



# Regional Perinatal Programs of California (RPPC)

Request for Application (RFA)

#25-10089

California Department of Public Health  
Maternal, Child and Adolescent Health Division  
Maternal & Infant Health Branch

March 26, 2025

PUBLIC

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## Part I. RPPC Funding Opportunity Description

### A. Funding Purpose

The purpose of this Request for Application (RFA) is to solicit competitive applications from eligible organizations (Part II.J\_Eligibility Criteria) for funding from the Maternal, Child, and Adolescent Health Division (MCAH) of the California Department of Public Health (CDPH) to administer the [Regional Perinatal Programs of California](#) (RPPC).

Applicants will develop and maintain a network of providers and facilities within specific geographic areas and match the needs of high-risk perinatal people with the appropriate types and levels of care.

Applicants can also apply to implement other maternal and infant health programs including supplemental activities to ensure regional coordination. Such activities include a statewide collaborative of public and private entities that combine clinical medicine, population health and systems of care to promote quality improvement (QI) efforts in neonatal and maternal health, the California Perinatal Transport System (CPeTS), and improvements to systems of care to support maternal risk-appropriate care and transports.

A responding organization is expected to submit an application that includes the following:

- Agency experience and organizational capacity
- Agency implementation plan
- Budget proposal

CDPH/MCAH expects to award \$5,265,000 in three-year, regional cooperative agreements to eligible and qualified applicants that demonstrate the greatest experience and capacity to achieve the program requirements and supplemental goals outlined in the RFA and the RPPC Scope of Work (SOW) (Exhibit A). See Part II.D\_Funding Allocation for this program.

To submit a qualifying application, applicants must adhere to the due dates in Part II.L

### B. Public Health Significance

In 1979, the California Legislature recognized that many high-risk women and infants in California did not have access to specialized care, and therefore were

more likely to die or suffer permanent disabilities. As a result, the legislature mandated the development of a network of perinatal regions to reduce perinatal mortality. This goal is accomplished through the promotion of improved access to equitable, risk-appropriate perinatal care to pregnant people and their infants, and regional QI activities that promote an integrated regional perinatal system between public health and health care institutions, as well as local communities and state organizations.

Regional RPPC Directors have the flexibility, neutrality, and credibility to bridge public and private sectors. They offer the opportunity to work with multiple counties, local communities, public health agencies, hospitals, clinics, individual providers, and health plans to work collaboratively to identify and address common perinatal concerns.

The RPPC regions in California are (see RPPC Regions and Hospitals Attachment 8):

- North Coast - East Bay
- Northeastern
- Mid-Coastal
- Central San Joaquin Valley – Sierra Nevada
- South Coastal - East Los Angeles
- Central - North Los Angeles – Coastal Valley
- Orange County
- Southern Inland Counties
- San Diego - Imperial Counties

CDPH/MCAH coordinates the regionalized perinatal health systems with other maternal and infant health programs, including supplemental activities conducted by or for CDPH to ensure regional coordination. Such program and supplemental activities include a statewide collaborative of public and private entities that combine population health and systems of care to promote QI efforts in neonatal and maternal health, the CPeTS, and regionalization to support maternal risk-appropriate care and transports and regional preparedness for birthing people and newborns during public health emergencies.

## Part II. Program Requirements and Overview

### A. Program Scope of Work

RPPC provides the planning and coordination of a regionalized perinatal system that ensures social support and health services are available to meet the special needs of high-risk pregnant people and infants. CDPH/MCAH shall also ensure that it does so as efficiently and cost-effectively as possible. This is accomplished through the implementation of the RPPC SOW, which outlines the goals, activities, and deliverables necessary to implement the program.

#### 1. Regionalization (SOW Goal 1) - **REQUIRED**

Coordinate the planning, collaboration, and promotion of an integrated regional perinatal system that supports equitable, high quality, risk-appropriate health care and social support for pregnant people and their newborns. Each region will be required to fulfill objectives related to the following:

- a. Strengthening regional, cross-regional, and/or statewide communication and collaboration to support maternal and perinatal services through collaboration with local and state organizations, MCAH local health jurisdictions, and other State programs.
- b. Conducting site visits to birthing facilities in their region to support their QI efforts guided by their outcomes data, as well as state and national Perinatal Quality Collaborative- identified opportunities.
- c. Supporting facilities in establishing standardized risk screening and response and coordinated transfer/transport to risk-appropriate facilities.
- d. Improving regionalized awareness and capacity of health care, public health, and social services providers to address pregnant, birthing, postpartum, and lactating individuals and their newborns during public health emergencies.
- e. Increasing the proportion of applicable facilities implementing and maintaining practices during the immediate postpartum that advance equity in breastfeeding and comply with applicable [breastfeeding laws](#).
- f. Reducing preventable mortality and morbidity disparities by increasing the proportion of facilities that evaluate the quality of their care using both patient experience and clinical measures.
- g. Helping facilities improve birth certificate data accuracy and completeness.

**2. Neonatal/Infant Transport System and the California Perinatal Transport System (CPeTS) Web site and Bed Locator System - (SOW Goal 2) - SUPPLEMENTAL**

(1) Track and evaluate neonatal care during transport by maintaining the Northern or Southern California CPeTS; (2) Participate and collaborate on QI activities by organizing and maintaining an expert panel to review and analyze collected data and consider new data elements to add to the current data collection system to address current and potential neonatal transport issues.

Applicants applying for Goal 2 may also elect to provide the maintenance of the following:

- a. A web-based locator system to facilitate the transport of critically ill infants and high-risk obstetric patients to tertiary hospitals, and/or
- b. A web-based data entry system to allow timely entry and analysis of CPeTS neonatal transport data.

**3. Maternal Risk-Appropriate Care and Transport (SOW Goal 3) - SUPPLEMENTAL**

Minimize the risk of preventable maternal morbidity and mortality by identifying and promoting strategies to ensure systems of care provide the right care at the right time and place with the right team via the following:

- a. Equip RPPC Regional Directors to support facilities to establish standardized risk screening and response and coordinated transfer/transport to risk-appropriate facilities.
- b. Strengthen the evidence base for implementing risk-appropriate care strategies and build data capacity around maternal transports and transfers of care.
- c. Make statewide recommendations to advance regionalized systems of risk-appropriate care for high-risk pregnant individuals.

**4. Perinatal Quality Collaborative (SOW Goal 4) - SUPPLEMENTAL**

Support and sustain a statewide collaborative of public and private entities whose goal is to achieve clinical- and population-level culture change by providing opportunities for collaborative learning, rapid response data, and quality via the following:

- a. Providing administrative support to an identified Perinatal Quality Collaborative (PQC) whose goal is to lead perinatal quality improvement.
- b. Providing a perinatal QI infrastructure that advances safety and quality care improvements through research, statewide collaboratives, and the dissemination and implementation of QI toolkits.

## B. Staffing Requirements

Awardees are expected to hire sufficient staff with the knowledge, skills, and backgrounds necessary to complete all the RPPC cooperative agreement requirements. The minimum qualifications for the position of RPPC Program Director ([SOW Goal 1](#)) are:

- a. A Registered Nurse with significant perinatal experience and a degree in a health-related area, or
- b. A Registered Nurse with an Advanced Practice Degree in a health-related area, or.
- c. A Registered Nurse with a comparable degree in a health-related area such as a Master of Public Health, or
- d. A health professional with experience in perinatal health with master’s degree in public health or other health-related advanced practice degree.

