State of Alaska
Department of Health and Social Services
Division of Senior and Disabilities Services

Request for Proposals
Early Intervention/ Infant Learning Program
For FY2018 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.

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PROPOSAL DUE DATE: March 29, 2017, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: March 20, 2017, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2017

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Amendments

Amendment 1 Answers to written inquiries **Posted: 2/24/2017**

Explanation

This amendment serves to provide responses to written inquiries.

Additional Information

Question 1: It appears that children who are homeless or referred through CAPTA are now considered Part C eligible. Historically these children have not been Part C eligible just due to the fact that they are homeless or a CAPTA referral, but rather non-Part C and served as agencies could afford to do so. Would you please clarify?

Answer 1: The description of the targeted population in the RFP was not intended to define Part C and Non Part C eligibility. The intent was to give a broad definition of the target population covered by this grant. Please refer to the link to the EI/ILP policies and procedures provided in subsection 1.05 for a detailed explanation of Part C and Non Part C eligibility criteria under: "II. General Requirements, (34 CFR §303.111), (E) Eligibility Criteria, (1-6)," pages 2 through 10.

Question 2: Are there specific funding levels associated with each region?

Answer 2: There are no fixed dollar amounts alloted to each EI/ILP service area.

Amendment 2 Clarification to application requirements. **Posted: 3/21/2017**

Explanation

Applicants proposing to provide services in multiple service areas do not need to submit separate applications for each service area.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS/Department), Division of Senior and Disabilities Services (DSDS), is requesting proposals from eligible applicants to provide Early Intervention/ Infant Learning Program (EI/ILP) services for the State of Alaska in FY2018 thru FY2020. Program Services are authorized under 7 AAC 78 Grant Programs, AS 47.20.060-AS 47.20.290 Special Services for Certain Children, 7 AAC 023.010 thru 7 AAC 23.900 Programs for Children with Disabilities, and 34 CFR Part 303 Early Intervention Program for Infants & Toddlers with Disabilities Part C of the Individuals with Disabilities Education Act (IDEA). Access State of Alaska statutes and regulations at http://www.law.state.ak.us/doclibrary/doclib.html or through the contact person listed on the cover page of this RFP. Federal regulations can be accessed at https://www.gpo.gov/fdsys/pkg/FR-2011-09-28/pdf/2011-22783.pdf.

Program Description
EI/ILP services are available to all families with infants and toddlers, ages birth to three years, who experience developmental delay/disabilities as defined by Alaska Part C Policy. All activities and services are provided in a family-centered manner that addresses the priorities of the family and child. Following are the core values of the Early Intervention/Infant Learning Program:

- Relationship-focus – All early learning takes place in the context of relationships with primary caregivers. The relationship between parents and providers is the vehicle through which intervention and support takes place. The early interventionists work in partnership with parents. Their methods support, not supplant, the central role of the family.
- Strengths-based – All families have strengths and are valued for their unique capacities, experience, and potential. Early interventionists work with the family to build on what is already going well and foster confidence and competence in families. Working within the Strengthening Families framework, teams mobilize partnerships to build family strengths to promote optimal development and reduce child abuse and neglect.
- Family-centered – Families have the power to make all important decisions regarding their child and family. Intervention practices respond to family-identified priorities respecting and supporting family values, cultures, beliefs, and decisions.
- Outcomes-based – Programs use outcomes data for program evaluation and improvement.
- Reflective practices – The early interventionists step back and think about what they are seeing and hearing from families so that they can consider a variety of possibilities for providing services that will support families. They consider how their own perspective may affect their observations of the family situation. Reflection occurs at individual, team, supervisory and programmatic levels.
- Effective team practices – All decisions in the areas of assessment and program planning, implementation, and evaluation are made through a team process. Team members accept and accentuate each other's knowledge and strengths to benefit the family and child.
- Natural environment – Services are delivered where the child lives, learns and plays within the context of the family's everyday routines and activities in order to support the NATURAL flow of family life. This requires flexible scheduling to allow services to take place at various times and locations that are part of the child's day.

1.02 Program Goals and Anticipated Outcomes

The proposed project must demonstrate a thorough understanding of the EI/ILP grant program goals and outcomes anticipated by the Department. Proposed projects must meet or exceed the anticipated outcomes

described herein.

A strategic work plan with implementation strategies, timelines, and evaluation plan that addresses the program goals and objectives (listed in Section 1.04) must be included in the proposal. Proposed timelines for project implementation of the applicant's strategies must be reasonable and compliant with grant program timelines.

Program Goals

1. Eligible infants and toddlers and their families receive appropriate early intervention services in natural and community environments that result in improved social-emotional outcomes.
2. Assurance of a regional, comprehensive, coordinated Child Find effort that results in the identification and referral of all eligible infants and toddlers to the services and support they need to have integrated care.
3. Through effective administrative systems including supervision and inter-agency coordination, families receive timely, evidence-based services that reduce long-term reliance on healthcare and educational services.

