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

Request for Proposals
Tobacco Prevention and Control Grants
For FY2019 Through FY2023

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: Britten Niemi, Grants Administrator
PHONE: (907)465-4079
E-MAIL: britten.niemi@alaska.gov

PROPOSAL DUE DATE: March 21, 2018, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: March 12, 2018, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2018

Table of Contents

Section 1 Grant Program Information

1.01 Introduction and Program Description

1.02 Program Goals and Anticipated Outcomes

1.03 Program Services/Activities

1.04 Program Evaluation Requirements and Reporting

1.05 Target Population and Service Area

1.06 Program Funding

Section 2 Applicant Qualifications

2.01 Agency Experience

2.02 Project Staffing

2.03 Administrative, Management, and Facility Requirements

2.04 Support/Coordination of Services

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

3.02 Acceptance of Terms

3.03 Inquiries

3.04 Proposal Costs and Content

3.05 Duration

3.06 Proposal Review

3.07 Final Decision Authority

3.08 Notification of Grant Award and Appeals

3.09 Cancellation of the RFP/Termination of Award

Section 4 Submission Requirements/Evaluation Criteria

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

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

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

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

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

4.06 Demonstration of Support/Coordination of Service

Application Groups

Application Group Name	Description
A. Organizations Serving a Priority Population	Organizations serving a priority population (e.g. Alaska Native people, young adults 18-29, low Socioeconomic Status (SES), Lesbian Gay Bisexual Trans-gender, pregnant women, people experiencing mental illness and/or substance abuse disorders). Individual awards for this application group shall not exceed $100,000.00 per fiscal year.
B. Organizations Serving Local or Regional Communities	Organizations serving local or regional communities. Individual awards will not exceed $350,000.00 per fiscal year.

Amendments

Amendment 1 Clarification on Sub-Contracts vs. Sub-Grantees; Clarification on Fiscal Intent of Solicitation/Program **Posted: 2/20/2018**

Explanation

This amendment serves to provide further clarification on determining Sub-Contracts vs. Sub-Grantees; as well as, addresses the program's fiscal intent of this solicitation.

Additional Information

This program does not permit the use of subcontracts to carryout prevention services.

For clarification, grantees may award to eligible agencies as sub-grantees, to carryout prevention and other services, as defined in this RFP. **Please note: the total of an agency's sub-grant(s)s must not exceed 10% of the requested award amount in any given fiscal year of the grant duration.** Furthermore, FY'19-21 sub-grant recipients may not be concurrently awarded TPC grantees participating in this grant program.

In accordance with a recent internal program audit/review, and in alignment with addressing program expenditure accountability, the fiscal intent of this program is to fund communities directly by limiting pass-through funding which, in turn, will decrease the administrative burden on agencies while increasing efficiency and effectiveness in direct service delivery.

Amendment 2 Amendment serves to provide Q and A from the pre-proposal teleconference held on 2/21/18; correct criteria 4.06, Question 3b.; extends submission deadline **Posted: 2/23/2018**

Explanation

This amendment serves to provide Q and A from the pre-proposal teleconference held on 2/21/18; and to correct criteria 4.06, Question 3b.

Additional Information

This amendment serves to provide Q and A (see document in list of attachments) from the pre-proposal teleconference held on 2/21/18; and to correct criteria 4.06, Question 3b., as well as, extends the proposal submission deadline.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS or Department), Division of Public Health (DPH), is requesting proposals from eligible applicants to provide Tobacco Prevention and Control services for the State of Alaska in FY2019 through FY2021. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are AS 44.29.020; AS 47.05.010. State of Alaska statutes and regulations are accessible at http://www.law.state.ak.us/doclibrary/doclib.htmlor through the contact person identified on the cover page of this Request for Proposals (RFP).

The TPC program is located within the Department of Health and Social Services, Division of Public Health, in the Section of Chronic Disease Prevention and Health Promotion (CDPHP). The TPC program addresses the burden of tobacco use in Alaska by following the five components of a comprehensive tobacco control program outlined by the Centers for Disease Control and Prevention (CDC):

1. State and Community Interventions
2. Mass-Reach Health Communication Interventions
3. Cessation Interventions
4. Surveillance and Evaluation
5. Infrastructure, Administration, and Management

Tobacco use is the leading preventable cause of morbidity and mortality in Alaska. Every year in Alaska, cigarette smoking is responsible for approximately 680 deaths and $833 million in direct medical costs and lost productivity due to smoking-related deaths.