## C. Authorizing Legislation and/or Governing Regulations

Authority Type	Applicable Citation
State statutes	Section <a href="#">123550-123610</a> ; <a href="#">123750-123775</a> of California Health and Safety Code
Federal Uniform Guidance	<a href="#">2 CFR 200</a>

Awardees shall maintain adequate employee time recording documents (e.g., timesheets, timecards, and payroll schedules) and fiscal documents based on Generally Accepted Accounting Principles (GAAP) or practices, Code of Federal Regulations, [2 CFR 200](#). It is the responsibility of the funded agency to adhere to the above.



## D. Funding Allocation

The RPPC regional cooperative agreements must administer and direct a regional perinatal base program as described in Goal 1 and may apply for more than one region. Additional funds are available to conduct one or more supplemental activities, listed as supplemental Goals 2-4, to support the regional activities. Only Applicants successfully awarded to conduct activities for Goal 1 can receive funding to conduct the activities in Goals 2-4. Goals 2-4 cannot be applied for as standalone activities. For Goal 1, there will be between one to nine total awards. Applicants can apply for more than one region and for more than one supplemental goal. The following tables outline the proposed funding allocation for each RPPC region and supplemental goals.

Goal 1 .....	\$1,353,000
Goal 2.....	\$170,000
Goal 3.....	\$82,000
Goal 4.....	\$150,000
<b>Total .....</b>	<b>\$1,755,000</b>

### 1. Regionalization (SOW Goal 1)

#### Base Annual Funding Per Region

North Coast - East Bay .....	\$157,000
Northeastern.....	\$157,000
Mid-Coastal .....	\$137,000
Central San Joaquin Valley - Sierra Nevada.....	\$142,000
Orange County .....	\$137,000
Central - North LA and Coastal Valley .....	\$207,000
South Coastal - East Los Angeles .....	\$137,000
Southern Inland Counties .....	\$142,000
San Diego - Imperial Counties.....	\$137,000
<b>Subtotal .....</b>	<b>\$1,353,000</b>

### 2. California Perinatal Transport System (SOW GOAL 2)

#### Base Annual Funding Per Region

Northern California .....	\$75,000
Southern California.....	\$75,000

The following tasks will be awarded to either the CPeTS contractor in the North or the South:

CPeTS Bed Locator System.....	\$10,000
CPeTS Data Collection Website.....	\$10,000

**3. Maternal Risk-Appropriate Care and Transport (SOW Goal 3)**

Base Annual Funding .....	\$82,000
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**4. Perinatal Quality Collaborative (PQC) (SOW Goal 4)**

Base Annual Funding .....	\$150,000
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**E. Funding Availability**

CDPH/MCAH intends to make awards to eligible organizations that demonstrate the ability to meet the RPPC goals and outcome objectives based on the evaluation of Applicants’ response to the RFA.

**F. Funding Amount**

The estimated total funding amount to be allocated through this RFA is \$5,265,000 for three years. This estimated total is contingent on future federal Title V Block Grant funding levels. Funding is limited to the following amounts to be allocated annually for the duration of this program:

- A. \$1,755,000 for the budget period of 07/01/25 through 06/30/26
- B. \$1,755,000 for the budget period of 07/01/26 through 06/30/27
- C. \$1,755,000 for the budget period of 07/01/27 through 06/30/28

**G. Funding Sources**

The funds awarded through this RFA are from California’s Title V Block Grant, as well as special funds whose specific purpose is RPPC implementation. The funds may only be used for program activities that advance the RPPC SOW.

**H. Limitations of State Liability**

Payment for performance under the resulting agreements may be dependent upon availability of future appropriations by the State Legislature, Congress, or federal funding. No legal liability on the part of the State for any payment may arise under the resulting agreement until funds are made available through an annual appropriation. If agreements are executed before acquiring available funding and funding does not become available, CDPH/MCAH will cancel the agreements.

## I. Funding Reductions in Subsequent Budget Years

If an agreement is executed and full funding does not become available for subsequent State Fiscal Years, CDPH/MCAH will either cancel the agreement or amend it to reflect reduced funding and reduced activities. Continuation of services beyond the first State Fiscal Year is also subject to the successful performance of agreed upon activities.

## J. Eligibility Criteria

The following entities and organizations may apply for funding:

1. Units of local government including but not limited to cities, counties, and other government bodies or special districts.
2. State/public colleges or universities, also known as institutions of higher education.
3. Public and/or private nonprofit health or social service agencies, nonprofit community-based organizations, hospitals, or community clinics classified as **501(c) (3) tax exempt** under the **Internal Revenue Code**.
4. Entities and organizations must have a minimum of five (5) years of experience in promoting QI activities with an emphasis on maternal and perinatal care and care collaboration.

## K. Cooperative Agreement Term

The term of the resulting cooperative agreements is expected to be 36 months and is anticipated to be effective from July 1, 2025, through June 30, 2028. The agreement term may change if CDPH/MCAH cannot execute the agreement in a timely manner due to unforeseen delays.

The cooperative agreements are of no force or effect until signed by both parties and approved by the Department of General Services, if required. The contractor may not commence performance until such approval has been obtained. The Applicant is cautioned not to commence performance until the contract is executed. Should performance commence before all approvals are obtained, said services may be considered to have been volunteered.

CDPH/MCAH reserves the right to extend or modify the term of the resulting agreement via a formal contract amendment, as necessary, to complete or continue

services for time only with no additional funding. CDPH/MCAH offers no assurance that funding will be continued at the same level in future years.

## L. RFA Key Action Dates

CDPH/MCAH reserves the right to adjust any date and/or time as necessary. Date and time adjustments will be posted on the [RPPC Request for Applications 2025](#) webpage.

Event	Date	Time (if applicable)
Request for Application Release	March 26, 2025	No specific time
Program Informational Webinar	March 26, 2025	Pre-recorded
Deadline to submit RFA Questions	April 4, 2025	4:00 PM
Voluntary Letter of Intent Form	April 4, 2025	4:00 PM
Q&A Responses Published	April 11, 2025	No 4:00 PM
Application Due Date	April 23, 2025	Emailed by 4:00 PM
Public Notice of Intent to Award	May 16, 2025	No specific time
Dispute Filing	May 21, 2025	4:00 PM
Final Announcement of Award	May 27, 2025	No specific time

## Part III. Application Submission Process

### A. Website Access for RFA Documents and Addenda

All documents related to this RFA can be downloaded from the [RPPC Request for Applications 2025](#) website.

It is the applicant's responsibility to visit the [CDPH/MCAH RPPC website](#) on a regular basis for current postings and any new addenda. This includes but is not limited to the following:

1. RFA Document, attachments, appendices, and exhibits (if necessary)
2. Important notifications concerning the RFA and process
3. Award Announcements

### B. Applicant Questions and Reporting Errors in the RFA

CDPH/MCAH will accept questions and reporting of errors related to the RFA. Questions may include but are not limited to the services to be provided for the RFA and/or its accompanying materials, instructions, or requirements. All applicants, including current RPPC awardees, must follow the process outlined below to submit a question.

1. How to submit questions or report an error in the RFA:
  - a. Submit questions or errors by email to [RPPC.RFA@cdph.ca.gov](mailto:RPPC.RFA@cdph.ca.gov) with the subject line "RFA Question(s)" or "RFA Error(s)."
  - b. Applicants are responsible for confirming the receipt of all materials transmitted to CDPH/MCAH by the stated deadline by emailing [RPPC.RFA@cdph.ca.gov](mailto:RPPC.RFA@cdph.ca.gov).
  - c. Questions shall be submitted to CDPH/MCAH by the deadline listed in Part II.L RFA Key Action Dates.
  - d. Errors in the RFA or its instructions may be reported up to the application submission due date.
2. What to include in an inquiry:
  - a. Name of inquirer, name of organization being represented, mailing address, area code and telephone number, and email address.