Anticipated Outcomes

1. All infants and toddlers with IFSPs receive the early intervention services on their IFSPs in a timely manner.
2. All infants and toddlers with IFSPs receive early intervention services in the home or in other natural settings.
3. Infants and toddlers with IFSPs demonstrate improved:
    i. Positive social-emotional skills (including social relationships);
    ii. Acquisition and use of knowledge and skills (including early language/communication); and
    iii. Use of appropriate behaviors to meet their needs.
4. Maintain or increase the percent of families participating in EI/ILP who report that services have helped the family
    i. know their rights,
    ii. effectively communicate their child's needs, and
    iii. help their child develop and learn.
5. As a result of comprehensive Child Find activities, Infants (0-1) receive needed services identified on an IFSP in a timely manner.
6. Through a comprehensive Child Find process and public awareness activities, increase the number of children referred to appropriate services prior to their third birthday.
7. All eligible infants and toddlers have an evaluation, assessment and an initial Individualized Family Service Plan (IFSP) meeting within 45 days of referral.
8. All children are transitioned to school-based services within the required timeframe.
9. Maintain or increase the number of highly qualified early intervention personnel who provide services to eligible infants and toddlers with Individualized Family Service Plans (IFSPs) and their families.

For more information regarding the anticipated outcomes as well as the systematic improvement plan, please click here.

EI/ILP goals and objectives are aligned with the State of Alaska Department of Health and Social Services Mission: To Promote and Protect the Health and Well-being of Alaskans, and Vision: Alaska Individuals, Families and Communities are Safe and Healthy.

1.03 Program Services/Activities

Applicants must describe the proposed activities that support the goals and outcomes to be employed in the project. The applicant must also upload a timeline for initiating services and project activities as an attachment to their proposal.

Applicants agree to comply with all of the following additional program requirements and service standards: Service delivery strategies and practices must be evidence-based and appropriate to the individual needs of Part C enrolled infants and toddlers and their families. Applicants must describe the service delivery model(s) to be utilized. The proposed service delivery model(s) must be well-developed, reasonable, and support program intent.

EI/ILP Models for Service Delivery: Programs are responsible for the coordination and delivery of all activities and services outlined in Section 1.02 Program Goals & Anticipated Outcomes. To address the various situations in Alaska's vast and sparsely populated geographic regions, the State EI/ILP allows several different service delivery models:

1. Agency employs a multidisciplinary team which participates in the evaluation/assessment, IFSP development, and delivery of services in the natural environment (including therapy services when appropriate) to best meet the individual needs of children and their families.
2. A primary provider/coaching model, which can include tele-practices, that encourages the participation of multi-disciplinary therapies or other services as indicated by the child assessment and IFSP team recommendations.
3. Agency employs primary service providers and contracts with related specialties as appropriate to ensure access to a multidisciplinary team and one which encourages a trans-disciplinary approach.

NOTE: Grantees will access specific low incidence disability consultation (e.g. Hearing, Vision Impaired, Deaf-Blind) as appropriate. Proposals must describe how program funds will be used to integrate low incidence disability consultant services into their service delivery model.

1.04 Program Evaluation Requirements and Reporting

The applicant must provide an Evaluation Plan that addresses the performance measures listed below. The applicant's Evaluation Plan must include indicators and data gathering strategies that will be used to evaluate the progress of the grant project toward achieving the program goals and outcomes. The Evaluation Plan must also include confirmation that the applicant has the administrative capability to meet reporting requirements described in this RFP.

Results Based Budgeting Framework

As part of the continuing work to identify outcomes for success and improve services, grant programs will be required to align with the Department's priorities and core services. Utilizing a results-based budgeting framework, FY2018 grantees will work to use performance measures to evaluate progress in order to meet meaningful outcomes and initiate data collection and reporting consistent with Department priorities. Grantees will continue to work closely with DHSS Program Managers to develop or refine those measures.

Below are the Department Priorities, Core Services, Objectives, and Effectiveness and Efficiency Performance Measures for this program.

Department Priority

- Health & Wellness Across the Life Span

Department Core Service

- Protect & Promote the Health of Alaskans

Department Objective

- Improve the Health Status of Alaskans

Effectiveness Performance Measure

- Total number of children receiving services through the EI/ILP program that have improved outcomes/skills

Efficiency Performance Measure

- Cost (to the grant) per individual served

Projects must meet or exceed anticipated minimum outcomes and performance measures described in this RFP.

Grant Reporting

The proposal must describe the reporting that will be performed for the proposed program, including the agency's ability to access the EI/ILP web database. Required reporting for this grant will include:

1. On-line Cumulative Fiscal Report (overall grant and match expenditures are reported quarterly by budget line item).
2. On-line Quarterly Narrative Report (improvement activities and progress toward goals) are reported quarterly in the EI/ILP web based data system.
3. No later than 30 days following the end of each FY quarter reported, grantees will be required to report quarterly data in the EI/ILP web based data system which is the required method of reporting for this program;
    i. Grantees will need to access high-speed Internet for the web database used for reporting. The web-based EI/ ILP data system requires grantees' computers to be configured with a current version of web browser software (i.e. Microsoft Internet Explorer, or other comparable web browser). This is the only software required to run this program.
    ii. Grantees also need broadband Internet access in order to get optimal performance from the web application. Grantees should have at least 512 megabytes per second download speed and 256 mbps upload speed, if it's available. And if grantees are connecting to the Internet through an internal network, that network should use fast Ethernet or wireless technology.
    iii. Individual computer workstations should have adequate processor speeds and memory. The suggested minimum processor speed is 1.5 gigahertz and minimum RAM should be 512 megabytes. Applicants need to budget the amount required for this system.
4. FFATA: If funding for this program includes federal funds with reporting requirements that include those imposed under the Federal Funding Accountability and Transparency Act (FFATA), an agency power user must complete a FFATA form in the GEMS Agency Administration tab. Federal reporting requirements are not limited to prime awardees (such as the State) but include awards with federal funds that the State grants out (sub awardee).