Major TPC program accomplishments include decreased adult smoking and decrease in high school student smoking since 1996. Despite these successes, we face barriers in achieving a tobacco-free Alaska. The state continues to experience significant tobacco related disparities among Alaska Native People; young adults (18-29); people experiencing substance use disorders and/or mental illness; Lesbian, Gay, Bisexual and Transgender people; and between the six Public Health Regions. Alaskans are not yet protected by a 100% smokefree workplace law and youth use of e-cigarettes has increased. Further, there have been few gains in the prevalence of smokeless tobacco (SLT) use, for both adults and high school students.

To build on previous accomplishments and address ongoing challenges, the TPC program intends to fund community-based grants in the six Public Health Regions (see Alaska Public Health Region Map in the list of Attachments to this RFP).

Please review the Application Groups listed on the solicitation carefully, as responding to the incorrect solicitation may result in not being funded. It is up to the applicant to submit a proposal to the correct Application Group as described below as applicant may only apply for one (1) application group:

- ***Application Group A.*** Organizations serving a priority population (e.g. Alaska Native people, young adults 18-29, low Socioeconomic Status (SES), Lesbian Gay Bisexual Trans-gender, pregnant women, people experiencing mental illness and/or substance abuse disorders). **Individual awards for this application group shall not exceed $100,000.00 per fiscal year.**

OR

- ***Application Group B.*** Organizations serving local or regional communities. **Application budgets are not to**

exceed $350,000.00.

The Tobacco Prevention and Control program is distributing funds to organizations or communities to address the burden of tobacco use. During this three year grant cycle, grantees will assess their community for readiness to engage in effective approaches to address tobacco use. This process is envisioned as a collaborative approach requiring the applicant to actively involve the community or priority population while developing their proposal.

1.02 Program Goals and Anticipated Outcomes

The proposed project must demonstrate a thorough understanding and support of the grant program goals and outcomes anticipated by the Department. Projects must meet or exceed anticipated minimum outcomes described in this RFP.

The TPC program follows the model outlined in the CDC's *2014 Best Practices for Comprehensive Tobacco Prevention and Control Programs*. The model, drawing on the tobacco prevention and control literature and outcomes in states across the country, has four primary goals:

Goal 1. Prevent youth from starting tobacco use.

Goal 2. Protect the public from exposure to secondhand smoke (SHS).

Goal 3. Promote cessation of tobacco use among youth and adults.

Goal 4. Identify and eliminate tobacco-related disparities and achieve health equity.

To support comprehensive tobacco prevention and control efforts in the above goal areas, the TPC program intends to fund local and regional organizations (e.g. community-based organizations, healthcare systems and schools) to implement comprehensive, evidence-based tobacco prevention and control strategies that change community rules, norms, attitudes and practices around tobacco use.

In Year 1, grantees will be required to finalize strategies *after* they have conducted a community assessment of needs, resources and readiness for strategies. This information will inform grantees as they develop an annual work plan and project evaluation plan. The following deliverables must be approved by the TPC program no later than June 30, 2019:

(1) Community or organizational assessment report

(2) Annual work plan

(3) Project evaluation plan (including baseline data)

While the specific goals and strategies selected will vary by region or at the statewide level, all funded grantees must adopt the following approaches to their prevention efforts. More information about these approaches can be found in the Workbook located in Criteria 4.04.

Preventing Secondhand Smoke Exposure

The TPC program provides education on evidence-based population-level strategies to address exposure to secondhand smoke. As such, this RFP does not provide funding for intensive individual-level cessation interventions. Specific activities undertaken in these strategies should contribute to changes in environments.

Partnerships and Collaboration

Applicants must submit a proposal that is reflective of comprehensive tobacco prevention and control programming within their Public Health Region. Funded grantees may need to organize partners in their communities to achieve their goals, so proposals should describe anticipated collaborations with partners, including other grantees, community coalitions, TPC contractors, stakeholders and TPC program staff.