- b. A description of the subject, concern, or issue in question or RFA discrepancy found.
  - c. RFA section, page number, or other information useful in identifying the specific problem, concern, or issue in question.
  - d. Proposed remedy sought or suggested, if any.
3. Response by CDPH/MCAH
- a. CDPH/MCAH reserves the right to seek clarification of any inquiry received and to answer only questions considered relevant to this RFA. At its discretion, CDPH/MCAH may consolidate and/or paraphrase similar or related inquiries. Questions and answers received through the process outlined above will be published on the on the date listed in [Part II. L. - RFA Key Action Dates](#).
  - b. CDPH/MCAH may issue addenda to address errors in the RFA until the application submission deadline. These will be posted on the RPPC RFA webpage.
  - c. Applicants that fail to report a known or suspected problem with the RFA and/or its accompanying materials or fail to seek clarification and/or correction of the RFA and/or its accompanying materials shall submit an application at their own risk. If an award is made, 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.

### **C. Voluntary Virtual Program Informational Webinar**

CDPH/MCAH will post a voluntary Program Informational Webinar (see Part II.L - RFA Key Action Dates). During this webinar CDPH/MCAH staff will review the RFA process, eligibility, and funding, and will provide a program overview.

Attending the voluntary Program Informational Webinar:

1. Prospective applicants should thoroughly review and be familiar with this RFA and the webinar contents including the eligibility and competition requirements, the RPPC SOW, and the application content requirements.
2. The recording and slides will be posted on the RPPC website.

3. Answers to submitted RFA Questions will be posted on the RPPC website under Funding Opportunities, as outlined on the RFA Timeline.

## **D. Voluntary Non-Binding Letter of Intent**

### 1. General Information

Prospective Applicants are asked to voluntarily indicate their intention to submit an application, or to indicate the reason(s) for not submitting an application if they are a current awardee. The Letter of Intent is not binding but assists CDPH/MCAH in scheduling staff for the review process. Failure to submit a Letter of Intent will not affect the acceptance of any application. Prospective applicants are not required to submit an application merely because a Letter of Intent was submitted.

### 2. Submitting a Letter of Intent

- a. Use the Letter of Intent template (Attachment 5) for this purpose.
- b. Applicants are asked to email the Letter of Intent to [RPPC.RFA@cdph.ca.gov](mailto:RPPC.RFA@cdph.ca.gov) with the subject line "Voluntary Letter of Intent" by the date and time listed in Part II.L - RFA Key Action Dates.

## Part IV. Application Assemblage and Delivery

### A. General Instructions

1. Develop applications by following all RFA instructions and/or clarifications issued by CDPH/MCAH, including questions and answers notices, clarification notices, Administrative Bulletins, or RFA addenda.
2. In preparing an application, all narrative portions should fall within specified page limits, be straightforward, detailed, and precise. CDPH/MCAH will determine the responsiveness of an application by its quality, not its volume, packaging, or colored displays.
3. Use forms and templates (Attachments) provided and follow any instructions provided within the attachments.
4. Arrange for the timely delivery of the application package(s) to the email address specified in [Section E](#). Application Delivery of this RFA.

### B. Format Requirements:

1. Use 1-inch (1") margins at the top, bottom and both sides.
2. Use Calibri or Times New Roman 12-point font and 1.15 line spacing.

### C. Application Content List

Each application set should include the following attachments, application responses, and documentation in the order listed:

1. Application Cover Page (Attachment 1)
2. Table of Contents
3. Program Summary
4. Experience and Organizational Capacity
5. Implementation Plan
6. Program Personnel
7. Budget Detail and Justification Templates FY 2025-26, 26-27, and 27-28 (Attachment 3)



8. Appendices:

a. Proof of Corporate Status

If the Applicant is a corporation, a copy of the organization's most current Certificate of Status issued by State of California, Office of the Secretary of State (SOS) or a downloaded copy of status information from the [California Business Entities Records Request](#) website. Do not submit copies of the organization's Bylaws or Articles of Incorporation.

b. Nonprofit Status

Nonprofit organizations must submit a copy of an IRS determination letter indicating nonprofit or [501\(c\) \(3\) tax-exempt status](#).

c. Audited financial statements for the past two (2) years

Only audited financial statements that have been reviewed by a professional certified accounting firm are acceptable. All noted audit exceptions must be fully explained.

d. Letters of Support

Two (2) letters of support are required. If Applicant is a community-based organization, include:

1. One letter from the Board of Directors
2. One letter from either a collaborative organization/agency or other funding agency

The letters of support must be on agency letterhead and include the physical address, telephone, fax number, a contact person, and job title of the letter's author. The letter is to support the applicant's ability to meet contract related activities, deadlines, and deliverables.

e. Proof of Insurance

Commercial General Liability with limits not less than \$1,000,000 per occurrence for bodily injury and property damage combined with a \$2,000,000 annual policy aggregate. Proof of automobile, worker's compensation, and employer's liability insurance are required.

9. Attachments
  - a. Funding Application Checklist (Attachment 2)
  - b. Agency Information Form (Attachment 4)
  - c. California Civil Rights Laws Attachment (Attachment 6)

## **D. Application Assembly, Signatures, and Original and Duplicate Sets.**

1. Applicants must assemble their applications in the order shown in the Application Checklist (Attachment 2). Applications with missing documents or partially completed documents may be deemed non-responsive.

**Non-responsive applications will be considered incomplete and may be rejected from consideration.**

2. Pages must be sequential within sections. It is not necessary to paginate items in the Forms Section or Attachments Section.
3. The person authorized to legally bind the applicant to the federal certification clauses located in Part V.B.1. of the RPPC RFA must sign each RFA attachment
  - a. RFA attachments that require a signature must be signed.
  - b. An electronic signature is acceptable.
  - c. Completed application package should be submitted by email in **PDF** format with "RPPC RFA Application" on the subject line of the email.

## **E. Application Delivery**

1. RFA applications must be received in the [RPPC.RFA@cdph.ca.gov](mailto:RPPC.RFA@cdph.ca.gov) mailbox no later than **4:00 pm on April 23, 2025**. Applications received after this submittal deadline will not be accepted.
2. Only applications that are emailed will be accepted.
3. CDPH/MCAH is not responsible for delayed email or failure to submit a timely application.
4. Applicants are responsible for all costs of developing and submitting an application. Such costs cannot be charged to CDPH/MCAH or included in any cost element of an Applicant's proposed budget.

## Part V. Application Narrative Development

### A. General Instructions

1. Carefully follow all requirements below, including designated page limits. Attachments are not included in the page limits for the sections.
2. Begin each section (e.g., *Program Summary*) on a new page so reviewers can assess page limit requirements. Identify each section in your response with corresponding letters and numbers.

### B. Application Sections

#### 1. Application Cover Page

A person authorized to legally bind the application must sign the Application Cover Page. If the applicant is a corporation, a person authorized by the Board of Directors must sign the Application Cover Page. If the Applicant is a local government agency, a person authorized by the Board of Supervisors must sign the Application Cover Page.

#### 2. Table of Contents

List each section of the application and the contents therein.

#### 3. Program Summary

Page limit: two (2)

Identify the proposed region or regions you are bidding for and thoroughly describe Applicant's knowledge of the regional perinatal area to be served in terms of social determinants of health and health disparities. The description should also include but not be limited to the number of births, facility types (i.e., hospital level II/III, neonatal intensive care units), and comprehensive perinatal service providers in the area. Describe the applicant's involvement in improving regionalization and risk-appropriate neonatal and maternal care in the region.

#### 4. Experience and Organizational Capacity

Page limit: five (5) pages (a - e)

- a. Describe the organizational structure and staffing. Clearly outline which staff classification will be working on what components of the agreement. Provide

a copy of the applicant's organization chart that shows where RPPC will be placed within the organization and reporting structure. Be sure to include a description of how the organization's mission and goals align with those of RPPC and its related projects.

