

California Department of Public Health (CDPH)
Center for Infectious Diseases
Office of AIDS (OA), HIV Prevention Branch

HIV Pre-exposure Prophylaxis (PrEP) Navigator Services Programs
Request for Applications (RFA)

RFA Release Date: 1/19/2016

HIV Pre-Exposure Prophylaxis (PrEP) Navigator Services Programs..... 2
SCHEDULE OF EVENTS 2
A. Introduction 3
B. Purpose of the RFA..... 4
C. Contract Terms and Funding 4
D. Eligible Entities..... 5
E. Program Requirements 6
F. Questions and Evaluation Process 9
G. Instructions for RFA Submission 12
H. Attachments 17

HIV Pre-Exposure Prophylaxis (PrEP) Navigator Services Programs

SCHEDULE OF EVENTS

EVENT	DATE
RFA Release Available on the CDPH OA Website: http://www.cdph.ca.gov/OAPREP	January 19, 2016
Deadline for submitting Written Questions	January 25, 2016
Answers to Written Questions Available on OA website: http://www.cdph.ca.gov/OAPREP	February 1, 2016
Deadline to Submit Letter of Intent (Mandatory)	February 4, 2016
Application Submission Deadline	February 17, 2016
Notice of Intent to Award Released. Available on OA Website: http://www.cdph.ca.gov/OAPREP	March 3, 2016
Appeal Deadline	March 10, 2016
Contract Start Date	April 1, 2016

A. Introduction

Pre-exposure Prophylaxis (PrEP) is a biomedical intervention for HIV-negative individuals demonstrated to be effective at reducing the risk of HIV infection by over 90% when taken consistently. The Centers for Disease Control and Prevention (CDC) recommends PrEP as an evidence-based intervention to prevent HIV transmission. In May 2014, the United States Public Health Service issued clinical practice guidelines instructing health care providers on how to administer PrEP effectively.

Within the California Annual Budget Act for Fiscal Year (FY) 2015-2016, the California Legislature appropriated ongoing funding to the California Department of Public Health, Center for Infectious Diseases, Office of AIDS (CDPH/OA) to establish a PrEP Navigator Services Program to address the challenges and barriers identified through PrEP demonstration projects conducted to date. Based on California epidemiological data, the primary client target audiences for PrEP Navigator Services Programs are gay, bisexual, transgender, or other men who have sex with men, transgender women who have sex with men, and partners of HIV-positive people with a detectable viral load and/or inconsistent antiretroviral use. Special emphasis should be placed on young gay and bisexual men, young transgender women, and on gay and bisexual men and transgender women of color. Additional populations to consider include injection drug users, commercial sex workers, and other populations for which local data indicate a substantial risk for acquiring HIV (HIV incidence rate of greater than 2 per 100 person-years).

The funding is to be awarded through a Request for Applications (RFA) on a competitive basis to eligible community-based organizations or local health departments. Funded entities shall collaborate with CDPH/OA to conduct outcome and process evaluation of navigator services.

A comprehensive and system-wide approach is necessary to ensure that HIV-negative persons at risk of being exposed to HIV are effectively linked to and managed on PrEP. It is important that those who will most benefit have access to PrEP. Initial PrEP Demonstration projects indicate that clients need additional information about PrEP and other prevention methods in order to decide whether PrEP is an option they want to pursue. Locating PrEP providers, learning how to utilize public and private insurance and patient assistance programs that may help cover PrEP-related expenses, and helping the uninsured enroll in public or private insurance or patient assistance programs that can help pay for PrEP are critical in making PrEP available to high-risk HIV-negative individuals.

Because PrEP must be taken every day in order to be optimally effective and requires regular follow-up (including HIV and STD testing and other lab work), clients may need education about the importance of adherence and follow-up as well as access to adherence assistance if needed. Patient risk perception and concern about side effects appear to play an important role in PrEP uptake and adherence. PrEP Navigators can assist PrEP providers in addressing these client concerns before they become barriers.

