

RFA21-009
COVID-19 Vaccination, Outreach and Education

APPLICATION GUIDELINES

FY 2022/2023

Florida Department of Health

Division of Disease Control and Health Protection, Bureau of Epidemiology, Immunization Section

June 6, 2022

Application Deadline:

July 22, 2022; 5:00:00 pm, EST

THIS REQUEST FOR APPLICATION IS NOT SUBJECT TO SECTION 120.57(3), FLORIDA STATUTES

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PLEASE NOTE: INFORMATION IN BOXES IS TO REMIND AND ASSIST APPLICANTS WITH CRITICAL COMPONENTS CONTAINED IN SPECIFIC SECTIONS OF THE APPLICATION.

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ATTACHMENTS (List all applicable attachments here):

1. COVER PAGE
2. PROPOSED BUDGET SUMMARY
3. BUDGET JUSTIFICATION NARRATIVE
4. SUBCONTRACTORS LIST FORM
5. EXECUTIVE COMPENSATION DISCLOSURE AND ATTESTATION SURVEY

**TIMELINE
RFA21-009**

Prospective applicants shall adhere to the RFA timelines as identified below.

Schedule	Due Date	Location
Request for Applications Released and Advertised	6/6/2022	Department of Health Grant Funding Opportunities Website: https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html Next Generation Vendor Information Portal https://vendor.myfloridamarketplace.com/
Submission of Questions	6/17/2022	Submit questions by email with the subject heading “RFA21-009 Questions” to RequestforApplication@flhealth.gov .
Anticipated posting of Answers to Questions	7/1/2022	Department of Health Grant Funding Opportunities Website: https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html Next Generation Vendor Information Portal https://vendor.myfloridamarketplace.com/
Applications due (no faxed or e-mailed applications)	Must be received by 7/22/2022 5:00:00 pm, EST	To upload your application, go to the Department of Health Automated Upload System: https://requestforapplications.floridahealth.gov .
Anticipated evaluation of applications	7/25/2022	Review and Evaluation of Applications Begins
Anticipated award date	9/1/2022	Department of Health Grant Funding Opportunities Website: https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html Next Generation Vendor Information Portal https://vendor.myfloridamarketplace.com/

Guidelines for Developing the Request for Application and Request for Information

Section 1.0 INTRODUCTION

1.1 Program Authority

Funding for this program comes from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (P.L. 116-260). The Immunization Section is governed by Chapter 381, Florida Statutes, entitled Public Health and more specifically Section 381.003, Florida Statutes, entitled Communicable Disease and AIDS Prevention and Control. The resulting contract will begin on the date that it is signed by both parties and end on June 1, 2024.

1.2 Program Purpose

The Florida Department of Health (Department) is seeking to award a statewide contract to a qualified applicant to administratively execute the activities of the program. The purpose of the program is to ensure greater equity and access to Coronavirus Disease 2019 (COVID-19) vaccine by those disproportionately affected by COVID-19. This includes, but is not limited to, people in racial and ethnic minority groups, people living in communities with high social vulnerability index, people living in rural communities, people with disabilities, people who are homebound or isolated, people who are underinsured or isolated, people who are immigrants and/or refugees, and people with transportation limitations.

1.3 Available Funding

Funding for this program comes from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (P.L. 116-260). The total amount available for this program is \$144,000,000. The program is entirely funded with federal grant funds.

1.4 Matching Funds

There is no match or in-kind funding requirement under this Request for Application (RFA).

1.5 Definitions:

Provide a list of definitions for important contract terms and abbreviations used in the contract. This list should define terms that are unique to the program.

Applicant: An entity that submits a written response to this RFA.

Business Day: Monday through Friday, excluding State of Florida holidays, which are New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Centers for Disease Control and Prevention (CDC): A U.S. federal government agency whose mission is to protect public health by preventing and controlling disease, injury, and disability.

Contract: The formal agreement that will be awarded to the successful Provider under this RFA.

COVID-19: An infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) as defined by the CDC.

Florida COVID-19 Vaccination Program: A program funded by the CDC and administered by the Florida Department of Health to increase access to and delivery of COVID-19 vaccinations for citizens and visitors of Florida.

Florida SHOTS: The statewide immunization information system that captures patient immunization records.

National Immunization Awareness Month: An annual observance held in August to highlight the importance of vaccination for people of all ages.

National Vaccination Day: Also called National Immunization Day; is celebrated every year on March 16 to convey the importance of vaccination.

Provider: The successful Applicant awarded a contract by the Department in accordance with the terms of this RFA.

