State of Alaska
Department of Health and Social Services
Division of Public Health

Request for Proposals
Title X Clinical Family Planning Services
For FY2024 Through FY2028

Grants and Contracts

NOTICE: Proposals will ONLY be accepted through GEMS. Applicants are responsible for reviewing the GEMS homepage at https://gems.dhss.alaska.gov/ for details regarding agency registration and availability of technical assistance. Log into GEMS through myAlaska, https://my.alaska.gov/Welcome.aspx to begin the application process. Once you are logged into GEMS, guidance and instruction are available in the Documents tab and from the film strip icon. Applicants are responsible for monitoring GEMS or the State Online Public Notices site for any changes or amendments that may be issued regarding this solicitation.

Relay Alaska provides assisted communication services at 711 or 1-800-770-8973 from a TTY phone, and at 1-800-770-8255 from a voice phone.

CONTACT PERSON: Kenneth Platt, Grants Administrator
PHONE: 907-465-2349
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PROPOSAL DUE DATE: April 5, 2023, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: March 27, 2023, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2023

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Amendments

Amendment 1 Pre-proposal Teleconference Q&A **Posted: 3/14/2023**

Explanation

Please see the attachment titled "Amendment 1 - Written Inquiries" to review the questions and answers from the pre-proposal teleconference held on 3/9/23 at 2:00pm.

Additional Information

This amendment serves to post questions and answers from the pre-proposal teleconference held on 3/9/23 at 2:00pm.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Alaska Department of Health, Division of Public Health (hereafter "Department"), is requesting proposals from eligible applicants to provide Title X Clinical Family Planning Services for the State of Alaska in FY2024 through FY2028. Program Services are authorized under 7 AAC 78 Grant Programs and Title X (Section 1001) of the Public Health Service Act, (42 U.S.C. 300 et seq.). State of Alaska statutes and regulations are accessible at the Department of Law Document Library or through the contact person identified on the cover page of this Request for Proposals (RFP). Additional governing federal statutes and regulations are detailed at Office of Population Affairs.

Many regions of the state, rural and urban, contain communities with high rates of teen and unintended pregnancies, due in large part to lack of reliable access to affordable, confidential, comprehensive sexual and reproductive health services. The lack of convenient access to these services drives up rates of unintended pregnancies, sexually transmitted infections, and late-stage cancer diagnoses in Alaska. The goal of this program is to promote health across the reproductive lifespan through innovative, evidence-based sexual and reproductive health services, strategic partnerships, and continuous program improvement. Title X (pronounced "Title Ten") projects must consist of the educational, comprehensive medical, and social services necessary to aid individuals to freely determine the number and spacing of their children. Title X services are voluntary, confidential, client-centered, non-discriminatory, and available to individuals of all ages regardless of ability (or inability) to pay, with priority for services given to individuals from low-income families.

1.02 Program Goals and Anticipated Outcomes

Title X program priorities are determined by the federal funding agency, the Office of Population Affairs (OPA) and Congress for the Title X program each year. The current Title X program priorities can be found at: Title X Program Priorities. The Department's Title X Program goals, objectives, and activities (i.e., the Title X Work Plan) are developed by Department Title X Program staff each year for the following budget year, in collaboration with staff from existing sub-recipient agencies under this Title X Project. These goals and objectives are responsive to the federal priorities, legislative mandates and Program Expectations. The most current Title X Work Plan is attached to this proposal in **Appendix A** (see attachments) for reference. In response to the RFP, the applicant's proposal must demonstrate a thorough understanding and support of the grant program goals and outcomes anticipated by the Department. Proposed Title X projects must meet or exceed anticipated minimum outcomes described in the Work Plan and this RFP (See Section 1.04 below for further details).

Note: Some federal Title X Program requirements are currently under litigation at the federal level. If this results in any changes to the federal requirements during the funded period of performance noted in this RFP, this will be communicated promptly to successful proposers, and Department Title X staff will collaborate closely with existing grantees at such time to modify their Title X programs as needed to assure ongoing full compliance with federal requirements. In accepting this award, the grantor stipulates that the grantee, the award, and any activities thereunder are subject to all provisions of 42 CFR Part 59, Subpart A currently in effect or implemented during the period of the grant noted in Section 3.06 of this RFP.

1.03 Program Services/Activities

Title X funded entities offer confidential, clinical reproductive health and family planning services to low-income individuals and families, including adolescents, at zero or discounted charge based on household income and family

size. Title X family planning services include a broad range of medically approved services, including Food and Drug Administration (FDA) approved contraceptive products and natural family planning methods for clients who want to prevent pregnancy and space births; pregnancy testing, non-directive (client-centered) counseling, and referral for all pregnancy options; assistance to achieve pregnancy; basic infertility services; sexually transmitted infection (STI) services (such as HIV prevention education, counseling, testing, and referral); breast and cervical cancer screenings, and other preconception health services. In addition to clinical services, grantees must offer client education and referral for social, behavioral and/or primary health care needs, as medically indicated, that are not performed by the Title X funded entity. The broad range of services paid for with Title X monies strictly prohibits abortion as a method of family planning.

All activities funded under this announcement must be in compliance with all applicable provisions of the Code of Federal Regulations 42 CFR Part 59, Subpart A for Project Grants for Family Planning Services. Additionally, entities funded under this announcement must include administrative, clinical, counseling, and referral services necessary to assure their adherence to Legislative Mandates applicable and in effect during the period of Title X funding, including but not limited to:

- None of the funds appropriated in this Act may be made available to any entity under Title X of the Public Health Service Act unless the applicant for the award certifies to the Secretary that it encourages family participation in the decision of minors to seek family planning services and that it provides counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities.
- Notwithstanding any other provision of law, no provider of services under Title X of the Public Health Service Act shall be exempt from any State law requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest.

