

State of Hawaii  
Department of Health  
Family Health Services Division  
Maternal and Child Health Branch/  
Women's Health Section

## **Request for Proposals**

# **RFP No. HTH-560-CW-001 Expansion and Capacity Building of the Big Island Perinatal Health Disparities Consortia**

July 12, 2007

Note: If this RFP was downloaded from the State Procurement Office RFP Website, each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

July 12, 2007

## **REQUEST FOR PROPOSALS**

### **EXPANSION AND CAPACITY BUILDING OF THE BIG ISLAND PERINATAL HEALTH DISPARITIES CONSORTIA RFP No. HTH-560-CW-001**

The Department of Health, Family Health Services Division, Maternal and Child Health Branch, Women's Health Section is requesting proposals from qualified applicants to provide services which support the efforts of the Big Island Consortia (BIC) and four Local Area Consortia (LAC's) located in Hilo, Hamakua, Kau and Kona to address perinatal, infant and related women's health disparities for Hawaii County. Services may include, but are not limited to assisting the BIC and four LAC's increase the composition and capacity of their membership, and supporting the linkages of women's health resources in the community to enhance the perinatal health system for Hawaii County. The contract term will be from State's Notice to Proceed through May 31, 2009. Multiple contracts will not be awarded under this request for proposals.

Proposals shall be mailed, postmarked by the United States Postal Service on or before August 20, 2007, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on August 20, 2007, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Maternal and Child Health Branch will conduct an orientation on July 25, 2007 from 8:30 a.m. to 10:30 a.m. HST, at the Keoni Ana Building Video Conference Center (VCC) in Honolulu, Hawaii with VCC transmission to the island of Hawaii in the Hilo and Kona areas. All prospective applicants are encouraged to attend the orientation at one of these VCC sites.

#### **Honolulu, Oahu**

Keoni Ana Building  
1177 Alakea St. 3<sup>rd</sup> Floor  
Honolulu, Hawaii

#### **Hilo, Hawaii**

Hilo State Office Building  
75 Aupuni Street, Basement  
Hilo, Hawaii

#### **Kona, Hawaii**

Kona Health Center  
79-1015 Haukapila Street  
Kealahou, Hawaii

The deadline for submission of written questions is 4:30 p.m., HST, on July 31, 2007. All written questions will receive a written response from the State on or about August 3, 2007.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Candice Radner Calhoun at 741-A Sunset Avenue, Honolulu, Hawaii 96816, telephone: (808) 733-9048, fax: (808) 733-9032, e-mail:[candice.calhoun@fhsd.health.state.hi.us](mailto:candice.calhoun@fhsd.health.state.hi.us)

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED: Four (4)**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **August 20, 2007** and received by the state purchasing agency no later than **10 days from the submittal deadline.**

### All Mail-ins

Department of Health  
Maternal and Child Health Branch  
Women's Health Section  
741-A Sunset Avenue, Room 102  
Honolulu, Hawaii 96801-3378

### DOH RFP COORDINATOR

Candice Radner Calhoun  
For further information or inquiries  
Phone: 733-9048  
Fax: 733-9032

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), August 20, 2007.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., August 20, 2007.

### Drop-off Sites

#### **Oahu:**

Department of Health  
Maternal and Child Health Branch  
Women's Health Section  
741-A Sunset Avenue, Room 102  
Honolulu, Hawaii

#### **East Hawaii:**

Department of Health  
Hawaii District Health Office  
State Office Building, Room 105  
75 Aupuni Street  
Attn: DOH Administrative Services Office

#### **West Hawaii:**

Department of Health  
Kealahou Business Plaza  
81-980 Haleki'i Street  
Kealahou, Hawaii  
Attn: DOH Administrative Services. Office

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**Section 1**

**Administrative Overview**



**II. Website Reference**

**The State Procurement Office (SPO) website is [www.spo.hawaii.gov](http://www.spo.hawaii.gov)**

	<b>For</b>	<b>Click</b>
1	Procurement of Health and Human Services	“Health and Human Services, Chapter 103F, HRS...”
2	RFP website	“Health and Human Services, Ch. 103F...” and “RFPs”
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	“Statutes and Rules” and “Procurement of Health and Human Services”
4	Forms	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Forms”
5	Cost Principles	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Cost Principles”
6	Standard Contract -General Conditions	“Health and Human Services, Ch. 103F...” “For Private Providers” and “Contract Template – General Conditions”
7	Protest Forms/Procedures	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Protests”

**Non-SPO websites**

**(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at [www.hawaii.gov](http://www.hawaii.gov))**

	<b>For</b>	<b>Go to</b>
8	Tax Clearance Forms (Department of Taxation Website)	<a href="http://www.hawaii.gov/tax/">http://www.hawaii.gov/tax/</a> click “Forms”
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	<a href="http://www.capitol.hawaii.gov/">http://www.capitol.hawaii.gov/</a> click “Bill Status and Documents” and “Browse the HRS Sections.”
10	Department of Commerce and Consumer Affairs, Business Registration	<a href="http://www.hawaii.gov/dcca">http://www.hawaii.gov/dcca</a> click “Business Registration”
11	Campaign Spending Commission	<a href="http://www.hawaii.gov/campaign">www.hawaii.gov/campaign</a>

**III. Authority**

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

**IV. RFP Organization**

This RFP is organized into five sections:

**Section 1, Administrative Overview**--Provides applicants with an overview of the procurement process.

**Section 2, Service Specifications**--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

**Section 3, Proposal Application Instructions**--Describes the required format and content for the proposal application.