Qlik Dashboard: The Department's interactive tool that allows users to view, interact with and understand COVID-19 case and vaccination data at the state (Florida only) and county level, with overlays on social vulnerability index for vaccination data.

Quarter: A three-month period of the contract year. The quarters for this contract are, July through September (first quarter), October through December (second quarter), January through March (third quarter), and April to June (fourth quarter).

Response: The Applicant's complete written response to this RFA including properly completed forms, supporting documents, and attachments.

Service Area: Regions within the state of Florida that align with the Department's eight public health consortia regions. The service area regions for this contract are as follows:

a) Emerald Coast: Bay, Calhoun, Escambia, Holmes, Jackson, Liberty, Okaloosa, Santa Rosa, Walton, and Washington counties

b) Capital: Franklin, Gadsden, Gulf, Jefferson, Leon, Madison, Taylor, and Wakulla counties

c) North Central Florida: Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Marion, Suwannee, and Union counties

d) Northeast Florida: Clay, Duval, Flagler, Nassau, Putnam, St. Johns, and Volusia counties

e) Central Florida: Brevard, Indian River, Lake, Martin, Orange, Osceola, Seminole, and St. Lucie counties

f) West Central Florida: Citrus, Hernando, Hardee, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sumter counties

g) Southwest Florida: Charlotte, Collier, DeSoto, Glades, Hendry, Highlands, Lee, Okeechobee, and Sarasota counties

h) Southeast Florida: Broward, Miami-Dade, Monroe, and Palm Beach counties

Vaccine Confidence: The trust that patients, their families and providers have in recommended vaccines, providers who administer vaccines and the processes and policies that lead to vaccine development, licensure or authorization, manufacturing and recommendations for use.

Vaccine Hesitancy: Refers to the delay in acceptance or refusal of vaccination despite availability of vaccination services.

Section 2.0 PROGRAM OVERVIEW

2.1 Background

The Department's mission is to protect, promote and improve the health of all people in Florida through integrated state, county, and community efforts.

On December 27, 2020, the President signed into law the Coronavirus Response and Relief Supplemental Appropriations Act of 2021. On March 11, 2021, the President signed into law the American Rescue Plan Act of 2021. Both laws include supplemental funding for coronavirus vaccine activities to support broad-based distribution, access, and vaccine coverage. This project specifically is intended to ensure greater equity and access to COVID-19 vaccines by those disproportionately affected by COVID-19.

The Department's Immunization Section, is focused on increasing immunization levels in Florida and decreasing vaccine-preventable deaths. The Immunization Section is divided into the following four teams:

- Vaccines for Children and Vaccines for Adults (VFC/VFA): a federal/state partnership that provides Advisory Committee on Immunization Practices (ACIP) recommended vaccines to eligible underserved children and adults. Vaccines are purchased by the CDC, managed by the Immunization Section and distributed to VFC/VFA providers across the state at no charge. The VFC/VFA program is responsible for enrolling eligible vaccine providers across the state. Roughly 7,500 Florida health care providers have enrolled through the VFC/VFA program to become COVID-19 vaccine providers.
- Field Operations: staff conduct quality improvement activities to increase immunization rates among VFC/VFA providers and conduct compliance visits to provide technical assistance and ensure proper vaccine storage and handling.
- Florida SHOTS: the statewide immunization information system that captures patient immunization records.
- Clinical Quality Improvement: staff serve as clinical subject matter experts on topics related to immunizations across the lifespan by promoting ACIP vaccine recommendations and by providing clinical technical assistance and Vaccine Adverse Events Reporting System guidance to providers.

Vaccines for COVID-19 became available in Florida in December 2020. As of March 2022, over 15 million people in Florida have been vaccinated against COVID-19. While there are success stories, such as the roughly 95 percent of persons 65 years of age and older having been vaccinated against COVID-19, there remain opportunities to increase rates among the Florida population, particularly among underserved populations, including racial and ethnic or other minority populations and rural communities.

2.2 Priority Areas

To understand and address COVID-19 disparities, the Provider must conduct a comprehensive assessment within each service area in Florida to identify communities of focus. Criteria that may help prioritize the selection of communities of focus include:

- Communities that have experienced disproportionately high rates of SARS-CoV-2 infection and severe COVID-19 disease or death.
- Communities that have high rates of underlying health conditions that place them at greater risk for severe COVID-19 disease (e.g., heart disease, lung disease, obesity, etc.).
- Communities likely to experience barriers to accessing COVID-19 vaccination services (e.g., geographical barriers, health system barriers).
- Communities where COVID-19 prevention measures have not been widely adopted.
- Communities with historically low adult vaccination rates.
- Communities with a history of mistrust in health authorities or the medical establishment.
- Communities that are not well-known to health authorities or have not traditionally been the focus of immunization programs.