B. Purpose of the RFA

The purpose of this RFA is to identify and fund PrEP Navigator Service Programs based on applicant capacity and ability to ensure access for and serve the most vulnerable and underserved Californians at high risk for HIV; develop protocols to conduct outreach to targeted populations; provide PrEP education to clients and providers; assess and refer persons to appropriate clinical care and prevention services, and to collaborate with OA in developing PrEP education materials. The overall goal of the PrEP Navigation Services Programs is to reduce as many new HIV infections as possible given the available funding. State General Fund local assistance in the annual amount of \$1.76 million will be awarded through this RFA to establish PrEP Navigator Services Programs to reach individuals at high risk for HIV infection. Upon an appropriation for this purpose in the annual California State Budget Act, OA will award PrEP Navigator Services Programs funding based on responses to this competitive RFA. Award amounts will vary and will be commensurate with the burden of HIV in the population proposed to be served, taking into account other PrEP funding available in the area and the applicants' proposed activities.

C. Contract Terms and Funding

OA will determine the final funding levels for each program based on responses to this RFA and local factors including geographic area, HIV prevalence, and other PrEP implementation dollars available in the area.

The terms of the resulting contracts will be 3 years in duration, across four state fiscal years (FY), as noted below:

FY One: April 1, 2016 to June 30, 2016

FY Two: July 1, 2016 to June 30, 2017

FY Three: July 1, 2017 to June 30, 2018

FY Four: July 1, 2018 to March 31, 2019

All funding is contingent on the availability and continuation of state general funds allocated for this purpose.

The Legislature authorized in HSC Section 131019 the CDPH, Office of AIDS as the lead agency within the state responsible for coordinating state programs, services and activities related to HIV and AIDS.

D. Eligible Entities

All California Local Health Jurisdictions (LHJs) and Community Based Organizations (CBOs) within those jurisdictions that meet RFA criteria are defined as Eligible Entities (EEs). Any eligible CBO within an LHJ can apply directly to OA. EEs are encouraged to apply for this funding individually or in collaboration with other EEs in order to develop comprehensive proposals. Collaborative applications must identify the lead EE and include letters of support from the other EE(s). Examples of collaborative applications may include a joint application from two or more counties, a partnership between a county and a CBO, or a joint application from multiple CBOs. One agency must be designated as the lead agency. The funding will be awarded to the lead agency, and the lead agency will be responsible for grant management, reporting and invoicing. The PrEP Navigator demonstration projects will result in three year contracts across four state fiscal years.

Applicants are encouraged to develop applications appropriate to their regions, based on strong local partnerships and tailored to the specific target population(s). The activities required to create sustainable programs will vary by setting and funding recipient. Ideal responses will demonstrate innovation as well as the ability to identify, conduct outreach, and provide culturally competent services to priority populations, provide assistance to individuals allowing them to access, enroll in, and utilize insurance or patient assistance programs to pay for PrEP, link to PrEP providers, and, if needed, support adherence to PrEP and PrEP-related follow-up among participants. Maintaining ongoing relationships with PrEP providers is key to successful PrEP Navigation Services Programs. Ideal responses will demonstrate current capacity to work with PrEP providers and/or present a plan for developing capacity to develop relationships with PrEP providers. Ideal responses will develop a system-wide focus on all components specified above as well as linking clients with any additional necessary health, psychosocial, behavioral and ancillary support services in both health and community-based settings, in order to achieve program goals.

E. Program Requirements

The following section includes a complete description of the program requirements of the RFA. All activities and deliverables described below must be addressed in the “Scope of Work” section of each applicant’s RFA submission.

Applicants must describe program goals and activities to implement a comprehensive PrEP Patient Navigation Services Program targeted to the most vulnerable and underserved Californians at high risk for HIV. Such programs should support outreach and marketing of the program, provide PrEP education to clients and providers, develop a set of PrEP providers who will accept PrEP Patient Navigation Service Program referrals, assess and refer persons to other appropriate clinical care and prevention services, assist individuals to access public and private insurance and patient assistance programs to pay for PrEP, and support adherence to PrEP treatment, if needed. Applicants must include a monitoring and evaluation plan. Specify dates or time period to indicate when each proposed activity will be accomplished. The time periods/dates shall cover the entire contract period, and shall correspond to the projected budget.

Applicants must also describe the EE’s qualifications to undertake the recommended work, as well as any prior experience performing the activities, if applicable. If applicants intend to conduct some activities directly and accomplish others via collaboration (for example, if you will be collaborating with other providers for HIV testing or insurance assistance for the priority population(s)), these collaborations must be specifically described and a Letter of Support included in the attachments. Activities should emphasize innovative and evidence-based approaches, and should target the individuals and populations most likely to benefit from PrEP.

