applicant will receive a contract document. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with IDPH. If a contract has not been executed within ten (10) working days, IDPH reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by IDPH. IDPH may, at its sole discretion, extend the time period for negotiations of the contract.

1.06 Inquiries

During the period following release of this RFP and during the period of evaluation, applicants should contact only John McMullen in the manner provided for in section 1.05(C). Unauthorized contact regarding this RFP with other state employees may result in disqualification. In no case shall verbal communications override written communications. Only written communications are binding on IDPH.

IDPH assumes no responsibility for representations made by its officers or employees prior to the execution of a legal contract, unless such representations are specifically incorporated into the RFP or the contract.

Any verbal information provided by the applicant shall not be considered part of its proposal.

1.07 Amendments to the RFP

IDPH reserves the right to amend the RFP at any time. In the event it becomes necessary to amend, add to, or delete any part of this RFP, a written amendment will be provided to all applicants who received the original RFP and will be posted on the IDPH Web site.

1.08 Open competition

No attempt shall be made by the applicant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

1.09 Withdrawal of proposals

Proposals may be withdrawn, modified and resubmitted at any time prior to the stated due date and time for the receipt of proposals. An applicant desiring to withdraw its proposal after the submission time shall notify the Contract Administrator in writing.

1.10 Acceptance of Terms and Conditions

A. An applicant's submission of a proposal constitutes acceptance of the terms, conditions, criteria and requirements set forth in the RFP and operates as a waiver of any and all objections to the contents of the RFP. By submitting a proposal, an applicant agrees that it will not bring any claim or have any cause of action against IDPH or the State of Iowa based on the terms or conditions of the RFP or the procurement process.

B. IDPH reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of this RFP. Should the successful applicant take exception to the terms and conditions required by IDPH, the successful applicant's exceptions may be rejected and IDPH may elect to terminate negotiations with that applicant. However, IDPH may elect to negotiate with the successful applicant regarding contract terms which do not materially alter the substantive requirements of the RFP or the contents of the applicant's proposal.

1.11 Costs of Proposal Preparation

All costs of preparing the proposal are the sole responsibility of the applicant. IDPH is not responsible for any costs incurred by the applicant which are related to the preparation or delivery of the proposal or any other activities undertaken by the applicant related in any way to this RFP.

1.12 Multiple Proposals

An organization may submit more than one proposal. However, only one award shall be provided to any one organization.

1.13 Oral Presentation

Applicants may be requested to make an oral presentation of the proposal. The determination of need for presentations, the location, order, and schedule of the presentations is at the sole discretion of IDPH. If an oral presentation is required, applicants may clarify or elaborate on their proposals, but may in no way change their original proposal.

1.14 Rejection of Proposals

A. IDPH reserves the right to reject, in whole or in part, any or all proposals, to advertise for new proposals, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFP if it is in the best interests of IDPH.

B. Any proposal will be rejected outright and not evaluated for any of the following reasons:

1. The applicant fails to deliver the letter of intent if required by this RFP by the relevant dates and times stated in section 1.05.
2. The applicant fails to deliver the proposal by the relevant dates and times stated in section 1.05.

C. Any proposal may be rejected outright and not evaluated for any one of the following reasons:

1. The applicant fails to include required information or fails to include sufficient information to determine whether an RFP requirement has been satisfied.
2. The applicant fails to follow the proposal format instructions or presents information requested by this RFP in a format inconsistent with the instructions of the RFP.
3. The applicant provides misleading or inaccurate answers.
4. The applicant states that a mandatory requirement cannot be satisfied.
5. The applicant's response materially changes a mandatory requirement.
6. The applicant's response limits the right of IDPH.

7. The applicant fails to respond to IDPH's request for information, documents, or references.
8. The applicant fails to include any signature, certification, authorization, or stipulation requested by this RFP.
9. The applicant initiates unauthorized contact regarding the RFP with a state employee.

1.15 Restrictions on Gifts and Activities

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and for complying with these requirements.

In addition, Iowa Code chapter 722 provides that it is a felony offense to bribe a public official.