Additionally, the Provider must include in their comprehensive needs assessments for each service area the resources and public health infrastructure within communities, such as the types of community-based organizations, the services they provide, populations they serve, history of service in the community, and their partnerships with other organizations.

Upon completion of the comprehensive needs assessments within each service area, the Provider must use the information gathered to conduct a request for proposals among community-based organizations and community health clinics to fund community-based partnerships that reach disproportionately affected populations and improve access to and education around COVID-19 vaccination and other recommended vaccines.

2.3 Program Expectations

The following are overall program goals designed to achieve the program purpose:

- Improve understanding of disproportionately affected populations and barriers to vaccination access and uptake within each service area in Florida.
- Develop and fund community-based partnerships to reach disproportionately affected populations within each service area in Florida.
- Improve access to COVID-19 vaccines and other recommended vaccines for disproportionately affected populations within each service area in Florida.
- Improve education around COVID-19 vaccination and other recommended vaccines within each service area in Florida.

Additionally, the Provider must ensure that a minimum of 80 percent of the total award be directed to support local communities through community-based organizations and community health clinics in efforts to identify

vulnerable and disproportionately affected populations, and implement initiatives intended to increase access and uptake of COVID-19 vaccinations.

2.4 Applicant Project Results

The Provider will be expected to:

- Develop a comprehensive report of barriers to COVID-19 vaccination access and uptake among communities of focus and a plan to address the barriers within each service area in Florida.
- Increase culturally competent community-based partnerships to effectively reach communities of focus and reduce barriers to COVID-19 vaccination within each service area in Florida.
- Increase training opportunities for community outreach and public health workers around the provision of culturally and linguistically competent COVID-19 health education.
- Increase the availability of materials in multiple languages that address barriers to COVID-19 vaccination among communities of focus.
- Increase access to COVID-19 vaccination and other vaccination opportunities among communities of focus within each service area in Florida.

2.5 Current and Prior Funded Projects

Applicants must demonstrate ability to provide the desired services based on current and prior project efforts and have the following qualifications and work experience:

- Conducting comprehensive public health needs assessments
- Conducting competitive solicitations
- Executing and monitoring contracts
- Developing and maintaining partnerships
- Implementing programs that address health equity challenges

2.6 Project Requirements

The Provider will be required to ensure that a minimum of 80 percent of the total award is directed to support local communities through community-based organizations and community health clinics in efforts to implement initiatives intended to increase access to and uptake of COVID-19 vaccinations among communities of focus.

Section 3.0 TERMS AND CONDITIONS OF SUPPORT

3.1 Eligible Applicants

Eligible applicants include public or 501(c)(3) nonprofit organizations, institutions of higher learning, or for-profit entities. All organizations, institutions, and for-profit entities submitting an application for funding are

advised that accepting federal dollars under this RFA, requires compliance with all federal and state laws, executive orders, regulations and policies governing these funds.

3.2 Eligibility Criteria

To be eligible to receive this grant, all entities and their sub-contractors seeking to do business with the State shall be registered with the Florida Department of State in accordance with the provisions of Chapter 607, 608, 617 and 620, Florida Statutes. The entity awarded a grant, and all of its subcontractors, will be required to register with the My Florida Market Place at:

https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace.

3.3 Minority Participation

In keeping with the One Florida Initiative, the Department encourages minority business participation in all its procurements. Applicants are encouraged to contact the Office of Supplier Diversity at (850) 487-0915 or visit their website at <http://osd.dms.state.fl.us> for information on becoming a certified minority or for names of existing certified minorities who may be available for subcontracting or supplier opportunities.

3.4 Corporate Status

For all corporate applicants, proof of corporate status must be provided with the application. Tax-exempt status is not required, except for applications applying as non-profit organizations. Tax-exempt status is determined by the Internal Revenue Service (IRS) Code, Section 501(c)(3). Any of the following is acceptable evidence: A statement from a state taxing body, State Attorney General, or other appropriate state official, certifying that the Applicant has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

3.5 Non-Corporate Status

Documentation that verifies the official not-for-profit status of an organization in accordance with Chapter 617, Florida Statutes.

3.6 Period of Support

The term of the contract resulting from this RFA will be from the date of contract execution to June 30, 2024.