Furthermore, clinical services delivered under the Title X-funded program must comply with the nationally recognized recommendations for sexual and reproductive health services set forth in the most current *Providing Quality Family Planning Services: Recommendations of CDC and the US Office of Population Affairs* (a.k.a., "QFP") and other pertinent nationally recognized standards of care for sexual and reproductive health services. Links to the original QFP and all updates, as well as other pertinent national guidelines referenced within the QFP at US Office of Population Affairs.

Finally, all Title X-funded entities are required to collect and report their clinical service delivery data each year for inclusion in the national Family Planning Annual Report (FPAR). Therefore, all agencies funded under this announcement must collaborate closely with their respective Electronic Health Record (EHR) vendors and Department Title X Program staff to establish an encounter-level data collection and reporting system that complies with FPAR 2.0 requirements and timelines.

Applicant proposals must describe the ways in which the proposed project aligns with program intent, including how they propose to address the required program components described in 42 CFR 59(A) as a part of their Title X-funded program. Applicants also must describe how they will assure that the clinical components of their proposed Title X-funded programs will be provided in accordance with the nationally recognized standards of care referenced and linked above. The submitted project proposal will identify agency resources available to the project (i.e., non-federal financial resources that will be committed to their Title X program, partnerships and/or contractual agreements with outside agencies to help fulfill the program requirements, etc.); and describe the clinical service delivery model, organizational structure, and administrative, financial, and clinical staffing.

In addition to providing the descriptive project narrative detailed above, each applicant will complete and upload the "Title X Scope of Services" form at Section 4.04.2, to indicate how required and optional services will be delivered within the proposed project; and the "Title X Family Planning Methods" list at Section 4.04.2, to indicate

the family planning methods (pharmaceutical and non-pharmaceutical) that will be provided in the proposed project. If the applicant proposes to provide Title X services at multiple locations, they must complete separate Scope of Services and Methods lists for each proposed location using the files provided.

Note: Upon award, these lists are approved as part of the successful applicant's grant agreement, and any changes to services and methods provided as part of the approved Title X program during the awarded grant cycle must be approved by the federal funding agency via written request to the Department's Title X Project Director, **prior** to implementation of proposed changes. Title X funded agencies should contact the Department's Title X Project Director for assistance in preparing any requests for change of Title X Scope and/or methods lists after award.

Finally, applicants will be required to sign and upload the Title X Assurance of Compliance located in section 4.04.2.

Upon award, Department Title X Program staff will work closely with awarded agencies (i.e., "Title X Grantees") to implement the "Title X Onboarding Plan", a systematic program implementation plan that prioritizes all major program requirements and places those required components on a semi-flexible timeline for completion in order to achieve full compliance with all Title X Program requirements on a reasonable start-up schedule (usually not more than 1 year).

1.04 Program Evaluation Requirements and Reporting

Results Based Budgeting Framework

Results based budgeting provides a framework in which allocated resources support, and are justified by, a set of outputs and expected results. Within this framework, actual performance and achieved outcomes are measured by objective performance measures.

Projects are required to align with program objectives expressing Department priorities and core services. Projects will use performance measures to evaluate progress toward meaningful outcomes, and to initiate data collection and reporting consistent with Department priorities.

The Department Priorities, Core Services, Objectives, and Performance Measures of Effectiveness and Efficiency for this program are:

Department Priorities

- 1 Health & Wellness Across the Life Span
- 2 Health Care Access, Delivery & Value

Department Core Services

- 1.1 Protect and Promote the Health of Alaskans
- 2.2 Facilitate Access to Affordable Health Care for Alaskans

Department Objectives

- 1.1.1 Improve the Health Status of Alaskans
- 2.2.1 Improve Access to Healthcare

Department Effectiveness Measures:

- Number of unduplicated individuals who receive Title X family planning and related preventive health services.
- Number of unduplicated individuals from low-income families (i.e., at or below 100% of the current Federal Poverty Level) who receive Title X family planning and related preventive health services.

Department Efficiency Measures:

- Cost per Title X client

The Title X Work Plan submitted with the most current application for federal Title X funding is attached to this proposal for reference (**Appendix A**). In response to this RFP, the applicant's proposal must demonstrate a thorough understanding and support of the grant program goals and outcomes anticipated by the Department. Applicants must describe how they intend to meet or exceed anticipated minimum outcomes described in the Work Plan and this RFP.

Note: As the AK DOH Title X Project has been ongoing for several decades to date, the current solicitation is open to both new applicants and those interested in continuing their current Title X programs. Therefore, while most objectives and activities listed in the Title X Work Plan apply to all grantees funded under this Project, some apply to continuing grantees (if successfully awarded) only, while others apply specifically to grantees new to this Title X Project. Upon award, AK DOH Title X staff will work with all grantees under this Project to align their objectives and activities accordingly.

Grant Reporting: Title X-specific program monitoring and reporting requirements

Required reporting will include:

1. Cumulative Fiscal Reports recording overall grant and match expenditures by budget line:
    - Grant award expenditures
    - All non-federal expenditures in support of the Title X-funded agency's Title X Program, including required match and additional program support.
    - All "grant income" (i.e., Title X program income), receipts generated by Title X services and activities, will be reported in the "Notes" section of the quarterly CFR, for the following categories:
        - Client collections/self-pay
        - Client donations
        - Medicaid
        - Private Health Insurance
        - Other Program Income
2. Narrative Progress Reports using the template provided by the Department's Title X Project staff.
3. All Title X-funded agencies under this Title X Project will be required to participate in the following program monitoring, evaluation and reporting elements: Site Visits and Program Reviews: Department Title X staff performs monitoring and technical assistance visits during each fiscal year as needed to assure on-going compliance with program requirements and progress toward meeting established annual program objectives. Visit schedules will be determined in collaboration with each Title X-funded agency.
4. For accurate and timely completion of federally required reports and grant applications, all Title X-funded agencies must be responsive to any requests for clarification or additional information from Department Title X staff.

1.05 Target Population and Service Area

Applicants must clearly describe the population in the proposed service areas to be served by their Title X program, including the area or communities that will be served. Proposals will be evaluated for compatibility with the program's intended target population identified in this solicitation.