- b. Describe the Applicant's strength, experience (include the number of years), and capacity related to the effectiveness in impacting maternal and perinatal health outcomes as a result of collaboration and networking with facilities in the region to be served. Describe the type of services your organization provides such as education, training, or conferences and who you serve.
- c. Describe the plan for ensuring program management capacity and ability to support Goal 1 in the RPPC SOW. Include organization's information for services provided, other funded programs, populations, or organizations it serves, and the number and levels of staff to support all programmatic and administrative efforts.
- d. Describe any unique resources, services, service settings or leadership offered by the applicant that could benefit the implementation of the RPPC in the selected region or regions.
- e. Report any instances where the applicant has been out of compliance from any state or federal program in the past three years. If this has occurred, provide a description of the context (by whom, when, and why) and explain any corrective action or changes that the organization made as a result.

**This pertains to agencies applying for supplemental Goals 2 – 4.**

Page limit: three (3) pages per goal

- f. Describe the Applicant's strength, experience, and program management capacity to meet the goals and the related objectives and activities outlined in the SOW.
- g. Describe the management and staff capacity for each goal and how the staff will coordinate or collaborate with staff working on Goal 1 or other goals on the RPPC SOW. If your agency has previously done this work please describe the number of years, lessons learned, and what you will do differently this contract period and why. Each goal must be addressed separately.

## 5. Implementation Plan

Page limit is four (4) pages (Goal 1)

The following questions correspond to the numbered RPPC program goals, objectives, activities, and deliverables found in Exhibit A. RPPC SOW. Provide a response to only those goals for which the Applicant is applying. If your agency has previously done this work please describe the number of years, lessons learned, and what you will do differently this contract period and why. Each goal must be addressed separately.

### **Goal 1.**

Describe your organization's experience and capacity, including any processes and procedures used to support Regionalization activities.

Supplemental Goals 2 – 4:  
Page limit: three (3) per goal

### **Goal 2.**

Describe your organization's experience and capacity, including any processes and procedures used to support California Perinatal Transport System activities:

**The following supplemental tasks will be awarded to either of the successful CPeTS contractors.**

#### **Goal 2.a. *Supplemental***

Describe your organization's experience and capacity, including any processes and procedures used to support CPeTS Bed Locator System activities such as the following:

- a. Maintaining a web-based locator system to facilitate the transport of critically ill infants and high-risk obstetric patients to tertiary hospitals, using confidential hospital access codes. This system should be accessible 24 hours a day, seven days a week.
- b. Participating with other California Perinatal System contractors and CDPH/MCAH to plan and resolve website issues as requested.
- c. Responding to website issues within 24 hours of identification and providing a timeline with reasonable time for repair.

- d. Uploading documents as requested, revising program information as needed, maintaining all links, and ensuring ADA compliance.
- e. Providing daily differential backup of the website data Saturday through Thursday and a full back up every Friday.

### **Goal 2.b. Supplemental**

Describe your organization's experience and capacity, including any processes and procedures used to support **CPeTS Neonatal Transport Data Collection Website** activities such as the following:

- a. Maintaining and updating the data entry system for CPeTS neonatal transport data collection to allow timely data entry, analysis, and reporting based on recommendations from the CPeTS Data Advisory Committee.
- b. Conducting an annual system evaluation to assess data quality and validity and producing a report of findings.
- c. Reviewing and revising (as needed) the methodology for a risk-adjusted data report.
- d. Maintaining and revising (as needed) information in the CPeTS Neonatal Transport data report.

### **Goal 3.**

Describe your organization's experience and capacity, including any processes and procedures used to support Maternal Risk-Appropriate Care and Transport activities.

### **Goal 4.**

Describe your organization's experience and capacity, including processes and procedures used to support Perinatal Quality Collaborative activities.

### **Program Personnel**

Page limit: two (2)

Describe the proposed staffing and time allocated to the program. Explain and/or describe the overall personnel plan to meet the SOW goals.

Applicant must:

- a. Demonstrate that the Applicant's RPPC Program Director (see Part II.B Staffing Requirements) meets the recommended minimum qualifications, such as being a registered nurse with a master's degree, an Advanced Practice Degree, or a comparable degree in a health-related area such as a Master of Public Health (MPH).
- b. Demonstrate that the proposed staffing and full-time equivalent (FTE) has the qualifications and capacity to conduct the activities outlined in the RPPC SOW.

**Budget Detail and Justification (for each Fiscal Year)**

Page limit: one (1) budget and summary (per fiscal year)

In compliance with the budget template and instructions (see Part IX – Contract Budget) supply an accurate budget in sufficient detail to demonstrate fiscal capability to operate the program.

Budget Template: A budget for Goal 1 for each fiscal year of the contract period is required in the Application. If proposing to do additional goals, provide line items in the same budget template to address the budget needs for additional activity for Goals 2-4.

## Part VI. Evaluation and Selection

All submitted application packages will be evaluated within the following two stages:

### A. Stage 1

1. The application checklist and application package will be reviewed to ensure that applicants (a) meet the RFA eligibility criteria described in Part II.J. – Eligibility Criteria, and (b) meet all the requirements described in Part IV – Application Assemblage and Delivery.
2. In addition to any condition previously indicated in this RFA, the following occurrences may cause CDPH/MCAH to deem an application non-responsive:
  - a. Failure to meet application format/content or submission requirements including but not limited to labeling, packaging, and/or timely and proper delivery of applications.
  - b. Submission of applications that are materially incomplete or contain material defects, alterations, or irregularities of any kind.
  - c. Applications that contain false, inaccurate, or misleading information, or falsely certify compliance on any RFA response.
  - d. If CDPH/MCAH discovers, at any stage of the selection process or upon agreement award, that the applicant is unwilling or unable to comply with the contractual terms, conditions, and exhibits cited in this RFA or the resulting agreement.
  - e. If other irregularities occur in an application response that is not specifically addressed herein.

### B. Stage 2

Evaluation of applications will be based on the quality and appropriateness of the responses and elements described in Part V – Application Narrative Development. Scores will be based on the adequacy, thoroughness, and degree to which applications comply with the RFA requirements, meet CDPH/MCAH's program needs, and demonstrate capacity to implement the RPPC and corresponding supplemental goal(s), if selected.

The below section describes the value of each goal, including the breakdown of points per section of the application.



The total possible score for Goal 1 is 100 points per region and 50 points for any additional goal. Supplemental goals will be scored individually and not included in the base points of 100.