1) Define the Target Population

- a. Identify the populations most vulnerable to HIV infection in your jurisdiction, and specifically define the target population(s) for this intervention.
- b. Describe how participants will be screened, assessed and referred to navigation services.
- c. Provide local information on the selected target population(s) utilizing local epidemiologic data, a local care continuum, HIV testing data, Ryan White Services data, and/or other data demonstrating high HIV incidence. If available, applicants may also include a resource inventory of services, organizations and/or businesses catering to the target population.
- d. Provide an estimated size of the target population(s) that can be served by the PrEP Navigation Services Demonstration Project.

2) Program Marketing

- a. Describe proposed strategies and venues for conducting outreach to priority population(s). Describe any social marketing to be used to inform the community about PrEP and the PrEP Navigation Services.
- b. Identify PrEP providers with demonstrated expertise and cultural competence in working with priority population(s) to whom you will refer PrEP candidates or people on PrEP. Include letters of support in the attachments, if available. Include the insurance policies the providers accept and ensure the provider set accepts a variety of insurance carriers, including Medi-Cal. If potential PrEP Providers need training, technical assistance or clinical support, free resources will be provided through the Pacific AIDS Education and Training Center, the PrEP Clinical Consultation Center and other capacity-building assistance providers.
- c. Describe the relationship between venues that conduct HIV testing and the PrEP Navigation Services Program. Include any letters of support in the attachments as necessary.

3) Define the Role of the PrEP Patient Navigator

- a. Describe either the outreach activities that the PrEP Patient Navigator will conduct or the relationship between the PrEP Patient Navigators and outreach staff who will refer potential PrEP clients to the PrEP Navigation Services Program.
- b. Describe the PrEP Navigator's role in conducting preliminary assessments of client need for and understanding of PrEP, client readiness for adherence, working with clients who report or plan intermittent adherence, addressing the adherence needs of clients with substance abuse and/or mental health disorders, referring clients to PrEP providers, and working with clients if a provider decision is made to discontinue PrEP. Describe the PrEP navigator's role in screening and referring for intimate partner violence (IPV).
- c. Describe current relationships between the PrEP Navigator and health care providers who will collaborate to provide PrEP services. Describe the PrEP Navigator's role in developing new relationships with providers providing PrEP. Include Letters of Support in the attachments, when available.
- d. Describe the plan to assist clients with enrolling into public or private insurance or to access third party payers and patient assistance programs.

- e. Describe how the PrEP navigator will assist clients in identifying and addressing barriers to accessing PrEP and/or identifying and addressing barriers to adherence to PrEP.
- f. Describe how the PrEP navigator will provide culturally competent services to gay and bisexual men, including young gay or bisexual men and gay or bisexual men of color.
- g. Describe how the PrEP Navigator will provide culturally competent services to transgender individuals, particularly young transgender women and transgender women of color.

4) **HIV/STD Testing**

- a. Describe collaboration with HIV testing sites; including public health targeted testing sites as well as routine testing sites such as emergency rooms or primary care providers. Include plans for linkage to PrEP navigation services for high-risk individuals with HIV-negative test results, plans for responding to high-risk individuals with HIV-positive or preliminary-positive test results (e.g., linking to PEP or Care), and plans for responding to individuals with a reactive test for an STD (other than HIV), including linkage to STD treatment and PrEP Navigation Services. Including Letters of Support in the attachments, is encouraged.

5) **Evaluation Plan**

All funded programs will collaborate with OA to establish a uniform set of data reporting requirements. Please use the following elements to describe the first phase of developing the common evaluation plan:

- a. Provide SMART (specific, measurable, appropriate, realistic, and time-phased) objectives related to achieving outcomes for each project priority. SMART objectives need to include process objectives as well as outcome objectives.
- b. Describe the monitoring and evaluation planning and implementation activities for all required components. Be specific about plans to collect, organize and report data to OA for each project priority (e.g. outreach, HIV testing, insurance assistance, linkage to PrEP providers, adherence support).
- c. Describe proposed approaches for verifying PrEP medical visit and if clients started using PrEP.
- d. Describe current data collection and data management methods, including data entry, data organization and capacity to export data for use by other programs.

Awardees will be required to submit semi-annual progress reports using a template provided by the OA Prevention Program. Progress reports will include narrative updates on activities, tracking and reporting of clients served, and monitoring and evaluation of process objectives and outcome measures. There will be the possibility of additional data submission depending on project needs or outcome.

Awardees will be required to submit data using the same or very similar formatting and structure. It is OA's intent that data requirements will be minimal. No data requirements will be required of clinical providers. Final required data elements, formatting and structure will be determined by awardees and OA after contracts are awarded.

