

**First Amendment to the Iowa Department of Human Services
Community Adolescent Pregnancy Prevention (CAPP) Program Local Service
Project Contracts Request for Proposal**

This Amendment to RFP Number ACFS 20-004 is effective as of January 29, 2019. New language is shown in red and underlined. Deleted and/or amended language is shown in red with a strikethrough. The RFP is amended as follows:

Revision 1. *Contents* is hereby amended to add the following:

Attachment R: School Agreement Letter or Memorandum of Understanding (MOU) Template.....84

Revision 2. Procurement Timetable, Event Table, is hereby amended as follows:

Event	Date
Agency Issues RFP Notice to Targeted Small Business Website (48 hours)	January 7, 2019
Agency Issues RFP to Bid Opportunities Website	January 9, 2019
Bidders' Conference Will Be Held on the Following Date and Time (See Section 2.6 for more information)	January 15, 2019 1:00pm
Bidder Letter of Intent to Bid Due By	January 22, 2019 1:00pm
Bidder Written Questions Round One Due By	January 22, 2019 1:00pm
Bidder Written Questions Round Two Due By	February 6, 2019 1:00pm <u>February 12, 2019 1:00pm</u>
Agency Responses to Round One Questions <u>and Questions Received at the Bidder's Conference</u> Issued By	January 30, 2019 1:00pm <u>February 1, 2019</u>
Agency Responses to Round Two Questions Issued By	February 11, 2019 1:00pm <u>February 18, 2019</u>
Bidder Proposals and any Amendments to Proposals Due By	February 25, 2019 <u>March 11, 2019</u> 1:00pm
Agency Announces Apparent Successful Bidder/Notice of Intent to Award	May 17, 2019
Contract Negotiations and Execution of the Contract Completed	June 28, 2019
Anticipated Start Date for the Provision of Services	July 1, 2019

Revision 3. Section 1.2 RFP General Definitions is hereby amended to include the following definition:

“Child(ren) with a Disability” as defined in section 602 of the Individuals with Disabilities Education Act, means a child — (i) with intellectual disabilities, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), serious emotional disturbance (referred to in this chapter as “emotional disturbance”), orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities; and (ii) who, by reason thereof, needs special education and related services (20 U.S.C., 1401).

Revision 4. Section 1.2 RFP General Definitions, “School Agreement Letter” or Memorandum of Understanding”, is hereby amended as follows:

“School Agreement Letter” or “Memorandum of Understanding” means a letter from a school administration official, such as principal or Curriculum director, or other agency partners that acknowledges agreement to CAPP programming. This is a requirement for any CAPP programming in a school. Letters must be updated every two years. See Attachment R, School Agreement Letter / Memorandum of Understanding (MOU) .

Revision 5. Section 1.3.1.2 Comprehensive Adolescent Pregnancy Prevention Programs, Activity 1 and/or 2 – Out-of-Home Placement (Optional) and Deliverable (Required for Out-of-Home Placement funding is hereby deleted.

Activity 1 and/or 2 – Out-of-Home Placement (Optional)

~~Contractors in areas with Residential Out-of-Home Placement facilities may apply for additional funding to provide services under Activity 1 or 2 to this High-Risk Youth. Delivery of these services shall be separate from and in addition to services required under Section 1.3.1.2, Activities 1 and 2.~~

~~**Deliverable (Required for Out-of-Home Placement funding):** To receive the Residential Out-of-Home funding allocation, in addition to services that meet Deliverables above, the Contractor shall deliver a minimum of one full Implementation of a curricula from List A and/or List B to Adolescents in an Out-of-Home facility/ies in their Service Area where an MOU or agency agreement is in place each year of the Contract.~~

Revision 6. Section 1.3.1.2, Comprehensive Adolescent Pregnancy Prevention Programs, Activity 3, Deliverable, is hereby amended as follows:

Deliverable: In years one, two and three the Contractor shall deliver at least two full implementations of a curriculum from List C below within the Service Area each year.

List C: Evidence-Based Comprehensive Sexual Health Education

- Be Proud! Be Responsible!
- Be Proud! Be Responsible! Be Protective!