3.7 Use of Grant Funds

Funds from this RFA may only be used to implement the activities to ensure greater equity and access to Coronavirus Disease 2019 (COVID-19) vaccine by those disproportionately affected by COVID-19. The funds originate from the Department's Cooperative Agreement with the CDC for immunization and vaccines for children COVID-19 vaccination supplement. As such, all applicants awarded funds under this RFA are considered federal subrecipients. A minimum of 80% of total funds must support local communities through county health departments, community-based organizations and/or community health centers. Administrative costs are limited to 10% of the total budget amount.

Within 10 days of award notification, applicant will be required to submit a copy of current W-9; copy of liability insurance, copy of lease agreement, and a letter of credit from a bank or certified statement from a financial institution indicating the availability of credit or cash to sustain the project for at least three months.

Subcontracts are allowed under this contract. However, they are accountable to the applicant for the management of any funds received.

Once federal funds are allocated to a state agency, the Florida Department of Financial Services considers the funding to be subject to the same standards and policies as funding allocated by the Florida legislature. Section 17.29, Florida Statutes, gives the Chief Financial Officer (CFO) the authority to prescribe any rule he considers necessary to fulfill his constitutional and statutory duties, which include, but are not limited to, procedures or policies related to the processing of payments from any applicable appropriation. The powers and duties of the CFO are set forth in Chapter 17, Florida Statutes. Section 17.03(1), Florida Statutes, requires that the CFO of the state of Florida, using generally accepted auditing procedures for testing or sampling, shall examine, audit, and settle all accounts, claims, and demands against the State.

Allowable costs - must be reasonable and necessary and include, but are not limited to the following:

- Personnel salaries and fringe benefits
- Travel in accordance with section 112.061, Florida Statutes and the Department's policies and procedures
- Office space, furniture, and equipment
- Program related expenses, such as office supplies, postage, copying, telephone, utilities, insurance, and advertising
- Computer hardware and software, including electronic health record and billing system enhancements
- Direct service provisions and activities
- Program supplies and materials (e.g., brochures, health education items)
- Promotional activities
- Client incentive and promotional items (as defined in DOHP250-18-18: Client Incentives and Promotional items and in accordance with section 20.43, Florida Statutes)
- Food vouchers or coupons
- Financial compliance audit if required by Attachment VIII
- Level II background screening.
- Drug screening.

Unallowable costs - include, but are not limited to the following:

Pursuant to Florida Administrative Code Rule 3A-40.103, expenditures from state funds for items listed below are prohibited unless expressly provided by law:

- Telegrams
- Flowers
- Presentment of plaques for outstanding service
- Decorative items (globes, statues, potted plants, picture frames, etc.)
- Greeting cards (per section 286.27, Florida Statutes use of state funds for greeting cards is prohibited)

Unless specifically authorized by law, the expenditure of state funds for the following items related to professional and occupational licenses are not allowable:

- Florida or other bar dues
- Professional license fees
- Occupational license fees
- Driver license fees
- Other fees for licenses required for an individual to pass the examination for any of the above licenses, unless the training is directly related to the person's current official duties related to delivery of the program services
- Examination fees for professional occupational or other licenses for a person to perform his or her official duties

Other unallowable costs and expenditures include:

- Research
- Clinical care
- Lobbying
- Cash awards to employees or ceremony expenditures
- Entertainment costs, including food, drinks, decorations, amusement, diversion, and social activities and any expenditures directly related to such costs
- Gift cards (e.g., Walmart, Publix, Winn-Dixie)
- Organizational affiliations, fund raising, and public relations
- Deferred payments to employees as fringe benefit packages
- Severance pay and unearned leave
- Capital improvements, alterations, or renovations
- Lease or purchase of vehicles
- Development of major software applications
- Direct client assistance (monetary)
- Conference sponsorship
- Personal cellular telephones
- Meals not in accordance with section 112.061, Florida Statutes
- Appliances for the personal convenience of staff, including microwave ovens, refrigerators, coffee pots, portable heaters, fans, etc.
- Penalty on borrowed funds or statutory violations or penalty for late or nonpayment of taxes
- Supplanting of other federal, state, and local public funds
- Building alterations or renovations
- Construction
- Direct services (e.g., hiring grant writers to prepare competitive grant applications, supporting direct patient services such as counseling)
- Fringe benefits for temporary employees
- Fund raising activities

Section 4.0 APPLICATION REQUIREMENTS

4.1 Application Forms

Applicants must use the official forms attached to this RFA. Alternate forms may not be used. Application for funding must address all sections of the RFA in order to be presented and in as much detail as requested. The provision of extraneous information should be avoided. Applications must adhere to the page limits as identified below.