Target Population: Title X family planning and related preventive health services, including client education and counseling, must be available for all persons (including adolescents) of reproductive age and capacity who have intact reproductive organs, with priority given to individuals from low-income families. Note that **all** clients receiving family planning or related preventive health services in the approved Scope of Services at a Title X-funded agency are considered Title X clients regardless of their financial status, insurance coverage (or lack thereof), or ability or inability to pay for their services. Furthermore, Title X-funded agencies must assure that the predominantly low-income clients who rely on Title X services as their usual source of medical care have access to the same quality healthcare, including full medical information and referrals, that higher-income clients and clients with private insurance are able to access. Health equity is defined in Title X statute as: when all persons have the opportunity to attain their full health potential, and no one is disadvantaged from achieving this potential because of social position or other socially determined circumstances [42 CFR 59.2]. Key strategies for advancing equity include, but are not limited to, removing barriers to accessing services, improving the quality of services, and providing services that are client centered.

The applicant must identify the minimum number of unduplicated Title X clients (male and female) they anticipate serving in the first year of participation in their Title X Program (across all proposed service delivery locations). The proposal must provide a justification of how the agency determined this proposed number, as well as descriptions of relevant socio-demographic features of the proposed population to be served, and any vulnerable sub-populations to be served (i.e., any population groups who have been historically disadvantaged and medically under-served). Department Title X staff will work with Title X-funded agencies to determine minimum targets for Title X clients to be served in future funding periods.

Service Areas and Communities: Statewide; under this procurement, funding will be allocated based on demonstrated need and the adequacy of infrastructure to support Title X program requirements.

Agencies funded under this announcement are expected to implement their programs in ways that make services as accessible as possible for clients and are responsive to the diverse needs of the clients and communities served. This includes, but is not limited to, the location of services, hours of services, modality of service provision (e.g., in-person, telehealth, drive-through, mobile clinics, services by mail, etc.), availability of ancillary services such as translation services and referral linkages, robust education and community outreach, ensuring access to a broad range of acceptable and effective family planning methods and services at service sites, and implementing billing and payment practices that expand access to services.

1.06 Program Funding

Funds available for this program are anticipated to total $350,000/year or $1,750,000 for the duration. It is anticipated that two agencies will be funded under this solicitation. The State receives funding from the federal Department of Health and Human Services (DHHS) Office of Population Affairs, Title X Program. Funding available for this procurement is contingent upon final federal and state appropriations each year.

Department Title X Project staff will allocate available funds to successful applicants taking into account client and community needs; the number of unduplicated family planning clients served each year – including the proportion of low-income clients served; sufficient justification of need for Project support for start-up costs in the first year; and ongoing, overall agency performance under the Department's Title X Project.

Match Requirement: The budget must include matching funds equal to 10.00% of the proposed Department funds. Calculate required match with the following formula.

Total Requested Grant Award x Required Match Percentage = Required Match

Federal grant funds may not be used to match federal funds awarded through this grant program, and State grant funds may not be used to match State funds awarded through this grant program.

Eligible sources of matching funds include:

- Local Cash: local sources, including local tax receipts, municipal revenue sharing, cash donations
- Local In-Kind: donated items of value for which the applicant incurs no cost, including volunteer labor and donations of supplies, equipment, space
- Other Sources: government and non-government grant awards, third party receipts, direct receipts such as gaming or sales of goods
- Grant Income: earnings anticipated as a result of this project proposal receiving award, and Medicaid reimbursements if award of this grant is required for the applicant to bill Medicaid for awarded services
- Medicaid: includes Medicaid which is not Grant Income, as well as other third-party receipts)

Reminder: As described in Section 1.04 above, all matching and additional program support funds must be reported to the Department Title X Project via the Title X-funded agency's quarterly Cumulative Fiscal Reports.

Proposed Budget: The applicant must submit a budget proposal for the first fiscal year of the project. The proposed budget detail and narrative, *(including required match)*, will support the program's results-based service delivery and staffing requirements stated in this RFP.

The proposed budget will be fully compliant with the limitations described in this RFP, and those detailed in 7 AAC 78.160 (Costs). Regulations are provided under the GEMS Documents tab.

Resources specific to budgeting are also available under the GEMS Documents tab. The Department's Grant Budget Preparation Guidelines provide information and guidance about budget lines, cost detail groupings, and narrative requirements. Grantee User Manual Part I provides detailed instructions for entering a budget proposal in the chapter "Responding to a Solicitation."

Other Agency Funding: Prior to submitting a proposal, applicants are required to list all other agency funding received and applied for. This task must be completed by an Agency Power User in the Other Funding section of the Agency Administration tab. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Note: Although the federal Title X Program does not restrict the amount of funds awarded under this grant to be used for administrative costs, the proposed budget must demonstrate allocation of adequate funds (from either this award or with other allowable funds, or a combination of both) for the purchase and continuous maintenance of a sufficient inventory of the contraceptive pharmaceutical methods and supplies proposed by the applicant to meet the needs of the client population proposed to be served (see Section 1.03 above for details on required documents to be submitted by the applicant).

Indirect Costs: If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's current federally approved Indirect Cost Rate Agreement. The agreement is to be uploaded in the Agency Administration tab. Lapsed agreements can be used if uploaded with the negotiating federal agency's written

approval to continue using the rate until a new agreement is negotiated. If an agency has never entered into a federally approved Indirect Cost Rate Agreement or no longer has a federally approved agreement in place, the recently updated Federal Uniform Guidance 2 CFR 200 now allows that agency to budget the 10% De Minimis.

Payment for Services/Grant Income: If applicable to the services proposed in response to this solicitation, awarded grantees will have a Medicaid Provider Number or apply to obtain one, and will make reasonable effort to bill all eligible services to Medicaid and any other available sources of payment before seeking grant support for delivery of the proposed services. Department funds are the payer of last resort.

In the applicant's proposed budget, anticipated receipts and expenditures for all grant income must be evident in the detail and narrative. Fiscal reports for awarded income generating projects will include the receipts and expenditure of all grant income as described in Section 1.04 above (under "Cumulative Fiscal Reports").

