

January 5, 2009

Notice to Prospective Applicants

The Supplemental Nutrition Assistance Program, referred to in California's Food Stamp Program, is the nation's principal safety net to assure that low-income Americans have access to a healthy diet that protects their health. Gross income eligibility is set at 130% of the Federal Poverty Level (FPL). The 2000 Census showed over 6 million Californians with general incomes falling below this level. In 2006, the United States Department of Agriculture (USDA) estimated that 50% of eligible Californians participated, the lowest level among all states.

Regional and statewide organizations, currently conducting community food stamp outreach with non-federal funds are invited to review and respond to the attached non-competitive Request for Application (RFA) Number AIP-2010 entitled, "Community Outreach for Food Stamp Program Access Improvement Plan (AIP)". When preparing and submitting applications, please thoroughly read and respond to the instructions found in the RFA.

The successful applicants will be awarded cooperative agreements pursuant to the "Cooperative Agreement Act." (Health and Safety Code, § 38072, sub (a) (13) and California Health and Safety Code Section 104650). All agreements entered into with the State of California will include, by reference, General Terms and Conditions (GTC) and Contractor Certification Clauses (CCC) that may be viewed and downloaded at this Internet site: <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>. If any prospective applicant lacks Internet access, a hard copy may be obtained by contacting the person signing this letter.

If a discrepancy occurs between the information in the advertisement appearing in the California State Contracts Register and the information herein, the information in this notice and in the attached RFA shall take precedence.

I. Application Submission Deadline

Regardless of postmark or method of delivery, the California Department of Public Health's (CDPH) *Network for a Healthy California's* Policy, Partnership and Community Food Access Unit must receive applications packages via email no later than **4:00 p.m. on April 30, 2009**. Refer to the attached RFA for detailed submission requirements.

II. Mandatory Non-Binding Letter of Qualification and Intent

In this procurement, prospective applicants are required to submit a non-binding Letter of Qualification and Intent (LOQI). See the RFA for detailed Letter of Intent Qualification and Intent submission instructions. Please note that applicants must provide a minimum FSO budget of \$480,000 (\geq \$300,000 state share and \geq \$150,000 – 180,000 in proposed federal share) annually.

III. Disabled Veteran Business Enterprise (DVBE) participation requirements

CDPH has exempted this procurement from Disabled Veteran Business Enterprise (DVBE) participation requirements.

IV. Funding Mechanism

USDA reimburses CDPH's *Network for a Healthy California* dollar-for-dollar for non-federal funds contributed to the Food Stamp Program Access Improvement Plan (AIP) and used to conduct allowable food stamp outreach activities. A *Network* contractor's contribution

of non-federal funds or “state share” generate an equal amount in “federal share” from USDA. Federal share is to be used to conduct additional food stamp outreach activities. From the federal share portion, the *Network* will reimburse umbrella organizations 10% for statewide subcontractor coordination and administration of its subcontractors; 50% will be returned by the umbrella organizations to subcontractors to enhance their efforts at the local level; the remaining 40% will be used by the *Network* to support partners’ activities and to conduct and coordinate statewide activities.

Funding for each federal fiscal year is subject to approval of the annual state plan by USDA. If full funding does not become available, CDPH will amend, reduce or cancel the resulting agreement. Continuation of services beyond the first fiscal year is subject to the contractor’s continued successful performance. Applicants may apply for up to three years with each year contingent upon satisfactory performance and the continued allowability of federal matching funds.

V. Applicant Questions

In the opinion of CDPH, this Request for Application is complete and without need of explanation. However, if questions arise or there is a need to obtain clarifying information, written inquires may be emailed, faxed or emailed to Rosanne.stephenson@cdph.ca.gov in accordance with the instructions in the RFA section entitled, “Applicant Questions”.

Thank you for your interest in helping eligible low-income persons participate in the Supplemental Nutrition Assistance Program, known in California as the Food Stamp Program.

Sincerely,

Rosanne Stephenson, MPA
Chief, Special Projects and Regional Infrastructure
Network for a Healthy California



**Request for Application AIP-2010 (Non-Competitive)
(Non-federal Matching Funds Required)**

Community Outreach for Food Stamp Program Access Improvement Plan

California Department of Public Health
Network for a Healthy California
MS Code 7204
1616 Capitol Ave., Suite 74.516
P. O. Box 997377
Sacramento, CA. 95899-7377

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Attachment 4	Client References
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P. Sample Contract Forms / Exhibits

Exhibit #	Exhibit Name
Exhibit A1	Standard Agreement - Exhibit A1
Exhibit A	Scope of Work
Exhibit B	Budget Detail and Payment Provisions
Exhibit C – View on-line.	General Terms and Conditions (GTC 307). View or download at this Internet site http://www.ols.dgs.ca.gov/Standard+Language/default.htm .
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Appendix #	Appendix Name
Appendix 1	Food Stamp Outreach Guidelines

A. Purpose, Background and Description of Services

1. Purpose

The California Department of Public Health (CDPH)'s *Network for a Healthy California* (*Network*), is soliciting applications for cooperative agreements pursuant to the "Cooperative Agreement Act." (Health and Safety Code, § 38072, sub (a) (13) and California Health and Safety Code Section 104650). Applicant organizations must be able to provide outreach services through the Food Stamp Program Access Improvement Plan (AIP) in coordination with other participating organizations, the California Department of Social Services (CDSS), and County Food Stamp Programs. Applications must address the services described in Exhibit A entitled, "Scope of Work" and Attachment 9 entitled, Outreach Project Detail Content.

This solicitation is for AIP outreach funding for Federal Fiscal Year 2010 (October 1, 2009 – September 30, 2010). The *Network* intends to award multiple cooperative agreements to those responsive and responsible organizations that meet "state share" (non-federal matching funds), fiscal, and programmatic requirements. This procurement is open to all nonprofit organizations, State or public universities (including auxiliary organizations), and other governmental entities that currently provide food stamp outreach using non-federal funds.

2. Background

Only 50 percent of persons eligible for the Food Stamp Program in California received benefits in 2006 according to USDA statistics; the national participation average is 65 percent. This gap indicates the need for strengthened efforts to increase participation. In addition to the benefit of increasing food security for at-risk Californians, improving nutrition and reducing the risk of many common chronic diseases, improved participation in the Food Stamp Program provides a stimulus to local economies.

In cooperation with CDSS, CDPH develops California's Food Stamp Program Access Improvement Plan (AIP) for USDA's approval. The goal of the AIP is increasing participation in the Food Stamp Program through partnerships with community-based organizations.

In FFY 2009, the *Network's* two AIP contractors are statewide or regional umbrella organizations with multiple subcontractors. Collectively, their subcontractors are conducting food stamp outreach activities in 27 of California's 58 counties. For more information, visit <http://www.cdph.ca.gov/programs/cpns/Pages/FoodStampOutreach.aspx>. This solicitation is for AIP outreach funding for Federal Fiscal Year 2010 (October 1, 2009 – September 30, 2010).

USDA reimburses the *Network* dollar-for-dollar for non-federal funds contributed to the AIP and used to conduct food stamp outreach. A *Network* contractor's contribution of non-federal funds or "state share" generates an equal amount in "federal share" from USDA. Federal share is to be used to conduct additional food stamp outreach activities. From the federal share portion, the *Network* will reimburse umbrella organizations 10% for statewide/regional coordination and administration of its subcontractors; 50% will be returned by the umbrella organization to its subcontractors to enhance their local efforts: the remaining 40% will be used by the *Network* to support partners' activities and to conduct and coordinate statewide activities¹. Funding is limited to the 60% reimbursement of

¹ Support provided by the *Network* will include technical assistance, research and evaluation assistance, statewide trainings, community outreach materials, and the statewide Food Stamp Information Line.

allowable state share committed by local agencies to be spent on qualifying activities, detailed below in the Description of Services.

Example:

If the local agency submits a state share budget for \$100,000, they are entitled to a federal share reimbursement of \$60,000 (\$50,000 for participating agencies and \$10,000 for administration) once approved by the USDA. From the local agency’s perspective, they are responsible for \$160,000 of qualifying food stamp outreach activities.

Applicants must submit a budget detailing “state share” and federal share contribution to be included in the AIP.

3. Description of Services

Food Stamp Outreach and Access activities eligible for reimbursement include:

- Educating clients about food stamps
- Prescreening clients to determine potential eligibility for food stamps
- Assisting clients with their food stamp applications
- Collaborating with county food stamp offices to track applications submitted as a result of food stamp outreach/access activities
- Conducting food stamp outreach at Earned Income Tax Credit and WIC sites
- Engaging and educating public officials and stakeholders about food stamp outreach/access efforts
- Educating community based partners about food stamps and food stamp outreach/access
- Operating local call centers to field calls about food stamps
- Training local food stamp outreach workers at other community based organizations
- Increasing clients’ access to food stamps, including projects intended to
 - Increase retention rates of participants
 - Support a client-friendly environment
 - Simplify applications or the application process
 - Educate persons who are losing TANF (CalWORKs) benefits about their possible continued eligibility
 - Deal with other issues of access improvement for clients

The Catalog of Federal Domestic Assistance Number for the *Network for a Healthy California* federal grant is 10-561, which applies to contracts funded from this solicitation.