In order to ensure that local and regional efforts are coordinated with those at the statewide level, funded applicants will be required to participate in one or more TPC workgroups.

Data driven planning

The TPC program supports "data-driven" programming, which means that strategy and intervention decisions should be based on data that describes tobacco use and local needs. Funded grantees will be expected to use current data in all aspects of planning and implementing their work. As such, a community assessment will be required in the first year of the funding cycle and will be used to prioritize strategies.

For examples of data tools, see the Workbook included as an attachment to this RFP.

Evidence-based Practices

In order to utilize program funds efficiently and effectively, funded grantees will be required to implement evidence-based practices for tobacco prevention and control in their regions and communities. All strategies are subject to program review and approval.

1.03 Program Services/Activities

Applicants must upload an Action Plan (See Criterion 4.04) for the initiation of services and project activities.

Applicant proposals must describe the ways in which the project aligns with program intent. The submitted Action Plan will identify agency resources available to the project; describe project activities; and clearly state the project's anticipated goals, outputs, and outcomes.

Grantees must comply with the following additional program requirements and service standards.

Develop an annual work plan. [Years 1, 2, & 3] In coordination with the TPC program, grantees will develop a work plan that clearly outlines activities and partners for each year of the grant cycle. Work plans are used for quarterly reporting purposes.

Complete an Assessment. [Year 1] In year one, both grantee categories will work with the TPC program and state contractors to conduct an assessment of population needs, resources, and readiness for tobacco prevention and control efforts in a culturally responsive manner. Through this collaborative process, grantees will have a more complete understanding of tobacco use among different populations, readiness strategies, barriers for cessation programs, and current prevention efforts (i.e. "who, what, where, when, why and how" of tobacco use). Grantees must engage representative members of their community and target population to assist in the assessment process.

Grantees in both Application Groups will be expected to conduct activities that support smoke free organization and events, and will promote cessation resources throughout the grant cycle. These activities will begin upon notice of

award and are expected to be a component of required deliverables (assessment, work plans and evaluation).

Participate in at least one work group. [Years 1, 2 & 3] The TPC program and contractors will facilitate training and technical assistance through topic-specific work groups. Each year, grantees will be required to participate in at least one work group annually.

Implement evidence-based strategies. [Years 1, 2 & 3] After completing the assessment, grantees will identify which evidence-based strategies are most appropriate for their project. Previously funded grantees may continue implementing approved strategies while conducting the organization or community assessment. Below is a list of the approved strategy types and the TPC goals they are associated with:

Goal 1. Prevent youth from starting tobacco.

Support community price increase campaigns

Support tobacco-free K-12 schools

Work to restrict minor access to tobacco products

Goal 2. Protect the public from second-hand smoke.

Community Smokefree Air

Tribal Smokefree Air

Statewide Smokefree Air

Tobacco-free multi-disciplinary health-care campuses and facilities

Tobacco-free educational systems

Smokefree multi-unit housing

Tobacco-free organizations/events

Goal 3. Promote cessation of tobacco use among youth and adults.

Conduct public education awareness campaigns to promote cessation resources

Health-care systems change

Employer and work-site-based cessation support

Goal 4. Identify and eliminate tobacco-related disparities and achieve health equity.

Adapt evidence-based strategies to meet needs of one of the following priority populations:

- Alaska Native People
- Low SES population
- Young Adults (18-29 years)
- People experiencing mental illness and/or substance use disorders
- Lesbian, Gay, Bisexual, Transgender (LGBT) Community

- Pregnant Women

In the Action Plan, applicants must identify the goal(s) they propose to address through their project, as well as outcomes, and clearly identify the ways in which they will be achieved. Although the needs assessment will direct grant activities, applicants should discuss previous experience or anticipated strategies.

Evaluate Project Impact. [Years 2 & 3] All grantees will need to continually evaluate the effectiveness of their project. The TPC program will provide training and technical assistance, to assist grantees in developing an evaluation plan and collecting baseline data within the first year of funding. The evaluation plan will be used in years 2 and 3 to monitor and modify prevention activities.