- Becoming a Responsible Teen
- ¡Cuidate!
- FLASH
- Making a Difference
- Making Proud Choices
- Promoting Health Among Teens! – Safer Sex
- Rights, Respect, Responsibility (3Rs)
- Safer Choices

*Evidence-Based curriculum Lists A, B and C are from The Office of Adolescent Health, “Evidence-Based Teen Pregnancy Prevention Programs at a Glance” available at : http://www.hhs.gov/ash/oah/oah-initiatives/tpp_program/db/ http://www.hhs.gov/ash/oah/oah-initiatives/tpp_program/db/. The Agency reserves the right to update the approved curriculum list over the course of the Contract, as new research becomes available.

Revision 7. Section 1.3.1.2, *Comprehensive Adolescent Pregnancy Prevention Programs, Activity 6* is hereby added to the RFP

Activity 6 – Out-of-Home Placement (Optional)

Contractors in areas with Residential Out-of-Home Placement facilities may apply for additional funding to provide services under Activities 1 through 4 to this High-Risk Youth population. Delivery of these services shall be separate from and in addition to services required under Section 1.3.1.2, Activities 1 through 4 to other populations.

Deliverable (Required for Out-of-Home Placement funding): To receive the Residential Out-of-Home funding allocation, in addition to services that meet Activities 1 through 4 to other populations, the Contractor shall provide no less than two activities to Adolescents in an Out-of-Home placement facility/ies in their Service Area where an MOU or agency agreement is in place each year of the Contract.

Revision 8. Section 1.3.1.2, *Comprehensive Adolescent Pregnancy Prevention Programs, Performance Measures for Comprehensive Adolescent Pregnancy Prevention Programming, PM1*, is hereby amended as follows:

PM 1 – By June 30, ~~2024~~ 2020, complete at least one full Implementation of a curricula from List A with Fidelity and with at least 80% of the number of Participants projected in Contractor’s Bid Proposal.

- By June 30 of year two and three, complete at least one full Implementation of a curriculum from List A with Fidelity (each year) within each county in the Service Area and with at least 80% of the number of Participants projected in Contractor’s Bid Proposal.

Revision 9. Section 1.3.1.2 Comprehensive Adolescent Pregnancy Prevention Programs, Performance Measures for Comprehensive Adolescent Pregnancy Prevention Programming, PM2 is hereby amended as follows:

PM 2 – By June 30, ~~2021~~ 2020, complete at least one full Implementation of a curriculum from List B with Fidelity and with at least 80% of the number of Participants projected in Contractor’s Bid Proposal.

- By June 30 of year two and three, complete at least one full Implementation of a curriculum from List B with Fidelity (each year) within each county in the Service Area and with at least 80% of the number of Participants projected in Contractor’s Bid Proposal.

Revision 10. Section 3.1, Bid Proposal Formatting, is hereby deleted and replaced as follows:

<u>Subject</u>	<u>Specifications</u>
<u>Paper Size</u>	<u>8.5" x 11" paper (one side only). Charts or graphs may be provided on legal-sized paper.</u>
<u>Font</u>	<u>Bid Proposals must be typewritten. The font must be 11 point or larger (excluding charts, graphs, or diagrams). Acceptable fonts include Times New Roman, Calibri and Arial.</u>
<u>Page Limit</u>	<u>The CAPP Project Proposal form (Attachment H) is limited to 20 pages (with the exception of the final page which includes a list of Coalition members). CAPP Budget form (Attachment I), and all other RFP Forms and Attachments will not count toward the page limit.</u>
<u>Pagination</u>	<ul style="list-style-type: none"> • <u>The following page numbering requirements shall be adhered to for bid proposal submission:</u> <ul style="list-style-type: none"> ○ <u>Attachment H, CAPP Project Proposal Form, Section 1 through Section 7 are to be sequentially numbered from beginning to end.</u> ○ <u>Attachment H, CAPP Project Proposal Form, Section 3E shall be sequentially numbered from beginning to end.</u> ○ <u>All pages of Attachment I, CAPP Projected Service Delivery & Budget Form, have been pre-numbered. Numbering must be shown on the bid proposal submission.</u> ○ <u>All submissions of Attachment C, Subcontract Disclosure Form, shall be numbered chronologically and shall indicate the total number of Subcontractor Disclosure Forms being submitted (i.e. 1 of 3, 2 of 3, 3 of 3)</u> ○ <u>All School Agreement Letters / Memorandums of Understanding (MOU's), shall be numbered chronologically and shall indicate the total number of operative Agency Agreements / Memorandums of Understanding (MOU's) being submitted (i.e. 1 of 3, 2 of 3, 3 of 3)</u> ○ <u>All Letters of Support shall be numbered chronologically and shall indicate the total number of Letters of Support being submitted (i.e. 1 of 3, 2 of 3, 3 of 3)</u>