1.05 Target Population and Service Area

Applicants must provide a statement of need that clearly describes the population targeted by the project, including the area or communities that will be served. Applicants must identify how many children and families they propose to service under their project. Proposals will be evaluated for compatibility with the intended target areas identified in this solicitation.

Target Population: The target population for the services requested in this solicitation includes infants and toddlers, age's birth to three years, with a disability. The exhaustive definition for eligibility criteria is available at Early Intervention/Infant Learning (EI/ILP) Policy & Procedures. Infants or Toddler with a Disability means an individual under three years of age who needs early intervention services because the individual is experiencing a 50% or greater developmental delay, as measured by a multidisciplinary team using appropriate diagnostic instruments and procedures, in one or more of the following areas:

- Cognitive development
- Physical development, including vision and hearing
- Communication development
- Social or emotional development
- Adaptive development

The eligibility definition also includes infants and toddlers that have a diagnosed physical or mental condition that has a high probability of resulting in developmental delay, and includes conditions such as:

- Chromosomal abnormalities
- Genetic or congenital disorders
- Sensory impairments
- Inborn errors of metabolism
- Disorders reflecting disturbance of the development of the nervous system
- Congenital infections
    - Severe attachment disorders and disorders secondary to exposure to toxic substances, including fetal alcohol syndrome

This list includes Homeless children, and Child Abuse Protection and treatment Act (CAPTA) referrals of children under the age of three who were the subject of a substantiated case of child abuse or neglect. The multidisciplinary team may use written verification from a qualified medical professional that the child's medical condition typically results in a substantial development delay in addition to appropriate diagnostic instruments and procedures.

Service Areas and Communities: Comprehensive early intervention services must be available to eligible infants and toddlers and their families statewide. The designated service areas within Alaska can be seen on this map. Applicants may propose to provide services in more than one service area or portions of a service area to ensure a fully-accessible EI/ILP service delivery system. Agencies that have capacity to serve under-served areas (or regions) will score higher on the agency's application evaluation. Proposals must describe their administrative capacity to support the areas they identify in their service population.

In the statement of need, applicants must describe how infants and toddlers with disabilities who are eligible for early intervention services under Part C of IDEA are identified, located, and evaluated, including but not limited to:

- 1.05.1 American Indian or Alaska Native infants and toddlers with disabilities residing on a reservation geographically located in Alaska (including coordination, as necessary, with tribes, tribal organizations, and

consortia to identify infants and toddlers with disabilities in the State based, in part, on the information provided by them to DHSS EI/ILP under 34 CFR §303.731(e)(1));

- 1.05.2 Infants and toddlers with disabilities who are homeless, in foster care, and wards of the State; and
- 1.05.3 Infants and toddlers with disabilities who are:
  - 1.05.3.1 The subject of a substantiated case of child abuse or neglect; or
  - 1.05.3.2 Identified as directly affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure as required at 34 CFR §303.303(b).

The statement of need must also clearly document the problem(s) that funded services will address. The problem statements must be supported by statistics and data or a local needs assessment. additionally, thhe statement must cite the source(s) and information from knowledgeable local persons and organizations, and include evidence drawn from the applicant's experience. Applicants must indicate how the proposed services will impact the stated problem and how they relate to existing services (regional population for ages birth to three, number of births, hospital/clinic admissions, CAPTA (Child Abuse Prevention and Treatment Act) referrals, etc...).

1.06 Program Funding

Funds available for this program are anticipated to total $9,291,700 per year in State and Federal Part C funds. Successful applicants to this solicitation may establish a provider agreement with the department to claim Medicaid administrative activities.

Match Requirements: There are no match requirements for this grant.

Restrictions for Part C Funds: Federal Part C funds may only be used for Child Find, eligibility determination and services to children who meet the Alaska Part C Eligibility Guidelines. Part C funds are the payer of last resort; in accordance with the requirements of 34 CFR, Part C funds may be spent only for Part C activities after other federal, state, local and/or third party funding has been accessed and applied. Part C will supplement, not replace, existing resources including program income. Grantees are expected to facilitate the coordination of payment for early intervention services from Federal, State, local and private sources (including public and private insurance coverage).

Proposed Budget: The applicant must submit both detailed and narrative budgets for the first fiscal year of the grant which is fully compliant with the limitations described in 7 AAC 78.160 (Costs), and supports program staffing and service delivery requirements stated in this RFP. Agencies requesting State Funds must complete the State Funds budget detail and narrative in section 4.04(5). Agencies requesting Federal Part C funds must complete a separate Federal Part C funds budget detail and narrative in section 4.04(6). Any agencies requesting State and Federal Part C funds must complete two separate budgets. The GEMS portal provides applicants instructions and the ability to enter budget details and narrative for the project budget. More detailed instructions can be accessed in the DHSS Budget Guidelines available online at https://gems.dhss.alaska.gov/Home/Documents. In developing program budgets, applicants must show the coordination of all anticipated Federal, State and local dollars that will be used to implement a comprehensive local Part C program.