**Section 4, Proposal Evaluation**--Describes how proposals will be evaluated by the state purchasing agency.

**Section 5, Attachments** --Provides applicants with information and forms necessary to complete the application.

## V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

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Department of  
Health

**Family Health Services Division, Maternal and Child Health Branch**

**741-A Sunset Avenue, Honolulu, Hawaii 96816**

Phone (808) 733-9048 Fax: (808) 733-9032

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## VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date:** July 25, 2007 **Time:** 8:30 a.m. – 10:30 a.m.

**Location:** Keoni Ana Building Video Conference Center (VCC), 1177 Alakea Street, 3<sup>rd</sup> Floor, Honolulu, HI with VCC transmission to the Big Island of Hawaii (Hilo and Kona,)

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Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the

orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VII. Submission of Questions).

## VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date:** July 31, 2007      **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

**Date:** August 3, 2007

## VIII. Submission of Proposals

**A. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (See page 1-2, Websites Referred to in this RFP. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, subparagraph III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine whether the tax clearance is required at time of proposal submittal for this RFP. Tax clearance application may be obtained from the Department of Taxation website. (See paragraph II, Website Reference.)

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website. (See paragraph II, Website Reference.)
- E. Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See paragraph II, Website Reference.)
- F. Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)

- G. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

**Note that price is not considered confidential and will not be withheld.**

- H. Proposal Submittal** – All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

## **IX. Discussions with Applicants**

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

## **X. Opening of Proposals**

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so

received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

#### **XI. Additional Materials and Documentation**

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

#### **XII. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

#### **XIII. Final Revised Proposals**

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

#### **XIV. Cancellation of Request for Proposal**

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

#### **XV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

#### **XVI. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections

3-142-202 and 3-142-203 of the Hawaii Administrative Rules for Chapter 103F, HRS.

## **XVII. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610(a)(1), HAR)
- (6) Applicant not responsible (Section 3-143-610(a)(2), HAR)

## **XVIII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XIX. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See

paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency’s failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency’s failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency’s failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Chiyome Leina’ala Fukino, M.D.	Name: Althea Momi Kamau
Title: Director of Health	Title: Chief, Maternal and Child Health Branch
Mailing Address: P.O. Box 3378, Honolulu, HI 96801	Mailing Address: 741 Sunset Avenue, Honolulu, HI 96816
Business Address: 1250 Punchbowl Street, Honolulu, HI 96813	Business Address: 741 Sunset Avenue, Honolulu, HI 96816

**XX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

**XXI. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Outcome Measures
- (2) Financial Management
- (3) Administrative Requirements

**XXII. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

**XXIII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

**Section 2**

**Service Specifications**

## Section 2

# Service Specifications

### I. Introduction

#### A. Overview, purpose or need

The Hawaii Department of Health (DOH) is in the eighth year of funding under the Health Resources and Services Administration (HRSA) “Eliminating Disparities in Perinatal Health (Border, Alaska, and Hawaii) grant. This current funding cycle is scheduled to end in 2009. This purpose of the grant is to improve perinatal, infant, and related women’s health outcomes by enhancing the Hawaii County perinatal service system. For purposes of this Request for Proposal (RFP) the Eliminating Disparities in Perinatal Health Grant is referred to as the “Project”. The Project targets Native Hawaiian, other Pacific Islanders, and Hispanic women, and adolescent females beginning the first trimester of pregnancy and for two years after birth.

The Project has two components. The first component is a service delivery piece that includes recruiting women into the Project, health education, screening participants for risk factors such as perinatal depression, and case management. The service delivery component is under a separate contract.

The second component are the services being sought for this RFP include expanding the size and composition of the Consortia membership and supporting Consortia activities. The Consortia includes the Big Island Consortia and four (4) Local Area Consortia in Kona, Hilo, Hamakua, and Kau.

The Project needs for this RFP focus on supporting and fostering the Big Island Consortia (BIC) and the four Local Area Consortia (LAC) in their role as advisory bodies. The role of the Consortia include (1) providing comment regarding community needs and resources; (2) increasing awareness of the Project and its goals; (3) ensuring participation by family members (i.e. Native Hawaiian, Other Pacific Islanders, Hispanic, and adolescent females); (4) ensuring collaboration and coordination of linkages with key state and local services; and, (5) as appropriate, providing input into direction and policy of the Project. The Project is seeking for this RFP an entity to support the BIC and the four (4) LAC in achieving their responsibilities and functions.

**B. Planning activities conducted in preparation for this RFP**

An RFI was conducted via electronic mail format on June 19, 2007. Interested individuals and organizations were able to respond to the RFI notice by e-mail, telephone and/or fax.

**C. Description of the goals of the service**

The overall service goal is:

Facilitation of community based partnerships and activities with a potential to increase awareness and simultaneously positively impact a reduction in the number of very low birth weight, low birth weight (LBW) babies and infant mortality among Native Hawaiian, other Pacific Islanders, Hispanic women and adolescent females.

The broad service and related activity outcomes are to:

- Increase the size and composition of the Big Island Consortia (BIC) and the four (4) Local Area Consortium (LAC) membership located in Hamakua, Hilo, Kau, and Kona ensuring participation includes community members, Project participants, and family members;
- Increase awareness of the Project in Hawaii County utilizing the LAC membership;
- Increase awareness among Hawaii County residents of the importance of perinatal, related women's health and the health of infants;
- Provide guidance to the Consortia resulting in the development and publication of: a brochure that describes the role and activities of the Consortia (BIC and LAC); and development of public awareness messages focused on perinatal, infant health, and related women's health disparities for each LAC.
- Provide capacity building training opportunities for Consortia members related to areas such as leadership and mentoring;
- Provide all training logistics, and secure focus group and survey participants as needed.