<u>Subject</u>	<u>Specifications</u>
	<ul style="list-style-type: none"> ○ <u>Page number is not required for other portions of the bid proposal submission.</u> ● <u>All pages must be bound together.</u>
<u>Envelope Contents and Labeling</u>	<ul style="list-style-type: none"> ● <u>Envelopes shall be addressed to the Issuing Officer.</u> ● <u>The original Bid Proposal shall be labeled “Original”.</u> ● <u>All copies of the original Bid Proposal shall be labeled “Copy.” Each copy must be numbered to correspond with the number of copies of Proposals. (i.e. “Copy 1 of 6”.)</u>
<u>Number of Hard Copies</u>	<u>Submit one (1) original hard copy of the Proposal and 6 identical copies of the original. The original hard copy must contain original signatures.</u>
<u>CD-ROM/USB Flash Drive</u>	<ul style="list-style-type: none"> ● <u>The Technical Proposal and Cost Proposal must be provided on a CD or USB flash drive. The CD-ROM or USB flash drive must be submitted with the original Bid Proposal.</u> ● <u>The Technical Proposal must be saved in less than five files. The CD or USB flash drive must be compatible with Microsoft Office 2007 (or later) software. Proposals shall be provided in Microsoft Word format. An additional Proposal copy may be submitted in PDF format. Files shall not be password protected or saved with restrictions that prevent copying, saving, highlighting, or reprinting of the contents.</u>
<u>Request for Confidential Treatment</u>	<p><u>Requests for confidential treatment of any information in a Bid Proposal must meet these specifications:</u></p> <ul style="list-style-type: none"> ● <u>The Bidder will complete the appropriate section of the Primary Bidder Detail Form & Certification which requires the specific statutory basis supporting the request for confidential treatment and an explanation of why disclosure of the information is not in the best interest of the public.</u> ● <u>The Bidder shall submit one (1) complete paper copy of the Bid Proposal from which confidential information has been redacted. This copy shall be clearly labeled on the cover as a “public copy”, and each page upon which confidential information appears shall be conspicuously marked as containing confidential information. The confidential material shall be redacted in such a way as to allow the public to determine the general nature of the material removed. To the extent possible, pages should be redacted sentence by sentence unless all material on a page is clearly confidential under the law. The Bidder shall not identify the entire Bid Proposal as confidential.</u> ● <u>The Cost Proposal will be part of the ultimate contract entered into with the successful Bidder. Pricing information may not be designated as confidential material. However, Cost Proposal supporting materials may be marked confidential if consistent with applicable law.</u> ● <u>The Bidder shall submit a CD-ROM or USB flash drive containing an electronic copy of the Bid Proposal from which confidential information has been redacted. This CD-ROM or USB flash drive shall be clearly marked as a “public copy”.</u>
<u>Exceptions to RFP/Contract Language</u>	<u>If the Bidder objects to any term or condition of the RFP or attached Sample Contract, specific reference to the RFP page and section number shall be made in the Primary Bidder Detail & Certification Form. In addition, the Bidder shall set forth in its Bid Proposal the specific language it proposes to include in place of the RFP or contract provision and cost savings to the Agency should the</u>

Subject	Specifications
	<p><u>Agency accept the proposed language.</u> <u>The Agency reserves the right to either execute a contract without further negotiation with the successful Bidder or to negotiate contract terms with the selected Bidder if the best interests of the Agency would be served.</u></p>