1.16 Use of Subcontractors

A. The applicant is permitted to subcontract for the performance of certain services required under the contract. Subcontracts must adhere to the provisions of Section 5 of the IDPH General Conditions effective February 1, 2007 as posted on the IDPH Web page at www.idph.state.ia.us under the *Grants, Bids and Proposals* link. Planned use of subcontractors by an applicant must be clearly explained in the proposal. This information must include:

1. The name and address of the subcontractor if known;
2. The scope of work to be performed by each subcontractor;
3. Subcontractor qualifications; and
4. The estimated dollar amount of each subcontract.

B. Current individual employees of the State of Iowa may not act as subcontractors under this contract.

C. The applicant is fully responsible for all work performed by subcontractors. No subcontract into which the applicant enters into with respect to performance under the contract will, in any way, relieve the applicant of any responsibility for performance of its duties.

1.17 Reference Checks

IDPH reserves the right to contact any reference to assist in the evaluation of the proposal, to verify information contained in the proposal and to discuss the applicant's qualifications and the qualifications of any subcontractor identified in the proposal.

1.18 Criminal Background Checks

IDPH reserves the right to conduct criminal history and other background investigations into the applicant, its officers, directors, managerial and supervisory personnel, clerical or support personnel, and health care professional personnel retained by the applicant for duties related to the performance of the contract. Such information may be used in determining contract awards. The applicant shall cause all waivers to be executed by appropriate persons to effectuate the investigations.

1.19 Information From Other Sources

IDPH reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's product or services, personnel, and subcontractors, and the applicant's capability and performance under other state contracts and contracts with private entities. IDPH may use any of this information in evaluating an applicant's proposal.

1.20 Verification of Proposal Contents

The contents of a proposal submitted by an applicant are subject to verification. Misleading or inaccurate responses shall result in rejection of the proposal pursuant to section 1.14.

1.21 Bid Proposal Clarification Process

IDPH may request clarification from applicants for the purpose of resolving ambiguities or questioning information presented in the proposals. Clarifications may occur throughout the proposal evaluation process. Clarification responses shall be in writing and shall address only the information requested. Responses shall be submitted to IDPH within the time stipulated at the time of the request. An applicant will not be permitted to modify or amend its proposal if contacted by IDPH for this reason.

1.22 Waivers and Variances

IDPH reserves the right to waive or permit cure of nonmaterial variances in the proposal's form and content providing such action is in the best interest of IDPH. In the event IDPH waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the applicant from full compliance with RFP specifications or other contract requirements if the applicant is awarded the contract. The determination of materiality is in the sole discretion of IDPH.

1.23 Disposition of Proposals

All proposals become the property of IDPH and shall not be returned to the applicant unless all proposals are rejected. In the event all proposals are rejected, applicants will be asked to send prepaid shipping instruments to IDPH for return of the proposals submitted. In the event the IDPH does not receive shipping instruments, IDPH will destroy the proposals.

If IDPH awards funds to an applicant, the contents of all proposals will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.

1.24 Public Records

All information submitted by an applicant will be treated as public information following the conclusion of the selection process unless the applicant properly requests that information be treated as confidential at the time the proposal is submitted.

Any request for confidential treatment of information must be included in the transmittal letter with the applicant's proposal. In addition, the applicant must enumerate the specific grounds in Iowa Code chapter 22 which support treatment of the material as confidential. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the applicant to respond to any inquiries by IDPH concerning the confidential status of the materials.

Any proposal submitted which contains confidential information must be conspicuously marked on as containing confidential information and must indicate which sections of the proposal should be treated as confidential. Identification of the entire proposal as confidential shall be deemed non-responsive and shall disqualify the applicant.

The applicant must submit one copy of the proposal from which the confidential information had been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the proposal as possible.

In the event IDPH receives a public request for RFP information marked confidential, written notice shall be given to the applicant seventy-two (72) hours prior to the release of the information to allow the applicant to seek injunctive relief pursuant to Iowa Code section 22.8. The information marked confidential shall be treated as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other provisions of law by a court of competent jurisdiction.

The applicant's failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by IDPH as a waiver of any right to confidentiality which the applicant may have had.