**D. Description of the target population to be served**

The target population will include individuals and organizations within Big Island communities (Hilo, Kau, Hamakua, Kona) which are currently or could become LAC participants and support the implementation of the Local Health System Action Plan to improve and sustain good outcomes for perinatal, infant and women's health.

The target group would include but not be limited to:

- Hawaii County residents;
- Community members who have an interest and desire to improve the health outcomes for perinatal, infant, and women's health;
- Project participants (i.e. women of childbearing age who are or will receive services).
- Individuals, organizations, and other State and County offices who serve child-bearing aged women of Native Hawaiian, other Pacific Islander, and Hispanic ethnicity, and adolescent females residing in Hawaii County.
- Local and state agencies responsible for administering block grant programs under Title V of the Social Security Act, hospitals, health centers under Section 330, other significant sources of health care services, Medicaid, social service agency, early intervention programs,
- Local business community, religious organizations or associations, community/civic organizations, and elected officials.

#### **E. Geographic coverage of service**

Hawaii County with a focus on:

South Hawaii: District of Kau

West Hawaii: Districts of North and South Kona

North Hawaii: Districts of Hamakua and North and South Kohala

East Hawaii: Districts of Hilo and Puna

(State of Hawaii, Primary Care Needs Assessment Databook 2005)

#### **F. Probable funding amounts, source, and period of availability**

Available funds are from grant funds which are applied for and awarded on a year by year basis through May 31, 2009. Funds are contingent on federal grant award and are based on availability of funding and a continuation of need.

The full contract term will be from the State's Notice to Proceed through May 31, 2009. Up to \$170,000.00 will be available dependent on federal grant funding award and availability of federal funding.

The first contract timeframe will be from the State's Notice to Proceed through May 31, 2008. This federal funding is up to \$80,000.00 and dependent on federal grant award and availability of federal grant monies.

The second contract timeframe will be from June 1, 2008 through May 31, 2009 (12 months of federal funding). This federal funding is up to \$90,000.00 and dependent on federal grant award and availability of federal grant monies.

**II. General Requirements**

**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

The Applicant(s) must comply with all applicable federal, state and county laws, ordinances, codes, rules, and regulations to manage the required services in this RFP, including but not limited to, written policies, procedures, and/or practices maintained for:

- Smoking policy
- Drug Free Workplace
- Persons with Disabilities
- Nondiscrimination
- Confidentiality

Applicant(s) should be able to comply with all applicable requirements as stated in the Hawaii Administrative Rules (HAR) for recordkeeping and accounting.

**B. Secondary purchaser participation**

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.  
Planned secondary purchases “none”.

**C. Multiple or alternate proposals**  **check one**

(Refer to §3-143-605, HAR)

- Allowed                       Unallowed

**D. Single or multiple contracts to be awarded**  **check one**

(Refer to §3-143-206, HAR)

- Single                       Multiple                       Single & Multiple

**E. Single or multi-term contracts to be awarded**  **check one**

(Refer to §3-149-302, HAR)

- Single term (≤ 2 yrs)                       Multi-term (> 2 yrs.)

Contract terms:

Term of contract: State Notice to Proceed date through May 31, 2009.

The conditions for extension shall be based on the criteria stated in Section 1. XX1. Monitoring & Evaluation, 1-9, and according to the authority of the Maternal and Child Health Branch Chief, Principal Investigator of the federal Healthy Start Eliminating Disparities in Perinatal Health (Border, Alaska, and Hawaii) grant funded by the Health Resources and Services Administration (HRSA).

**F. RFP contact person**

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Candice Radner Calhoun  
 Maternal and Child Health Branch  
 Women's Health Section  
 741-A Sunset Avenue  
 Honolulu, Hawaii 96816  
 (808) 733-9048  
 candice.calhoun@fhhsd.health.state.hi.us

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**  
 (Minimum and/or mandatory tasks and responsibilities)

Services shall be provided which promote the expansion and capacity of the Big Island Health Disparities Consortia which is inclusive of the Big Island Consortium and its four (4) Local Area Consortia located in Hamakua, Hilo, Kau and Kona. These are the service activities which shall be performed.

1. By the end of the contract period, increase the size and composition of the Big Island Consortia (BIC) and the four (4) Local Area Consortium (LAC) membership by a minimum of four (4) new members for each LAC.

Recruitment for Consortia membership would include but not be limited to those described in 1.D. (Description of target population to be served). The Consortia must include representation that reflects a partnership of participants (Project and

community), service providers, public and private community organizations and groups with a working interest, skills, or resources that can be brought to bear on the problems of infant mortality such as very low and low birth weight and late entry into prenatal care.

Members selected to represent an agency or group should have the authority to make decisions for the entity they represent. Each member must have the expertise to responsibly provide advice on the needs and problems existing in the community and proposed strategies that could impact identified problems.

2. Throughout the contract period, develop and implement a minimum of two (2) strategies with each LAC that would support engaging family members of each Project target population (Native Hawaiian, Other Pacific Islander, Hispanic, and adolescent females) to participate in meeting LAC responsibilities. The implementation of these strategies to engage family members may occur separate from LAC regularly scheduled meetings. Document the effectiveness of the strategies and their implementation through quarterly and annual reporting.
3. Increase awareness of the importance of perinatal, infant, and related women's health disparities in Hawaii County utilizing the LAC membership. Specific activities to support this outcome will include:
  - a. By the end of the first contract period provide guidance to the BIC and LAC in the development and publication of one (1) brochure which will be used to describe the goals, role, and activities of the Consortia. A minimum of five thousand (5,000) brochures shall be printed for distribution by the LAC members. Funding for the layout, graphics, and printing of the brochure will come from this contract.