B. Time Schedule

Below is the tentative time schedule for this procurement.

Event	Date	Time (If applicable)
RFA Released	1/5/09	
Questions Due	2/3/09	4:00 p.m.
Questions and Answers Posted to the Website	2/20/09	4:00 p.m.

Event	Date	Time (If applicable)
Mandatory Non-Binding Letter of Qualification and Intent	2/27/09	4:00 p.m.
Application Due Date	4/16/ 30 /09	4:00 p.m.
Notice of Intent to Award Posted	5/5/09	4:00 p.m.
Protest Deadline	5/13/09	4:00 p.m.
Contract Award Date	5/15/09	5:00 p.m.
Proposed Start Date of Cooperative Agreement Contract	10/1/09	
State Plan Submitted to CDSS	6/26/09	Submitted by CDPH
State Plan Submitted to WRO	7/24/09	Submitted by CDSS

C. Contract Term

Contracts resulting from this solicitation will be cooperative agreements pursuant to the "Cooperative Agreement Act" (Health and Safety Code, § 38072, sub (a) (13) and California Health and Safety Code Section 104650). The term of the resulting cooperative agreements is expected to be 36 months with budgets updated annually, effective from October 1, 2009 through September 30, 2012. Agencies may apply for shorter terms, if desired. The term may change if CDPH makes an award earlier than expected or if CDPH cannot execute the agreement in a timely manner. If a one-year term is initially chosen by an applicant, CDPH may extend the term of the resulting agreement two additional years via an amendment as necessary to complete or continue the services. Contract extensions are subject to satisfactory performance, funding availability, and continued approval of the state plan by CDSS and USDA.

The resulting agreements will be of no force or effect until signed by both parties and approved by the Department of General Services (DGS), if required. Contractors are advised not to begin activities until all approvals have been obtained. Should performance commence before all approvals are obtained, said services may be considered to have been volunteered.

D. Applicant Questions

Interested parties are advised to notify CDPH before February 3, 2009, if clarification is needed regarding the services sought or questions arise about the RFA and/or its accompanying materials, instructions, or requirements. The written inquiry must be transmitted to CDPH as instructed below. CDPH may contact an inquirer to seek clarification of any inquiry received.

Applicants that fail to report a known or suspected problem with the RFA and/or its accompanying materials, or who fail to seek clarification and/or correction of the RFA and/or its accompanying materials, submit their application at their own risk. In addition, if awarded the cooperative agreement, the successful Applicant shall not be entitled to additional compensation for any additional work caused by such problem, including any ambiguity, conflict, discrepancy, omission, or error.

If an inquiry appears to be unique to a single firm or is marked "Confidential", CDPH will mail, email, or fax a response only to the inquirer if CDPH concurs with the Applicant's claim that the inquiry is sensitive or proprietary in nature. If CDPH does not concur, the inquiry will be answered in the manner described herein, and the Applicant will be so notified. Inquiries and/or responses that CDPH agrees should be held in confidence shall be held in confidence only until the Notice of Intent to Award is posted.

To the extent practical, inquiries shall remain as submitted. However, CDPH may consolidate and/or paraphrase similar or related inquiries.

1. What to include in an inquiry

- a. Inquirer's name, name of firm submitting the inquiry, mailing address, email address, area code and telephone number, and fax number.
- b. RFA section, page number or other information useful in identifying the specific problem or issue in question.
- c. A description of the subject or issue in question or discrepancy found.
- d. Remedy sought, if any.

A prospective applicant that desires clarification about specific RFA requirements and/or whose inquiry relates to sensitive issues or proprietary aspects of an application may submit individual inquiries that are marked "Confidential". The Inquirer must include with its inquiry an explanation as to why it believes questions marked "Confidential" are sensitive or surround a proprietary issue.

2. Question deadline

Applicants are encouraged to submit written inquiries about this RFA to CDPH no later than February 3, 2009. CDPH may contact an inquirer to seek clarification of any inquiry received. The questions and answers will be posted to the *Network* website at <http://www.cdph.ca.gov/programs/cpns/Pages/RequestforApplicationAIP-2010.aspx> on February 20, 2009 by 4:00 pm.

Notwithstanding the initial question submission deadline, CDPH will accept questions or inquiries about RFA errors or irregularities if such inquiries are received prior to the February 20th application submission deadline.

3. Where to submit correspondence regarding this RFA (including questions, letter of qualification and intent, applications, withdraws and protests)

Questions, letters of qualification and intent, withdrawals and protests may be sent electronically or by fax.

Four hard copies and an electronic copy of the application via CD-rom must be submitted via U.S. mail, hand delivery or overnight express and received by 4:00pm on April 16, 2009, to:

RFA AIP-2010

California Department of Public Health
Network for a Healthy California
Rosanne Stephenson
MS 7204
1616 Capitol Ave, Suite 74.516
P. O. Box 997377
Sacramento, CA. 95899-7377

Fax: (916) 449-5414

Please identify the type of correspondence submitted (e.g., questions, letter of qualification and intent, application, withdrawal, or protest.) The *Network* requires email submission of questions and U.S. mail or Hand Delivery of the Letter of Qualification and Intent.

4. Applicant warning

- a. CDPH's internal processing of U.S. mail may add 48 hours or more to the delivery time. If questions are mailed, consider using certified or registered mail, and request a receipt upon delivery.
- b. For hand deliveries, allow sufficient time to locate on-street metered parking and to sign in at the security desk. If detained at the security desk, ask security personnel to call Rosanne Stephenson at (916) 449-5403 to arrange for pick-up and issuance of a receipt by *Network* staff.
- c. Courier service personnel must sign in at the security desk and obtain an access key card. Couriers will then be able to deliver the applications to the *Network* offices. If detained at the security desk, ask security personnel to call Rosanne Stephenson at (916) 449-5403 to arrange for pick up and issue a receipt.

5. Verbal questions

Verbal inquiries are discouraged. CDPH reserves the right not to accept or respond to verbal inquiries. Verbal remarks provided in response to verbal inquiries are unofficial and are not binding to CDPH unless later confirmed in writing.

6. Addenda

If any clarifications or modifications to this RFA are necessary, all questions and answers, addenda or changes will be posted on the *Network* web site at

<http://www.cdph.ca.gov/programs/cpns/Pages/RequestforApplicationAIP-2010.aspx>

It is the responsibility of potential applicants to check the website frequently to keep updated.

E. Mandatory Non-Binding Letter of Qualification and Intent

1. General Information

Prospective applicants that intend to submit an application are **required** to indicate their intention to submit an application. Failure to submit the mandatory Letter of Qualification and Intent by the deadline will result in rejection of an application. The mandatory Letter of Qualification and Intent is not binding, prospective applicants are not required to submit an application merely because a Letter of Qualification and Intent is submitted, but it does enable the *Network* to begin its annual planning process. **Use the Letter of Qualification and Intent (Attachment 14 or 15) for this purpose.**

2. Submitting the Letter of Qualification and Intent

Regardless of delivery method, the "mandatory" Letter of Qualification and Intent must be received by the date and time stated in the section entitled, "Time Schedule."

F. Scope of Work

See Exhibit A entitled, "Scope of Work" that is included in the Sample Contract Forms and Exhibits section of this RFA. Exhibit A contains a detailed description of the services and work to be performed as a result of this procurement and becomes a part of the resulting contract.

G. Qualification Requirements

Failure to meet the following requirements by the application submission deadline will be grounds for CDPH to deem an applicant nonresponsive. Evaluators may choose not to thoroughly review or score applications that fail to meet these requirements. In submitting an application, each applicant must assure that it possesses the following qualification requirements.

1. At least three consecutive years of experience of the type(s) listed below. All experience must have occurred within the past five years. It is possible to attain the experience types listed below during the same time period. Applicants must have experience:
 - a. Working with low-income clients in community-based settings.
 - b. Managing subcontractors.
 - c. Implementing programs.
 - d. Establishing and maintaining effective working relationships with government entities, local community based organizations, and private nonprofit organizations.
 - e. Managing budgets, accounting and a variety of fiscal arrangements such as subcontracts, purchase orders, and so forth.
2. Applicants must certify they have read and are willing to comply with all proposed terms and conditions addressed in the RFA section entitled, "Contract Terms and Conditions", including the terms appearing in the referenced cooperative agreement exhibits.
3. Nonprofit organizations must certify their eligibility to claim nonprofit status.
4. Applicants must have a past record of sound business integrity and a history of being responsive to past contractual obligations.
5. Applicants must certify that they are financially stable and solvent and have adequate cash reserves to meet all financial obligations while awaiting reimbursement from the State.
6. Applicants must agree to contain their indirect costs at a percentage rate not to exceed their federally negotiated rate or 26% of total personnel costs, whichever is lower.
7. Applicants must have a minimum total budget of \$480,000 (\$300,000 of non-federal "state share" and that will be documented as matching funds to qualify for up to \$180,000 requested as federal share).