6) **EE Capability**

Please describe any:

- a) Experience with priority population(s) or relationships with community-based organizations or nongovernmental organizations, or both, that demonstrate expertise, history, and credibility working successfully in engaging the priority population(s).
- b) Relationships with community-based HIV and non-HIV health care providers that have the successful history of working with the priority population(s), and/or providers who can attend to other identified needs of clients that may be a barrier to accessing PrEP.
- c) Relationships with the state and local health departments.
- d) Experience implementing evidence-based programs or generating innovative strategies, or both, with at least preliminary evidence of program effectiveness.
- e) Administrative systems and accountability mechanisms for grant management.
- f) Capacity to participate in evaluation activities.
- g) Communication systems that are in place to participate in public relations / social marketing activities.

F. Questions and Evaluation Process

If, upon reviewing this RFA, a potential applicant has any questions regarding this RFA, discovers any problems, including any ambiguity, conflict, discrepancy, omission, or any other error, the applicant shall immediately notify OA ***in writing, to be delivered via e-mail***, and request clarification or modification of this RFA.

All such inquires shall identify the author, EE name, address, telephone number, and e-mail address and shall identify the subject in question, specific discrepancy, section and page number, or other information relative to describing the discrepancy or specific question.

Questions/inquiries must be received by one (1) p.m., PDT, on **Monday, January 25, 2016**. Questions will be accepted via e-mail to the address below.

E-Mail Address
PrEP@cdph.ca.gov

All questions and responses will be posted and available on the OA website at: <http://www.cdph.ca.gov/programs/AIDS/Pages/Default.aspx> by 5 P.M. PDT on Monday, February 1, 2016. Specific inquiries determined to be unique to an applicant will receive a response via e-mail to the requestor only.

If a prospective applicant fails to notify OA of any problem or question known to an applicant by the date indicated in this section, the applicant shall submit an application at his/her own risk. Prospective applicants are reminded that applications are to be developed based solely upon the information contained in this document and any written addenda issued by OA.

1. **Application Evaluation Process**

Shortly after the application submission deadline, OA will evaluate each application to determine the responsiveness to the RFA requirements as compared to other applications received. Applications found to be non-responsive at any stage of the evaluation, for any reason, will be rejected from further consideration. **Late applications will not be reviewed.**

OA may reject any or all applications and may waive any immaterial defect in any application. OA's waiver of any immaterial defect shall in no way excuse the applicant from full compliance with the contract terms if the applicant is awarded. Once the contract is awarded, staffing and subcontractor changes will not be permitted without OA approval and an amendment.

a. Grounds for Rejection

Circumstances that will cause an application package to be deemed non-responsive include:

- Applicant failed to submit a Letter of Intent by the deadline required by this RFA.
- The application is received after the deadline set forth in this RFA.
- Failure of the applicant to complete required forms and attachments as instructed in this RFA or as instructed in the attachments.
- Failure to meet format or procedural submission requirements.
- Applicant provides inaccurate, false, misleading information or statements.
- Applicant is unwilling or unable to fully comply with proposed contract terms.
- Applicant supplies cost information that is conditional, incomplete, or contains any unsigned material, alterations, or irregularities.
- Applicant does not meet minimum qualifications set forth in this RFA.

OA may, at its sole discretion, correct any obvious mathematical or clerical errors. OA reserves the right to reject any or all applications without remedy to the applicants. There is no guarantee that a contract will be awarded after the evaluation of all applications if, in the opinion of OA, none of the applications meet California's needs.

b. Standard Application Review Process

Applications from EEs that meet the format requirements and contain all of the required forms and documentation will be submitted to an evaluation committee assembled by OA that will include Office of AIDS staff, community members and consumers. The committee will assign numeric scores to each responsive application. Each application will be reviewed and scored in each category listed below in comparison to all applications received based upon the adequacy and thoroughness of its response to California's needs, the likelihood of maximally reducing new HIV infections and RFA requirements. The evaluation and scores will constitute recommendations to OA management. Final approval of awardees will be made by the OA Division Chief.

Four evaluation criteria are shown below along with the maximum number of points possible. **Total possible points are 200.** Only applications receiving a score of 135 points or more will be considered for funding. Applications receiving a score of less than 135 points will be considered technically deficient and will not be considered for funding. There is no guarantee that scoring above 135 will result in funding or funding at the level indicated.