Note: Printed materials developed and published under this Project shall include the following wording. *Supported in part by project H67MCHO4801 from the U.S. Department of Health and Human Services, Health Resources and Services Administration, Maternal and Child Health Bureau (Title V, Social Security Act).*

- b. For each contract period, provide one (1) capacity building training opportunity for between forty (40) to sixty (60) Consortia members related to areas such as leadership and mentoring. These trainings would promote skills for both current and potential members to engage in planning and implementation of LAC activities. Funding for conducting the trainings will come from the Awardee's contract.
4. Collaborate with the LAC to support their development and distribution of one (1) public awareness message in the first year of the contract and a new or enhanced version of the original message in the second year of the Project. Public awareness messages should focus on perinatal, infant health, and related women's health disparities. Funding for the messages will not come from the Awardee's contract.

5. Provide logistics for Consortia training.
6. Secure focus group and survey participants as needed.
7. Complete quarterly reports and annual reporting documents in a format determined by the Maternal and Child Health Branch which will demonstrate completion of scope of work and related activities.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

Professional personnel such as bachelors or masters prepared are to provide overall supervision as well as implementation of service activities. Personnel background should show engagement in community organization and planning.

It is requested that one (1) FTE professional with the background described above would be provided for this Project.

## **2. Administrative**

The Maternal and Child Health Branch through the grant Project Officer and other administrative staff may provide guidance as required and include the Women's Health Section Supervisor, the Epidemiologist, and the Nurse Manager, Special Services with the Hawaii District Health Office.

The Awardee shall comply with all Hawaii Department of Health and Maternal and Child Health Branch standards and guidelines for implementation, monitoring, reporting and billing requirements.

## **3. Quality assurance and evaluation specifications**

The Applicant(s) shall describe its own plan for quality assurance and evaluation for the proposed services, including methodology.

Quality assurance will be overseen and monitored by the Department of Health staff through a variety of methods: Meetings with Project staff; Completion of timely and required project activities and products; Review of required (quarterly/annual) reports.

## **4. Output and performance/outcome measurements**

The Awardee shall have responsibility for achieving performance and outcome measures [See Section 3 for more details, See Section 5 for blank forms to be completed by Applicants].

## **5. Experience**

Applicant shall have documented experience in community organization and planning. The Applicant shall have demonstrated experience in achieving required outcomes measures and/or indicators of success, including but not limited to: working at the community level with community members; and working with community coalitions/consortium. Of particular interest will be Applicants who have worked with Native Hawaiian, Other Pacific Islanders, Hispanic populations, adolescent females as well as community members, individuals and organizations who address the factors contributing to the racial and ethnic, cultural, socio-economic and geographical disparities impacting the maternal and child health population. The Applicant shall have demonstrated experience in designing and producing communication products.

## 6. Coordination of services

Applicants will be required to describe current and ongoing relationships that will continue or shall occur to support Project services and outcomes. This will include a description of working in coordination and collaboration to meet Project services and outcomes by engaging the diverse groups described in Section 2. Service Specifications, D. Description of target population to be served.

## 7. Reporting requirements for program and fiscal data

### b. Required Program Reports:

Quarterly and year end reports shall be provided in a format specified by the Department in which the Awardee summarizes major activities and products undertaken during the program reporting period, as well as accomplishments, recommendations and proposed future activities.

For the first year which will not be a twelve (12) month period beginning October 1, 2008:

Quarter 1: October 1 – December 31	Report due January 31
Quarter 2: January 1 – March 31	Report due April 30
Quarter 3: April 1 – May 31	Report due June 31
Annual Report: October 1 – May 31	Report due June 31

For the second year beginning June 1, 2008:

Quarter 1: June 1 – August 31	Report due September 31
Quarter 2: September 1 – November 31	Report due December 31
Quarter 3: December 1 – February 28	Report due March 31
Quarter 4: March 1 – May 31	Report due June 30
Annual Report: June 1 – May 31	Report due June 30

### c. Required Awardee Fiscal Reports:

Awardee will submit invoices in the format provided by the Department. Invoices and expenditures reports shall be legible, complete, accurate, and timely. Forms shall be submitted within thirty (30) days of completion. Untimely invoices may be rejected for payment if the funding period has ended and the deadline to submit invoices has occurred.

Expenditure reports shall be certified by the Awardee to contain expenditures actually incurred for the services provided under the Agreement. MCHB shall perform an annual fiscal monitoring of the Awardee to ensure that billed services have been provided and documented. The fiscal monitoring shall include, but is

not limited to, the review of financial statements, invoices, receipts, payroll registers, cancelled checks, and other documents requested by the monitor.

d. Penalties for Late Reporting

Unless otherwise specified in the contract, quarterly program reports are due thirty (30) days after the end of the quarter. Payment for invoices submitted after the end of the quarter will not be authorized until all reports are submitted. If quarterly reports due are not submitted by the end of the federal fiscal year (May 31<sup>st</sup>), funding will lapse and the Awardee will become ineligible for payment. The Awardee will still be required to maintain the capacity to provide the contracted level of services in spite of lost funding.

**8. Pricing structure or pricing methodology to be used**

A cost reimbursement pricing structure for all services will be used. The cost reimbursement pricing structure reflects a purchase arrangement in which the purchasing agency pays the Contractor for budgeted agreed upon costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

**9. Units of service and unit rate**

“Not applicable”.