H. Application Format and Content Requirements**1. General instructions**

- a. Each applicant agency or individual may submit only one application.

For the purposes of this paragraph, “business” includes a parent corporation of a firm and any other subsidiary of that parent corporation. If a firm or individual submits more than one application, CDPH will reject all applications submitted by that firm or individual.

- b. Develop applications by following all RFA instructions and/or clarifications issued by CDPH in the form of question and answer notices, clarification notices, Administrative Bulletins or RFA addenda.
- c. Before submitting an application, seek written clarification of any requirements or instructions that are believed to be vague, unclear or that are not fully understood.
- d. In preparing an application, all narrative portions should be straightforward, detailed and precise. CDPH will determine the responsiveness of an application by its quality, not its volume, packaging or colored displays.
- e. Arrange for the timely delivery of the application package(s) to the address specified in this RFA. Do not delay until shortly before the deadline to submit the application. In addition to hardcopy application, an email submission of the application is required. Please email to address specified on page 4.

2. Format requirements

- a. The narrative portion includes the following; executive summary, agency capabilities, work plan and staff required plan.

Format the narrative portions of the application as follows:

- 1) Use one-inch margins at the top, bottom, and both sides.
 - 2) Use a font size of not less than 11 points.
 - 3) Print pages double-sided on white bond paper.
 - 4) Sequentially paginate the pages in each section. It is not necessary to paginate items in the Forms Section or Appendix Section.
- b. Bind each application set in a way that enables easy page removal. Loose leaf or three-ring binders are acceptable.
 - c. All RFA attachments that require a signature must be signed in ink, preferably in a color other than black.
 - 1) Have a person who is authorized to bind the firm sign each RFA attachment that requires a signature. Signature stamps are not acceptable.
 - 2) Place the original copies of all signed attachments in the application set marked “Original”.
 - 3) The RFA attachments and other documentation placed in the extra application sets may include photocopied signatures.
 - d. Do not mark any portion of the response, any RFA attachment, or other item of required documentation as “Confidential” or “Proprietary”. CDPH will disregard any language purporting to render all or portions of an application confidential.

3. Content requirements

This section specifies the order and content of each application. Assemble the materials in each application set in the following order:

a. Application Cover Page

A person legally authorized to bind the Applicant must sign the Application Cover Page (**Attachment 1**). If the applicant is a corporation, a person authorized by the Board of Directors to sign on behalf of the Board must sign the Application Cover Page.

b. Table of Contents

Identify each section and its contents. Paginate all items in each section with the exception of those items placed in the Forms Section and Appendix Section.

c. Executive Summary Section

This section must not exceed one (1) page in length.

In preparing the Executive Summary, do not simply restate or paraphrase information in this RFA. Describe or demonstrate, in your organization's own words, the following information.

- 1) An understanding of CDPH's needs and the importance of this project to the mission of your organization and the people and communities it serves.
- 2) The tangible results that are expected to be achieved.
- 3) Why the proposing firm should be chosen to undertake this work at this time.

d. Agency Capability Section

This section must not exceed five (5) pages in length.

- 1) Include a brief history of the proposing firm, including:
 - a) Date of establishment. If applicable, explain any changes in business history (i.e., name change, ownership, partnership arrangements, etc.) or organizational structure that will assist CDPH in determining the qualifications of the proposing firm.
 - b) A description of the proposing firm's mission and/or goals that are relevant, closely related, or will complement this project.
- 2) Describe experience that qualifies the proposing firm to undertake this project. At a minimum, demonstrate that the proposing firm possesses three consecutive years of experience of the types listed in this section. All experience must have occurred within the past five years. It is possible to attain the experience types listed below during the same time period. Applicants must have experience:
 - a. Working with diverse low-income clients in community-based settings, especially families with children.

- b. Managing subcontractors, including partnering agencies and organizations that serve low-income communities.
 - c. Implementing programs, especially those that keep low-income persons qualify for social service and cash benefits.
 - d. Establishing and maintaining effective working relationships with government entities, local community-based organizations, and private nonprofit organizations.
 - e. Managing budgets, accounting and fiscal experience.
 - 3) Briefly describe the accounts or work projects begun and/or completed in the past three years that involved services similar in nature or closely related to the Scope of Work in this RFA. For each account or project listed, include the following information:
 - a) Name of agency or firm for whom services were performed,
 - b) Duration or length of the project,
 - c) Total cost or value of the project,
 - d) Indicate if the account or project is “active/open” or “closed/settled”,
 - e) Describe briefly the type and nature of the services performed, including the number of low-income persons served.
 - 4) Briefly describe any experience that demonstrates the proposing business’s ability to establish and maintain effective working relationships with government entities, local community based organizations, and private nonprofit organizations. Describe your current activities providing FSO, including relationships with county social services departments.
 - 5) Provide references from at least three clients that the proposing firm has serviced in the past five years that can confirm their satisfaction with the services and confirm if the proposing firm provided timely and effective services or deliverables. Use the Client References form (**Attachment 4**) for this purpose. **Place the completed Client References form in the Forms Section of the application. (Required for new contractors to the Network. Existing Network contractors will receive a 0-3 score from Contract Manager/Program Manager Team.)**
 - 6) Include an organization chart. Instructions are explained in the Appendix Section. **Place the organization chart in the Appendix Section of the application. This is not required for existing Network contractors.**
 - 7) The applicant must include financial statements. Instructions are explained in the Appendix Section. **Place the financial statement in the Appendix Section of the application.**
- e. Work Plan Section – (Scope of Work and Outreach Project Detail)
- 1) Overview
 - a) CDPH is interested in applications that are well-organized, comprehensive, and technically sound. Vague explanations will undermine the proposing firm’s credibility and could lower the overall score.

- b) The Outreach Project Detail must include an in-depth discussion and description of the methods, approaches, and step-by-step actions that will be carried out to fulfill all Scope of Work template requirements.
- 2) Rejection of tasks, activities or functions
 - a) If full funding does not become available, is reduced, or CDPH determines that it does not need all of the services described in this RFA, CDPH reserves the right to offer an amended contract for reduced services.
 - 3) Content of the Work Plan
 - a) The Scope of Work templates must include projected performance time lines and a detailed description of the step-by-step actions, methods, and approaches used to fulfill all Scope of Work requirements.
 - b) Complete Outreach Project Detail (**Attachment 9**) for the applicant agency and each partnering agency that contributes in-kind non-federal "state share".
 - c) Complete Prime Contractor Scope of Work template (Attachment 17a), Subcontractor Scope of Work template (Attachment 17b) and/or Phone Scope of Work, if applicable (Attachment 17c). Summarize target numbers using Scope of Work Target Summary (Attachment 18).
- f. Staff Required Plan

This section must not exceed three (3) pages in length.

- 1) Complete **Attachment 10**, Staff Plan. This section describes the proposed staffing plan. Include at a minimum:
 - a) Title - Position titles for all proposed employees (persons on the proposing firm's payroll).
 - b) Name of Staff Person
 - c) Full Time Equivalent - By position, indicate the full time equivalent (FTE) or percentage of staff time devoted to this project (e.g., full time = 1.0, 1/2 time = .50, 3/4 time = .75, 1/4 time = .25, projected number of hours, if hourly, etc.).
 - d) Monthly Salary - Salary rate or wage range for each position title. It is the Applicant's responsibility to project annual merit increases and/or cost of living increases into each wage rate.

Note: Salary rates paid to contract staff should not normally exceed the rates paid to State personnel holding comparable classifications or performing duties with a comparable level of responsibility. CDPH reserves the right to require substantiation of any proposed cost of living percentage/rate increase that exceeds those anticipated to be granted to California state civil service employees during the resulting contract term. CDPH further reserves the right to negotiate a lower cost of living increase if CDPH determines the proposed rate of increase is not fully justified or excessive.