**Goal 1 (Required for all applicants)**

<b>Application Section</b>	<b>Total Points</b>
<b>1. Application Cover Page</b>	Pass/Fail
<b>2. Table of Contents</b>	Pass/Fail
<b>3. Program Summary</b>	20
<b>4. Experience and Organizational Capacity (a-e)</b>	20
<b>5. Implementation Plan</b>	40
<b>6. Program Personnel</b>	10
<b>7. Budget Justification and Budget Template</b>	10
<b>Total possible score for Goal 1</b>	<b>100</b>

**Goals 2 - 4 (Supplemental Goals)**

<b>Application Section</b>	<b>Goals</b>	<b>Total Points</b>
<b>1. Application Cover Page</b>	empty	Pass/Fail
<b>2. Table of Contents</b>	empty	Pass/Fail
<b>3. Program Summary</b>	Included on Goal 1	0
<b>4. Experience and Organizational Capacity Supplemental Goals 2-4 (f - g)</b>	One write-up per additional supplemental goal	20
<b>5. Implementation Plan for supplemental (Goals 2-4)</b>	One write-up per additional supplemental goal	30
<b>6. Program Personnel</b>	Included on Goal 1	0
<b>7. Budget Justification and Budget Template</b>	Included on Goal 1	0
<b>Total Points for each goal (Goals 2 - 4)</b>		<b>50 Points</b>

**Scores are based on the following rating factors and point system.**

Within each section are 15-point, 10-point, 6-point, 5-point, and/or 4-point questions. Scores are based on the following rating factors and point system:

<b>Qualification</b>	<b>General basis for point assignment</b>	<b>15 Point Question</b>	<b>10 Point Question</b>	<b>6 Point Question</b>	<b>5 Point Question</b>	<b>4 Point Question</b>
<b>Inadequate</b>	Response omitted or not provided. Response is not acceptable.	0	0	0	0	0
<b>Narrowly Adequate</b>	Response (i.e., content and/or explanation offered) is narrowly adequate or narrowly meets CDPH/MCAH's needs/requirements or expectations. The omission(s), flaw(s), or defect(s) may be considered consequential but acceptable.	1 - 5	1 - 4	1 - 2	1 - 2	1
<b>Adequate</b>	Response (i.e., content and/or explanation offered with appropriate examples and sensible reasoning) is adequate or meets CDPH/MCAH's needs/requirements or expectations. The omission(s), flaw(s), or defect(s), if any, are inconsequential and acceptable.	6 - 10	5 - 8	3 - 4	3 - 4	2 - 3

<b>Qualification</b>	<b>General basis for point assignment</b>	<b>15 Point Question</b>	<b>10 Point Question</b>	<b>6 Point Question</b>	<b>5 Point Question</b>	<b>4 Point Question</b>
<b>Excellent or Outstanding</b>	Response (i.e., content and/or explanation offered) is above average or exceeds CDPH/MCAH's needs/requirements or expectations. Minimal weaknesses are acceptable. Applicant offers one or more enhancing feature, method, or approach that will enable performance to exceed our basic expectations.	11- 15	9 -10	5 - 6	5	4

**Program Summary (20 Points possible)**

<b>Application Section 3</b>	<b>Rating Factors</b>	<b>Points Possible</b>	<b>Points Earned</b>
a.	The extent to which the Applicant identifies and describes the proposed region to be served. This should include but is not limited to the number of births, facility types (i.e., hospital level II/III, neonatal intensive care units), comprehensive perinatal service providers in the area, as well as the Applicant's involvement in improving regionalize and risk-appropriate neonatal and maternal care in the region(s).	10	
b.	The extent to which the Applicant demonstrates their knowledge of the region for which they are applying, characterized in terms of social determinants of health and health disparities in that region.	10	
<b>Total score for section</b>		<b>20</b>	

**Experience and Organizational Capacity (20 points possible)**

Application Section 4	Rating Factors	Points Possible	Points Earned
a.	<p>The extent to which the Applicant describes (1) the organizational structure and staffing within the organization and which staff will be working on what components of the agreement, and (2) how the organization’s mission and goals align with those of RPPC and related projects.</p> <p>The Applicant provided a copy of an organizational chart that shows where the RPPC is within that organization and reporting structure.</p>	4	
b.	<p>The extent to which the Applicant demonstrates the strength, experience (including the number of years), and capacity related to the effectiveness in impacting maternal and perinatal health outcomes as a result of collaboration and networking with facilities in the region(s) to be served.</p> <p>The Applicant described the type of services the organization provides such as education, training, or conferences, and who they serve, as well as lessons learned from this experience and what they will do differently this contract period.</p>	4	
c.	<p>The extent to which the Applicant demonstrates their plan for ensuring program management capacity and ability to support Goal 1 in the RPPC SOW. This should include the organization’s information on services provided, other funded programs, populations/organizations it serves, and the number and levels of staff to support all programmatic and administrative efforts.</p>	4	
d.	<p>The extent to which the Applicant demonstrates any unique resources, services, service settings or leadership offered that could benefit the implementation of the RPPC in the selected region(s).</p>	4	

<b>Application Section 4</b>	<b>Rating Factors</b>	<b>Points Possible</b>	<b>Points Earned</b>
e.	The extent to which the Applicant describes any instances where they were out of compliance with any state or federal program in the past three years. This description should include the context (by whom, when, and why) and explain any corrective action or changes that the organization made as a result.	4	
<b>Total score for section</b>		<b>20</b>	

**Experience and Organizational Capacity for Goals 2-5 (20 points possible)**

<b>Application Section 4 for Supplemental Goals 2-4</b>	<b>Rating Factors</b>	<b>Points Possible</b>	<b>Points Earned</b>
a.	The extent to which the Applicant demonstrates (1) their strength, experience, and program management capacity to conduct the selected additional goal(s) and their related objectives and activities outlined in the SOW, and (2) how the staff will coordinate or collaborate with staff working on Goal 1 or other goals in the SOW.	10	
b.	The extent to which the Applicant describes their previous experience with conducting the supplemental goal work, the number of years doing the work, lessons learned, and what they will do differently this new contract period, including an explanation about why the changes are necessary.	10	
<b>Total score for section</b>		<b>20</b>	

**Implementation Plan for Goal 1. The Regional Perinatal Programs of California (RPPC) (40 Points)**

Application Section 5	Rating Factors	Points Possible	Points Earned
a.	The extent to which the Applicant demonstrates their experience and capacity (including processes and procedures) to strengthen regional, cross-regional, and/or statewide communication and collaboration to support maternal and perinatal services through collaboration with local and state organizations, MCAH local health jurisdictions, and other State programs.	10	
b.	The extent to which the Applicant demonstrates their experience and capacity (including processes and procedures) to conduct site visits to birthing facilities to support their QI efforts.	5	
c.	The extent to which the Applicant demonstrates their experience and capacity (including processes and procedures) to support facilities in establishing standardized risk screening and response and coordinated transfer/transport to risk-appropriate facilities.	5	
d.	The extent to which the Applicant demonstrates their experience and capacity (including processes and procedures) to improve regionalized awareness and capacity of health care, public health, and social services providers to address pregnant, birthing, postpartum, and lactating individuals and their newborns during public health emergencies.	5	

<b>Application Section 5</b>	<b>Rating Factors</b>	<b>Points Possible</b>	<b>Points Earned</b>
e.	The extent to which the Applicant demonstrates their experience and capacity (including processes and procedures) to help facilities implement and maintain practices during the immediate postpartum period that advance equity in breastfeeding and comply with California's Breastfeeding Health and Safety Codes.	5	
f.	The extent to which the Applicant demonstrates their experience and capacity (including processes and procedures) to help facilities evaluate the quality of their care using both patient experience and clinical measures.	5	
g.	The extent to which the Applicant demonstrates their experience and capacity (including processes and procedures) to improve birth certificate data accuracy and completeness.	5	
<b>Total Score for section</b>		<b>40</b>	

**Implementation Plan for Goal 2. Track and evaluate neonatal care during transport by maintaining the Northern or Southern California Perinatal Transport System (CPeTS) (30 Points)**

Application Section 5	Rating Factors	Points Possible	Points Earned
a.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to convene and maintain a regional transport QI committee, CPeTS Executive Committee, and maternal and perinatal quality care collaborative to facilitate coordinated high-risk transport QI activities, care coordination, and analysis of outcome data.	10	
b.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to work collaboratively with maternal and perinatal quality care collaboratives to identify trends in CPeTS data for potential QI topics and activities.	5	
c.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to provide quality assurance trainings to hospital transport and data entry staff, CPeTS Directors, and RPPC Regional Directors to ensure completeness and integrity of transport data and provide ongoing technical assistance to RPPC Regional Directors and/or hospitals as needed.	5	



<b>Application Section 5</b>	<b>Rating Factors</b>	<b>Points Possible</b>	<b>Points Earned</b>
d.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to monitor, maintain, and support their region's real-time bed locator system by monitoring bed availability on a weekly basis, generating monthly reports by facility, maintaining an up-to-date electronic newborn intensive care directory, and providing technical assistance as needed.	5	
e.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to facilitate the transports of high-risk maternity patients and critically ill infants as requested and in response to disaster and emergency situations.	5	
<b>Total score for section</b>		<b>30</b>	

The following supplemental tasks will be awarded to the successful CPeTS contractor for Goal 2.a.