1.25 Copyrights

By submitting a proposal, the applicant agrees that IDPH may copy the proposal for the purpose of facilitating the evaluation of the proposal or to respond to requests for public records. By submitting the proposal, the applicant consents to such copying and warrants and represents that such copying will not violate the rights of any third party. IDPH shall have the right to use ideas or adaptations of ideas that are presented in the proposals. In the event the applicant copyrights its proposal, the department may reject the proposal as noncompliant.

1.26 Appeal of Award Decision

Applicants may appeal the award decision by filing a written appeal to IDPH within 10 working days of receipt of the award decision in accordance with 641 Iowa Administrative Code Chapter 176.8. Appeals shall be submitted in writing, return receipt requested, to Mary Jones, Director, Division of Acute Disease Prevention and Emergency Response, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

1.27 Definition of Contract

The full execution of a written contract by both parties shall constitute the making of a contract for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the successful applicant and the IDPH.

1.28 Construction of RFP

This RFP shall be construed in light of pertinent legal requirements and the laws of the State of Iowa. Changes in applicable statutes and rules may affect the award process or the resulting contract. Applicants are responsible for ascertaining the relevant legal requirements.

SECTION 2 – DESCRIPTION OF SERVICES

2.01 Description of Work and Services

The work and services of this RFP will be completed in two phases. Phase one will include a six month assessment period to determine the jurisdictions' current capacity to meet the minimum standards as outlined in "Iowa EMS System Standards, What Every Iowan Can Expect from Emergency Medical Systems". Phase two will include an 18 month planning period based on phase one assessment results. During this time, successful applicants will identify and document the resources and steps necessary to implement the standards. Applicants will report their findings on a regular basis to the Bureau of EMS.

2.02 Objectives

The successful applicants are required to address the eight critical areas of EMS system standards for the work and services of this RFP. The eight critical areas include:

- System Administration
- Staffing/training
- Response/transportation
- Facilities/critical care
- Data collection/system evaluation
- Public information/education
- Disaster medical response/planning

The objectives to be accomplished include:

- 1) A six month assessment period to measure the jurisdictions' potential capacity to meet each minimum standard as posted at the Bureau of EMS Web site:
www.idph.state.ia.us/ems.
- 2) An 18 month planning period to identify and document the resources and steps necessary to implement the standards.

2.03 Staffing or Personnel Requirements

The applicant will provide the staffing necessary to administer the terms of the contract.

2.04 Budget

Examples of allowable project expenses include:

- Stakeholder meeting costs
- Printing
- Postage
- No more than 0.30 FTE
- Contracted services for personnel such as consultants or outside employees other than EMS paid staff for the purposes of accomplishing the objectives of the project.

IDPH will not reimburse travel amounts in excess of those established by Iowa Department of Administrative Services

- a. Instate maximum allowable amounts for food are \$8.00/breakfast, \$12.00/lunch and \$23.00/dinner; lodging maximum \$75 plus taxes per night and mileage maximum of \$.39 per mile.
- b. Out of state maximum allowable amounts for meals are available upon request. There is no restriction on airfare or lodging but the incurred expenditures are to be reasonable.

Project funding may not be used for purchasing equipment, entertainment costs, fundraising activities, or supplanting currently funded activities.

2.05 Required Reporting

The award recipient must maintain adequate records for complete financial and programmatic audits and provide required progress reports.

Successful applicants are required to submit quarterly written progress reports and a final written report upon completion of the project. Additionally, contact with IDPH Bureau of EMS staff may require onsite review or telephone conference calls quarterly to track progress of the applicant's activities during the project period.

SECTION 3 -- PROPOSAL FORMAT AND CONTENT

3.01 Instructions

These instructions prescribe the format and content of the bid proposal and are designed to facilitate the submission of a proposal that is easy to understand, review, and evaluate. Failure to adhere to the proposal format may result in disqualification of the proposal.

3.02 Technical Requirements

One (1) original signed in non-black ink and five (5) copies, font size no smaller than 12, of the following:

- A. Cover Page – Attachment A
- B. Proposal Narrative – no more than ten (10) typed pages using no less than a one (1) inch margin at each border of the page
- C. Budget Detail/Timeline Form – Attachment B
- D. Business Organization Appendix

Pages of the Proposal Narrative and Business Organization Appendix must be consecutively numbered with the name of the applicant clearly listed at the top of each page.