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

Department Core Services

- 1.1 Protect and Promote the Health of Alaskans

Objective:

- Decrease substance abuse and dependency.

Performance Measures:

- Number of Community Outreach Events, Presentations, & Media Impressions
- Average Cost Per Community Outreach Event, Presentation, & Media Impression

The applicant's proposed action plan must incorporate the performance measures of effectiveness and efficiency identified above. Applicants can propose additional performance measures for evaluating the project's progress in achieving results supportive of program goals and outcomes. *(The applicant's action plan must include indicators and data gathering strategies that will be used.)*

Grant Reporting

Required reporting will include:

1. Cumulative Fiscal Reports recording overall grant and match expenditures by budget line; and
2. Program Reports in the format prescribed by the program;
3. Additional documentation may be required quarterly and is up to the discretion of the program.

1.05 Target Population and Service Area

Applicants must clearly describe the population targeted by the project, 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: The target population for the solicited services is Statewide and specific to Application Groups defined in this RFP.

Proposals will be evaluated for compatibility with the target population described and the narrative must include the following information:

- A description of the geographic area to be served
- A description of the population size and demographic characteristics of the population(s) to be served
- A description of the political authorities in the region (municipalities, tribal authorities, etc.) as well as which areas are unincorporated
- A description of the historical, political, economic and socio-cultural influences of the community as they relate to tobacco use
- A description of the burden of tobacco use within the population, community, region or proposed service area. This should include tobacco prevalence rates and the identification of disparate populations for tobacco control. Include information on tobacco-related disease and disability
- A description of the community infrastructure including health-care centers, large employers, community or health organizations and health or wellness coalitions

This RFP is intended to cover every region of Alaska. The Regional Profiles are a resource for regional tobacco data and information and can be found at http://dhss.alaska.gov/dph/Chronic/Pages/Tobacco/default.aspx Additional regional data resources include *Informed Alaskans – Alaska Health Profiles*, which can be found at http://dhss.alaska.gov/dph/InfoCenter/Pages/ia/brfss/maps.aspx.

Service Areas and Communities: The service areas and communities requested for the services solicited are statewide.

1.06 Program Funding

Funds available for this program are anticipated to total Anticipated Tobacco Cessation funding is $3,000,000 per fiscal year; $9,000,000 total.

Proposed Budget: The applicant must submit a budget proposal for the first fiscal year of the project. The proposed budget detail and narrative will support the program's results based service delivery and staffing requirements stated in this RFP. Note: grant funds will not be used to fund out-of-state conferences, trainings or events.

Proposed budget should include the following:

- Minimum staffing of 0.5 FTE (Tobacco Control Coordinator) for the grant funded project
- Travel for a minimum of 2 people to Anchorage for the annual TPC training (usually in November)

- Travel for participation in one work group training offered by the TPC program
- Anticipated funds to support work-plan activities with partner organizations

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. DHSS 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.

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.

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. DHSS 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.

Subcontracts: This grant program will not permit the use of subcontracts to carryout prevention activities. Applicants should assess internal capacity to provide services with the proposed budget and plan accordingly. The prohibition of subcontracts does not include sharing small amounts of funding for community building purposes. The TPC Program Staff and statewide contractors will work with grantees to identify and fill service gaps as needed.

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 DHSS site reviews, program audits, and confirmation of the successful resolution of any findings.

Applicants must attach documentation that demonstrates experience in the following services and activities:

1. Demonstrate the ability to engage and involve partners when designing and implementing grant proposal and action plan. *Examples of documentation include: meeting agendas and minutes, work group rosters, letters of support, work plans, memorandum of understanding, etc.*
2. Proposals should demonstrate the continuation of any previous tobacco prevention and control coalition activities. *Examples of documentation: strategic plans, work plans, logic models, etc.*

Applicants will provide a brief overview of prior experience providing same or similar services to the target population. If the applicant is not a current or prior year grantee of DHSS or this program, the proposal must include references and documentation of the successful delivery of same or similar services to the target population, and included a copy of their most recent program audit.

Provide a brief history that demonstrates sustainable fiscal and administrative capacity, capability and responsibility

2.02 Project Staffing

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

A minimum one 0.5 FTE Tobacco Control Coordinator will be dedicated to this project and supported with funding from this award.