4.2 Order of Application Package

1. Cover Page (1 Page)

The cover page must be signed and used as the cover of the application. The following information must be included:

- a. Applicant Name (legal name of organization)
- b. Funding amount requested
- c. Name of contact person
- d. Applicant mailing address (including city, state, and ZIP)

- e. Telephone number(s), FAX number
- f. Email address of contact person
- g. Applicant federal employer identification number (FEID)
- h. Authorized signature (person submitting the application on behalf of the applicant)
- i. Authorized name and title (person submitting the application on behalf of the applicant)

2. Table of Contents: Include page numbers identifying all sections of the application. (1 Page)

3. Project Narrative (Total 30 Pages) (Section 5)

- a. Project Summary – 2 Pages
- b. Statement of Need – 8 Pages
- c. Objectives – 5 Pages
- d. Program Plan – 5 Pages
- e. Evaluation Plan – 5 Pages
- f. Management Plan – 5 Pages

4. Budget Information Forms

- a. Proposed Budget Summary (See Attachment 2)
- b. Budget Justification Narrative (See Attachment 3)

5. Other Required Forms (Section 9.0)

6. Appendices (See Section 5.7)

Please note: If funding is requested in an amount greater than the ceiling of the award range, the application will be considered non-responsive and will not be entered into the review process. The application will be returned with notification that it did not meet the submission requirements.

4.3 Compliant Budget Form and Budget Justification Narrative

In addition to filling out the budget form located in the application, a separate budget justification narrative and computation of expenditures must be provided, as outlined below.

Applicants should recognize that costs do not remain static; the budget should reflect the various phases and activities of planning, organizing, implementation, evaluation, and dissemination.

Section 5.0 REQUIRED CONTENT OF THE PROJECT NARRATIVE SECTION

5.1 Project Summary

The Project Summary must not exceed 2 pages in length, single spaced in a 12-point font. The applicant's Project Summary identifies the key aspects of the project in narrative form including the Statement of Need, Objectives, Program Plan, Evaluation Plan and Management Plan.

Hint: It may be easier to prepare the Project Summary after the entire narrative (proposal) is completed.

5.2 Statement of Need

The Statement of Need must not exceed 8 pages in length, single spaced in a 12-point font. The statement of need must describe the necessity for the proposed project and at a minimum, must include all of the following components in narrative form for each of the eight service areas:

1. Description of the populations of each of the service areas in Florida.
2. Description of COVID-19 cases and deaths, and disproportionately affected populations within each service area in Florida.
3. Description of COVID-19 vaccination coverage and populations with disproportionately low coverage rates within each service area in Florida.
4. Description of current organizations, their capacity to provide COVID-19 vaccine services and their resource needs to meet the needs of the populations with low vaccine coverage rates, within each service area in Florida.
5. Description of current or prior successes and challenges experienced by organizations within each service area in Florida providing COVID-19 vaccines to populations with disproportionately low coverage rates.
6. Description of current or prior local COVID-19 vaccination health education campaigns within each service area in Florida, to include populations prioritized and reached, successes and challenges, and any gaps in COVID-19 vaccination health education materials (e.g., relevancy of materials, availability of materials in common languages within the community).

5.3 Objectives

The Objectives must not exceed 5 pages in length, single spaced in a 12-point font. This section must describe the following:

1. The intended purpose of the program.
2. The expected project results, which must correspond to the program expectations.
3. The objectives of the project, which must correspond to the statement of need.

5.4 Program Plan

The Program Plan must not exceed 5 pages in length, single spaced in a 12-point font. The section must describe how the proposed project will be carried out and be linked to the objectives and needs. The applicant should describe how they will conduct the following activities and the timeframes by which they can initiate and accomplish them (e.g., within X calendar days from the date of contract execution):

1. Complete and submit a detailed work plan on a template provided by the Department within 30 calendar days from the date of contract execution.
2. Conduct a comprehensive needs assessment in each of the service areas in Florida using the [COVID-19 Vaccine Confidence Rapid Community Assessment Guide](#) to identify the resources (e.g., existing immunization coalitions), needs and communities of focus for each service area. For each identified community of focus, identify community-based organizations, community leaders, coalitions and local health clinics/centers to partner with in order to support COVID-19 vaccination education and outreach.