Administrative Costs: In accordance with program regulation 7 AAC 23.060(9), proposed budgets must limit the total administrative costs to no more than 25% of the total State grant award. Administrative costs include (A) salaries and benefits for administrative personnel; (B) office rent and utilities for administrative personnel; (C) accounting, bookkeeping, and auditing services; (D) liability and malpractice insurance premiums; (E) office supplies, equipment, and equipment repairs; and (F) indirect costs. Grantees with approved indirect rate agreements are required to use whichever rate is lower between the regulation limit of 25% for administrative

costs or their current approved indirect rate. Identify in the budget narrative which costs are administrative and the fund source. For personal services, include the percent of the position designated as administrative.

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. Agencies with current DHSS grant agreements can review the Indirect Cost Rate Agreement information in GEMS. Agencies without current grant agreements with the Department must upload a copy of the Indirect Cost Rate Agreement in the "Agency Administration" tab of the GEMS portal. Help instructions are available in the portal to upload and review such documents.

Grant Income: DHSS is the payer of last resort. If applicable to the services provided under this agreement, the grantee will have a Medicaid Provider Number (National Provider ID), or apply to obtain one, and will make reasonable effort to bill all eligible services to Medicaid or any other available sources of payment before seeking payment through this grant agreement.

In the applicant's proposed budget, both anticipated receipts and expenditures for all grant income must be clearly evident in both the detailed and narrative budgets and actual receipts and expenditures must be reported on a quarterly basis.

Alaska Medicaid Assistance Program: Successful applicants will be required to enroll in the Alaska Medicaid Assistance Program as providers of ILP targeted case management (TCM) services. Programs must seek third party reimbursement for case management and other services listed on the IFSP whenever possible. Training on ILP TCM service provision and billing requirements will be provided for all ILP grantees through the Medicaid Alaska Training Portal for enrolled EI/ILP providers. Applicants must attach a copy of their billing policies to the proposal. The billing practices must include:

- 1.06.1 implementation of rates set by Medicaid;
- 1.06.2 method of billing for all third party payers;
- 1.06.3 identification of all services for which fees will be assessed; and
- 1.06.4 procedures in place for family cost participation according to state EI/ILP System of Payment Policies (Section XVIII, EI/ILP Policies and Procedures).

Travel: Successful applicants agree to provide mileage reimbursement to employees utilizing their personal vehicle to provide the services under the resulting grant. Travel costs (including mileage reimbursement) are limited to the more restrictive of the applicant's current travel policy or the current basic rates approved under the general government unit employees' agreement with the State. Mileage reimbursement does not apply to travel to and from work.

Applicants must include in their proposed budget the following estimated travel costs (per diem, lodging, etc) to travel to Anchorage for the following meetings:

- Required Coordinator Meeting(s) (1-2 days)
- 1 All Staff Training plus Coordinator Meeting (2-3 days)

Section 2 Applicant Qualifications

2.01 Required 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, which may include evaluation of site reviews/program audits and the successful resolution of any findings.

Provide a brief overview of prior experience providing same or similar services. The proposal must also include references and documentation from prior funders (State of Alaska or other granting organizations), and certifying/oversight agencies, of the successful delivery of the same or similar services. Documentation must clearly identify the time period over which services were provided, and the target population that was served. An example of relevant reference documents might include copies of recent site reviews, program audits, and documentation of the resolution of any findings contained in the review(s).

2.02 Program Staffing Experience

Program staffing levels must be commensurate with meeting the program goals, anticipated outcomes, activities/strategies for service delivery appropriate to the proposed project, the CFR requirements, and the Early Intervention/Alaska Infant Learning Program Policies, Methods, and Descriptions to Implement Part C of the Individuals with Disabilities Education Improvement Act, August 2015. Access Alaska Statutes & Regulations at: http://www.legis.state.ak.us/basis/folio.asp.

Resumes, job descriptions and professional credentials must be submitted as one document for all early intervention service providers. The submitted documentation must demonstrate that all early intervention service providers meet the program standard of being highly qualified as determined by the System for Early Education Development (SEED) career ladder- ILP Track, and the SEED roles and responsibilities. The proposal must assure that all early intervention service providers will be provided, at a minimum, documented monthly supervision by an Early Intervention/Infant Learning Program (EI/ILP) professional who is qualified at Level 10 or Level 11 on the SEED Registry located at the following links: http://www.seedalaska.org/index.cfm/SEED-Registry/Career-Ladder and http://dhss.alaska.gov/dsds/Documents/InfantLearning/pdf/ILP-RolesResponsibilities.pdf).

Early intervention service providers who do not meet the aforementioned educational and professional credential standards may require additional training to achieve “highly qualified” status under the Individuals with Disabilities Educational Improvement Act of 2004. (See 34 CFR 303.31: Qualified personnel; and 34 CFR 303.118: Comprehensive system of personnel development (CSPD); and CFR 303.119: Personnel standards.

All early intervention service providers, who provide early intervention services 20 hours or more per week, shall enroll in the SEED Professional Registry as ILP providers within 30 days of hire or start of contract. To enroll, refer to the following link: https://akportal.naccrraware.net/alaska/home.action.

In addition, regardless of educational background or prior experience, all coordinators and Early Intervention Service Providers, who provide early intervention services 20 hours or more per week, will be required to successfully complete the on-line Alaska Part C Credential training and become credentialed within six months of hire or start of contract.