Describe your organization's staffing, including qualifications and number of staff required to implement the proposed activities. As appendices to the proposal, applicants must provide job descriptions for each position funded through the grant program, as well as resumes for each of the key staff, which will include, at a minimum, the Tobacco Control Coordinator.

Duties of a Tobacco Control Coordinator include, but are not limited to: knowledge of tobacco health hazards, ability to develop a strategic plan to guide program efforts, measurable outreach to community members and organizations, ability to recruit supporters to the project, facilitate community efforts to support tobacco prevention and control goals and report all program activities to the TPC program on a quarterly basis. Applicants that hire a new grant coordinator or staff without tobacco prevention and control experience in Alaska must arrange for appropriate staff training and provide a training plan with the proposal. All funded grant coordinators must attend:

(1) orientation training from state TPC program staff,

(2) annual training conferences in Anchorage and

(3) web-based training opportunities sponsored by the TPC program.

Coordinators are encouraged to pursue additional state and national-level training opportunities as appropriate.

Applicants must describe the agency's employee orientation process and the staff training plan including training for disparate populations served and how both are accomplished for staff in outlying service areas. **Note: Staff associated with this project are strongly encouraged to refrain from the use or sponsorship of tobacco and the tobacco industry.**

Resumes *(and/or position descriptions)* and professional credentials for key project personnel must be uploaded as part of the response.

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. Applicants must ensure procedures are in place to protect client confidentiality compliant

with State and federal standards. Applicants must demonstrate that they have the administrative infrastructure necessary to directly support the project or through effective and efficient collaborations. Applicants must attach a current organizational chart showing the relationship of this project to the other functions within the organization.

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

Audit Requirements:

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.

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, http://www.law.state.ak.us/doclibrary/doclib.html, 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

DHSS Program Audit Requirements: All DHSS 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.
3. All applicants for DHSS 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 the proposed project has the necessary support and coordination for the successful delivery of services. The proposal must address the following:

1. Community support where services are proposed;
2. Involvement of the public and potential service recipients in the planning process;
3. Partnerships and collaborations specific to the proposed project; and
4. Coordination with necessary referring agencies and the role of each described.

Applicants must coordinate with partners to effectively serve the proposed target population. Applying organizations will provide examples of how they will engage the community and target population in the planning and implementation of tobacco prevention and control activities.

Applicant must provide tangible demonstration of necessary partnerships and cooperative agreements as appendices to the proposal, internal as well as external. A minimum of three (3) memorandums of agreement or letters of support from community and regional based partners are a required part of this application. A sample memorandum of agreement can be found as an attachment to this RFP.

A current letter of support from the administration of the applying organization must be included in the proposal, and demonstrate the leadership's understanding of work to be conducted, the application of funds towards a 0.5 FTE and travel and training requirements as a condition of this award. The letter of support must be signed by the CEO AND division or department head in which the program will reside.

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.

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.

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 (http://aws.state.ak.us/OnlinePublicNotices/) 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 3-year period, beginning 7/1/2018 through 6/30/2021. 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 3 -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. DHSS 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), DHSS 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**. DHSS 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 and Social Services 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:

Valerie Davidson, Commissioner
Department of Health & Social Services
P.O. Box110601
Juneau, AK 99811-0601

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. DHSS 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 (A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - Applicant is eligible per 7 AAC 78.030.

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

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

Response & Organizational Documentation

1 (A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - 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 https://www.commerce.alaska.gov/cbp/main/search/entities and/or	☑	
b	The agency's current 501(c)(3) status is confirmed on the Exempt Organizations page, accessible at https://apps.irs.gov/app/eos/.	☑	
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 (A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - 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 https://www.federalregister.gov/documents/2017/01/17/2017-00912/indian-entities-recognized-and-eligible-to-receive-services-from-the-united-states-bureau-of-indian. 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 (A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - 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 https://www.commerce.alaska.gov/web/dcra/LocalBoundaryCommission/MunicipalCertificates.aspx; or an REAA under AS 14.08.031 verified at http://education.alaska.gov/facilities/pdf/doe2013map.pdf.	☑	