Section 2 Applicant Qualifications

2.01 Agency Experience

Proposal evaluation will include consideration of the applicant's history of compliance with service and grant requirements, and previous experience in providing the same or similar services. Evaluation may include Department site reviews, program audits, and confirmation of the successful resolution of any findings. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

The applicant must describe previous experience providing services the same or similar to those proposed. The description must clearly identify the time period over which services were provided and the target population served.

2.02 Project Staffing

Project staffing must be sufficient to implement the proposed activities in order to meet program goals and the anticipated outcomes.

Resumes (and/or position descriptions) and professional credentials for key administrative, fiscal, and clinical project personnel must be uploaded as part of the response. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Program staffing levels must be commensurate with meeting the program goals, anticipated outcomes, and activities/strategies for the proposed Title X service delivery in compliance with the requirements described in this solicitation. At a minimum, the applicant must employ sufficient staff positions to assure adequate oversight and implementation of, and compliance with, all required clinical services and programmatic components of their proposed Title X Program, including (but not limited to) a designated Title X Program Director, clinician(s) and clinical support staffs in adequate full-time equivalents (FTEs) to serve the proposed number of Title X clients, and administrative and financial staff in sufficient numbers to complete those required program functions. Applicants must describe their process for assuring that professional licenses and credentialing of all clinical staffs remain current and comply with State and national (as applicable) requirements throughout their employment with applicant agency.

Clinical Staffing Requirements: Pursuant to 42 CFR 59.5(b)(6), Title X "family planning medical services must be performed under the direction of a Clinical Services Provider (CSP), with services offered within their scope of

practice and allowable under state law, and with special training or experience in family planning". In Alaska, this includes physicians (family and general practitioners, specialists), physician's assistants and Advanced Practice Registered Nurses (APRNs), including certified nurse midwives. To meet this requirement, the applicant must employ or contract with a CSP, currently licensed to practice in Alaska, who has broad and current knowledge of family planning and reproductive health care and possesses specialized expertise in family planning and related preventive health services. In this role, the applicant's Title X Medical Director will assure the appropriateness and effectiveness of all clinical family planning services provided by the applicant agency, based on, and in full compliance with, Title X program requirements, the QFP, and other pertinent national standards of care.

In response to this RFP, applicants must provide a brief description of the agency's relationship with the Medical Director (i.e., employee or contractor); Medical Director's experience and training in family planning; how the Medical Director is involved in the applicant agency's clinical service delivery operations; and attach Medical Director's job description (or current contract), credentials, and CV or resume with this application.

2.03 Administrative, Management, and Facility Requirements

The applicant must demonstrate the agency's sustainable fiscal and administrative capacity. Executive, administrative, and financial staff must be qualified, as indicated by the resumes of position holders uploaded as an element of the proposal. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

1. The applicant must ensure procedures are in place to protect client confidentiality compliant with State and federal standards.
2. The applicant must ensure its most recent financial audit was submitted to the appropriate state office (see Audit Requirements below), and any findings identified have been resolved.
3. The applicant must ensure compliance with all federal, state and local requirements for organizations, entities, or businesses, including those regarding insurance, taxes, and licensing and credentialing applicable to a clinical health care services provider in Alaska.
4. The applicant must describe their process for maintaining a staff training plan, and a system for documenting staff continuing education completed, that provides for the orientation and in-service training of all staffs working with Title X clients, commensurate with their job responsibilities in Title X and according to their professional licensure and credentialing.
5. The applicant must describe their process for maintaining full compliance with all federal, State, and local laws requiring notification or reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence or human trafficking (a.k.a., "Mandatory Reporter Laws").
6. 6. Applicants must describe how they will assure that all administrative and financial components of their proposed Title X-funded programs will achieve and maintain compliance with all provisions of current federal program requirements, as described in 42 CFR Part 59, Subpart A.

Awarded proposers will be required to submit additional agency information if the agency GEMS record is not current.

Audit Requirements:

Federal Requirements: Agencies spending $750,000 or more total Federal Financial Assistance in the agency fiscal year may be required to comply with conditions of the Single Audit Act of 1984, P.L. 98-502, as amended by the Single Audit Act Amendments of 1996, P.L. 104-156, and as defined in 2 CFR 200.

State Requirements: Agencies spending $750,000 or more total State Financial Assistance in the agency fiscal year

are required to comply with the conditions of 2 AAC 45.010-090. The current regulations may be viewed at the State of Alaska, Department of Law website, Department of Law Document Library, or copies may be obtained from the contact identified on the cover page of the RFP.

Information on State and Federal Single Audit Acts compliance may be obtained from:

State Single Audit Coordinator
Department of Administration
Division of Finance
PO Box 110204
Juneau, AK 99811-0204
Telephone: (907) 465-4666
Fax: (907) 465-2169

Department of Health Program Audit Requirements: All DOH grantees are subject to the requirements of 7 AAC 78.230. If awarded, agencies which are not required to file State Single Audits under 2 AAC 45.010 must ensure a fiscal audit of the agency operations under the grant program is performed by an independent, licensed, certified public accountant at least once every two years and submitted to:

State of Alaska Department of Health and Social Services
Finance and Management Services
Audit Section
PO Box 110602
Juneau, AK 99811-0602
Telephone: (907) 465-3120

Facility, Service Access, and Safety:

1. The applicant must address potential safety concerns for clients and staff in the management of services proposed in response to this RFP.
2. The applicant should describe client accessibility to services and the way in which that will enhance project success. Furthermore, Title X service delivery locations proposed by the applicant should be geographically accessible to the population served, should be adequate to provide the necessary services, and should be designed to ensure comfort and privacy for clients and to expedite the work of the staff. See more detail under Section 1.05, "Services Areas and Communities", above. Facilities must meet applicable standards established by the federal, state and local governments (e.g., local fire, building and licensing codes)
3. All applicants for Department grants should have a written plan for emergency response and recovery that provides for potential safety concerns and the safe evacuation of clients and staff. This plan is mandatory for agencies providing residential and/or critical care services as noted in the State Grant Assurances.