**CPeTS Bed Locator System (Supplemental) 30 Points**

<b>Application Section 5</b>	<b>Rating Factors</b>	<b>Points Possible</b>	<b>Points Earned</b>
a.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to maintain a 24-hour per day, seven days a week web-based locator system to facilitate the transport of critically ill infants and high-risk obstetric patients to tertiary hospitals using confidential hospital access codes.	15	
b.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to participate with other California Perinatal System contractors and CDPH/MCAH to plan and resolve website issues as requested.	5	
c.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to respond to website issues within 24 hours of identification and provide a timeline with a reasonable time for repair.	5	
d.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to upload documents in a timely manner, revise program information as needed, confirm that all links are current, and ensure the website is ADA compliant.	5	
<b>Total score for section</b>		<b>30</b>	

**CPeTS Neonatal Transport Data Collection Website (Supplemental) 30 Points**

<b>Application Section 5</b>	<b>Rating Factors</b>	<b>Points Possible</b>	<b>Points Earned</b>
a.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to maintain and update the data entry system for CPeTS neonatal transport data collection, to allow timely data entry, analysis, and reporting based on recommendations from the CPeTS Data Advisory Committee.	15	
b.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to (1) conduct an annual system evaluation to assess data quality and validity, and (2) produce a report of the findings.	5	
c.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to review and revise (as needed) the methodology for risk-adjusted data reports.	5	
d.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to maintain and revise (as needed) information in the CPeTS Neonatal Transport data reports.	5	
<b>Total score for section</b>		<b>30</b>	

### Implementation Plan for Goal 3. Maternal Risk-Appropriate Care (30 Points)

Application Section 5	Rating Factors	Points Possible	Points Earned
a.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to understand the Maternal Risk-Appropriate care work done in California and partnering or leveraging national resources and experts in the field.	15	
c.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to provide ongoing technical assistance to RPPC Regional Directors to support facilities to establish standardized risk screening and response and coordinated transfer/transport to risk-appropriate facilities in their RPPC regions.	5	
d.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to strengthen the evidence base for implementing risk-appropriate care strategies, and work with partners to build data capacity.	5	
e.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to translate knowledge into recommendations for a statewide strategy and serve as an expert in disseminating and presenting those recommendations.	5	
<b>Total score for section</b>		<b>30</b>	

**Implementation Plan for Goal 4. Support Quality Improvement and Promote and Improve Perinatal (Maternal/Neonatal/Infant) Outcomes (30 Points)**

<b>Application Section 5</b>	<b>Rating Factors</b>	<b>Points Possible</b>	<b>Points Earned</b>
a.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to provide leadership and support for a perinatal collaborative and facilitate continual collaboration, cooperation, and participation of stakeholders.	10	
b.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to support a data collection system that informs data-driven QI activities.	10	
c.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to unite, communicate with, and link perinatal stakeholders across the state.	5	
d.	The extent to which the Applicant demonstrates their experience and technical capacity (including processes and procedures) to advance safety and quality care improvements through research, statewide collaboratives, and the dissemination and implementation of QI toolkits.	5	
<b>Total score for section</b>		<b>30</b>	

### Implementation Plan for Program Personnel (10 Points)

Application Section 6	Rating Factors	Points Possible	Points Earned
a.	The extent to which the applicant demonstrates that their RPPC Program Director (Goal 1) will meet the recommended minimum qualifications, such as being a registered nurse with a master's degree, an Advanced Practice Degree, or comparable degree in a health-related area such as a Master of Public Health (MPH).	5	
b.	The extent to which the Applicant demonstrates that the proposed staffing and respective full-time equivalent (FTE) have the sufficient qualifications and technical capacity to conduct the activities outlined in the RPPC SOW.	5	
<b>Total score for section</b>		<b>10</b>	

### Budget Justification and Budget Template (10 Points)

Application Section 7	Rating Factors	Points Possible	Points Earned
a.	The extent to which the Applicant proposes a budget that is accurate, detailed, and demonstrates fiscal capability to operate the program(s).	5	
b.	The extent to which the Applicant provides detailed, clear, and fiscally reasonable justifications for each line item on the budget.	5	
<b>Total score for section</b>		<b>10</b>	

## Part VII. Award Administration Information

### A. Awards and Disputes

#### 1. Notice of Awards:

Upon successful completion of the review process, CDPH/MCAH will post a notice of intent to award funds on the RPPC RFA 2025 website. Upon written request to CDPH/MCAH, applicants will receive their review rating sheet(s).

#### 2. Contracts Award Appeal Procedure

Only those Applicants who were not selected as an awardee may file a dispute. Disputes are limited to the grounds that CDPH/MCAH failed to correctly apply the standards for reviewing applications in accordance with this RFA. Disagreements with the content of the review committee's evaluation are not grounds for dispute. Applicants may not dispute solely on the basis of the funding amount. Only timely and complete disputes that comply with the dispute process stated herein will be considered.

The written dispute shall fully identify the issue(s) in dispute, the practice that the Applicant believes CDPH/MCAH has improperly applied in making its award decision(s), the legal authority or other basis for the Applicant's position, the remedy sought and shall be signed by an authorized representative of the organization. The CDPH/MCAH Division Chief, or their designee, will then come to a decision based on the written appeal letter. The decision of the CDPH/MCAH Division Chief, or their designee, shall be the final remedy. Applicants will be notified via e-mail within 15 business days of the consideration of the written appeal letter. CDPH/MCAH reserves the right to award the contract when it believes that all appeals have been resolved, withdrawn, or responded to the satisfaction of CDPH/MCAH.

Written electronic disputes should be electronically submitted to [RPPC.RFA@cdph.ca.gov](mailto:RPPC.RFA@cdph.ca.gov) no later than the date listed in Part II.L – RFA Key Action Dates. Make sure to include "RFA Dispute" in the subject line of the email. Disputes received or postmarked after this date will not be accepted.

#### 3. Applicant Warning

CDPH/MCAH is not responsible for delayed or lost emails or failure to submit a timely dispute.

CDPH/MCAH will review each dispute. CDPH/MCAH reserves the right to collect additional facts or information to aid in the resolution of any dispute. The decision of the hearing officer shall be final and there will be no further administrative appeal. Applicant will be notified of the decisions regarding their dispute in writing within 15 business days of the written dispute letter.

## **B. Disposition of Applications**

1. All materials submitted in response to this RFA will become the property of CDPH/MCAH and, as such, are subject to the [California Public Records Act \(PRA\)](#). CDPH/MCAH will disregard any language purporting to render all or portions of any application confidential.
2. Upon posting of Public Notice of Intent to Award, all documents submitted in response to this RFA, and all documents used in the selection process will be regarded as public records under the PRA and subject to review by the public. Applicant's correspondence, selection working papers, or any other medium shall be held in the strictest confidence until the Award Notice is issued and/or posted.
3. Any person or member of the public can inspect or obtain copies of any application materials. Please follow the instructions per the PRA.