4 (A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - 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	Neither the applicant agency nor its principles are barred from receiving federal assistance as verified in the federal System for Awards Management at https://www.sam.gov/portal/SAM/#1.	☑	

5 (A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - 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 ***(A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - 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.	☑	
c	The General section contains a State of Alaska business license number, verified at https://www.commerce.alaska.gov/cbp/Main/Search/Businesses.	☑	
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 ***(A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - Previous recipients of DHSS awards will confirm the following criteria pertaining to past performance and compliance are met. 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.	☑	

b	Required State and Federal Single Audits have been submitted, verified at http://doa.alaska.gov/dof/ssa/ssainfo.html. Any prior year audit exceptions have been resolved, verified by the Finance and Management Services Audit Section contact identified at http://dhss.alaska.gov/fms/Pages/Audit.aspx.	☑	
c	Activities in prior year(s) demonstrate effective delivery of services. DHSS 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 (A. Organizations Serving a Priority Population) - Describe the proposed project in the text box below, identifying the ways in which it will achieve the program goals and anticipated outcomes stated in this RFP. While the specific goals and strategies selected will vary by region or at the statewide level, more information about these approaches can be found in the attached FY19 TPC Workbook. Using the template provided, upload a completed Action Plan that incorporates items detailed in Subsection 1.03 Program Services/Activities.

Evaluation/Review Criteria		Review	Points
a	The Action Plan demonstrates a thorough understanding of program goals and outcomes, and clearly identifies the ways in which they will be achieved.	☐	80
b	Action Plan includes strategies SHS-7 and C-1. Refer to the Workbook for details.	☐	60
c	Action plan reflects how the agency's program will implement a comprehensive tobacco prevention and control programming within their Public Health Region	☐	100

1 (B. Organizations Serving Local or Regional Communities) - Describe the proposed project in the text box below, identifying the ways in which it will achieve the program goals and anticipated outcomes stated in this RFP. While the specific goals and strategies selected will vary by region or at the statewide level, more information about these approaches can be found in the attached workbook. Using the template provided, upload a completed Action Plan that incorporates items detailed in Subsection 1.03 Program Services/Activities.

Evaluation/Review Criteria	Review	Points

a	The Action Plan demonstrates a thorough understanding of program goals and outcomes, and clearly identifies the ways in which they will be achieved.	☐	80
b	Action Plan includes strategies SHS-7 and C-1	☐	60
c	Action plan reflects how the agency's program will implement a comprehensive tobacco prevention and control programming within their Public Health Region	☐	100
d	Action plan includes assessment and evaluation activities.	☐	120

2 (A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - In the text box below, describe the initiation of services and implementation of project activities

Evaluation/Review Criteria		**Review**	**Points**
a	In the text box below, the timeline proposed for initiation of services and project activitie is compatible with program intent.	☐	120

3 (A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - In the text box below, describe the ways in which the project aligns with program intent. Responses should identify project resources, community context, and clearly connect them to anticipated goals, outputs and outcomes.

Evaluation/Review Criteria		**Review**	**Points**
a	The described activities are well developed, culturally relevant and feasible within the community.	☐	80
b	The response identifies project resources including partnerships, which are aligned with the identified strategies.	☐	80
c	The proosed strategies and activities are appropriate for identified goals.	☐	80

4 (A. Organizations Serving a Priority Population) - In the text box below, describe proposed evaluation activities, 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	Evaluation activities include a process for gathering baseline data.	☐	60

4 ***(B. Organizations Serving Local or Regional Communities) -***

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

Evaluation/Review Criteria		Review	Points
a	Evaluation activities include a process for gathering baseline data.	☐	60
b	The proposed evaluation activities include indicators and data gathering strategies aligned with the program performance measures identified in Subsection 1.04.	☐	60

5 ***(A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - In the text box below, describe the target population and service area(s) of the proposed project. Population description should match the Application Group selected.***

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	The description includes opportunities and challenges of implementing tobacco prevention and control programming with the identified population.	☐	80

6 ***(A. Organizations Serving a Priority Population) - 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	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☐	40
c	Costs are reasonable and substantiated in the narrative. **This program does not permit the use of subcontracts to carryout prevention services.**	☐	20

6 (B. Organizations Serving Local or Regional Communities) - 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. **This program does not permit the use of subcontracts to carryout prevention services.**	☐	70
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 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.	☐	40
g	Costs are reasonable and substantiated in the narrative.	☐	20
h	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	☐	20

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

1 (A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - In the text box below, describe the agency's previous experience in providing services the same as, or similar to, those proposed and as described in Section 2.01 of this RFP. Clearly identify the time period over which services were provided and the population served. If the applicant is not a current or prior year grantee of DHSS or this program, include references and documentation of the successful delivery of same or similar services to the target population, and upload a copy of most recent program audit as an attachment.