3. Develop a competitive process for the solicitation of proposals related to applicants performing COVID-19 vaccination, education and outreach activities within communities of focus within each of the service areas in Florida; solicit responses from applicants, review applications, and execute contracts with community-based organizations and community health clinics to meet the needs identified in the comprehensive needs assessment.
4. Provide training to community-based outreach workers and nurses in English, Spanish, and Haitian-Creole to increase their knowledge, skills and abilities around promoting COVID-19 vaccines among underserved populations.
5. Provide toolkits to community-based outreach workers and nurses in English, Spanish, and Haitian-Creole. Toolkits include fact sheets about COVID-19 and information about COVID-19 vaccines.
6. Create written and electronic materials (checklists, quick guides, brochures, palm cards) in multiple languages (e.g., English, Spanish and Haitian-Creole) that address barriers to COVID-19 vaccination among communities of focus.
7. Develop and implement outreach campaigns and approaches to include conducting pop-up, mobile and other vaccination clinics for communities of focus within each service area at places of worship, community-based organizations, recreation programs, food banks and pantries, schools and colleges and universities, grocery stores, salons, barbershops, beauticians, major employers, and other key community institutions.
8. Collaborate with trusted messengers within each service area to develop testimonials for outreach and education events in each service at places of worship, community-based organizations, recreation programs, food banks and pantries, schools and colleges and universities, grocery stores, salons, barbershops, beauticians, major employers, and other key community institutions.

5.5 Evaluation Plan

The Evaluation Plan must not exceed 5 pages in length, single spaced in a 12-point font. This section must:

1. Describe how the Applicant will evaluate program activities. Please note, it is expected that evaluation activities will be implemented at the beginning of the program in order to capture and document actions contributing to program outcomes.
2. Show how the evaluation plan will be able to produce documented results that demonstrate whether and how the strategies and activities funded under the program made a difference in achieving greater equity and access to COVID-19 vaccines by those disproportionately affected by COVID-19.
3. Identify the expected result (i.e., a particular impact or outcome) for each major objective and activity and discuss the potential for replication.
4. Describe their internal quality management plan, including the process for continuous improvement, handling of potential challenges, and monitoring of subcontracts.

5.6 Management Plan

The Management Plan must not exceed 5 pages in length, single spaced in a 12-point font. This section must describe the applicant's ability to successfully carry out the proposed project and to sustain the program once the contract ends. Applicants must identify in narrative form all of the following information:

1. Information about the applicant, including history, administrative structure, mission, vision, goals and how they relate to the purpose of the proposed program.
2. A description of how the program will be staffed. Indicate how often employees are evaluated. Identify the number and type of positions needed; how they will be recruited and maintained; whether they will be full-time or part-time; and the qualifications proposed for each position, including type of experience and training required. Describe staff development and training practices, including both internal and external capacity trainings and any other relevant training.
3. Prior experience managing projects similar to the one proposed in response to the RFA. If possible, provide projects with similar administrative scopes and projects with health equity initiatives. Include the length of time of the project, purpose of the project, services provided, and partnerships developed to achieve the goals of the project.
4. Applicant's capacity to implement and maintain the proposed project. Include information on project resources, materials, and space. Detail how applicant is prepared to implement the required services and activities of the proposed project, and applicant's plan to build the capacity to implement and sustain (once project period ends) its proposed project.

5.7 Appendices

All appendices must be clearly referenced and support elements of the narrative. Appendices should include documentation demonstrating:

Organizational Capacity including:

- a. The organization's organizational chart
- b. A copy of current certificate of incorporation
- c. Documentation confirming non-profit 501(c)(3) designation (if applicable)
- d. Documentation of IRS non-profit Status 201(c)(3) (if applicable)
- e. Copies of key personnel's resumes
- f. A current roster of the organization's board of directors (if applicable)
- g. Certification of Drug Free Workplace

Any additional documentation determined necessary by the applicant to support the elements of the narrative.

Section 6.0 SUBMISSION OF APPLICATION

6.1 Application Deadline

Applications must be received no later than 5:00 p.m., Eastern Time, on Friday, July 22, 2022.

6.2 Submission Methods

Applications may only be submitted by uploading to the Department's Automated Upload System:
<https://requestforapplications.floridahealth.gov>.