## **C. CDPH/MCAH Rights**

1. CDPH/MCAH reserves the right to do the following up to the application submission deadline:
  - a. Modify any date in the RFA.
  - b. Issue clarification notices, addendums, additional RFA instructions, forms, etc.
  - c. Waive any RFA requirement or instruction for all Applicants if CDPH/MCAH determines that a requirement or instruction was unnecessary, erroneous or unreasonable.
  - d. Allow Applicants to submit questions regarding RFA changes, corrections, or addendums.

Any RFA changes or updates will be posted on the RPPC RFA webpage.

- e. CDPH/MCAH reserves the right to take any of the actions described below:



- f. Offer agreement modifications or amendments to awardees for increased or decreased services and/or increased/decreased funding following successful negotiations.
  - g. Extend the term of any resulting agreement and alter the funding amount.
  - h. Deem a proposal non-responsive if an Applicant declines to accept the terms and conditions outlined in this proposal document and its exhibits or if an Applicant submits alternate contract/exhibit language that CDPH/MCAH considers a counter proposal.
2. CDPH/MCAH reserves the right to remedy errors caused by:
    - a. CDPH/MCAH office equipment malfunctions or negligence by CDPH/MCAH staff.
    - b. Natural disasters (e.g., floods, fires, earthquakes).
  3. The issuance of this RFA does not constitute a commitment by CDPH/MCAH to make an award. CDPH/MCAH reserves the right to reject all applications and to cancel this RFA if CDPH/MCAH determines it is in the best interest to do so.

#### **D. Agreement Amendments After Award**

Except where the language of this Agreement explicitly specifies that changes may be incorporated without amendment, all changes to this Agreement require amendment of the Agreement, in writing and signed by all of the parties. CDPH/MCAH reserves the right to amend any agreement resulting from this RFA. Amendments may include term extensions, RPPC SOW modifications, and budget or funding alterations.

#### **E. Staffing Changes After Award**

CDPH/MCAH reserves the right to approve or disapprove changes in key personnel that occur after awards are made.

#### **F. Contractor Certification Clauses**

Refer to [DGS Standard Contract Language for Non-IT Services](#).

## **G. Contractual Terms and Conditions**

Each funded Applicant enters into a written agreement that may contain portions of the original application (e.g., Budget, RPPC SOW). 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, the final agreement takes precedence.

## Part VIII. Administrative Requirements

### A. Use of Funds

The funds awarded through this RFA are specifically for the purpose of this program and may not be used for any other program activities that are not defined in the RPPC SOW.

Funds may not be used to:

1. Reimburse costs incurred prior to the effective date of the agreement.
2. Reimburse costs currently covered by another CDPH grant or contract.
3. Reimburse costs associated with grant writing responding to this or any other RFA.
4. Reimburse costs that are not consistent or allowable according to local, state, and/or federal guidelines and regulations.
5. Supplant state or local health department funds.
6. Provide direct medical care.
7. Reimburse subscriptions.
8. Reimburse professional licensure.
9. Reimburse malpractice insurance.
10. Support religious activities, including but not limited to, religious instruction, worship, prayer, or proselytizing.
11. Support fundraising activities.
12. Support political education or lobbying.
13. Support income-generating activities.
14. Reimburse membership dues unless for an organizational membership in business, professional, or technical organizations or societies.
15. Purchase food unless for the purpose of a conference grant, when meals are a necessary and integral part of a conference, provided that meal costs are not duplicated in participant per diem or subsistence allowances.

16. Fund bonuses/commissions. Bonuses and commissions paid from Agreement funds are prohibited.
17. Purchase of Real Property. Agreement funds cannot be used to purchase real property.
18. Pay for Interest. -The cost of interest payments is not an allowable expenditure.
19. Lobby. Reimbursement is not allowed for lobbying activities.
20. Enter into Lease-Purchase Options. It is prohibited to use Agreement funds to enter into a lease-purchase contract for the purchase of equipment or any other personal property, or for the purchase of real property.
21. Reimburse in support of planning efforts and other activities associated with the development and submission of the RPPC RFA application.
22. Purchase "S.W.A.G," or "Stuff We All Get."

## **B. Deliverables-Based Contract**

Contracts awarded as a result of this RFA will be deliverables-based. Deliverables must be completed in accordance with details outlined in the RPPC SOW and in the contract.

Deliverables must be approved by CDPH/MCAH before a contract payment will be authorized. Payments may be reduced or adjusted for incomplete and/or unapproved deliverables, and CDPH/MCAH may withhold payment for failure to complete deliverables and/or non-compliance with contract requirements.

## **C. Contract Terms and Conditions**

1. Awardees shall enter into a contract that will contain standard contract provisions and exhibits. CDPH/MCAH reserves the right to substitute the latest version of any form or exhibit.
2. An awardee's unwillingness or inability to agree to the terms and conditions of the contract may cause CDPH/MCAH to deem an awardee non-responsive and ineligible. CDPH/MCAH will not accept alterations to the contract language.
3. Prior to and during contract negotiations, awardees may be required to submit additional information to meet CDPH/MCAH requirements.

4. Comply with CDPH/MCAH Data Ownership and Usage terms, as documented in the executed contract and supplemented with the CDPH/MCAH Data Use for Non-Human Subjects Agreement as needed.

## **D. Subcontractors**

In the application content, Applicants proposing to use a subcontractor and/or an independent consultant to perform services are required to provide justification supporting the necessity of using each subcontractor/consultant and to explain why the Applicant is unable to provide the services being acquired. Applicants will also be required to explain in the application content how the subcontractor/consultant's services and expertise will benefit the delivery of program services.

If an Applicant's proposal to use a subcontractor and/or an independent consultant is approved, the awardee must follow requirements regarding subcontracts (Attachment 3 and Exhibit D).

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 agreement execution. The pre-identification of a subcontractor or independent consultant does not affect CDPH/MCAH's right to approve personnel or staffing selections or changes made after the agreement is awarded.

## **Part IX. Contract Budget**

### **A. Budget Template**

A budget for each fiscal year of the contract period is required in the Application.

1. The five budget categories are: Personnel, Operating Expenses, Capital Expenditures, Other Costs, and Indirect Cost. The Excel Budget Template, Attachment 3 – Budget Template, is provided for the Applicant to construct each fiscal year's budget and subcontractor budget (if applicable).
2. Each Budget Template contains five tabs in the lower left corner. The first tab, Budget Overview, provides general budget information. The second tab, Budget Development Guide, contains information for completing the budget. The third, fourth and fifth tabs, FY 2025-26, FY 26-27, and FY 27-28, allow the Applicant to enter budget details.

3. All costs entered into the budget template must be in whole dollars. Any line items for budgeted staff that perform RPPC SOW tasks that are not identified in the Budget Instructions should be listed under the Operating Expenses.

## **B. Required Budget Detail**

Each agency budget will vary depending on the Applicant's RPPC SOW goals. Follow the instructions below to aid in the completion of the budget. Each line-item category is explained below.

### **Personnel Costs**

Include the position titles/classifications, salary details.

1. List each funded position title/classification necessary to fulfill the RPPC SOW and supplemental activities (if applicable). Each funded position should be listed on a separate line. Any additional non-budgeted staff can be listed on the budget as in-kind.
2. Identify the annual salary rate for each position title/classification.
3. Indicate the full-time equivalent (FTE) or annual percentage of time for each position. The staff budgeted FTE may not exceed 100% across all programs.
  - a. Full-time = 1.0 FTE
  - b. Half-time = .50 FTE
  - c. Three-quarter time = .75 FTE
  - d. Quarter time = .25 FTE.
4. The annual salary and FTE will calculate the budgeted amount per staff.
5. Fringe Benefits
  - a. Provide an average benefit rate and explain the expenses that make up fringe benefit costs. Typical fringe benefit costs can include employer-paid social security, worker's compensation insurance, unemployment insurance, health, dental, vision and/or life insurance, disability insurance, and pension plan/retirement benefits. Severance paid to employees upon termination is not an allowed fringe benefit.
  - b. Only personnel who are employed by the organization working with the RPPC Program should be included in the budget. If applicable, identify

any positions that receive different benefit levels. Display the average fringe benefit costs as a percentage rate.