2.04 Support/Coordination of Services

Applicants must demonstrate that the proposed Title X Program has the necessary support and coordination for the successful delivery of services. Pursuant to 42 CFR 59.6, Title X-funded agencies will be required to develop and maintain a community advisory committee for review and approval of all informational and educational materials distributed to Title X clients and the public, and for ongoing evaluation of the services provided under the proposed Title X program.

The proposal must address the following:

1. Community support where services are proposed;
2. Involvement of the public and potential service recipients (Title X clients) in planning for, providing, and evaluating program services (as described in 42 CFR 59.5(b)(10));
3. Partnerships, collaborations, and coordination with necessary referral agencies specific to the proposed Title X program, as described in the attached Title X Work Plan; the applicant must provide a detailed description of their collaboration/linkages with referral agencies and organizations with which Title X client care is coordinated in order to demonstrate a seamless continuum of care for their proposed Title X clients 42 CFR 59.5(b)(8)).

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). Eligible applicants are state agencies; political subdivisions of the state such as cities, organized boroughs, and Regional Educational Attendance Areas; nonprofit organizations and consortia of nonprofits; and Alaska Native entities. As follows, eligibility will be verified by Grants and Contracts.

1. Political subdivisions of the state and Regional Educational Attendance Areas will be verified by State records.
2. Eligible nonprofits are listed in the State's database of registered nonprofit entities or the US Internal Revenue Service's register of tax-exempt organizations. Nonprofit subsidiaries of nonprofit corporations must also provide a letter from the parent organization confirming nonprofit status.
3. Alaska Native entities as defined in 7 AAC 78.950(1) must submit, with the application, a legally binding resolution waiving the entity's sovereign immunity to suit through the duration of the program, identified in RFP Subsection 3.05. The resolution must be authorized in compliance with the tribe's constitution, either by the tribal council or by majority vote of the tribal membership. The required template is provided at Subsection 4.02, Other Technical Requirements.

Federal Funding Accountability and Transparency Act (FFATA) In accordance with 2 CFR Chapter 1, Part 170 Reporting Sub- Award and Executive Compensation Information, reporting is required of any grant award with federal funding equal to or greater than $30,000. FFATA is intended to hold the federal government accountable for spending decisions. Accountability data is available to the public at U.S. Government spending. Reporting requirements extend to recipients of State-issued awards with federal funds. An Agency Power User must complete the FFATA form under Federal Reporting in the GEMS Agency Administration tab. The report data will reflect the audited figures of the agency's most recently completed fiscal year. The report captures expenses and executive compensation for your agency. More information regarding FFATA requirements can be found at Federal Funding Accountability and Transparency Act Subaward Reporting System.

Effective April 4th, 2022, the US Federal Government transitioned from the Dun & Bradstreet Data Universal Numbering System (DUNS) number to a System for Award Management (SAM) generated Unique Entity Identifier (UEI) alpha-numeric value for federal awards management. All grantees receiving awards with federal funds are required to have a UEI. More information regarding this transition can be found on the U.S. General Services Administration.

The Grants Electronic Management System (GEMS) has been updated to include fields for both the DUNS nine-digit number and the UEI twelve-digit alpha-numeric value under the General section of the Agency Administration tab. An Agency Power User must confirm the current UEI number is listed in GEMS. The DUNS number will continue to be displayed in GEMS until further notice.

Applicant agency GEMS records must contain the agency's current State of Alaska Business License number, and a

current governing board roster which includes titles, contact information, and terms of office for each seat. The roster must include emergency contact information outside the applicant agency for one or more officers.

Grants and Contracts will verify neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.

If this grant program includes Federal funding, effective November 12, 2020 Federal Uniform Guidance 2 CFR 200 requires that agencies be registered on the System for Award Management (SAM) website at System for Award Management (SAM). If an applicant is recommended for award and is not registered on this site, the offered award will not be executed, and funds will not be issued until agency registration is confirmed.

Applicants who have had a contract or grant to help produce this RFP are not eligible to apply and any submitted proposal will not be considered.

3.02 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this RFP including all identified attachments and guidelines, 7 AAC 78, and any other applicable statutes and regulations. Copies of these may be accessed through the contact person identified on the cover page or through the web address(es) identified in this RFP.

If a grant is awarded, this RFP and the applicant's proposal become part of the grant agreement. The applicant will be bound by the provisions contained in the awarded proposal unless the Department agrees that specific parts of the proposal are not part of the agreement.

Proposals and other materials submitted in response to this RFP become the property of the State and may be returned only if the State allows. Proposals are public documents and may be inspected or copied by anyone after grants have been awarded.

3.03 Inquiries

Applicants should immediately review this RFP for defects and questionable or confusing content. Questions that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the contact person identified on the RFP cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared substantive. The applicant will be directed to submit the question in writing to the contact person at the email address on the cover page no later than the Deadline for Written Inquiries, also identified on the cover page. This will allow issuance of any necessary amendments and/or clarifications to all prospective applicants.

Applicants are responsible for monitoring GEMS or the State's Online Public Notices website (Online Public Notices) for any clarifications or amendments that may be issued regarding this solicitation.

Proposals will not be accepted after 3:59 PM prevailing local time on the due date identified on the cover page.

3.04 Proposal Costs and Content

The Department will not be responsible for any expenses incurred by the applicant prior to the authorized grant performance period. All costs of responding to this RFP are the responsibility of the applicant.

The applicant is responsible for the content of the proposal.

3.05 Duration

This RFP is for a 5-year period, beginning 7/1/2023 through 6/30/2028. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The annual decision to continue funding for the subsequent year(s) of the 5-year grant cycle is based on the following general conditions:

1. the Department's judgment that there is a continued need for the grant project service;
2. the grantee's satisfactory performance during the previous grant year;
3. the availability of sufficient grant program funds, and whether continuation of the financing is consistent with public health and welfare; and
4. the ability of the grantee and the Department to agree on any adjustments in payments or service.