Your proposal must demonstrate how you will ensure compliance with AS 47.05.300-390 Criminal History; Registry, 7 AAC 78.170 Administrative Policies of Grantees and 7 AAC 10.900-990 Barrier Crimes, Criminal History Checks, and Centralized Registry. Compliance includes (1) establishment of a written policy and (2) ensuring that each individual associated with the grantee in a manner described under 7 AAC 10.900(b) has a valid criminal history check from the Department of Health and Social Services, Division of Health Care Services, Background Check Program (BCP) before employment or other service unless a provisional valid criminal history check has been granted under 7 AAC 10.920 or a variance has been granted under 7 AAC 10.935.

All contract therapy personnel must sign a statement as part of their contract, assuring that they will not

demonstrate a conflict of interest when evaluating children and recommending direct therapy.

2.03 Administrative, Management and Facility Requirements

The applicant must demonstrate the agency's ability to responsibly administer the grant, including both sustainable fiscal and administrative capability necessary to support the project.

1. The applicant will ensure procedures are in place to protect client confidentiality. These procedures must meet State and Federal standards.
2. The applicant will ensure their most recent financial audit has been submitted to the appropriate state office (see audit section below) and any audit findings identified in that audit have been resolved.
3. Executive administrative and financial staff must be qualified, as indicated by their professional and educational experience detailed in attached resumes.

Successful grant applicants will be required to submit additional agency information with submission of their signed grant agreement, if that information is not current and already on file with DHSS, Grants and Contracts.

Audit Requirements

Federal Requirements: Effective immediately, if you expend $750,000 or more total Federal Financial Assistance in your fiscal year, you 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 defined in 2 CFR 200.

State Requirements Chapter 045 Grant Administration**:** For audit periods that begin or continue on after March 31, 2008, if you expend $500,000 or more total State Financial Assistance in your agency's fiscal year, you are required to comply with the conditions of Alaska Administrative Code, 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 State agency issuing the solicitation to which this statement is attached.

Information on compliance with the State and Federal Single Audit Acts may be obtained from, and audits completed in compliance with the Acts must be submitted to:

State Single Audit Coordinator
Department of Administration
Division of Finance
P.O. 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, and if an audit under 2 AAC 45.010 has not been conducted and submitted to the State Single Audit Coordinator, the grantee must ensure that a fiscal audit of the grantee's operations under the grant program is performed by an independent 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

P.O. Box 110602
Juneau, AK 99811-0602
Telephone: (907) 465-3120

Facility(ies)/Safety and Service Access

1. The applicant must address potential safety concerns for both clients and staff in the management of services proposed in response to this RFP.
2. The applicant must describe how access is provided to clients and how that will enhance the success of the project.
3. All applicants for DHSS grants should have an emergency response and recovery plan for the safe evacuation of clients and staff, and that provides for other potential safety concerns. This plan is mandatory for grantees providing residential and/or critical care services (see DHSS Grant Assurances).

2.04 Support/Coordination of Services

Applicants must coordinate with partners necessary to provide adequate support to the clients and must show, through their proposed project, collaborative efforts within the region and with other potential grantees to ensure full access to EI/ILP services in all communities.

The proposal must include demonstration of necessary partnerships including letters of support and cooperative agreements to the proposal. Agreements must be current and specifically address the services to be provided in this program. Agreements that must be in place include:

1. Memorandum of Agreement (MOA's) or inter-agency agreement/s with the Local Education Agency(ies) (LEA) that serve the geographic region the applicant proposes to serve.
2. MOA's or inter-agency agreement/s with the Head Start/Early Head Start agency(ies) or other early childhood initiatives that serve the geographic region the applicant proposes to serve.
3. Working protocol with the local or regional OCS office(s) that serve the geographic regions the applicant proposes to serve.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility (Who May Apply)

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). They include nonprofit organizations; municipalities and Regional Educational Attendance Areas or other political subdivisions of the state; other State agencies; and Alaska Native Tribes. The following documentation of eligibility is required for Nonprofit Corporations or Alaska Native Tribal applicants:

1. **A Nonprofit Corporation or a Nonprofit Subsidiary of a Nonprofit Corporation.** The agency must be listed on the United States Internal Revenue Service's most recent register of Tax-exempt organizations, or provide a copy of the organization's current State of Alaska Certificate of Incorporation clearly establishing nonprofit status. Nonprofit subsidiaries must also submit a letter from the parent organization confirming nonprofit status;
2. **An Alaska Native entity as defined in 7 AAC 78.950(1).** The entity must submit with their application a legally binding resolution waiving the entity's sovereign immunity to suit, using the template provided. This form is designed to encompass the multi-year grant duration period identified in subsection 3.05. To be eligible for consideration, the resolution must include authorization compliant with the tribe's constitution:
    i. Federally recognized tribes for which the tribal constitution grants authority to the tribal council to

waive sovereign immunity and enter into a grant agreement on behalf of the tribe.

ii. Federally recognized tribes for which the tribal constitution requires a majority vote of the tribal membership to waive sovereign immunity and enter into a grant agreement.

Applicants must also submit in GEMS, or have on file with DHSS, a valid State of Alaska business license and a current governing board member list with titles, contact information, and terms of office. The list must include emergency contact information outside the applicant agency for one or more responsible officers of the governing board.

Applicants who have a previous contract or grant to help write this current RFP will be precluded from submitting a proposal unless a written statement of refusal of the contract or grant funds is attached. Proposals submitted without this statement shall be deemed non-responsive.