## **Operating Expenses**

This category includes all general costs of staff operations for the RPPC program. Itemize each expense item making up the Operating Costs line item. Justify the necessity of the expenses and describe how the cost or price was determined. Examples of line-item expenses under Operating Expenses are listed below.

- 1. Travel:** Indicate the total cost for travel expenses for program budgeted staff. The funds budgeted for travel must be for expenses related to the operation of the program. Applicants must include a sufficient travel and per diem allocation for budgeted program staff to attend meetings and trainings.
  - a. The agency shall utilize the lowest available cost method of travel. Travel costs consist of mileage, airfare, per diem, lodging, parking, toll bridge fees, taxicab fares, and car rental. The amount of the mileage reimbursement includes all the costs of operating the vehicle. The RPPC contract will include additional information on reimbursable costs. For more information, refer to the [Cal HR Travel Reimbursements webpage](#).
  - b. The travel line item in the budget shall include only the costs specifically related to the budgeted activities. List which budgeted staff classification(s) will travel, including location, purpose, and when the expenses will be incurred. All non-state-sponsored travel is only reimbursable with prior written CDPH/MCAH Program Consultant approval.
- 2. Training:** Indicate the training costs associated with any non-RPPC-sponsored training. This line item includes registration fees for conferences and tuition for training for budgeted staff. The travel expenses associated with the training should be budgeted under Travel. All non-state-sponsored training is only reimbursable with prior written CDPH/MCAH Program Consultant approval.
- 3. General Expenses:** These items are included in the general expense subline-item operation costs of the program. Descriptions of general expenses include office supplies, equipment rental/maintenance, minor equipment, computer software, photocopying, postage, and communications (e.g., telephone, internet, and cell phone).

Additional general expense details:

- a. Minor Equipment is defined as a tangible item with a base cost of less than \$5,000 and has a life expectancy of one year or more. Purchased equipment must be necessary and used toward fulfilling the terms of the contract. Examples of equipment under \$5,000 include computers and printers. Lease-Purchase options are not allowed.
  - b. Software is necessary and used toward fulfilling the terms of the Agreement. Examples of software: Software license fees and software upgrades. Applicant must possess current software to allow for easy flow of communication between the Applicant and CDPH/MCAH. All software purchased with CDPH/MCAH funds must meet or exceed the standards established by CDPH/MCAH. CDPH/MCAH requires the use of the internet, electronic mail, scanning equipment, telephones, and computers with current versions of Adobe Professional 11 and the Microsoft Office 2010 Professional Suite (Word, Excel, Access and PowerPoint). Additional technology may be required during the contract period.
- 4. Space Rent/Lease:** The cost of renting or leasing office space must designate the total square feet and the cost per square foot. Under state standards, it is permissible to reimburse up to a maximum of 200 square feet of office space per total staff FTE annually. Please use the following formula to calculate rent/lease costs. Total staff FTE's x up to 200 sq. ft. x up to \$3.00 per sq. ft. x 12 months.
- 5. Audit Cost:** The cost of the financial audit by an independent auditor at the end of each fiscal year shall be included in the budget, up to the proportionate amount of the agreement, in accordance with [2 CFR 200](#).

**Capital Expenditures**

1. Major equipment is defined as a tangible or intangible item with a base unit cost of \$5,000 or more and a life expectancy of one year or more that is purchased or reimbursed with agreement funds. Minor equipment should be budgeted under Operating Expenses.
2. Itemize each major equipment item in this category. Explain why the equipment item is needed and how it will be used to carry out the RPPC SOW.
3. If the equipment item will be used by programs other than RPPC, provide cost allocation methodology for charging a proportionate share of costs to RPPC.
4. If applicable, enter \$0 if no Capital Expenditures will be incurred.



5. CDPH/MCAH may reimburse major equipment purchases under the resulting agreement if the Applicant demonstrates the necessity of the equipment for administering the program, and necessary staffing to meet the RPPC SOW has been satisfied.
6. State rules and definitions for reimbursement of minor and major equipment cost:
7. All equipment purchased in whole or in part with State funds is the property of the State.
8. Funds may not be used to reimburse the Applicant for equipment purchased prior to the contract agreement.
9. It is prohibited to use Agreement funds to enter into a lease-purchase contract for the purchase of equipment or any other personal property, or for the purchase of real property.
10. Equipment cannot be purchased without prior CDPH/MCAH Program Consultant approval.
11. Applicant may use their own purchasing system to obtain major equipment up to an annual limit of \$50,000. Unlimited purchase delegations exist for California State colleges, public universities, and other governmental entities.
12. Computers must be dedicated to the staff person(s) responsible for reports, data entry, and other program requirements.

### **Other Costs**

1. This category applies to the following subline-items: educational materials and subcontractor costs (if applicable).
2. Itemize educational materials and/or subcontractor subline-item expenses making up the Other Costs line item. Justify the necessity of each expense and how the cost or price was determined. If services or deliverables are offered on a lump sum or fixed-price basis, explain how the price or cost was determined.
3. In addition, complete the Budget Template - Attachment 3 for each subcontractor for each fiscal year. Include known/pre-identified subcontractors and unidentified as TBD (including independent consultants) fees/wages, FTE, and budgeted amount. Identify the primary responsibilities for each subcontractor. Discuss the necessity of using each subcontractor/consultant and explain why the Applicant

is unable to provide the services being acquired. Explain the contributions their services and expertise will add to the program.

4. If not applicable, enter \$0.

### **Indirect Cost**

The Indirect Cost line item includes costs that accrue in the normal course of business that can only be partially attributable to the performance of the agreement (e.g., administrative expenses such as payroll handling, liability insurance coverage, janitorial, security expenses, legal representation, accounting/personnel expenses, Executive Director's time).

1. Specify indirect cost rate. The maximum rate is 10% of the total personnel including fringe benefits unless applicant has an approved federal or state indirect cost rate. If awarded, CDPH/MCAH will confirm awardee's use of the proposed alternate indirect cost rate and methodology.
2. This maximum rate also applies to subcontractor budgets.
3. If not applicable, enter \$0.
4. Include, at your option, any other information that will assist CDPH/MCAH to understand how you determined your costs and why you believe your costs are reasonable, justified, and/or competitive. Unless discussed elsewhere within this section, explain any unusually high or disproportionate costs appearing in any budget line item.

## Part X. Attachments and Exhibits

Attachment 1	Application Cover Page
Attachment 2	Application Checklist
Attachment 3	Budget Detail and Justification Template
Attachment 4	Agency Information Form
Attachment 5	Voluntary Letter of Intent
Attachment 6	California Civil Rights Law Attachment
Attachment 7	Map of RPPC Regions
Attachment 8	RPPC Facilities List by Region
Attachment 9	Scope of Work (Exhibit A)
Exhibit A	Scope of Work (see Attachment #9)
Exhibit B	Budget Detail and Payment Provision

*Contact [RPPC.RFA@cdph.ca.gov](mailto:RPPC.RFA@cdph.ca.gov) for standard Exhibits D–J.*

Exhibit D	Special Terms and Conditions
Exhibit E	Additional Provisions
Exhibit F	Federal terms and Conditions
Exhibit G	Information Privacy and Security Requirements
Exhibit H	Equipment Purchase
Exhibit I	Inventory Disposition of CDPH- Funded Equipment
Exhibit J	Contractor's Release