Applicants will submit a budget proposal for year one of the grant only. Funding in each subsequent year will require submission and approval of documents needed to update service plans, evaluation measures, and budgets. Grants and Contracts will notify grantees of specific submission requirements necessary to qualify for consideration of continued funding.

3.06 Proposal Review

Following the deadline for receipt of proposals, no revisions will be accepted unless provided in response to a request from the contact person named in this RFP. Proposals will be reviewed as follows:

1. Proposals will be evaluated in a manner that will avoid disclosure of contents before notices of grant award have been issued.
2. Department of Health staff will evaluate each proposal for minimum responsiveness and other technical requirements and eliminate nonresponsive proposals from consideration.
3. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), Department staff will evaluate each responsive proposal. **Scores for each criterion will be based solely on the response to the associated question. Points will not be earned if the information was provided in response to another question in Section 4**. Department staff will also review relevant departmental documentation regarding the applicant. Staff recommendations regarding awards and levels of funding will include consideration of the following:
    i. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
    ii. priorities in applicable State health and social services plans;
    iii. requirements of applicable State and federal statutes; and
    iv. municipal ordinances or regulations applicable to the grant program.

If there are multiple responsive proposals for which there is insufficient money to fully fund, or supplementary expertise is deemed necessary to the review of proposed services, the Department may appoint a Proposal Evaluation Committee (PEC) as an additional advisory body. PEC members will initially evaluate proposals,

independently of other committee members. As a committee the PEC will meet in a **closed session** (7 AAC 78.090 Review of Proposals) to further review proposals and develop recommendations. Scores will be assigned based on the applicant's response to each individual question and the associated criteria. **Applicants will not earn points for a given question based on a response to another question in the RFP**. The PEC review will include discussion of each proposal's merits. PEC recommendations will rank proposals in priority order and include approval or disapproval for award, modifications to the proposed project, and special compliance conditions.

All staff advisory recommendations and, if applicable, those of the PEC, and all review materials will be submitted for consideration by the Division Director, who will make recommendations to the Commissioner of the Department of Health or the Commissioner's designee.

3.07 Final Decision Authority

Recommendations are advisory only, including those from any PEC that may be held. The final decision to approve or disapprove award, the amount of each award, and whether to impose special conditions or modifications rests with the Commissioner or Commissioner's designee.

NOTE: The final decision may include additional considerations, such as a lack or duplication of services in certain locations, or alternative services that may be available; a critical need for services by vulnerable populations; and matters of health, life and safety. The Department has the responsibility to ensure public monies are utilized in a manner that protects the interests of the people of the State and retains the right to make final awards that ensure responsible distribution of grant funds.

3.08 Notification of Grant Award and Appeals

Within fifteen (15) days after the decision regarding grant awards, applicants will be notified of the final funding decisions, and, if awarded, any conditions of award or modifications. Following any necessary negotiations for revisions to the proposed budget and scope of services, successful applicants will be issued a grant agreement. This formal agreement will contain specific performance and reporting requirements consistent with Department policy and procedure and 7 AAC 78.

Per 7 AAC 78.305 (Request for Appeal), an applicant may appeal a final grant award decision. Requests for hearing must be addressed to the Commissioner and received in writing at the address below within 15 days after the applicant receives notification of the decision. The request must contain the reasons for the appeal and must cite the law, regulation, or terms of the grant upon which the appeal is based.

With a copy to the contact identified on the solicitation cover page, send appeal to:

Heidi Hedberg, Commissioner
Department of Health
3601 C Street, Suite 902
Anchorage, Alaska 99503-5923

3.09 Cancellation of the RFP/Termination of Award

Contingent upon funding appropriations and the Governor's approval, the Department may fund proposals from eligible applicants. The Department may withdraw this RFP at any time and reserves the right to refrain from

making an award when such action is deemed to be in the best interest of the State. Funds awarded for a grant as a result of this RFP may be withheld and the grant terminated by written notice from the State to the grantee at any time for violation by the grantee of any terms or conditions of the grant award, or when such action is deemed to be in the best interest of the State.

Section 4 Submission Requirements/Evaluation Criteria

4.01 Minimum Responsiveness Criterion per 78.100(2)(A)

Proposals that fail to meet the minimum responsiveness requirements below will be eliminated from consideration per 7 AAC 78.090(b)(2).

1 Applicant is eligible per 7 AAC 78.030.

Evaluation/Review Criteria		Review	Points
a	Applicant is eligible per Alaska Administrative Code 7 AAC 78.030.	☑	

4.02 Other Technical Requirements per 7 AAC 78.060, 78.090(b) and 78.100

Response & Organizational Documentation

1 If applying as a non-profit organization, confirm non-profit status is documented.

Evaluation/Review Criteria		Review	Points
a	The agency is listed as a non-profit in good standing on the State's corporation database, confirmed at State Corporation Database and/or	☑	
b	The agency's current 501(c)(3) status is confirmed on the Exempt Organizations page, accessible at IRS Tax Exempt Organization Search.	☑	
c	If a non-profit subsidiary of a non-profit corporation, a verifying letter from the parent non-profit agency is uploaded to the applicant's agency GEMS record (under General in the Agency Administration tab). The parent corporation must meet criteria a and/or b.	☑	

2 If applying as a Federally recognized tribal entity, upload the signed Resolution for Tribal Entities using the template provided below. Confirm the following criteria are met.