**10. Method of compensation and payment**

Payments to the Contractor will occur monthly upon submission of an invoice and expenditure report, in a format prescribed by the State. The Awardee should have an accounting system that allows for monthly billing.

**11. Cultural competence**

Of particular interest will be those who have worked with Native Hawaiian, Pacific Island, and Hispanic populations.

**IV. Facilities**

Facilities should be adequate to accommodate the activities and services as required by this RFP and meet ADA requirements.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

#### **I. Program Overview**

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

## **II. Experience and Capability**

### **A. Necessary Skills**

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services. The applicant should include demonstrated abilities engaging in community organization and planning.

### **B. Experience**

The applicant shall provide a description of projects/contracts within the past five (5) years that are pertinent to the proposed services that are detailed in Section 2, III. A. Service Activities. The Applicant shall include points of contacts, addresses, and e-mail/phone numbers. The State reserves the right to contract references to verify experience.

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

### **D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the communities described in Section 1.E. (Geographic Coverage of Services).

### **E. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

## **III. Project Organization and Staffing**

### **A. Staffing**

#### **1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

## **2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the Project. (Refer to the qualifications in the Service Specifications, as applicable)

### **B. Project Organization**

#### **1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

#### **2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

## **IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant’s approach and methods to applicable service activities and management requirements from Section 2, Item III. – Scope of Work, including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

### **A. Service Activities and Tasks to be completed are categorized as follows:**

1. Applicant shall completely explain the approach and methods that will be used to increase the size and composition of the Big Island Consortia (BIC) and the four (4) Local Area Consortium’s (LAC’s) located in Hamakua, Hilo, Kau, and Kona. (Participants not limited to those described in 1. D. [Description of target population to be served.]

2. Applicant shall completely explain the approach and methods that will be used to develop and implement a minimum of two (2) strategies with each LAC that would support engaging family members of each Project target population (Native Hawaiian, Other Pacific Islander, Hispanic, and adolescent females) to participate in meeting LAC responsibilities.

3. Applicant shall completely explain the approach and methods that will be used to increase awareness of the importance of perinatal, infant, and women’s health disparities in Hawaii County utilizing LAC membership to support the development and distribution of public awareness message(s).

4. Applicant shall completely explain the approach and methods that will be used to provide guidance to the BIC and LAC in the development and publication of one (1) brochure which will be used to describe the goals, role, and activities of the Consortia. The budget page shall reflect estimated costs for the development, layout, graphics, and printing of five thousand (5,000) brochures.
5. Applicant shall completely explain the approach and methods that will be used to provide capacity building training opportunities for forty (40) to sixty (60) Consortia members related to areas such as leadership and mentoring. The budget pages shall reflect estimated costs related to the planning and conducting of two (2) capacity building training activities.
6. Applicant shall completely explain the approach and methods that will be used to secure focus group and survey participants.

## V. Financial

### A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

Budget Form	Description
SPO-H-205	Organization wide by program
SPO-H-206A	Personnel: Salaries & Wages
SPO-H-206B	Personnel: Payroll taxes assessment & fringe benefits
SPO-H-206C	Travel – Inter island
SPO-H-206D	No budget forms required
SPO-H-206E	Contractural – Administrative
SPO-H-206F	Contractural – Subcontracts
SPO-H-206H	Program Activities
SPO-H-206H	Equipment

#### 2) Unallowable Costs

- Indirect costs based on a rate that has not been negotiated with the federal government. (A valid copy of the written agreement with the federal agency for the negotiated rate must be provided to the State).

- Depreciation – Assets acquired through the State of Federal government.

**B. Other Financial Related Materials**

**1. Accounting System**

In order to determine the adequacy of the applicant’s accounting system as described under the administrative rules, the following explanation is requested as part of the Proposal Application (may be attached):

The applicant shall describe all other revenue from other funding sources to provide similar services and how the applicant will prevent billing more than one payer and submit overpayment to the Department. The applicant may not bill other payers for services already paid for by the Department or bill the Department for services eligible for payment by another payer.

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

**Section 4**  
**Proposal Evaluation**

# Section 4 Proposal Evaluation

## I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

## II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 – Evaluation of Proposal Requirements
- Phase 2 – Evaluation of Proposal Application
- Phase 3 – Recommendation for Award

### Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points
<b>TOTAL POSSIBLE POINTS</b>	<b>100 Points</b>

## III. Evaluation Criteria

### A. Phase 1 – Evaluation of Proposal Requirements

#### 1. Administrative Requirements

**2. Proposal Application Requirements**

- 7. Proposal Application Identification Form (Form SPO-H-200)
- 8. Table of Contents
- ~~9.~~ Program Overview
- 10. Experience and Capability
- 11. Project Organization and Staffing
- 12. Service Delivery
- 13. Financial (All required forms and documents)
- 14. Program Specific Requirements (as applicable)

**B. Phase 2 – Evaluation of Proposal Application  
(100 Points)**

**Program Overview:** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

A five (5)-point rating scale will be used to rate the proposal content. Only whole numbers will be assigned (1, 2, 3, 4, or 5), half numbers are not utilized in this five (5)-point rating scale. This scale is based on the semantic differential developed by William E. Arnold, James C. McCroskey, and Samuel V.O. Prichard of the University of Connecticut, as well as the Information Skills Rating Scale developed by the Oak Harbor Schools and Jamie McKenzie.