- e) Outreach Salary – Apply the FTE for each position to the monthly salary to calculate the amount of salary dedicated to the outreach project.
 - f) Benefit Rate – The fringe benefit percentage rate for the agency.
 - g) Outreach Benefits – Apply the fringe benefit rate to the outreach salary to calculate the outreach benefits.
 - h) Total – Outreach salary plus the outreach benefits.
 - i) Job Description - Include a brief job description for each position title or classification that will perform work under this project. The job descriptions must indicate the typical tasks and responsibilities that will be assigned to the position and may include desired or required education and experience. **Place all job descriptions at the end of the Staff Required Plan Section.**
 - j) Identify each key staff person by name and/or position title who will have primary responsibility for managing, directing, overseeing and/or coordinating the work of assigned staff, subcontractors and/or independent consultants and who will maintain effective communications with CDPH (i.e., Project or Program Manager, Project or Program Director, Contract Manager, etc.). Provide resumes where allowable.
- 2) Briefly describe the administrative policies or procedures will be used to ensure that the proposing business will recruit and select well-qualified, competent, and experienced in-house staff, subcontractors and/or independent consultants.
 - a) If employee recruitment/selection policies or procedures are present in an operations manual, Applicants may cite excerpts from such manuals. Do not simply indicate that such policies exist and do not attach copies of any policies or manuals to the application. If deemed necessary, CDPH may request copies of the Applicant's existing manuals or policies.
 - 3) Briefly describe the processes or procedures that will be used to ensure that vacancies are filled expeditiously and that services are continued despite the presence of vacancies.
 - 4) If subcontractors (including independent consultants) will be used to perform contract services, applicants must do the following at the time of application submission:
 - a) Indicate whether the Applicant has pre-identified any firms/persons to perform the work.-For each pre-identified subcontractor and independent consultant include:
 - A. Full legal name.
 - B. A paragraph description that outlines the duties and functional responsibilities that will be assigned to the subcontracted firm or independent consultant.

Specific subcontractor and/or independent consultant relationships proposed in response to this RFA (i.e., identification of pre-identified subcontractors and independent consultants) shall not be changed during the procurement process or prior to contract execution. The pre-identification of a subcontractor or independent consultant does not affect

CDPH's right to approve personnel or staffing selections or changes made after the contract award.

- 5) If the applicant is using partnering agencies to provide a resource or service without an exchange of dollars, applicant must provide a Memo of Understanding Template to delineate responsibilities to ensure that the resource or service is provided.

g. Budget Section

The Budget Section will consist of the following documents:

- 1) Applicant Budget Justification – Federal Fiscal Year 201X (**Attachment 11**) for each budget period. This workbook also includes the Applicant Budget Coversheet.
- 2) Subcontractor Budget Justification– Federal Fiscal Year 201X (**Attachment 12**) for each budget period. This workbook also includes the Subcontractor Budget Coversheet.
- 3) General instructions for Applicant and Subcontractor Budget Justifications. Note: The Applicant and Subcontractor Budget Justification Templates are exactly the same, with exception of the header. For simplicity, budget instructions in this section of the RFA will refer to the Applicant Budget Justification, but should also be utilized as instructions for the Subcontractor Budget Justification if there are subcontractors.
 - a) All cost forms (**Attachments 11 - 12**) must be typewritten.
 - b) The Applicant Budget Justification Excel File contains two tabs. The first tab is called “Total Budget Form”. The second tab is called “State Share-Federal Share Split Budget” (Split Budget). The Applicant’s total budget costs should be entered onto the Total Budget Form; these numbers will then populate the Split Budget Form and automatically divide the budget into 2/3 state share and 1/3 federal share costs. The Split Budget will become the official budget of the applicant subcontractor. The Subcontractor Budget Justification Excel File is set up in the same way.
 - c) List your organization’s legal name at the top of each page.
 - d) When completing the budget forms, include all estimated costs to perform the services for the entire term, including applicable annual rate adjustments attributable to merit increases, profit margins, and inflation or cost of living adjustments.
 - e) Provide specific cost breakdowns for the budget line items identified in this section.
 - f) Space allocation, equipment, and non-program related travel must be prorated by FTE when staff person is not dedicating 100% FTE to the *Network* contract. If costs are required to be prorated, please provide the basis. If staff is on reduced time base, but dedicated 100% to the *Network* with no other funding source for salary and benefits, prorating is not required.
 - g) Report costs using whole dollars only. Round fractional dollar amounts or cents to the nearest whole dollar amount.
 - h) When completing the Applicant Budget and Subcontractor Budgets, Applicants may create like images or computerized reproductions of the Attachments included in this RFA. Use as many pages as are necessary to display the detailed budgeted costs. The Budget attachments included in this RFA are not

intended to dictate the specific costs that are to be reported, but are intended to show the required format for reporting proposed budget detail.

- i) Identify the projected detailed expenses for each line item identified below by following the instructions herein.

Personnel Costs: Describe and justify staffing information for each position budgeted. Contract employees or consultants should not be included in this line item. Include all of the following information:

- A. **Name and Position Title** - Enter the employee name(s) and position title(s). If a position is not filled, indicate "vacant".
- B. **Annual Salary:** Enter the annual salary used for each employee. When converting a monthly, semi-monthly, weekly or hourly salary to an annual salary, use the standard 52 week year at 2080 hours/year to make the calculation. Calculations should be based on actual salaries.
- C. **Total Full Time Equivalent (FTE):** Enter the FTE that each employee will spend on allowable food stamp outreach activities (e.g., 20 hours of a 40-hour week equals .50 FTE). Enter this as a decimal not a percentage. (The FTE should be carried to four decimal places). You must use a standard 52 week year at 2080 hours to make this calculation. For example, if the position is budgeted for 48 hours, the FTE would be calculated as $48/2080=.0230$.
- D. **Total Dollars:** Project an annual total for each position.
- E. **Percentage Direct Delivery /Administration (Split Budget Tab Only):** Include the % FTE dedicated to Direct Delivery and % FTE dedicated to Administration.
- F. **Position Description:** Include a brief description of each employee's duties and responsibilities as they relate to allowable food stamp outreach activities eligibles.

ii. Fringe Benefits

Include fringe benefit expenses including, but not limited to, costs for workers' compensation insurance; unemployment insurance, health, dental, vision and/or life insurance; disability insurance; pension plan/retirement benefits; etc.

- A. Display fringe benefit costs as a percentage rate of the total personnel costs.
- B. Enter \$0 if no fringe benefit costs will be incurred.

iii. Operating Expenses

- A. Identify the major areas of operating expenses and provide a detailed cost breakout of these expenses. The detailed cost breakout should include the basis for the calculation. Example: Postage -1000 stamps at 41 cents each for food stamp outreach flyer = \$410). For non-direct expenses, operating expenses should be prorated based on the FTE dedicated to FSO. Please indicate the percentage by which you are prorating the expense. Operating expenses include expenses for routine items such as office supplies, communications (telephone, facsimile, e-mail), postage, overnight mail, routine printing and duplication, and space-rent/lease (include formula for calculating space costs). (Note:

Non-routine and one-time types of expenses should be budgeted under the "Other Costs" line item.)

- B. Enter \$0 if no operating expenses will be incurred.

iv. Equipment Expenses

- A. Describe and itemize any equipment expenses, and indicate the staff assigned to the equipment. Equipment is defined as non-expendable property used to conduct allowable food stamp outreach activities, and it includes items such as computers, televisions, VCRs/DVDs, cameras, typewriters, non-modular furniture, etc. If your equipment will not be used exclusively for allowable food stamp outreach activities or by a 100% FTE on the budget, then the expense must be prorated by FTE to include only the portion related to food stamp outreach. If prorating, please indicate the percentage by which you are prorating the expense and the staff to whom the equipment is assigned. The % FTE for the staff must match the prorated % of the cost. Note: any computers purchased under contract with CDPH must be encrypted with state-approved anti-virus and encryption software prior to use.
- B. Enter \$0 if no major equipment expenses will be incurred.

v. Travel Expenses

- C. Indicate the total cost for travel and per diem. For each trip, include personnel title and FTE of person(s) traveling, dates of travel, purpose of trip as it pertains to food stamp outreach scope of work, location and approximate cost. The approximate cost should include an expense breakdown for registration, hotel, mileage, meals, parking, etc. Indicate the travel and per diem expenses in the Total Dollars column. The reimbursable State Department of Personnel Administration (DPA) mileage rate is 58.5 cents per mile. Travel and Per Diem expenses may be no greater than the current DPA rates as outlined at <http://www.dpa.ca.gov/jobinfo/statetravel.shtml>.
- D. Enter \$0 if no travel expenses will be incurred.

vi. Subcontract Expenses

1. **Subcontracts:** The Subcontractor line is to include both subcontractor and consultant costs. The following information must be provided:
 - a. Subcontractor/Consultant name (if known); list as "TBD" if not known;
 - b. Brief description of services to be provided;
 - c. Basis for the Cost - approximate number of consulting hours and/or days to perform the deliverable that will be contracted for and the hourly/daily rate; and
 - d. Total costs.
2. Attach a separate, detailed subcontractor budget justification (subcontractor information only) breaking out the nine-line items for each subcontractor (Attachment 12).
3. Enter \$0 if no subcontract or consultant expenses will be incurred.

vii. Other Costs

This line item includes non-routine, occasional, or one-time expenses

such as computer time, publications, training, nutrition education materials, and food (for demonstration/taste testing purposes only). Identify the major areas of expense and provide a brief cost breakout of these expenses. Indicate the other costs expenses in the State Share, Federal Share and Total Dollars columns.