3.03 Proposal Contents

The proposal narrative must describe the applicant's county/regional EMS jurisdiction. The narrative must also focus on planning and verify full support for completion of the project by the stakeholders identified by the applicant. The stakeholder group should include, but not be limited to:

- EMS physician medical director(s)
- EMS providers
- Ambulance and non-transport EMS service programs
- Hospital administration
- Hospital emergency staff
- County emergency management
- County board of supervisors
- Local public health agency(s)
- Fire agencies
- Law enforcement agencies
- EMS training program(s)
- Layperson consumer advocate
- Dispatch/communication center

The proposal narrative must describe planning strategies for capacity building that will prepare EMS providers, agency staff and the community to:

- a. develop relationships with stakeholders in the community that will help the evaluation and implementation of minimum system standards
- b. conduct an EMS system assessment that identifies what is currently in place within the applicant's existing system to meet the standards
- c. list a local coalition of stakeholders to promote the development of an effective, coherent EMS system
- d. plan for integration into the applicant's existing system of minimum EMS standards: system administration, staffing/training, response/transportation, facilities/critical care, data collection/system evaluation, public information/education, and disaster medical response/planning
- e. promote awareness and importance of having minimum EMS System Standards in the applicant's jurisdiction

The proposal narrative must describe a plan that identifies timelines for completing the initial system assessment during the first six month phase of the project. Projected timelines for implementation and evaluation of minimum standards in each of the eight areas of system development during the remaining 18 months of the project period must also be identified. The plan should focus on collection of evidence that will illustrate the effectiveness, impact, and cost that minimum standards have on the applicant's EMS system.

3.04 Budget

The budget is to be developed to cover the project period from April 1, 2008 through March 30, 2010, illustrating in the budget detailed timelines and budget for the two separate phases of the project. The budget shall demonstrate the proposed use of funds to develop System Standards capacity building strategies. Budgets should be based on the best available estimates of time and expenses. Applicants should specifically describe the services to be provided and itemize the cost of services where available.

Attachment B – Budget Detail/Timeline Form: Complete the categories listed on the required form for each of the two phases of the project, evaluation and implementation, showing projected costs and timelines for activities. Do not insert additional categories in the form. The form may be photocopied if more space is needed to accurately describe project activity expenses.

Budget Category – Contracted Providers

All contracted providers who are directly funded, wholly or partially, by this application must be listed on the budget form. Expenses in this category include salaries of personnel who are providing services for the programs of this application or other payments as outlined in an agreement or contract.

Budget Category – Employee Salary and Fringe

All agency staff (non-contract) of no more than 0.30 FTE that are directly funded, wholly or partially, by this application must be listed.

Budget Category – Other

All anticipated other expenses using proposal funds must be listed on the budget form. This category includes office management, meeting and travel expenses.

Budget Category – Indirect or Administrative Costs

Agencies may charge either indirect costs or administrative costs, but not both. If either indirect or administrative costs are being charged to funds, complete and submit the budget according to the guidelines below:

Contractors may charge an Indirect Rate in accordance with their federally approved Indirect Cost Rate Agreement. IDPH reserves the right to negotiate the application of the Indirect Rate per individual contract.

In the absence of a federally approved Indirect Cost Rate Agreement, the contractor may charge an Administrative Cost not to exceed a maximum rate of 15% of the total contractual amount.

Administrative costs are those that are incurred for common or joint objectives, and therefore cannot be identified readily and specifically with a sponsored program, but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation and administrative salaries are generally treated as indirect costs.

The contractor shall maintain documentation to support the administrative cost allocation. The department reserves the right to request the documentation at any time.

3.05 Proposal Checklist

One (1) original signed in non-black ink and five (5) copies of the following:

- A. Cover Page – Attachment A
- B. Proposal Narrative
- C. Budget Detail/Timeline Form – Attachment B
- D. Business Organization Appendix

3.06 Business Organization

Attach the information required in this section as a Business Organization Appendix to the proposal.