Evaluation/Review Criteria	Review	Points

a	The applicant is a recognized Alaska Native entity as verified by the Federal Register at Federal Register. If a tribal consortium, all members are recognized Alaska Native entities.	☑	
b	A Resolution, completed on the provided form, is uploaded in the space provided. If a tribal consortium, a Resolution from each member tribe is uploaded as a single file.	☑	

3 If applying as a government entity, confirm the following criterion is met.

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant is another State Agency, such as the University; a political subdivision such as a city or municipality, verified at Local Boundary Commission ; or an REAA under AS 14.08.031 verified at Department of Education Alaska School Map.	☑	

4 Confirm neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant agency nor its principals are barred from receiving federal assistance as verified in the federal System for Awards Management at System for Award Management (SAM).	☑	

5 Electronically sign the State Grant Assurances form.

Evaluation/Review Criteria		**Review**	**Points**
a	State Grant Assurances form is signed by an individual authorized to enter into legal agreements on behalf of the applicant agency.	☑	

6 This program receives federal funds. Confirm the following criteria are met.

Evaluation/Review Criteria		**Review**	**Points**
a	The Federal Assurance and Certification form is electronically signed by an individual authorized to enter into legal agreements on behalf of the applicant.	☑	

b	The applicant agency GEMS record, under General in the Agency Administration tab, contains the agency's DUNS number.	☑	
c	The required Federal Funding Accountability and Transparency Act (FFATA) information, located under the Federal Reporting section of the Agency Administration tab, has been provided for the agency's most recently completed fiscal year. This task can only be completed by an Agency Power User.	☑	

7 Confirm the following information is provided at the Agency Administration tab. These tasks must be completed by a Power User. If the information is found to be incomplete or not current, there may be delay in execution of any offered award.

Evaluation/Review Criteria		**Review**	**Points**
a	The General section contains a current governing board roster. The roster includes terms of each seat and contact information outside the applicant agency for one or more officers.	☑	
b	The Other Funding section contains a record for each source of agency operating funds. The record includes funds applied for under this solicitation. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.	☑	
c	The General section contains a State of Alaska business license number, verified at Alaska Business Licenses Search.	☑	
d	All agency contact records are up to date, including Head of Agency, Primary Contact, and Head of Financial Operations.	☑	
e	The applicant's agency record contains the Agency Fiscal Year Start Date.	☑	
f	The applicant's agency GEMS record contains a current Federally Negotiated Indirect Cost Rate Agreement. If lapsed, the agreement is uploaded with written confirmation from the negotiating agency that the rate is valid until a new agreement is approved.	☑	

4.03 History of Compliance with Grant Requirements per 7 AAC 78.100(2)(B)

1 Previous recipients of DOH awards will confirm the following criteria pertaining to past performance and compliance are met. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200. All other applicants will mark Complete without confirming.

Evaluation/Review Criteria		Review	Points
a	Fiscal, narrative, and data reporting in prior years has been complete and timely.	☑	0
b	Required State and Federal Single Audits have been submitted, verified at Division of Finance, State Single Audit. Any prior year audit exceptions have been resolved, verified by the Finance and Management Services Audit Section contact identified at Finance and Management Services Audit Contact.	☑	
c	Activities in prior year(s) demonstrate effective delivery of services. DOH review may include documentation such as performance reports, audit reports, grant records, site visits, etc.	☑	
d	Agency historically maintains required standards. Verification may include, though is not limited to, quality assurance reviews, licensing, and certifications.	☑	

4.04 Questions and Criteria Related to Program Policy, Goals, Outcomes, and Activities

1 Describe the proposed Title X program in the text box below, identifying the ways in which it will achieve the program intent and will address the program goals, objectives and anticipated outcomes stated in the attached Title X Work Plan and this RFP.

Evaluation/Review Criteria		Review	Points
a	The description demonstrates a thorough understanding of program goals and outcomes, and clearly identifies the ways in which they will be achieved.	☐	100

2 In the text box below, describe how the agency will assure that the service delivery components of their proposed Title X-funded programs will achieve and maintain compliance with all program components noted in Section 1.03 of this RFP.

In the upload field below, complete scan and attach as a single document the proposed Title X Scope of Services and Title X Family Planning Methods lists, and the Title X Grant Assurances.

Evaluation/Review Criteria	Review	Points

a	The described activities are well developed, reasonable and supportive of program intent.	☑	0
b	Applicant described how they will deliver comprehensive, client-centered family planning and related preventive health services, including the broad range of acceptable and effective family planning methods and pertinent counseling, education, and referral services, as described in Section 1.03 of this RFP, in full compliance with all provisions of current Title X federal program requirements (42 CFR 59), Legislative Mandates, and the *Providing Quality Family Planning Services* (QFP) and related national guidelines referenced within the QFP.	☐	60
c	Applicant completed and uploaded Title X Family Planning Methods list for each proposed service delivery location. Score applicant 10 points for each category of methods to be provided (across all service locations), up to a maximum of 60 points.	☐	60
d	Applicant identifies the Electronic Health Record (EHR) and data collection system(s) employed by their agency and describes how they will be able to collect and report encounter-level client services data in full compliance with FPAR 2.0 requirements and required timelines	☐	60
e	Applicant's response identifies agency resources committed to the project, their clinical service delivery model and organizational structure, and project activities.	☐	120
f	For any applicant's that are new to the Title X program, applicant describes their capacity and willingness to collaborate with Department Title X staff to implement the Title X Onboarding Plan over the first year of the awarded grant cycle.	☑	0

3 In the text box below, describe the project evaluation plan, including indicators and data gathering strategies that will be implemented to address the program's performance measures identified in Subsection 1.04

Evaluation/Review Criteria		**Review**	**Points**
a	The proposed evaluation plan includes indicators and data gathering strategies aligned with the program performance measures identified in Subsection 1.04.	☐	60

b	Applicant described how they intend to meet or exceed anticipated minimum outcomes described in the attached Title X Work Plan and Section 1.04 of this RFP.	☐	140

4 ***In the text box below, describe the need for proposed Title X services, including a socio-demographic description of the specific population in need of those services, the geographic area and/or communities to be served by the proposed Title X program, and the total number of unduplicated Title X clients proposed to be served in the first year.***

Evaluation/Review Criteria		Review	Points
a	The description clearly identifies the proposed target population and service area and meets the intent of the services solicited.	☐	80
b	Applicant described how they propose to implement their Title X program in ways that make services as accessible as possible for clients and are responsive to the diverse needs of the clients and communities served.	☐	120