3.02 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this Request for Proposals including all attachments and guidelines identified herein; 7 AAC 78 and any other applicable statutes and regulations. Copies of these may be accessed through the contact person listed 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 their 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 Request for Proposals for defects and questionable or confusing content. Questions about the RFP that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the Contact Person in the cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared to be of a substantive nature. The applicant will be directed to state the question in writing. Questions of a substantive nature must be received, in writing, at the email address listed on the cover page of this RFP, no less than ten days before the deadline for receipt of proposals (see the Deadline for Written Inquiries on the cover page of this RFP). This will allow issuance of any necessary amendments to all prospective applicants. **(Please note: Technical assistance will not be available after 4:00 PM AKST the day of the proposal deadline.)**

Applicants are responsible for monitoring the State's Online Public Notice website located at: http://aws.state.ak.us/OnlinePublicNotices/ for any subsequent clarifications or amendments that may be issued regarding this solicitation.

3.04 Proposal Costs and Content

The Department will not be responsible for any expenses incurred by the grantee 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 of Grant

This RFP is for a 3-year period, beginning 7/1/2017, through 6/30/2020. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The 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 for year one of the grant only. Funding in the subsequent year(s) will require submission and approval of documents needed to update service plans, evaluation measures and budgets. Grantees will be notified by Grants and Contracts of specific submission requirements necessary to qualify for consideration of continued funding.

3.06 Proposal Review

Following the deadline for receipt of proposals, DHSS staff will verify all submission requirements have been met. No amendments or corrections will be accepted after the deadline unless they are 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 to competing offerors** before notice of grant award has been issued.
2. DHSS staff will evaluate each grant 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 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**. DHSS staff will also review relevant documentation and information regarding the applicant that is available to the department. Recommendations regarding whether each proposal should be financed, and at what level, 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. Then as a committee, they 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 will include in their review discussion of each proposal's merits. Recommendations will include approval or disapproval for award, modifications to the proposed project, special compliance conditions, and ranking proposals in priority order.

All advisory recommendations, including staff recommendations, and if applicable the recommendations of the Proposal Evaluation Committee, as well as all other review materials will be submitted for consideration by the Director of the Division, 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, including those from any PEC that may be held, are advisory only, the final decision whether to approve or disapprove grant award, the amount of each award, and whether to impose special conditions or modifications rests with the Commissioner or Commissioner's designee.

PLEASE NOTE: The final decision may include additional considerations, such as the lack of 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, the applicant will be notified of the final funding decision, and any conditions of award or modifications. Following any necessary negotiations for revisions to the proposed budget and scope of services, 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.

Send appeal to:

Valerie Davidson, Commissioner
Department of Health & Social Services
P.O. Box 110601
Juneau, AK 99811-0601

with a **copy** to the Grants Administrator named on the cover page.

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 competitive Request for Proposals 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 grantor 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 by the grantor to be in the best interest of the State.

Section 4 Submission Requirements/Criteria for Proposal

4.01 Minimum Responsiveness Criteria 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 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, please verify the following criteria pertaining to non-profit status.

Evaluation/Review Criteria		Review	Points
a	The agency must be listed on the State's non-profit corporation database "in good standing." The link to the database is http://commerce.alaska.gov/CBP/Main/CBPLSearch.aspx?mode=Corp; **and/or**	☑	
b	The agency is listed on the federal tax exempt site indicating current 501(c)3 status. The link to the database is http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check.	☑	
c	If the agency is a non-profit subsidiary, a verifying letter from the parent non-profit agency must be uploaded to the applicant's agency record in GEMS. The parent corporation must meet criteria a and/or b.	☑	

2 If applying as a Federally recognized tribal entity, please verify the following criteria.

Evaluation/Review Criteria		Review	Points
a	A correct Waiver of Sovereign Immunity is included as an attachment to the proposal and indicates the correct fiscal years and duration of the solicitation.	☑	
b	The tribe is listed on the Federal Register as an Alaska Native entity recognized & eligible to receive services from the U.S. BIA http://www.gpo.gov/fdsys/pkg/FR-2015-01-14/pdf/2015-00509.pdf.	☑	

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

Evaluation/Review Criteria		Review	Points
a	The agency is either another State Agency, such as the University; an incorporated municipality (verify at http://commerce.alaska.gov/dcra/DCRAExternal/community); or an REAA under AS 14.08.031 (verify at http://education.alaska.gov/facilities/pdf/doe2013map.pdf).	☑	

4 Please sign the DHSS State Assurance form.

Evaluation/Review Criteria		Review	Points
a	DHSS State Assurance form is completed, signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	☑	

5 Verify the applicable criteria below are met if the program is federally funded.

Evaluation/Review Criteria		Review	Points
a	The Federal Assurance and Certification form is completed, signed, and dated by a person authorized to enter into legal agreements on behalf of the applicant.	☑	
b	The applicant's agency record in GEMS contains the required Federal Funding Accountability and Transparency Act (FFATA) information and is complete.	☑	

6 Please ensure the following information is uploaded to the applicant's agency record in GEMS.

Evaluation/Review Criteria	Review	Points

a	The applicant's agency record in GEMS contains a current governing board member list with contact information.	☑	
b	The applicant's agency record in GEMS contains all other agency funding information received and applied for, including state and federal grants.	☑	
c	The applicant's agency record in GEMS contains a valid State of Alaska business license number (verify at https://www.commerce.alaska.gov/cbp/Main/CBPLSearch.aspx?mode=BL).	☑	

7 Please ensure the current approved Federally Negotiated Indirect Cost Rate Agreement is attached to the applicant's agency record in GEMS, if applicable.