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: DHSS staff review will also include DHSS documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	60
b	Provide a brief history that demonstrates sustainable fiscal and administrative capacity, capability and responsibility.	☐	20
c	Upload a copy of most recent program audit as an attachment.	☑	

2 ***(B. Organizations Serving Local or Regional Communities) - In the text box below, describe the proposed project's program and administrative staffing needs. Scan the following documents as a single file and upload in the space provided below: 1) Position descriptions for key project positions 2) Resumes and professional credentials for position holders 3) Resumes of administrative staff providing supervision, fiscal, reporting, and management needs and 4) Current organizational chart.***

Evaluation/Review Criteria		Review	Points
a	Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, and professional credentials for key personnel.	☐	120
b	Staffing levels are sufficient to support the requirements of the proposed project and compliant with all identified program mandates.	☐	80
c	Position descriptions support the intent of the RFP and the project proposed.	☐	60
d	Administrative staff is qualified as demonstrated by the resumes provided.	☐	80
e	Administrative capacity demonstrates capability to meet management and reporting needs.	☐	80
f	Proposal describes the agency's employee orientation process and staff training plan, including training for disparate populations served and how both are accomplished for staff in outlying service areas.	☐	60

g	A current organizational chart showing relationship of this project to the other functions within the organization is included.	☐	60

2 (A. Organizations Serving a Priority Population) - In the text box below, describe the proposed project's program and administrative staffing needs. Scan the following documents as a single file and upload in the space provided below: 1) Position descriptions for key project positions 2) Resumes and professional credentials for position holders 3) Resumes of administrative staff providing supervision, fiscal, reporting, and management needs and 4) Current organizational chart.

Evaluation/Review Criteria		Review	Points
a	Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, and professional credentials for key personnel.	☐	120
b	Administrative capacity demonstrates capability to meet management and reporting needs.	☐	80
c	Proposal describes the agency's employee orientation process and staff training plan, including training for disparate populations served and how both are accomplished for staff in outlying service areas.	☐	60

3 (A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - In the text box below, describe the procedures that will be used to protect client confidentiality.

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

4 (A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - 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.	☐	60

4.06 Demonstration of Support/Coordination of Service

1 (A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - In the upload field below, provide a single-file scan of documented community support for 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

2 (A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - In the text box below, describe the ways in which the project planning process involved the public and potential service recipients.

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates the involvement of the public and potential recipients of services in planning the project proposed.	☐	40

3 (B. Organizations Serving Local or Regional Communities) - In the text box below, describe partnerships or collaborations necessary to the proposed project. In the upload field below, provide a single-file scan documenting existing partnerships and collaborations specific to the proposed project. Use the sample Memorandum of Agreement (MOA) attached to this solicitation as a guideline for developing your agency's MOA's.

Evaluation/Review Criteria		Review	Points
a	Applicant provides clear description of partnerships and collaborations necessary for achieving project goals.	☐	60
b	In the upload field below, provide a minimum of three (3) MOA's or Letters of Interest scanned as a single document.	☐	60
c	Upload a current letter of support signed by the CEO and Division or Department head in which the program resides.	☐	60

4 (A. Organizations Serving a Priority Population, B. Organizations Serving Local or Regional Communities) - In the text box below, describe the in-place or planned coordination with the State or other providers for referrals necessary to project success. Identify the project staff involved as well as the responsible positions at the referring agencies.

Evaluation/Review Criteria	Review	Points

a	The applicant's description demonstrates a clear understanding of the roles that must be performed by the applicant and by referring agencies for the effective delivery of services to the targeted population.	☐	60