6.3 Instructions for Electronic Submission of Applications

Applicants are required to submit the electronic application, via the Florida Department of Health Automated Upload System, as follows:

- The application must be signed by an individual authorized to act for the Applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant.
- The naming convention of the application must follow this format: RFA#-Provider Name-Program Specific Information (Example: RFA18-001-Elimination Inc-Closing the Gap).
- The application must be uploaded into the system by the deadline stated in the Timeline.
- To upload the application, go to <https://requestforapplications.floridahealth.gov/>. Click the drop-down menu to select the applicable RFA.
- To upload a document for the first time, select Browse, click to choose file(s), then click Upload.
- One or more files may be uploaded at one time. Accepted file types are .pdf, .xls, .xlsx, .doc, and .docx only).
- To upload multiple files, click the keyboard's Ctrl key and select the files. Zero-byte files will be ignored. For the submitted document(s), maximum file size must not exceed 100 MB.
- To replace a previously uploaded document, select Overwrite from the Upload Type drop-down menu. You must enter the session key received with your initial submission confirmation. Click Browse to choose the updated file(s), then click Upload.
- In order to properly overwrite the previous upload, the updated file(s) must have the exact same file name as the document(s) being replaced.

PLEASE NOTE THIS IMPORTANT INFORMATION ON UPLOADING AND CONFIRMATION:

Upon selecting your file(s) and clicking the Upload button, a confirmation screen will appear, showing a thank you message and alert to maintain the Session Key. Please be sure to carefully input the email address where you wish to send the Session Key. The option to print the confirmation page is also available; however, sending via email is highly recommended. If printing the page, be sure to print/save the file as .pdf.

Applicants are encouraged to submit applications early. The Applicant must click the Upload button prior to the deadline time in order to receive a successful confirmation. Once the deadline time has arrived (down to the millisecond, e.g., 5:00:00 p.m. ET), the system will no longer offer an option to upload documents for the applicable RFA.

In the event of a technical issue or inquiry regarding upload confirmation, applicants must provide the Session Key as proof of submission. Contact RequestforApplication@flhealth.gov immediately if

experiencing uploading issues or if there are inquiries regarding the electronic upload process via the automated system.

6.4 Where to Send Your Application

Upload the application to the Florida Department of Health Automated Upload System:
<https://requestforapplications.floridahealth.gov>.

Section 7.0 EVALUATIONS OF APPLICATIONS

7.1 Receipt of Applications

Applications will be screened upon receipt. Applications that are not complete, or that do not conform to or address the criteria of the program will be considered non-responsive. Complete applications are those that include the required forms in the Required Forms Section of this application. Incomplete applications will be returned with notification that it did not meet the submission requirements and will not be entered into the review process.

Applications will be scored by an objective review committee. Committee members are chosen for their expertise in health and their understanding of the unique health problems and related issues in Florida.

7.2 How Applications are Scored

Each application will be evaluated and scored based on the evaluation criteria below. Evaluation sheets will be used by the review committee to designate the point value assigned to each application. The scores of each member of the review committee will be averaged with the scores of the other members to determine the final score. The maximum points possible is 100; a score of zero is the lowest possible total. Applications will be scored on the following:

- a. **Statement of Need:** Applicants will be evaluated on their description of the necessity for the proposed project. (Maximum 20 points).
- b. **Objectives:** Applicants will be evaluated intended purpose of the program, the expected project result and objectives of the project. (Maximum 10 points).
- c. **Program Plan:** Applicants will be evaluated on how the proposed project will be carried out and the degree to which the proposed project is linked to the objectives and needs. (Maximum 20 points).
- d. **Evaluation Plan:** Applicants will be evaluated on how they plan to evaluate their proposed project. (Maximum 15 points).
- e. **Management Plan:** Applicants will be evaluated on their ability to successfully carry out the proposed project. (Maximum 20 points.)
- f. **Budget Summary and Budget Narrative:** Applicants will be evaluated on their proposed budget summary and narrative, whether they are submitted in the approved formats, whether the proposed costs are allowable and the degree to which they support the objectives and program plan. (Maximum 15 points.)

7.3 Grant Award

A contract award will be determined by the Department at its sole discretion based on the availability of funds. Funding decisions are wholly at the discretion of the Department notwithstanding evaluation point totals.

7.4 Award Criteria

Funding decisions will be determined by the Department on the basis of merit as determined by responses to this RFA and with established evaluation criteria as described in section 7.2.

7.5 Funding

The Department reserves the right to revise proposed plans and negotiate final funding prior to execution of contracts.

7.6 Awards

Awards will be listed on the website at: <https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html> on or about (INSERT DATE). Receiving an award does not guarantee issuance of a Contract. The Department reserves the right to withdraw an award.