Enter \$0 if not other costs will be incurred.

viii. Indirect Costs

- A. Indicate the indirect cost percentage rate and the cost basis upon which it was determined (i.e., personnel excluding benefits or personnel including benefits or total direct expenses).
- B. Indirect Costs are defined as expenses not directly or exclusively associated with the project's deliverables such as overhead or allocated expenses. Examples of overhead or allocated expenses include: administrative personnel, bookkeeping, payroll services, janitorial services, insurance, and audit expenses. Describe briefly the expenses associated with this line item. Calculations should be based on rates as indicated below for each budget. Please submit documentation from your fiscal department that supports how the indirect rate was determined and calculated.
 - a. The indirect rate used to calculate this line item should be your organization's standard indirect rate. If your organization has a federally negotiated indirect cost rate, this must be used.
 - b. If your indirect costs are based on a modified amount, please identify what expenses are not included in your calculations to arrive at your total Indirect Costs amount.
- C. Enter \$0 if no indirect costs are being claimed.

ix. Total Costs

Enter a total annual cost for the stated fiscal year or budget period. Make sure all itemized costs equal this figure when added together.

h. Appendix Section

Place the following documentation in the Appendix Section of the application in the order shown below.

1) Proof of Nonprofit status

Nonprofit organizations must prove they are legally eligible to claim "nonprofit" and/or tax-exempt status by submitting a copy of an IRS determination letter indicating nonprofit or 501 (3) (c) tax-exempt status. Submit an explanation if this documentation cannot be supplied.

2) An organization chart

The organization chart must show the distinct lines of authority between and among the divisions that will perform the project work and the primary reporting relationships within the Applicant's organization. Show the relationships between management, key decision makers, supervisory personnel and subcontractors and/or independent consultants, if any. An organization chart is required only of applicants who have never previously contracted with the *Network*.

3) Financial statements

Submit copies of financial statements for the past two years or most recent twenty-four (24) month period.

- a) Annual income statement(s), and
- b) Quarterly **or** annual balance sheets

Audited statements are preferred, but not required. If audited financial statements are supplied, all noted audit exceptions must be explained. CDPH will accept financial statements prepared by an applicant’s financial accounting department, accounting firm or an auditing firm. A statement signed by an applicant’s Chief Financial Officer certifying that the financial statements are accurate and complete must accompany all financial statements.

4) Memorandum of Understanding Template

Provide a template for the Memorandum of Understanding to clearly identify the roles and responsibilities of each party (Applicant and subcontractors) with which your agency will work to inform low-income households about the availability, eligibility requirements, application procedures and benefits of the food stamp program.

i. Forms Section

Complete, sign, and include the forms/attachments listed below. When completing the attachments, follow the instructions in this section and any instructions appearing on the attachment. After completing and signing the applicable attachments, assemble them in the order shown below.

Attachment #, Name, or Documentation	Instructions
1 – Application Cover Page	Completion of this form is self-explanatory.
2 - Contractor Information Form	Completion of this form is self-explanatory.
3 – Business Information Sheet	Completion of the form is self-explanatory.
4 - Client References	Identify three (3) clients serviced within the past five years that can confirm their satisfaction with the Applicant’s services and confirm that the Applicant provided timely and effective services or deliverables. If possible, identify clients whose needs were similar in scope and nature to the services sought in this RFA. List the most recent first. Note: Applicants that have previously been awarded contracts through the <i>Network</i> need not provide client references.
5 - RFA Clause Certification	Complete and sign this form indicating a willingness and ability to comply with the contract certification clauses appearing in the RFA section entitled, “Bid Requirements and Information,” subsection “Bidding Certification Causes”.

Attachment #, Name, or Documentation	Instructions
6 - CCC 307 – Certification [Rev. 4-2-07]	Complete and sign this form indicating a willingness and ability to comply with the Contractor Certification Clauses appearing in this Attachment. The attachment supplied in this bid represents only a portion of the contractor information in this document. Visit this web site to view the entire document: http://www.ols.dgs.ca.gov/Standard+Language/default.htm .
7- Payee Data Record	Complete and return this form, <u>only</u> if the proposing firm has not previously entered into a contract with CDPH. If uncertain, complete and return the form.
8 - Certification Checklist	Check each item with “Yes” or “N/A”, as applicable, and sign the form. If necessary, explain the choices. If an applicant marks “Yes” or “N/A” and makes any notation on the checklist and/or attaches an explanation to the checklist to clarify their choice, CDPH considers this a “qualified response”. Any “qualified response”, determined by CDPH to be unsatisfactory or insufficient to meet a requirement, may cause an application to be deemed nonresponsive.
9 – Work Plan – Outreach Project Details	Work Plan – Outreach Project Detail Form – complete the form providing projected comprehensive numbers and subcontractor activities. Order subcontractors alphabetically by county. Strike out any activities that will not be performed. Do not add activities.
10 – Staff Required Plan	Complete the form
11 –Applicant Budget Justification	Complete and provide details required.
12 – Subcontractor Budget Justification	Complete and provide details required.
13– MOU Template	Memorandum of Understanding –please complete for any partnering or collaborating agency that does not have a subcontract in place.
14 – Letter of Qualification and Intent (NIA)	Complete and mail, hand deliver or fax
15 – Letter of Qualification and Intent (Public Entity)	Complete and mail, hand deliver or fax
16– Indirect Certification Form (A20)	Complete and sign this form to certify the proposing firm’s indirect rate for FFY 2010.
17a – Scope of Work – Prime Contractor	Complete this form based on Attachments 17b and/or 17c. Fill in all highlighted areas. Do not add any goals, activities, or objectives. If an activity does not pertain to your work, enter zeroes (0) or strike out the activity; do not delete.

Attachment #, Name, or Documentation	Instructions
17b – Scope of Work – Subcontractor	Subcontractors complete this form. Do not add any goals, activities, or objectives. If an activity is not applicable, enter zeroes (0) or strike out the activity; do not delete. If this SOW does not apply, do not submit.
17c – Scope of Work – Phone Subcontractor	Subcontracting phone-based service agencies complete this form. Do not add any goals, activities, or objectives. If an activity is not applicable, enter zeroes (0) or strike out the activity; do not delete. If this SOW does not apply, do not submit.
18 – Scope of Work Targets Summary	Complete this spreadsheet based on Attachments 17b and/or 17c. Enter zeroes (0) if the activity does not apply. Do not add new columns or delete existing columns.

I. Application Submission

1. General Instructions

- a. Assemble an original and four (4) copies of the application together. Place the application set marked “Original” on top, followed by four (4) extra copies.
 - 1) Each application set must be complete with a copy of all required attachments and documentation.
- b. Place all application copies in a single envelope or package, if possible. Seal the envelope or package.

If more than one envelope or package is submitted, carefully label each one as instructed below, and mark on the outside of each envelope or package “1 of X”, “2 of X”, etc.
- c. Mail ~~email~~ or arrange for hand delivery of the application to Rosanne Stephenson as specified on page 4.
- d. The Network must receive the application, regardless of postmark or method of delivery, by the date and time stated in the section entitled, “Time Schedule.” Late applications will not be reviewed or scored.
- e. **In addition to an original and 4 copies,** submit an electronic copy of the application via CD-rom to Rosanne Stephenson at the address specified on page 4.

2. Proof of timely receipt

- a. CDPH staff will log and attach a date/time stamped slip or bid receipt to each application package/envelope received. If an application envelope or package is hand delivered, CDPH staff will give a bid receipt to the hand carrier upon request.
- b. To be timely, Rosanne Stephenson must receive each application at the stated delivery address **no later than 4:00 p.m.** on the application submission due date. Neither delivery to the department’s mailroom, or to the CDPH program that issued this RFA, or a U.S. postmark will serve as proof of timely delivery.

- c. CDPH will deem late applications nonresponsive.

3. Applicant costs

Applicants are responsible for all costs of developing and submitting an application. Such costs may not be charged to CDPH or included in any cost element of an applicant’s price offering.

J. Evaluation and Selection

A multiple stage evaluation process will be used review and/or score technical applications. CDPH will reject any application that is found to be nonresponsive at any stage of evaluation.

1. Stage 1 – Certification Checklist review

- a. Shortly after the application submission deadline, CDPH staff will convene to review each application for timeliness, completeness, and initial responsiveness to the RFA requirements. **This is a pass/fail evaluation.**
- b. In this review stage, CDPH will compare the contents of each application to the claims made by the Applicant on the Certification Checklist (Attachment 8) to determine if the Applicant’s claims are accurate.
- c. If deemed necessary, CDPH may collect additional documentation (i.e., missing forms, missing data from RFA attachments, missing signatures, etc.) from an applicant to confirm the claims made on the Certification Checklist and to ensure that the application is initially responsive to the RFA requirements.
- d. If an applicant’s claims on the Required Attachment / Certification Checklist cannot be proven or substantiated, the application will be deemed nonresponsive and rejected from further consideration.