Category	Maximum
Scope of Work	100 points
Personnel Narrative	25 points
Budget Narrative Justification	50 points
Evaluation Plan	25 points
TOTAL	200 points

G. Instructions for RFA Submission

1. **Letter of Intent – MANDATORY – Due by 1:00 PM, Thursday, February 4, 2016**

Prospective applicants are **required** to submit the Letter of Intent to OA indicating their intent to submit an application in response to this RFA. The Letter of Intent must be signed by an official authorized to enter into a contractual agreement on behalf of the EE. The Letter of Intent must be sent via e-mail to the address below. Applicants that fail to submit a Letter of Intent by the specified deadline are precluded from submitting an application for consideration.

E-Mail Address
PrEP@cdph.ca.gov

2. **Application Submission Requirements**

The format must allow at least one-inch margins at the top, bottom, and sides. All pages must be numbered sequentially. The size of the lettering must be at least an 11-point font. Page limits are specified in a-h below must be adhered to.

EEs intending to submit an application are expected to thoroughly examine the entire contents of this RFA and become fully aware of all the deliverables outlined in this RFA. Applications are to be developed solely on the material contained in this RFA and any written addendum issued by OA. The following is the order in which sections in the application must be submitted. A **complete**

application package (a-h) must be submitted. A brief description of each section to be included is given below:

- a) Application Cover Sheet (one page limit)
Complete the application cover sheet (Attachment 1). This sheet must be signed by an official authorized to enter into a contractual agreement on behalf of the EE.

- b) Table of Contents (one page limit)
Include a Table of Contents immediately after the Application Cover Sheet. The Table of Contents must display page numbers for each section listed.

- c) Application Certification Checklist (one page limit)
Complete the checklist (see Attachment 2). This sheet will serve as the guide to make certain that the application package is complete, and to ensure that the required documents are organized in the correct order.

- d) Executive Summary (one page limit)
Include a one-page executive summary of the proposed program and how it will be integrated with the EE's current activities.

- e) Scope of Work (15 page limit)
Provide a Scope of Work covering the funding period, from April 1, 2016 through March 31, 2019. This section must include complete descriptions of your plan to carry out Section E – Program Requirements, beginning on page 6 of this RFA. Activities, deliverables and capability described in this RFA must be included in the Scope of Work.

- f) Personnel (four page limit)
This section must describe how the project will be staffed. Describe the personnel policies and procedures which exist within your organization to assure that qualified staff are recruited, well trained and supervised.

Provide an EE organizational chart that indicates all staff to be assigned to this project, including the lines of authority and reporting relationships.

Applicants who plan to use specially qualified experts as consultants, aside from regular project staff, must identify these individuals and describe the need for hiring a consultant and the specific responsibilities of the consultant.

If the project includes subcontractor(s), the applicant's "Scope of Work" must describe exactly what responsibilities the subcontractor(s) will assume. In this "Personnel" response, describe exactly how the subcontractor(s) performance will be monitored by the applicant. Notwithstanding the existence of any subcontractor(s), the selected applicant will be ultimately responsible for performance of all terms and conditions under the resulting contract. If subcontractor(s) have been identified by name and will be used, **include a Letter of Support from each proposed subcontractor. Letters of Support will not be counted towards the page limit.**

g) Budget Justification Narrative (no page limit)

Provide a Budget Justification **for each funding period:**

The terms of the resulting contracts will be 3 years in duration, across four fiscal years (FY), as noted below:

FY One: April 1, 2016 to June 30, 2016

FY Two: July 1, 2016 to June 30, 2017

FY Three: July 1, 2017 to June 30, 2018

FY Four: July 1, 2018 to March 31, 2019

See Attachment 5, Budget Justification Narrative Guidance, for a description of what each line item should include. The budget justification narrative must identify the amount requested for the following categories in this order:

Salaries/Wages, Fringe Benefits, Consultant Costs, Equipment, Supplies, Travel, Other, Contractual Costs, and Indirect Costs. Please note that these funds may not be used to pay for clinical care or other services that can be billed to 3rd party payers.

In addition, the budget justification narrative must explain and justify in a narrative format both in-kind services and those which would be funded by the contract which results from this RFA. For example, the salaries line item should list each position that is funded under this budget. Include a brief explanation of each position's major responsibilities, and the time allocation to be funded by the contract which results from this RFA. For the operating expenses category, provide a general description of expenses included in the budget line item. Proposed consultants must indicate the number of contracted hours and costs associated with hiring a consultant for the project. All subcontractor(s) shall be listed by name and address in the application.