7.7 Cooperation with Florida Senate and the Florida House of Representatives:

In accordance with section 287.057(7), F.S., the Provider agree to disclose any requested information, relevant to the performance of this Contract, to members or staff of the Florida Senate or the Florida House of Representatives, as required by the Florida Legislature. Provider is strictly prohibited from enforcing any nondisclosure clauses that conflict with this requirement.

7.8 Contract Formation

The Department will enter into a Contract with the Provider according to the terms of this RFA. The Contract will incorporate the terms of this RFA, the Department's Standard Contract, and the Applicant's Response.

7.9. Department's Standard Contract

Applicants must become familiar with the Department's Standard Contract which contains administrative, financial, and non-programmatic terms and conditions mandated by federal laws, state statutes, administrative code rules, and directive of the Department of Financial Service's Chief Financial Officer.

Use of the Department's Standard Contract is mandatory and the clauses contained within them are non-negotiable.

Section 8.0 REPORTING AND OTHER REQUIREMENTS

8.1 Subcontracting

The Applicant may enter into written subcontracts for performance of services under the Contract resulting from this solicitation. Anticipated subcontract agreements known at the time of Proposal submission and the amount of the subcontract must be identified in the Proposal. If a subcontract has been identified at the time of Proposal

submission, a copy of the proposed subcontract must be submitted to the Department. No subcontract that Applicant enters into with respect to performance under the Contract will in any way relieve Applicant of any responsibility for performance of its Contract responsibilities with the Department. The Department reserves the right to request and review information in conjunction with its determination regarding a subcontract request and reject any subcontractor proposed by the Applicant in its Proposal.

The Applicant must complete **Attachment 4, Subcontractors List Form**, in its entirety and submit it with the Proposal.

8.2 Executive Compensation Disclosure and Attestation Survey

The Applicant must submit the Executive Compensation Disclosure and Attestation Survey (also referred to as the Annual Compensation Survey) prior to award. The survey must be an attachment to this proposal. The survey will indicate whether the Applicant receives 50 percent or more of their total operating budget from State and/or Federal resources. Survey results will determine whether the Annual Compensation Reporting Form and/or IRS Form 990 requirement in the Standard Contract will apply when drafting the contract (subject to exception: universities, government entities, and Child Care Food Program recipients).

The Applicant must complete **Attachment 5, Executive Compensation Disclosure and Attestation Survey**, in its entirety, and submit it with the Proposal.

8.3 Post Award Requirements

Where the resulting contract requires the delivery of reports to the Department, mere receipt by the Department shall not be construed to mean or imply acceptance of those reports. It is specifically intended by the parties that acceptance of required reports shall constitute a separate act. The Department reserves the right to reject reports as incomplete, inadequate, or unacceptable according to the parameters set forth in the resulting contract. The Department, at its option, may after having given the grantee a reasonable opportunity to complete the report, or to make the report adequate or acceptable, declare the agreement to be in default. The grantee shall provide the Department with the following reports:

Monthly Deliverable Report

A properly completed monthly deliverable report shall be submitted within 10 days following the end of each month documenting the deliverables performed during the month. The monthly deliverable report shall be in accordance with the tasks and deliverables set forth in the Department's Standard Contract, Attachment I. The report must be submitted with the monthly invoice and in a format provided by the Department.

Quarterly Financial Report

Grantee shall submit a quarterly financial report stating, by budget line item, all expenditures made as a direct result of services provided through the funding of the contract to the Department within 15 days following of the end of each quarter. Financial reports must be submitted in a format provided by the Department. Each report must be accompanied by a statement signed by an individual with legal authority to bind the grantee certifying that these expenditures are true, accurate, and directly related to the contract.

Section 8.4. Background and Drug Screening Requirements

8.4.1 Background Screening Requirements: Pursuant to section L.1. of the Department's Standard Contract, the Provider must conduct background screenings or submit an attestation for persons accessing the Department's Florida SHOTS system to input vaccination data.

8.4.2. Drug Screening Requirements: Pursuant to section L.2. of the Department's Standard Contract, the Provider must conduct drug screenings or submit an attestation for all persons providing immunizations to clients.

Section 9.0 REQUIRED FORMS

9.1 Application for Funding

9.2 Proposed Budget Summary

9.3 Budget Justification Narrative

9.4 Statement of No Involvement

9.5 Certification Of Drug Free Workplace

9.6 IRS Non-Profit Status 501 (C) (3) (if applicable)

9.7 Florida Department of Health Standard Contract

9.8 Financial Compliance Audit

9.9 Lobbying and Debarment forms (federal funds only)

9.10 Subcontractors List Form

9.11 Executive Compensation Disclosure and Attestation Survey