2. Stage 2 – Application Score and Reviewing

Each application that complies with the mandatory requirements will be evaluated and scored by a review committee. The maximum possible point value for each element is as follows:

Executive Summary	9	points
Applicant Capability	27	points
Work Plan	21	points
Staff Required Plan	24	points
Budget Justification(s)	<u>24</u>	points
Total Possible Score	105	points

A minimum score of 84 will be required for an application to be considered for funding.

CDPH reserves the right, at its sole discretion, to conduct oral interviews with all or some of the applicants to establish the capability of the applicant. If CDPH decides to conduct oral interviews, criteria and instructions will be sent under separate cover.

K. Narrative Application Rating Factors

CDPH will use the following scoring system as a fair and objective means to assign points and assure the agencies are likely to be successful. Following this chart is a list of the considerations that raters may take into account when assigning individual points to a technical application.

Points	Interpretation	General basis for point assignment
0	Inadequate	Application response (i.e., content and/or explanation offered) is inadequate or does not meet CDPH's needs/requirements or expectations. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
1	Barely Adequate	Application response (i.e., content and/or explanation offered) is barely adequate or barely meets CDPH's needs/requirements or expectations. The omission(s), flaw(s), or defect(s), are inconsequential and acceptable.
2	Fully Adequate	Application response (i.e., content and/or explanation offered) is fully adequate or fully meets CDPH's needs/requirements or expectations. The omission(s), flaw(s), or defect(s), if any, are inconsequential and acceptable.
3	Excellent or Outstanding	Application response (i.e., content and/or explanation offered) is above average or exceeds CDPH's needs/requirements or expectations. Minimal weaknesses are acceptable. Proposer offers one or more enhancing feature, method or approach that will enable performance to exceed CDPH's basic expectations.

Raters will use the following criteria to score the narrative portion of each application.

1. Executive Summary

Executive Summary Rating Factors [Not to exceed 3 pages]	Points Possible	Points Earned
To what extent did the Proposer express, in its own words, its understanding of CDPH needs and the importance is the public of this project? Assign 1 point or 0 points if the Proposer restates or paraphrases information in the RFP.	3	
To what extent did the Proposer demonstrate the tangible, quantified results that it expects to achieve? Assign 1 point or 0 points if the Proposer restates or paraphrases information in the RFP.	3	

Executive Summary Rating Factors [Not to exceed 3 pages]	Points Possible	Points Earned
To what extent did the proposer explain why it should be chosen to undertake this project at this time? What are it's current state/community linkages that it already provides FSNE?	3	
Executive Summary Score		_____ Points earned = _____

2. Agency Capability

Agency Capability Rating Factors	Points Possible	Points Earned
Upon reviewing the Applicant's description of its business history, to what extent are the Proposing firm's goals relevant, closely related, or will their goals complement this project? May include existing FSNE.	3	
From the experience described in its application, to what extent does the Applicant possess sufficient experience in working with low-income clients in community-based settings?	3	
From the experience described in its application, to what extent does the Applicant possess sufficient experience in managing subcontractors?	3	
From the experience described in its application, to what extent does the Applicant possess sufficient experience in implementing similar outreach programs?	3	
From the experience described in its application, to what extent does the Applicant possess sufficient experience in establishing and maintaining effective working relationships with government entities, local community-based organizations, and private nonprofit organizations?	3	
From the experience described in its application, to what extent does the Applicant possess sufficient experience in managing budgets, with accounting, and fiscal duties?	3	
Based on a review of the Applicant's information about its prior accounts or work projects in the past 5 years, to what extent did the Applicant demonstrate that it has performed services that were similar in nature or closely related to the RFA Scope of Work?	3	
For new <i>Network</i> applicants: To what extent did the Applicant's prior clients, as a whole, confirm their satisfaction with the Applicant's past work and did those clients indicate that they would use the Applicant's services again?	3	
For new <i>Network</i> applicants: To what extent did the Applicant's prior clients confirm the Applicant's ability to deliver timely and effective services and deliverables	3	
Agency Capability Score		_____ Points earned = _____

3. Work Plan

Work Plan Rating Factors	Points Possible	Points Earned
To what extent are the Applicant’s overall approaches and/or methods comprehensive and/or technically sound?	3	
To what extent did the Applicant offer an in-depth discussion and description of the methods, approaches, and step-by-step actions that will be carried out to fulfill all SOW requirements?	3	
To what extent are the proposed procedures, methods and approaches appropriate and reasonable (i.e., if implemented are they likely to produce the desired results)?	3	
To what extent does the Applicant describe in detail the specific actions (i.e., tasks/activities and functions) that the Applicant will perform to fulfill all scope of work requirements?	3	
To what extent will the Applicant perform the tasks/activities and functions relevant and in a logical order?	3	
To what extent are the proposed performance time lines realistic and achievable?	3	
To what extent does the Applicant have evaluation measures in the SOW that will capture formative, process and outcome evaluation information?	3	
Work Plan Score	_____ Points earned = _____	

4. Staff Required Plan - Project Personnel

Staff Required Plan Rating Factors	Points Possible	Points Earned
Upon reviewing the Applicant’s staffing plan, to what extent has the Applicant allocated a sufficient types or disciplines of staff in the appropriate position levels or classifications to perform the full range of services?	3	
Upon reviewing the Applicant’s staffing plan, to what extent has the Applicant allocated significant numbers of FTEs or percentages of staff time for each position or classification?	3	
Upon reviewing the proposed salary rates or ranges and proposed duties for the proposed personnel, to what extent are the salary rates or ranges appropriate in relation to the assigned duties and level of responsibility?	3	
Upon reviewing the proposed job descriptions or duty statements for the proposed personnel, to what extent has the Applicant reasonably assigned the job responsibilities and tasks among the different personnel?	3	

Staff Required Plan Rating Factors	Points Possible	Points Earned
Upon reviewing the proposed job descriptions or duty statements for the proposed personnel (including subcontractors and independent consultants), to what extent has the Applicant reasonably divided the work between its in-house resources and proposed subcontractors (including independent consultants)? If no subcontracting or use of consultants is proposed, up to 3 points will be assigned based on the effectiveness of the Applicant's allocation of tasks to its in-house personnel.	3	
Upon reviewing the job descriptions and resumes of the proposed staff <i>[excluding the project director(s)/administrator(s) or project coordinator(s)]</i> , to what extent do the proposed personnel possess the qualifications and expertise needed to perform the assigned duties?	3	
Upon reviewing the job descriptions and resumes of the proposed project director(s)/administrator(s) or project coordinator(s), to what extent do the proposed personnel possess the qualifications, past experience and expertise needed to carry out their assigned responsibilities?	3	
Upon reviewing the Applicant's administrative policies and procedures, to what extent will the policies/procedures lead to the recruitment and selection of qualified, competent and experienced staff, subcontractors and/or independent consultants for this project?	3	
Staff Required Plan Score _____ Points earned = _____		

5. Budget and Budget Justifications

Cost Section Rating Factors	Points Possible	Points Earned
Upon reviewing the Budget Justifications, has the Proposer made good use of the contract funds?	3	
Upon reviewing the Budget Justifications, did the Proposer allocate sufficient funds to each of the budgeted line items?	3	
Upon reviewing the Budget Justifications, did the Proposer allocate sufficient funds to support the major program objectives or elements?	3	
Upon reviewing the Budget Justifications, are the amounts allocated to the individual line items reasonable with none of the line item totals appearing to be excessive?	3	
Do the budget justifications and explanation supplied by the Proposer show that the costs are reasonable and/or appropriate?	3	
Upon reviewing the proposed salary/wage rates for in-house and subcontracted personnel, do the rates appear to be reasonable based upon the assigned level of responsibility and/or the person's salary history?	3	

Cost Section Rating Factors	Points Possible	Points Earned
Is there an appropriate fiscal balance between the costs allocated for in-house staff versus subcontracted personnel? 2 points will be earned if in-house personnel costs exceed subcontracted costs by 50 percent or more. 3 points will be earned if subcontracted costs are 25 percent or less of the total personnel line item.	3	
Does it appear that the proposer's Total Operating costs are reasonable and have been kept to a minimum?	3	
Cost Evaluation Score		Points earned = _____

L. Bid Requirements and Information

1. Nonresponsive applications

In addition to any condition previously indicated in this RFA, the following occurrences **may** cause CDPH to deem an application nonresponsive.