<b>5 – Outstanding</b>	<ul style="list-style-type: none"> <li>▪ Each bullet identified and addressed clearly.</li> <li>▪ Consistently exceeded required elements by clearly proposing additional services or strategies for implementation to achieve the RFP requirements.</li> </ul>
<b>4 – Above Average</b>	<ul style="list-style-type: none"> <li>▪ Bullets addressed clearly in subheading under the appropriate numbered heading.</li> <li>▪ More than met expectations by providing additional details or specific examples of the services or strategies for implementation.</li> </ul>
<b>3 – Satisfactory</b>	<ul style="list-style-type: none"> <li>▪ Competent; general description of “what we do” for all required elements.</li> </ul>
<b>2 – Marginally Adequate</b>	<ul style="list-style-type: none"> <li>▪ No additional details, specific examples, or additional services or strategies to achieve RFP.</li> <li>▪ Not all bullets or all components of a bullet were evident under the appropriate numbered heading of the RFP.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Did not answer the question completely in terms of approach, strategies, services, or descriptions.</li> </ul>
<p><b>1 – Unsatisfactory</b></p>	<ul style="list-style-type: none"> <li>▪ Not all bullets or components of a bullet were addressed or evident in the proposal.</li> <li>▪ Only reiterated the wording of RFP or other attached DOH materials.</li> </ul>

**1. Experience and Capability (20 Points)**

The State will evaluate the applicant’s experience and capability relevant to the proposal contract, which shall include:

- A. Necessary Skills 7**
  - Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.
  - Demonstrated understanding of the purpose and role of the Consortia in relation to the perinatal, infant, and related women’s health disparities.
  - Described the capacity to effectively plan and implement public awareness activities.
  
- B. Experience 6**
  - Documented experience in providing comparable activities.
  - Documented experience working with community organizations.

- C. Quality Assurance and Evaluation** 3
  - Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
  - Quality assurance system is used to identify strengths and deficiencies, indicate corrective actions to be taken, validate corrections, and recognize and implement, efficient or effective methods for the purpose of overall Project improvement.
  
- D. Coordination of Services** 3
  - Demonstrated capability to coordinate services with other agencies and resources in the geographic coverage of service.
  
- E. Facilities** 1
  - Adequacy of facilities relative to the proposed services.

**2. *Project Organization and Staffing (15 Points)***

The State will evaluate the applicant’s overall staffing approach to the service that shall include:

- A. *Staffing*** **10**
  - Proposed Staffing: That the proposed staffing pattern is reasonable to insure viability of the services.
  - Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the Project.
  - Cultural competency: Assurance that staff are aware of and practice culturally appropriate skills.
  - Job descriptions for key positions are included.
  - Resumes for key staff are included.

**B. Project Organization****5**

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.
- Organizational charts are provided for the proposed Project showing the relationship of the applicant to any other entities collaborating in the delivery of services.

**3. Service Delivery (55 Points)**

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity of work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

- The applicant has described the approach and method(s) to be used to increase the size and composition of the Big Island Consortia (BIC) and the four (4) Local Area Consortia (LAC).
- The applicant has described the approach and method(s) to be used to develop and implement a minimum of two (2) strategies with each LAC to engage family members of each Project participant.
- The applicant has described the approach and method(s) to be used to increase awareness of the importance of perinatal, infant, and related women's health in Hawaii County utilizing LAC membership to support the development of public awareness message(s).
- The applicant has described the approach and method(s) to be used to conduct two (2) capacity building training opportunities for Consortia members.
- The applicant has described how guidance will be provided to the BIC and LAC in the development and publication of one (1) brochure describing the goals, role, and activities of the Consortia
- The applicant has described how focus group and survey

participants will be secured.

**5. *Financial (10 Points)***

- Adequacy of accounting system.
- Personnel costs are reasonable and comparable to positions in the community.
- Non-personnel costs are reasonable and adequately justified.
- The budget fully supports the scope of services and requirements of the Request for Proposal.
- Cost allocations are explained and are reasonable.
- Costs are allowable expenses.

**C. *Phase 3 - Recommendation for Award***

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

## **Section 5**

### **Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Output Measures
- D. Intra-Departmental Directive No. 04-01 – Interpersonal Relationships Between Staff and Clients/Patients
- E. Procurement Circular No. 2006-02 – Campaign Contributions by State and County Contractors, Section 11-205.5, Hawaii Revised Statutes
- F. Certifications

## Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206D	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206E	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>		Section 5, RFP	<b>X</b>	
Debarment & Suspension		Section 5, RFP	<b>X</b>	
Drug Free Workplace		Section 5, RFP	<b>X</b>	
Lobbying		Section 5, RFP	<b>X</b>	
Program Fraud Civil Remedies Act		Section 5, RFP	<b>X</b>	
Environmental Tobacco Smoke		Section 5, RFP	<b>X</b>	
<b>Program Specific Requirements:</b>				

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

## Proposal Application Table of Contents

<b>I.</b>	<b>Program Overview.....</b>	<b>1</b>
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<b>III.</b>	<b>Project Organization and Staffing .....</b>	<b>7</b>
	<b>A.</b> Staffing.....	<b>7</b>
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	1. Supervision and Training.....	<b>10</b>
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery.....</b>	<b>12</b>
<b>V.</b>	<b>Financial.....</b>	<b>20</b>
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<b>VI.</b>	<b>Litigation.....</b>	<b>20</b>
<b>VII.</b>	<b>Attachments</b>	
	<b>A.</b> Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	<b>B.</b> Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
	<b>C.</b> Organization Chart	
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	Organization-wide	
	<b>D.</b> Output Measurement Tables	
	Table A	
	<b>E.</b> Certifications	

**TABLE A – OUTPUT MEASURES**  
**Expansion and Capacity Building of the Big Island Perinatal Health Disparities Consortia**