- A. Identify the legal structure of the applicant and the state of incorporation or registration, if applicable. Provide evidence of an Iowa business license and any necessary applicable professional licenses required by law.
- B. Identify and specify the location(s) of the applicant's offices or other facilities involved in provision of services under this proposal.
- C. Describe the history of the organization and the organization mission and vision statements.
- D. Include a table of organization. Describe the executive, management, technical, and professional staff who would perform duties related to this project. Include the number of staff, their roles, and their expertise and experience in providing these types of services.
- E. Disclose if during the preceding three (3)-year period the applicant or any subcontractor identified in the proposal has defaulted on a contract. List all such contracts, contact persons and telephone numbers for the other parties and provide a brief description of each incident.
- F. Disclose if during the preceding three (3)-year period the applicant or any subcontractor identified in the proposal has terminated a contract prior to its stated term or has had a contract terminated by the other party prior to its stated term. List all such contracts, contact persons and telephone numbers for the other parties and provide a brief description of each incident.
- G. Provide an audited financial statement for the preceding three (3)-year period. Nonprofit corporations whose previous funding level has not required an audited financial statement shall submit a year end operating statement and balance sheet for the preceding three (3) year period and a current operating statement in lieu thereof. Any applicant agency that currently holds a contract with the department and has previously submitted audit reports need not submit a copy with this proposal. Please specify in the proposal that audits are on file with the department

3.07 Litigation or Investigation

The applicant shall list and summarize pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the ability of the applicant to perform the required services. Failure to disclose such matters may result in rejection of the proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a proposal must be disclosed in a timely manner in a written statement to the IDPH.

SECTION 4 -- EVALUATION PROCESS AND CRITERIA

4.01 Overview of Evaluation Process

Evaluation of proposals submitted under this RFP will be conducted in three phases.

Phase I -- Technical Review: The first phase will involve a preliminary review by the IDPH staff of an applicant's compliance with the mandatory requirements for submitted proposals. Proposals which fail to satisfy technical requirements may be eliminated from the proposal review. These proposals will be returned to the applicant via United States Postal Service, first class mail. The IDPH reserves the right to waive minor variances at the sole discretion of the IDPH.

Phase II -- Review Committee: Proposals determined to be compliant with technical requirements will be accepted for the second phase of evaluation, which shall be completed by a review committee or committees established by the IDPH. The membership of the review committee(s) shall be determined by the bureau chief with input and oversight from the respective division director. The review committee(s) shall evaluate proposals in accordance with a point system. Each committee member will review the proposals and the evaluation criteria outlined in this chapter and assign a point total for each criteria. If an applicant is requested to make an oral presentation of the proposal pursuant to RFP section 1.13, the committee members may consider the oral presentation of the applicant in determining the points awarded.

The total score awarded by each committee member will be averaged to arrive at the final score (rounded to the nearest whole number) for each proposal and the proposals will then be ranked based on the average of the evaluation scores. IDPH staff may solicit additional input and recommendations from the review committee(s).

In the event competitive proposals receive an equal number of points, two division directors and the respective bureau chief administering the program may conduct a second review utilizing the same scoring process.

Phase III -- IDPH Review and Award: The third phase will be a final review. The IDPH will consider the submitted proposals and the review committee's scores and recommendations. The IDPH may also consider geographical distribution, budget information, any information received pursuant to sections 1.17 - 1.21 of the RFP, and any other information received pursuant to the procurement process. IDPH reserves the right not to award the contract to the applicant with the highest point average.

4.02 Scoring of Proposals

A maximum of 100 points may be awarded to each proposal. A minimum average score of 60 or greater is required for the proposal to be considered for funding.

Accepted proposals will be evaluated based on the following criteria:

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized and understandable.
- C. Descriptions are responsive to the intent of the RFP objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors including:
 - Budget/cost
 - Past performance of work that is similar to the project's identified Scope of Services
 - Experience and references that demonstrate the expertise and ability of the applicant to provide the Scope of Services described in this RFP
 - Project management plan
 - Applicant's ability to fulfill the contract

Points will be assigned for each item listed as follows:

- 5 Applicant's proposal or capability is exceptional and exceeds expectations for this criterion.
- 4 Applicant's proposal or capability is superior and slightly exceeds expectations for this criterion.
- 3 Applicant's proposal or capability is satisfactory and marginally meets expectations for this criterion.
- 2 Applicant's proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.
- 1 Applicant's proposal or capability is not acceptable or applicable for this criterion.