- a. Failure of an applicant to:
 - 1) Meet application format/content or submission requirements including, but not limited to, the sealing, labeling, packaging and/or timely and proper delivery of applications.
 - 2) Pass the Required Attachment / Certification Checklist review (i.e., by not marking "Yes" to applicable items or by not appropriately justifying, to CDPH's satisfaction, all "N/A" designations).
 - 3) Submit a **mandatory**, non-binding Letter of Qualification and Intent in the manner required.
- b. If an applicant submits an application that is conditional, materially incomplete or contains material defects, alterations or irregularities of any kind.
- c. If an Applicant supplies false, inaccurate or misleading information or falsely certifies compliance on any RFA attachment.
- d. If CDPH discovers, at any stage of the bid process or upon contract award, that the Applicant is unwilling or unable to comply with the contract terms, conditions and exhibits cited in this RFA or the resulting contract.
- e. If other irregularities occur in an application response that is not specifically addressed herein (i.e., the Applicant places any conditions on performance of the scope of work, submits a counter application, etc.).

2. Application mistakes

If prior to contract award, award confirmation, or contract signing, an Applicant discovers a mistake in their application and/or cost offering that renders the applicant unable or unwilling to perform all scope of work services as described in its application response for the price/costs offered, the applicant is asked to immediately notify CDPH so that adjustments can be made.

3. Cooperative Agreement award and protests

a. Cooperative agreement award

Cooperative agreement award will be issued from this RFP as pursuant to the "Cooperative Agreement Act." (Health and Safety Code, § 38072, sub (a) (13) and California Health and Safety Code Section 104650).

- 1) Award of the cooperative agreement (non-competitor/requires non-federal matching funds), will be to those responsive and responsible Applicants, who met the qualifying criteria for state and federal share and agency capacity to contract with CDPH.

CDPH shall award the cooperative agreements only after CDPH posts a Notice of Intent to Award for five (5) working days on the *Network for a Healthy California's* website at <http://www.cdph.ca.gov/programs/cpns/Pages/RequestforApplicationAIP-2010.aspx>

CDPH expects to post the Notice of Intent to Award before the close of business on the date and time stated in the section entitled, "Time Schedule" in a Contract Award Notices Binder which will be available for viewing by the public during normal business hours, at the following location:

California Department of Public Health
Network for a Healthy California
Rosanne Stephenson
MS 7204
1616 Capitol Ave, Suite 74.516
P. O. Box 997377
Sacramento, CA. 95899-7377

- 2) CDPH will mail, email, or fax a written notification and/or a copy of the Notice of Intent to Award to all firms that submitted an application.
- 3) CDPH will confirm the cooperative agreement awards to the approved Applicants after the protest deadline. Protests may be filed and will be processed following the Department of General Service's resolution procedures. CDPH staff may confirm an award verbally or in writing.

b. Protests

- 1) Who can protest

Any applicant who submits an application which is not approved may file protest if the Applicant believes its application has been responsive to all RFA requirements.

- 2) Grounds for protests

Agency must meet the state share and federal share requirements and agency capacity requirements in order to participate and qualify for an incentive award. If the agency feels that they have met the requirements as stated in the RFA, but they were denied an award, they may file a protest.

- 3) Protest time lines

- a. If an eligible Applicant wishes to protest the intended contract award, the Applicant must file a “Notice of Intent to Protest” with CDPH within five working days after CDPH posts the Notice of Intent to Award. The Notice of Intent to Protest may be quite brief. Any Notice of Intent to Protest filed more than five working days after CDPH posts the Notice of Intent to Award shall be untimely.
- b. Within five calendar days after filing a “Notice of Intent to Protest”, the protestant must file with both CDPH and the Department of General Services a full and complete written protest statement identifying the specific grounds for the protest. The statement must contain, in detail, the reasons, law, rule, regulation, or practice that the protestant believes CDPH has improperly applied in awarding the contract.

4) Submitting a protest

Only those applications that advance to “Stage 2” and are not awarded may appeal. Grounds for appeals shall be limited to assertions that the *Network* failed to correctly apply the standards for reviewing and evaluating applications as specified in this RFA. Disagreements with the content of the review committee evaluation are not grounds for appeals. Applicants may not appeal their funding level.

The applicant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the protester’s position and the remedy sought. Appeals must be received by **4:00 p.m. on May 13, 2008**. Faxes will not be accepted. These appeals must be sent: Re: RFA #AIP-2010.

Overnight Courier/Hand Delivery	U.S. Postal Service
Donald O. Lyman, M.D., Chief Chronic Disease and Injury Control Division c/o Cancer Prevention and Nutrition Section California Department of Public Health 1616 Capitol Avenue, Suite 74.660 Sacramento, CA 95814-5052 Re: <i>Regional Network</i> RFA #AIP-2010 (916) 449-5700	Donald O. Lyman, M.D., Chief Chronic Disease and Injury Control Division c/o Cancer Prevention and Nutrition Section California Department of Public Health P.O. Box 997377, MS 7200 Sacramento, CA 95899-7377 Re: <i>Regional Network</i> RFA #AIP-2010 (916) 449-5700

At the sole discretion of the Chronic Disease and Injury Control (CDIC) Division Chief, hearings may be held with the appellants to discuss the appeals, or make a decision based on the written appeal, or both. The decision of the CDIC Chief shall be the final administrative remedy. Within ten (10) working days of receipt of the written appeals, CDPH staff will contact the appellant regarding whether or not the appellant desires an in-house hearing or only a written response. Within ten (10) working days of either a hearing or notification by the appellant that a hearing is not desired, the appellant will receive final written decision from the Division Chief.

4. Disposition of applications

- a. All materials submitted in response to this RFA will become the property of the California Department of Public Health and, as such, are subject to the Public Records Act (GC

Section 6250, et seq.). CDPH will disregard any language purporting to render all or portions of any application confidential.

- b. Upon posting of a Notice of Intent to Award, all documents submitted in response to this RFA and all documents used in the selection process (e.g., review checklists, scoring sheets, letters of intent, etc.) will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public. However, application contents, applicant correspondence, selection working papers, or any other medium shall be held in the strictest confidence until the Notice of Intent to award is posted.
- c. CDPH may return an application to an applicant at their request and expense after CDPH concludes the bid process.

5. Inspecting or obtaining copies of applications

- a. Who can inspect or copy application materials

Any person or member of the public may inspect or obtain copies of any application materials.

- b. What can be inspected / copied and when

- 1) After CDPH releases the RFA, any existing Applicants List (i.e., list of firms or persons to whom this RFA is sent or released by the funding program) or information obtained from the California Department of General Services (DGS) on the firms or persons that downloaded this RFA from a DGS website is considered a public record and will be available for inspection or copying.
- 2) On or after the date CDPH posts the Notice of Intent to Award, all applications, Applicants Lists, RFA download lists, conference sign-in/attendance sheet, letters of intent, checklists and/or scoring/evaluation sheets become public records. These records shall be available for review, inspection and copying during normal business hours.

- c. Inspecting or obtaining copies of application materials

Persons wishing to view or inspect any application or award related materials must identify the items they wish to inspect and must make an inspection appointment by contacting **Rosanne Stephenson** at **(916) 449-5403**.

Persons wishing to obtain copies of application materials may visit CDPH or mail a written request to the CDPH office identified below. The requestor must identify the items they wish to have copied. Materials will not be released from State premises for the purposes of making copies.

Unless waived by CDPH, a check covering copying and/or mailing costs must accompany the request. Copying costs, when applicable, are charged at a rate of **ten cents** per page. CDPH will fulfill all copy requests as promptly as possible.

6. Verification of Applicant information

By submitting an application, Applicants agree to authorize CDPH to:

- a. Verify any and all claims made by the Applicant including, but not limited to verification of prior experience and the possession of other qualification requirements, and
- b. Check any reference identified by an applicant or other resources known by the State to confirm the Applicant's business integrity and history of providing effective, efficient and timely services.

7. CDPH rights

In addition to the rights discussed elsewhere in this RFA, CDPH reserves the following rights.

a. RFA corrections

- 1) CDPH reserves the right to do any of the following up to the application submission deadline:
 - a) Modify any date or deadline appearing in this RFA or the RFA Time Schedule.
 - b) Issue clarification notices, addenda, alternate RFA instructions, forms, etc.
 - c) Waive any RFA requirement or instruction for all applicants if CDPH determines that the requirement or instruction was unnecessary, erroneous or unreasonable.
 - d) Allow Applicants to submit questions about any RFA change, correction or addenda. If CDPH allows such questions, specific instructions will appear in the cover letter accompanying the document.
- 2) If deemed necessary by CDPH to remedy an RFA error or defect that is not detected in a timely manner, CDPH may also issue correction notices or waive any unnecessary, erroneous, or unreasonable RFA requirement or instruction after the application submission deadline.