Column A	Column B	Column C	Column D	Column E
Output Measure	Baseline for Calendar Year 2007	Annual Performance Output for Calendar Year 2007	Annual Performance Output for Calendar Year 2008	Applicant’s approach in meeting the output measures, including methodology and reporting. (Attach additional sheets as necessary.)
Increase the size and composition of the Big Island Consortia (BIC) and the four (4) Local Area Consortium (LAC) membership by a minimum of four (4) new members for each LAC.	a) Number of Hilo LAC members was ____. b) Number of Kau LAC members was ____. c) Number of Hamakua LAC members was ____. d) Number of Kona LAC members was ____.		a) The four (4) LAC will each have an increase in membership of four (4) new members.	
Develop and implement a minimum of two (2) strategies with each LAC to support engaging family members of each Project target population.			a) Each of the four (4) LAC will have developed and implemented a minimum of two (2) strategies to engage family members of the Project target population.	
Provide guidance to the BIC and LAC with the development and publication of one (1) brochure which will be used to describe the goals, role, and objectives of the Consortia at a minimum of 5,000 copies.		a) Develop and publish one (1) brochure. b) Five thousand (5,000) copies of brochure printed.		
Provide two (2) capacity building training opportunities for BIC and LAC members related to leadership and mentoring.		a) One (1) capacity building training opportunity provided for forty (40) to sixty (60) Consortia members.	a) One (1) capacity building training opportunity provided for forty (40) to sixty (60) Consortia members.	
Collaborate with LAC to support the development and distribution of one (1) public		a) Develop and distribute one (1) public awareness message focusing on perinatal, infant,	a) Develop and distribute one (1) public awareness message focusing on perinatal, infant,	

Organization: \_\_\_\_\_

RFP No.: HTH550-19

awareness message in the first year of the contract focusing on perinatal, infant, and related women's health disparities.		and related women's health disparities.	and related women's health disparities.	
Provide logistics for the Consortia training.		a) Logistics provided for Consortia training	a) Logistics provided for Consortia training	
Secure focus group and survey participants.		a) Secure focus group and survey participants	a) Secure focus group and survey participants.	

LINDA LINGLE  
GOVERNOR OF HAWAII



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
P. O. BOX 3378  
HONOLULU, HI 96801-3378

INTRA-DEPARTMENTAL DIRECTIVE 04-01  
May 3, 2004 Page 1 of 5

TO: All Deputies, Division and Branch Chiefs, Staff Officers, District Health Officers, and Administrators of Attached Agencies

FROM: Chiyome Leinaala Fukino, M.D.  
Director of Health *Chiyome Leinaala Fukino*

SUBJECT: INTERPERSONAL RELATIONSHIPS BETWEEN STAFF AND CLIENTS/PATIENTS

04-1.1

PURPOSE

This directive provides the policy for the State of Hawaii, Department of Health on interpersonal relationships between staff and clients/patients.

04-1.2

POLICY

- A. Staff shall not use their professional position to exploit others for any reason.
- B. Staff shall avoid engaging in dual/multiple relationships with clients/patients or former clients/patients. When dual/multiple relationships are unavoidable, staff shall take steps ensure that the nature of the dual/multiple relationship shall neither harm nor exploit the client/patient.
- C. Sexual relationships with any client/patient or former client/patient are prohibited. Staff shall not have financial relationships with clients/patients or former clients/patients.

- D. Staff are prohibited from engaging in sexual relationships with clients/patients' relatives or other individuals with whom clients/patients maintain close personal relationships, or to whom clients/patients are reliant upon. Staff are required to set clear, appropriate and culturally sensitive boundaries.
- E. Staff shall neither initiate, assume, nor maintain a treatment relationship to individuals with whom they have had prior sexual relationships. Staff shall inform their supervisor if there have been past relationships with potential clients/patients and arrange to have the care of such patients/clients provided by another qualified staff person.
- F. Staff shall not engage in physical contact with clients/patients when there is a possibility of psychological harm to the clients/patients as a result of the contact (such as cradling or caressing clients/patients). In providing services, staff who are required to have physical contact with clients/patients are responsible for setting clear, appropriate and culturally sensitive boundaries that govern such physical contact.
- G. Staff who anticipate the potential for sexual relationships with former clients/patients shall consult in depth with their supervisors, exploring the various risks and concerns.

04-1.3

**SCOPE**

This directive applies to all Department of Health employees, including volunteers, who provide treatment and/or services and individuals or agencies that are contracted to provide treatment and/or services on behalf of the Department of Health.

04-1.4

**DEFINITIONS**

- Clients/Patients: Persons under observation, care, treatment, or receiving services.
- Department: Department of Health
- Director: Director of Health

- Dual/multiple relationships: When an employee has, or has had, more than one relationship with a patient or client, either presently or in the past. These may include professional, business, social, or personal relationships. Dual/multiple relationships can occur simultaneously or consecutively.
- Staff: Department employees, including volunteers, and individuals or agencies that are contracted to provide services on behalf of the Department.
- Health: Includes physical and mental health.
- Providers: Any persons, public or private vendors, agencies, or business concerns authorized by the department to provide health care, services, or activities.
- Services: Appropriate assistance provided to a person with a medical illness, developmental disability, mental illness, substance abuse or dependency disorder, or mental retardation. These services include, but are not restricted to assessment, case management, care coordination, treatment, training, vocational support, testing, day treatment, dental treatment, residential treatment, hospital treatment, developmental support, respite care, domestic assistance, attendant care, habilitation, rehabilitation, speech therapy, physical therapy, occupational therapy, nursing counseling, family therapy or counseling, interpretation, transportation, psychotherapy, and counseling to the person and/or to the person's family, guardian or other appropriate representative.
- Treatment: The broad range of services and care, including diagnostic valuation, medical, psychiatric, psychological, and social service care, vocational rehabilitation, career counseling, and other special services which may be extended to a person in need or with a disabling condition.