5 ***Provide the proposed budget for the first year of the project. Include detail and supporting narrative as shown in the DHSS Grant Budget Preparation Guidelines (Documents tab). Confirm the following criteria are met.***

Evaluation/Review Criteria		Review	Points
a	The budget narrative is complete and mutually consistent with the budget detail.	☑	
b	Cost line items are allowable under 7 AAC 78.160 and are compliant with stated program requirements.	☑	
c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any program requirements or limitations identified in the solicitation.	☑	
d	Equipment costs and subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	
e	Indirect costs are fully compliant with rates and exemptions of the agency's current Federally Negotiated Indirect Cost Rate Agreement, uploaded in the General section of the Agency Administration tab.	☑	

f	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☐	80
g	Costs are reasonable and substantiated in the narrative.	☐	40
h	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	☐	40
i	The proposed budget clearly demonstrates allocation of adequate funds (from either this award or with other allowable funds, or a combination of both) for the purchase and continuous maintenance of sufficient inventory of the contraceptive pharmaceutical methods and supplies by the applicant to meet the needs of the client population proposed to be served.	☐	80
j	Applicant's proposed budget includes detail and narrative supporting anticipated receipts and expenditures for all grant income (i.e., Title X Program Income), as described in Section 1.04.	☐	60
k	The proposed budget narrative clearly describes the amount and need for additional "start-up" costs in the first year.	☑	
l	Proposed sources of Required Match are identified in the budget narrative as well as in the Matching Fund Source table located near the beginning of the application. All proposed sources of matching funds are eligible, and the level of match is met.	☑	
m	Applicant stated that they have a Medicaid Provider Number or intends to apply to obtain one and assured that they will make reasonable efforts to bill all eligible services to Medicaid and any other available sources of payment before seeking grant support for delivery of the proposed services.	☑	

4.05 Applicant Qualifications - Criteria Relating to Personnel, Management, and Facilities

1 ***In the text box below, describe the agency's previous experience in providing services the same as, or similar to, those proposed. Clearly identify the time period over which services were provided and the population served. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.***

Evaluation/Review Criteria	**Review**	**Points**

a	The applicant's previous experience providing the same or similar services demonstrates the resources and capacity needed to provide the solicited program services. Note: DOH staff review will also include DOH documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	100

2 ***In the text box below, describe the applicant's proposed administrative, fiscal, and clinical staffing. Also describe the applicant's process for assuring that professional licenses and credentialing of all clinical staffs remain current and comply with State (and national, as applicable) requirements. Finally, describe the agency's relationship with the Medical Director, the Medical Director's experience and training in family planning, and how the Medical Director is involved in the applicant agency's clinical service delivery operations.***

Scan the following documents as a single file and upload in the space provided below: 1) Position descriptions (and/or current contracts) for key project positions 2) Resumes and professional credentials for position holders 3) Resumes of administrative staff providing supervision, fiscal, reporting, and management needs. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Evaluation/Review Criteria		**Review**	**Points**
a	Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, and professional credentials.	☐	100
b	Staffing levels are sufficient to support the requirements of the proposed project and compliant with all identified program mandates.	☐	80
c	The applicant employs (or contracts with) Title X Program Director, clinician (s) and administrative and financial staff in sufficient numbers to complete required program functions, and staff is qualified as demonstrated by the resumes provided.	☐	60
d	Position descriptions support the intent of the RFP and the project proposed.	☐	60
e	Administrative staff is qualified as demonstrated by the resumes provided.	☐	60
f	Applicant briefly describes the agency's relationship with the Medical Director, the Medical Director's experience and training in family planning, and how the Medical Director is involved in the applicant agency's clinical service delivery operations.	☐	60

g	Administrative capacity demonstrates capability to meet management and reporting needs.	☐	80
h	Applicant describes their process for assuring that professional licenses and credentialing of all clinical staff remains current and complies with State requirements.	☐	60

3 In the text box below, describe the procedures that will be used to assure compliance with all administrative, management, and facility requirements noted in Section 2.03 of this RFP.

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant's description identifies the procedures necessary to protect client confidentiality compliant with State and Federal standards.	☐	100
b	Applicant described their process for maintaining a staff training plan, and a system for documenting staff continuing education completed, that provides for the orientation and in-service training of all staffs working with Title X clients, commensurate with their job responsibilities in Title X and according to their professional licensure and credentialing requirements.	☐	60
c	Applicant described their process for maintaining full compliance with all federal, State, and local laws requiring notification or reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence or human trafficking (a.k.a., “Mandatory Reporter Laws”).	☐	60
d	Applicant described how they will assure that all administrative and financial components of their proposed Title X-funded programs will achieve and maintain compliance with all provisions of current federal program requirements, as referenced throughout this RFP	☐	80

4 In the text box below, describe the service delivery facilities and locations and the ways in which access to services will enhance project success.

Evaluation/Review Criteria		**Review**	**Points**
a	The facilities described are safe and appropriate to the purpose of the program.	☐	60
b	Access to the locations will enhance delivery of services to the targeted populations.	☐	100

c	The facilities have a written plan for emergency response and recovery that provides for potential safety concerns and the safe evacuation of clients and staff.	☐	40

4.06 Demonstration of Support/Coordination of Service

1 ***Describe the proposed public input and process of ongoing project evaluation of services provided under the proposed project, and support and coordination of services that assures a seamless continuum of care in the proposed Title X project.***

In the upload field below, provide a single-file scan of documented community support for the proposed project. Also provide a single-file scan documenting existing partnerships and collaborations specific to the proposed project.

Evaluation/Review Criteria		**Review**	**Points**
a	Appropriate documentation of support is provided from each community in which the applicant proposes to provide services.	☐	60
b	Applicant describes how they plan to involve the public and potential service recipients in planning and evaluating program services.	☐	80
c	Applicant describes partnerships, collaborations/linkages, and coordination with necessary referral agencies in the communities proposed to be served, to assure a seamless continuum of care for their proposed Title X clients.	☐	120