The maximum points to be awarded for each proposal section are as follows:

<u>Proposal Component</u>	<u>Weight</u>	<u>Potential Maximum Score</u>
<p>A. <u>Narrative describes planning strategies that will:</u></p> <p>a. <u>develop relationships with stakeholders in the community that will help the evaluation and implementation of minimum system standards</u></p> <p>b. <u>conduct an EMS system assessment that identifies what is currently in place within the applicant’s existing system to meet the standards</u></p> <p>c. <u>list a local coalition of stakeholders to promote the development of an effective, coherent EMS system</u></p> <p>d. <u>plan for integration into the applicant’s existing system of minimum EMS standards: system administration, staffing/training, response/transportation, facilities/critical care, data collection/system evaluation, public information/education, and disaster medical response/planning</u></p> <p>e. <u>promote awareness and importance of having minimum EMS System Standards in the applicant’s jurisdiction</u></p>	<p><u>3</u></p> <p><u>3</u></p> <p><u>3</u></p> <p><u>3</u></p> <p><u>2</u></p>	<p><u>15</u></p> <p><u>15</u></p> <p><u>15</u></p> <p><u>15</u></p> <p><u>10</u></p>
<p>B. <u>Budget (Attachment B)</u></p> <p>a. <u>budget clarifies proposed costs</u></p> <p>b. <u>funds requested are consistent and reasonable</u></p>	<p><u>6</u></p>	<p><u>30</u></p>

SECTION 5 – CONTRACT

5.01 Conditions

Any contract awarded by the IDPH shall include specific contract provisions and the IDPH General Conditions effective February 1, 2007 as posted on the IDPH Web page www.idph.state.ia.us under *Grants, Bids and Proposals link*. The contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFP and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFP. All costs associated with complying with these requirements should be included in the proposal. If the contract exceeds \$ 500,000, or if the contract together with other contracts awarded to the Contractor by the Department exceed \$ 500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code chapter 8F.

The Department requires Contractors to link with the local board of health when providing services supported by Department funding. In particular, Contractors are expected to assist the local board of health in carrying out the three core functions of public health as defined in 641 IAC 77.3 (137): assessment, policy development and assurance. Examples of linking with the board of health include, but are not limited to:

- Provide environmental and/or health data to the local board of health for the purposes of, and provide assistance in, assessing and analyzing the health status of the community.
- Submit reports to the local board of health on the effectiveness, accessibility, and quality of services provided.
- Include the local board of health in establishing policies and plans associated with the services provided. This can be accomplished by establishing a liaison between the Contractor and the board of health or by attending regular meetings of the board of health.
- Educate the local board of health about the services provided and work with the board to identify target populations in need of the services provided.
- Be active in the Community Health Needs Assessment and Health Improvement Plan process.
- Provide the board of health expert input on the services provided and how those services relate to; the health priorities of the community, and health improvement plans to address those priorities.

The Contractor is expected to provide documentation of linkage efforts if requested by the Department.

Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

5.02 Incorporation of Documents

The RFP, any amendments and written responses to applicant questions, and the proposal submitted in response to the RFP form a part of the contract. The parties are obligated to perform all services described in the RFP and proposal unless the contract specifically directs otherwise.

5.03 Order of Priority

In the event of a conflict between the contract, the RFP and the proposal, the conflict shall be resolved according to the following priorities, ranked in descending order:

1. the Contract;
2. the RFP;
3. the Proposal.

5.04 Contractual Payments

The IDPH provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514. In the event the contractor lacks sufficient working capital to provide the services of the contract, an advance not to exceed one-twelfth (1/12) of the contractual amount may be provided by the IDPH. One-third (1/3) of this advance will be deducted from eligible reimbursement of expenses for the 6th months of service.