Evaluation/Review Criteria		Review	Points
a	The applicant's agency record in GEMS contains a current approved Federally Negotiated Indirect Cost Rate Agreement.	☑	
b	If the Federally Negotiated Indirect Cost Rate Agreement is expired, verify there is written confirmation from the cognizant federal agency they are accepting the most recent rate until a new agreement is approved.	☑	
c	If the organization does not have a federally negotiated indirect rate agreement, the total administrative costs allocated to each budget category must not exceed 25% of the total grant award. Refer to subsection 1.06 for allowable administrative costs.	☑	

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

1 Verify the following criteria pertaining to past performance and history of compliance are met.

Evaluation/Review Criteria		Review	Points
a	Prior year(s) reporting is complete and timely (includes fiscal, narrative and data reporting).	☑	
b	Required audits have been submitted (verify at http://doa.alaska.gov/dof/ssa/ssainfo.html). Prior year audit exceptions, if any, are resolved (verify by contacting the Finance Management Services audit section at http://dhss.alaska.gov/fms/Pages/Audit.aspx).	☑	

c	Prior year(s) activities demonstrate effective delivery of services. Review could include tangible documentation such as prior year performance reports, audit reports, site visits, etc.	☑	
d	Program historically maintains required standards as demonstrated in quality assurance reviews, licensing or certification standards, etc.	☑	

2 In the text box below, describe the previous experience that your agency has in providing services similar to those being proposed. Include time period over which services were provided and target population served. Scan and attach as a single document references and documentation from prior funders and certifying/oversight agencies. See section 2.01 for examples of relevant reference documents.

Evaluation/Review Criteria		Review	Points
a	The applicant's previous experience in providing similar services or projects meets the requirements of the RFP.	☐	10

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

1 In the document upload field below, submit a strategic work plan that includes implementation strategies, timelines, and that addresses program goals, objectives and outcomes stated in the RFP (see subsection 1.02).

Evaluation/Review Criteria		Review	Points
a	The strategic work plan is attached and demonstrates a thorough understanding of the Part C/IDEA, with reference to policies and procedures and training plans needed to administer the program.	☐	20
b	The strategic work plan demonstrates how the program will achieve the nine anticipated outcomes specified in subsection 1.02.	☐	20
c	Proposed goals and anticipated outcomes are achievable and compatible with program goals and planning documents.	☐	10
d	Proposed timeline for project implementation of the applicant's strategies is reasonable and compliant with grant program timelines.	☐	5

2 In the document upload field below, attach the Evaluation Plan that includes indicators and data gathering strategies that will be implemented to address the Department's performance measures for Results Based Budgeting.

Evaluation/Review Criteria		Review	Points
a	The applicant's Evaluation Plan includes indicators and data gathering strategies designed to provide the data needed to report the project's progress in meeting the Department's performance measures for this program.	☐	15

3 In the text box below, describe the proposed service delivery model(s) to be utilized in the proposed project.

Evaluation/Review Criteria		Review	Points
a	Service delivery strategies and practices are evidence-based and appropriate to the individual needs of Part C enrolled infants and toddlers and their families.	☐	15
b	Proposed service delivery model(s) is well developed, reasonable and support program intent.	☐	10
c	Proposed model(s) for service delivery describes how the program will provide services to families with children who experience low incidence disabilities in compliance with IDEA.	☐	10

4 In the text box below, describe the reporting that will be performed for the proposed program, including your agency's ability to access the EI/ILP web database.

Evaluation/Review Criteria		Review	Points
a	Applicant's proposed reporting meets program database requirements specified in subsection 1.04.	☐	15

5 In the text box below, provide a statement of need that clearly describes the target population and the area/communities to be served by the proposed project.

Evaluation/Review Criteria		Review	Points
a	Applicant identified how many children and families will be served by various program activities.	☐	10
b	Applicant demonstrated sufficient administrative capacity to serve all proposed communities.	☐	10

c	The target population and services area are clearly identified and meet the intent of the RFP/IDEA.	☐	5
d	The need for program activities are supported by statistics and data or a local needs assessment, citing the source(s); information from knowledgeable local persons and organizations; and evidence drawn from the applicant's experience.	☐	5
e	Applicant described how the target group will be linked or referred to these services.	☐	5
f	Applicant has indicated how the proposed services will impact the stated problem and how they relate to the existing services (see subsection 1.05)	☐	5

6 Submit the proposed State Funds Budget for the program, including narrative, details, and matching funds availability. Verify the following criteria are met.