04-1.5      **RESPONSIBILITIES**

- A.    **Director:** Insure this policy is maintained, interpreted, updated, and communicated to all program managers.
  
- B.    **Deputy Directors:** Insure this policy is communicated to, understood and implemented by program managers within their administrations, and insure needed revisions of this policy are communicated to the Director.
  
- C.    **Program Managers:**
  - (1) Insure this policy is communicated to and understood by all vendors, providers, or contractors, and insert a reference to this policy in appropriate contracts.
  
  - (2) Insure this policy is enforced.
  
  - (3) Investigate alleged or reported infractions of this policy and take corrective actions as may be indicated.
  
  - (4) Recommend needed changes to this policy to their Deputy Directors.
  
- D.    **Employees:** Comply with this policy and report alleged infractions of this policy to their supervisors or superiors.
  
- E.    **Providers:** Insure this policy is communicated, understood, and implemented.

04-1.6      **PROVISO**

If there is a conflict between this policy and a collective bargaining agreement, the collective bargaining agreement shall prevail.

04-1.7

REFERENCES

- A. Discrimination in Public Accommodations, Chapter 489, Hawaii Revised Statutes, as amended.
- B. Fair treatment, Section 84-13, Hawaii Revised Statutes, as amended.
- C. Rights of persons with developmental or mental retardation, Section 333F-8, Hawaii Revised Statutes, as amended.
- D. Rights of recipients of mental health services, Chapter 334E, Hawaii Revised Statutes, as amended.
- E. Sex Discrimination, Title 12, Chapter 46, Subchapter 4, Hawaii Administrative Rules, as amended.
- F. Disability Discrimination, Chapter 46, Subchapter 9, Hawaii Administrative Rules.

**This document should be placed in the Personnel Manual of Policies and Procedures under Section 11, SUBJECT: EMPLOYEE RELATIONS.**

LINDA LINGLE  
GOVERNOR



PROCUREMENT POLICY BOARD  
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ADMINISTRATOR

**STATE OF HAWAII**  
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www.spo.hawaii.gov

February 22, 2006

PROCUREMENT CIRCULAR NO. 2006-02

TO: Executive Department Heads  
Chief Procurement Officers

FROM: Aaron S. Fujioka, Administrator

SUBJECT: Campaign Contributions by State and County Contractors  
Section 11-205.5, Hawaii Revised Statutes

Effective immediately, Section 11-205.5, HRS prohibits campaign contributions from state and county government contractors during the term of its contract with any governmental purchasing agency. A copy is attached for your reference.

To inform potential contractors of this mandate, the following statement should be included in all solicitations and contracts that utilize funds appropriated by the legislative body, whether paid in whole or in part.

***Campaign contributions by State and County Contractors.*** *Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.*

For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage, [www.hawaii.gov/campaign](http://www.hawaii.gov/campaign). Questions on campaign spending issues should be directed to the Campaign Spending Commission's Executive Director, Barbara Uphouse Wong or General Counsel, Grant Tanimoto at 586-0285. If you have any procurement questions, please call me at 587-4700, or your staff may call Ruth Yamaguchi at 586-0554.

attachment

**§11-205.5 Campaign contributions by state and county**

**contractors.** (a) It shall be unlawful for the person who enters into any contract with the State, any of its counties, or any department or agency thereof either for the rendition of personal services, the buying of property, or furnishing any material, supplies, or equipment to the State, any of its counties, department or agency thereof, or for selling any land or building to the State, any of its counties, or any department or agency thereof, if payment for the performance of the contract or payment for material, supplies, equipment, land, property, or building is to be made in whole or in part from funds appropriated by the legislative body, at any time between the execution of the contract through the completion of the contract, to:

(1) Directly or indirectly make any contribution or to promise expressly or impliedly to make any contribution to any political party, committee, or candidate or to any person for any political purpose or use; or

(2) Knowingly solicit any contribution from any person for any purpose during any period.

(b) This section does not prohibit or make unlawful the establishment or administration of, or the solicitation of contributions to, any separate segregated fund by any state or national bank, corporation, or labor organization for the purpose of influencing the nomination for election or the election of any person to office; provided that the commission shall by rule establish contribution limits for limited liability companies as defined in section 428-101, limited liability partnerships as defined in section 425-101, and limited liability limited partnerships as defined in section 425E-102. Sole proprietors subject to this section shall comply with applicable campaign contribution limits in section 11-204.

(c) For purposes of this section, "completion of the contract" means that the parties to the government contract have either terminated the contract prior to completion of performance or fully performed the duties and obligations under the contract, no disputes relating to the performance and payment remain under the contract, and all disputed claims have been adjudicated and are final. [L Sp 1995, c 10, pt of §2(1); am L 1997, c 190, §6; am L 2005, c 203, §8]

## CERTIFICATIONS

### 1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal 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;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

### 2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central

point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is so convicted--
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices:

Office of Grants and Acquisition Management  
Office of Grants Management  
Office of the Assistant Secretary for Management and Budget  
Department of Health and Human Services  
200 Independence Avenue, S.W., Room 517-D  
Washington, D.C. 20201

### **3. CERTIFICATION REGARDING LOBBYING**

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the under-

signed, 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 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 Federally 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. 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.

### **4. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)**

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the Public Health Service terms and conditions of award if a grant is awarded as a result of this application.

**5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

The Public Health Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