To reduce State costs of mailing procurement corrections to persons and entities that do not intend to bid, CDPH will mail, email, or fax written clarification notices and/or RFA addenda only to those persons and entities that submit the mandatory Letter of Qualification and Intent.

If CDPH decides, just before or on the application due date, to extend the submission deadline, CDPH may choose to notify persons or entities who submitted the mandatory Letter of Qualification and Intent on time of the extension by fax, email, or by telephone. CDPH will follow-up any verbal notice in writing by fax, email, or by mail.

b. Collecting information from Applicants

- 1) If deemed necessary, CDPH may request an applicant to submit additional documentation during or after the application review and evaluation process. CDPH will advise the Applicants orally, by fax, email, or in writing of the documentation that is required and the time line for submitting the documentation. CDPH will follow-up oral instructions in writing by fax, email, or mail. Failure to submit the required documentation by the date and time indicated may cause CDPH to deem an application nonresponsive.

- 2) CDPH, at its sole discretion, reserves the right to collect, by mail, email, fax or other method; the following omitted documentation and/or additional information.
 - a) Signed copies of any form submitted without a signature.
 - b) Data or documentation omitted from any submitted RFA attachment/form.
 - c) Information/material needed to clarify or confirm certifications or claims made by an applicant.
 - d) Information/material or form needed to correct or remedy an immaterial defect in an application.
 - 3) The collection of applicant documentation may cause CDPH to extend the date for posting the Notice of Intent to Award. If CDPH changes the posting date, CDPH will advise the Applicants, orally, via email, or in writing, of the alternate posting date.
- c. Immaterial application defects
- 1) CDPH may waive any immaterial defect in any application and allow the Applicant to remedy those defects. CDPH reserves the right to use its best judgment to determine what constitutes an immaterial deviation or defect.
 - 2) CDPH's waiver of an immaterial defect in an application shall in no way modify this RFA or excuse an applicant from full compliance with all bid requirements.
- d. Correction of clerical or mathematical errors
- 1) CDPH reserves the right, at its sole discretion, to overlook, correct or require an applicant to remedy any obvious clerical or mathematical errors occurring in the narrative portion of an application or on a Budget Justification.
 - 2) If the correction of an error results in an increase or decrease in the total price, CDPH shall give the Applicant the option to accept the corrected price or withdraw their application.
 - 3) Applicants may be required to initial corrections to costs and dollar figures on the Budget Justifications if the correction results in an alteration of the annual costs or total cost offered.
 - 4) If a mathematical error occurs in a total or extended price and a unit price is present, CDPH will use the unit price to settle the discrepancy.
- e. Right to remedy errors
- CDPH reserves the right to remedy errors caused by:
- 1) CDPH office equipment malfunctions or negligence by agency staff,
 - 2) Natural disasters (i.e., floods, fires, earthquakes, etc.).
- f. No contract award or RFA cancellation
- The issuance of this RFA does not constitute a commitment by CDPH to award a contract. CDPH reserves the right to reject all applications and to cancel this RFA if it is in the best interests of CDPH to do so.
- g. Contract amendments after award

As provided in the Public Contract Code governing contracts awarded by competitive bid, the CDPH reserves the right to amend the contract after CDPH makes a contract award.

- h. Proposed use of subcontractors and/or independent consultants

Specific subcontract relationships proposed in response to this RFA (i.e., identification of pre-identified subcontractors and independent consultants) shall not be changed during the procurement process or prior to contract execution. The pre-identification of a subcontractor or independent consultant does not affect CDPH's right to approve personnel or staffing selections or changes made after the contract award.

- i. Staffing changes after contract award

CDPH reserves the right to approve or disapprove changes in key personnel that occur after CDPH awards the contract.

M. Application Certification Clauses

1. Certificate of Independent Price Determination

- a. The prospective applicant certifies that:

- 1) The prices in this application have been arrived at independently without any consultation, communication or agreement with any other applicant, or competitor for the purpose of restricting competition relating to:
 - a) The prices or costs offered,
 - b) The intention to submit an application,
 - c) The methods or factors used to calculate the costs or prices offered.
- 2) The prices in this application have not been and will not be knowingly disclosed by the applicant, directly or indirectly, to any other applicant or competitor before the bid/cost application opening date or date of contract award posting, unless otherwise required by law.
- 3) No attempt has been made or will be made by the applicant to induce any other firm or entity to submit or not to submit a bid or application for the purpose of restricting competition.

- b. Each signature appearing on the documents contained in this application is considered to be a certification by the signatory that the signatory:

Is the person in the Applicant's organization who is either responsible for determining the prices offered in this application and/or is designated to complete the forms on behalf of the applying firm, and the signatory has not participated and will not participate in any action contrary to all subsections of paragraph a.

2. Debarment and Suspension Certification

- a. The Contractor certifies to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;

- 2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph a.2) of this certification; and
 - 4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default.
 - 5) It shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.
 - 6) It will include a clause entitled "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- b. If the Contractor is unable to certify to any of the statements in this certification, the Contractor shall submit an explanation to the program funding this contract.

3. Lobbying Restrictions and Disclosure

(This certification only applies if the resulting contract total will equal or exceed \$100,000 and the contract will be federally funded in part or whole.)

- a. The Contractor certifies, to the best of its knowledge and belief, that:
- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - 3) The Contractor shall require that the contents of this certification be collected from the recipients of all sub awards, exceeding \$100,000, at all tiers (including subcontracts, sub grants, etc.) and shall be maintained for three years following final payment/settlement of those agreements.

- b. This certification is a material representation of fact upon which reliance was placed when this contract was made and/or entered into. The making of the above certification is a prerequisite for making or entering into this contract pursuant to 31 U.S.C. 1352 (45 CFR 93). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- c. The Standard Form-LLL may be obtained from various federal agencies, federally sponsored World Wide Web Internet sites, CDPH upon request or may be copied from Exhibit D (F) entitled, Special Terms and Conditions.

N. Cooperative Agreement Terms and Conditions

The awarded Applicants must enter a written cooperative agreement as pursuant to the "Cooperative Agreement Act." (Health and Safety Code, § 38072, sub (a) (13) and California Health and Safety Code Section 104650) that may contain portions of the application (i.e., Budget Justification, Work Plan), Scope of Work, standard contract provisions, the contract form, and the exhibits identified below. Other exhibits, not identified herein, may also appear in the resulting cooperative agreement.

The exhibits identified in this section contain terms that require strict adherence to various laws and contracting policies. An Applicant's unwillingness or inability to agree to the proposed terms and conditions shown below or contained in any exhibit identified in this RFA may cause CDPH to deem an applicant non-responsible and ineligible for an award. CDPH reserves the right to use the latest version of any form or exhibit listed below in the resulting agreement if a newer version is available.

The exhibits identified below illustrate many of the terms and conditions that may appear in the final agreement between CDPH and the winning Applicant. Other terms and conditions, not specified in the exhibits identified below, may also appear in the resulting agreement. Some terms and conditions are conditional and may only appear in an agreement if certain conditions exist (i.e., contract total exceeds a certain amount, federal funding is used, etc.).

In general, CDPH will not accept alterations to the General Terms and Conditions (GTC), CDPH's Special Terms and Conditions, the Scope of Work, other exhibit terms/conditions, or alternate language that is proposed or submitted by a prospective contractor.

1. Sample contract forms / exhibits

Exhibit Label	Exhibit Name
a. Exhibit A1	Standard Agreement
b. Exhibit A	Scope of Work
c. Exhibit B	Budget Detail and Payment Provisions
d. Exhibit C - View on-line.	General Terms and Conditions (GTC 307). View or download this exhibit at this Internet site: http://www.ols.dgs.ca.gov/Standard+Language/default.htm .
e. Exhibit D(F)	Special Terms and Conditions " D (F) " - (for personal or consultant services funded in part or whole with federal funds).
f. Exhibit E	Additional Provisions
g. Exhibit F	Contractor's Release
h. Exhibit G	Travel Reimbursement Information
i. Exhibit H	Information Confidentiality & Security Requirements

Exhibit Label	Exhibit Name
j. Exhibit I	Information Systems Security Requirements for Projects
k. Exhibit J	Contractor Equipment Purchased with CDPH Funds
l. Exhibit K	Inventory/Disposition of CDPH Funded Equipment (add to grid)

2. Unanticipated tasks

In the event unanticipated or additional work must be performed that is not identified in this RFA, but in CDPH's opinion is necessary to successfully accomplish the scope of work, CDPH will initiate an amendment to add that work. All terms and conditions appearing in the final cooperative agreement including the salary/wage rates, unit rates and/or other expenses appearing on the Applicant's Budget Justifications will apply to any additional work.

3. Resolution of language conflicts (RFA vs. final agreement)

If an inconsistency or conflict arises between the terms and conditions appearing in the final agreement and the proposed terms and conditions appearing in this RFA, any inconsistency or conflict will be resolved by giving precedence to the final agreement.