	Evaluation/Review Criteria	**Review**	**Points**
a	The totals, overall and by line item, are correct, and the narrative and detail are mutually consistent.	☑	
b	Cost line items are for allowable costs under 7 AAC 78.160, and are in compliance with program administrative cost restrictions.	☑	
c	If there are Travel costs, ensure they are consistent with 7 AAC 78.160(h) & (i), and with any requirements or limitations imposed by the program.	☑	
d	If there are Equipment or Subcontract costs, ensure they are allowed by the program and are consistent with 7 AAC 78.280.	☑	
e	The Indirect Cost line item in the budget is compliant with Federally Negotiated Indirect Cost Rate Agreement "specific" rates and exemptions applicable to the cost.	☑	
f	Proposed budget is supportive of program intent and costs are reasonable per proposed service delivery area, per service type, and per number of families served.	☐	10

g	Budget Detail(s) and Narrative(s) are achievable with demonstrated resources.	☐	10
h	Budget Detail(s) and Narrative(s) show coordination of all anticipated Federal, State and local dollars that will be used to implement a comprehensive local EI/ILP Program.	☐	5
i	Proposed budget limits the total administrative costs to no more than 25% of the total grant award as required under Section 1.06.	☐	5
j	Budget Detail(s) and Narrative(s) include anticipated receipts and expenditures for all grant income.	☐	5
k	Budget Detail(s) and Narrative(s) include estimated cost (per diem, lodging, etc.) to travel to Anchorage for two Coordinator Meetings and the All Staff Training.	☐	5

7 Submit the proposed Federal Part C Funds Budget for the program, including narrative, details, and matching funds availability. Verify the following criteria are met.

Evaluation/Review Criteria		Review	Points
a	The totals, overall and by line item, are correct, and the narrative and detail are mutually consistent.	☑	
b	Cost line items are for allowable costs under 7 AAC 78.160, and are in compliance with program administrative cost restrictions.	☑	
c	If there are Travel costs, ensure they are consistent with 7 AAC 78.160(h) & (i), and with any requirements or limitations imposed by the program.	☑	
d	If there are Equipment or Subcontract costs, ensure they are allowed by the program and are consistent with 7 AAC 78.280.	☑	
e	The Indirect Cost line item in the budget is compliant with Federally Negotiated Indirect Cost Rate Agreement "specific" rates and exemptions applicable to the cost.	☑	

f	Proposed budget is supportive of program intent and costs are reasonable per proposed service delivery area, per service type, and per number of families served.	☐	10
g	Budget Detail(s) and Narrative(s) are achievable with demonstrated resources.	☐	10
h	Budget Detail(s) and Narrative(s) show coordination of all anticipated Federal, State and local dollars that will be used to implement a comprehensive local EI/ILP Program.	☐	5
i	Proposed budget limits the total administrative costs to no more than 25% of the total grant award as required under Section 1.06.	☐	5
j	Budget Detail(s) and Narrative(s) include anticipated receipts and expenditures for all grant income.	☐	5
k	Budget Detail(s) and Narrative(s) include estimated cost (per diem, lodging, etc.) to travel to Anchorage for two Coordinator Meetings and the All Staff Training.	☐	5

8 In the document upload field below, upload a copy of your agency's billing policies.

Evaluation/Review Criteria		Review	Points
a	Proposal includes a copy of the agency's billing policies that are compliant with the requirements specified in the Alaska Medicaid Assistance Program section of subsection 1.06.	☐	10

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

1 In the text box below, describe the staffing levels and the qualifications of EIS Providers. Scan as a single document the job descriptions, resumes and required professional credentials for EIS Providers.

Evaluation/Review Criteria		Review	Points
a	Proposal demonstrates that all direct care EIS service providers will be provided, at a minimum, documented monthly supervision by an EI/ILP professional who is qualified at Level 10 or Level 11 on the SEED Professional Development Career Ladder (EI/ILP Track),	☐	20

b	EIS Providers providing services are qualified and possess core competencies as demonstrated by the necessary attached professional credentials (e.g. Seed Certificate, Part C credential and professional license) and resume(s).	☐	20
c	Response demonstrates sufficient program staff to meet the needs of the number of children and families served.	☐	20
d	EIS Providers job descriptions support the intent of the RFP and the applicant's proposed project.	☐	10

2 In the text box below, describe the administrative staffing needed for the proposed project. In the document upload field below, scan and attach as a single document the position descriptions for key project personnel. If those positions are filled, include resumes and professional credentials. Also include resumes for administrative staff who will provide supervision, fiscal, reporting, and management needs.

Evaluation/Review Criteria		**Review**	**Points**
a	Administrative staff are qualified as demonstrated by attached resume(s).	☐	10
b	Administrative capacity demonstrates capability to meet reporting and management needs.	☐	10

3 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 adequately addresses the necessary procedures to protect client confidentiality and meet State and Federal standards.	☐	5

4 In the text box below, describe the facilities and location(s) where services will be provided and how that will enhance the success of the project.

Evaluation/Review Criteria		**Review**	**Points**
a	The facilities described are safe and appropriate to the purpose of the program; and the location(s) will enhance access to services by the proposed target population.	☐	5

4.06 Demonstration of Support/Involvement of Service

1 ***In the text box below, describe the collaborative efforts within the proposed service area with other potential grantees to ensure full access to EI/ILP and transition services in all communities. Scan and attach as a single document copies of current agreements and letters of support that specifically address the services to be provided in this program.***

Evaluation/Review Criteria		Review	Points
a	Proposal contains current evidence (e.g. letters of support, memorandums of agreement (MOAs) with local education agencies (LEA) and inter-agency agreements or working protocol) of necessary partnerships, referral and collaborative agreements to the applicant's ability to achieve program goals and desired outcomes.	☐	20
b	Proposal provides a description of the applicant's successful efforts to collaborate with partners to provide full access to EI/ILP services within the proposed service areas.	☐	10