Revision 11. Section 3.2, *Contents and Organization of Technical Proposal, Item 7 School Agreement Letters / Memorandum of Understanding (MOU)*, is hereby amended as follows:

7. School Agreement Letters/ Memorandum of Understanding (MOUs): The number of letters Bidders must provide is dependent upon the number of schools, districts, agencies, organizations, Out-of-Home providers, etc. the Bidder is proposing providing services for. Bidder shall provide one letter/MOU for each partnering school/organization- in which the Bidder is proposing to provide services that require fidelity (Activity 1, 2, and 3), and any Out-of-Home facility/ies where proposed services are being provided regardless of services (Activity 6). (An MOU sample template has been provided and may be used for this purpose, See Attachment R. In years 2 and 3 signed MOUs shall be provided to the Program Administrator prior to service delivery for any new service sites. All letters must be signed and dated.

Revision 12. Section 3.2, *Contents and Organization of Technical Proposal,*

***Coalition/Service Area Guidance*, is hereby amended as follows:**

The Bidder also has the discretion to submit two separate Bids if they have multiple Coalitions in the Bidder’s proposed Service Area, but it is not required. For example, in keeping with the above scenario, the Bidder could submit two different Proposals, one for each of the areas covered by the two distinct Coalitions. However, a Bidder cannot submit multiple Bids listing the same Coalition (and same members) under more than one Bid, as Coalitions are to be representative of their respective Communities (i.e., Service Areas). The only exception to this would be if the single Coalition includes representation from both or all Service Areas they cover, meaning there are individuals who live and/or work in both or all of the communities/counties represented by the single Coalition.

Revision 13. Section 4.3, *Proposal Scoring and Evaluation Criteria, Technical Proposal Components, Technical Proposal Components Table, Row 9*, is hereby amended as follows:

<u>Cooperative Agency Agreements/ School Agreement Letters or Memorandum of Understanding (MOU) (Attachment R)</u>	1.25	-----	5
--	------	-------	---

Revision 14. Attachment G: CAPP Project Proposal Cover Sheet and Checklist – ACFS 20-004, Checklist as part of Attachment G, Item 1, is hereby amended as follows:

<p>1. Project Proposal includes documents # 2 through 11 below. <input type="checkbox"/> Submit one (1) original hard copy of the Proposal and five (5) <u>six (6)</u> identical copies of the original. The original hard copy must contain original signatures.</p>	State Use
--	------------------

Revision 15. Attachment G: CAPP Project Proposal Cover Sheet and Checklist – ACFS 20-004, Checklist as part of Attachment G, Item 5, is hereby amended as follows:

<p>5. Attachment H: CAPP Project Proposal Form</p> <p><input type="checkbox"/> Complete form. Completed form may not exceed twenty (20) pages.</p> <p><u>Attachment H: CAPP Project Proposal Form (cont.) – Section 3E</u> <input type="checkbox"/> <u>Complete form for each Coalition in the Service Area. Duplicate if needed. This form is not included in the twenty (20) page count.</u></p>

Revision 16. Attachment G: CAPP Project Proposal Cover Sheet and Checklist – ACFS 20-004, Checklist as part of Attachment G, Item 8, is hereby amended as follows:

<p>8. Cooperative Agency Agreements: Memorandum of Understanding (MOU), Agency Agreement, or School Agreement Letter <u>School Agreement Letter / Memorandum of Understanding (MOU)</u></p> <p><input type="checkbox"/> Submit signed agreement for each school (or school district), or agency where proposed services are being provided. <u>setting in which the Bidder is proposing to provide services that require fidelity (Activity 1, 2, and 3), and any Out-of-Home facility/ies where proposed services are being provided regardless of services (Activity 6). In years 2 and 3 signed MOUs shall be provided to the Program Administrator prior to service delivery for any new service sites. This may be met through the use of Attachment R, or a signed agreement with similar information.</u></p>

Revision 17. Attachment I: *CAPP Projected Service Delivery & Budget Form*, is hereby deleted and replaced with Amended Attachment I

Revision 18. Attachment R: School Agreement Letter / Memorandum of Understanding (MOU) Template is hereby incorporated into RFP ACFS 20-004.