Please note: The cost of developing the application for this RFA is entirely the

responsibility of the applicant and shall not be chargeable to the State of California or included in any cost elements of the application.

h) Required Forms/Documentation

- Payee Data Record: A complete Payee Data Record, STD. 204, is required for payments to entities and will be kept on file at CDPH (see Attachment 4).
- Copy of the most recent independently audited financial report.

3. Application Submission Instructions

Applications must be submitted via e-mail to the address below by 1:00 p.m. PDT on Wednesday, February 17, 2016.

E-Mail Address
PrEP@cdph.ca.gov

4. Notification of Intent to Award

Notification of the State's intent to award contracts for the HIV Prevention Demonstration Projects will be posted online at OA's Website at: <http://www.cdph.ca.gov/programs/AIDS/Pages/Default.aspx> by Thursday, March 3, 2016, that identifies the contractor(s) awarded. Additionally, a letter will be e-mailed to all applicants notifying them as to the status of their application.

5. Disposition and Ownership of the Application

All materials submitted in response to this RFA will become the property of OA and, as such, are subject to the Public Records Act (Government Code Section 6250, et. seq.) OA shall have the right to use all ideas or adaptations of the ideas contained in any application received. The selection or rejection of an application will not affect this right. Within the constraints of applicable law, OA shall use its best efforts not to publicly release any information contained in the applications which may be privileged under Evidence Code 1040 (Privileged Official Record) and 1060 (Privileged Trade Secret) and which is clearly marked "Confidential" or information that is protected under the Information Practices Act.

6. **Contract Award Appeal Procedures**

An applicant who has submitted an application and was not funded may file an appeal with OA. Appeals must state the reason, law, rule, regulation, or practice that the applicant believes has been improperly applied in regard to the evaluation or selection process. There is no appeal process for applications that are submitted late or are incomplete. Appeals shall be limited to the following grounds:

- a) OA failed to correctly apply the application review process, the format requirements or evaluating the applications as specified in the RFA.
- b) OA failed to follow the methods for evaluating and scoring the applications as specified in the RFA.

Appeals must be sent by email to PrEP@cdph.ca.gov and received by **Thursday, March 10, 2016**. The Division Chief of OA, or her designee, will then come to a decision based on the written appeal letter. The decision of the Chief of OA, or her designee, shall be the final remedy. Appellants will be notified by e-mail with 15 days of the consideration of the written appeal letter. OA reserves the right to award the contract when it believes that all appeals have been resolved, withdrawn, or responded to the satisfaction of OA.

7. **Miscellaneous RFA Information**

The issuance of this RFA does not constitute a commitment by OA to award contracts. OA reserves the right to reject any or all applications or to cancel this RFA if it is in the best interest of OA to do so.

The award of a contract by OA to an entity that proposes to use subcontractors for the performance of work under the resulting contract shall not be interpreted to approve the selection of subcontractors. Subcontractors can only be changed after a contract is awarded with OA approval of a formal contract amendment. In the event a contract is entered into, but later terminated, OA has the option to enter into a contract with the available entity or organization having the next highest score in the evaluation process and so on for completing the remaining contract work.

In the case of any inconsistency or conflict between the provisions of the resulting contract, this RFA, addenda to this RFA, and an applicant's response, such inconsistencies or conflicts will be resolved by first giving precedence to the

contract, then to this RFA, any addenda, and last to the applicant's response. OA reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.

8. **Contractual Obligations**

The successful applicant must enter into a contract that may incorporate, by reference, this RFA as well as the applicant's response to this RFA, program description, detailed budget, and standard State contract provisions. In addition, please review Attachment 5, Special Terms and Conditions.

It is suggested that applicants carefully review these contract provisions for any impact on your application and/or to determine if the EE will be able to comply with the stated terms and conditions, as little or no deviation from their contents will be allowed.

Individual meetings with OA and each selected contractor shall take place within 60 days after release of the Notice of Intent to Award. The purpose of the meetings will be to assure a common understanding of contract purposes, terms, budgets, timelines and related issues.

H. Attachments

1. Application Cover Sheet
2. Application Proposal Certification Checklist
3. Budget Narrative Descriptions
4. Payee Data Record
5. Special Terms and Conditions
6. County Indirect Rates to be Applied to Contracts and Allocations