

OHIO DEPARTMENT OF HEALTH SUBRECIPIENT REQUEST FOR PROPOSAL (RFP)

The Ohio Department of Health (ODH) is soliciting proposals for professional services.

1. PROJECT INFORMATION.

- 1.1 Project Title: BCFH SFY24-25 Continuing Operational Support for School-Based Health Centers (SBHCs)
- 1.2 Solicitation Posting Date: Wednesday, December 6, 2023
- 1.3 Inquiry Start Date: Wednesday, December 6, 2023
- 1.4 Inquiry End Dates: Friday, December 22, 2023, by 4 p.m. All questions must be submitted via email to Procurement@odh.ohio.gov by December 22, 2023, at 4 p.m. Questions received after this date will not receive a response.
- 1.5 Solicitation End Date: Wednesday, January 3, 2024, by 4 p.m. All required application components must be received by Wednesday, January 3, 2024, at 4 p.m. Applications should be submitted via email to Procurement@odh.ohio.gov. Each application component must be clearly labeled.
- 1.7 Project Background:

Over the years, School-Based Health Centers (SBHC) have emerged as effective models in improving student access to health care and closing the gap experienced by those who are in disparate populations. Delivering essential preventive and primary care services in the school setting eliminates many barriers to obtaining care such as transportation, missed time at work, lack of provider or medical home and time out of the classroom. Partnerships created by the health care provider and the school community result in safe and healthy environments that support the whole child and ensure that each child can reach their full potential. A whole child approach broadens district and school focus beyond academics to include meeting students social-emotional, physical, and safety needs. SBHCs are well positioned to meet the non-academic needs of Ohio's students while supporting the whole child.

In April of 2022, the Ohio Department of Health (ODH) issued a competitive solicitation to fund healthcare providers to develop and/or expand comprehensive health care services to school districts that resided in high need communities. Funds were distributed to provide health services in or on school grounds through School-Based Health Centers. This was done through a partnership with the Ohio Department of Education and Workforce (ODEW) which utilized the American Rescue Plan Act (ARPA) funding, along with Governor's emergency Education Relief Funds (GEERs) funding from DEW. The funding was for an 18-month period ending 6/30/23, with a no cost extension that extended the project until June 30, 2024.

The Ohio General Assembly included 15 million dollars in the SFY24/25 state budget for ODH, in partnership with ODEW, to support SBHCs. This includes \$7.5 million for each state fiscal year.

1.8 Project Objective:

- Continue to support operations of selected ARPA funded SBHC providers.
- Increase sustainability of newly funded ARPA SBHC sites.
- Increase provision of comprehensive health services to student population in high need areas.
- Continue community engagement and partnership development in SBHC communities.
- Increase comprehensive primary care services including but not limited to Behavioral health for students and families in priority school districts.
- Continue to provide professional development and training opportunities to SBHC staff.

1.9 Project Budget:

A. Operational Funds

- a. ODH has a budget of \$8,000,000 (\$4,000,000 per state fiscal year) for the continuation awards.

B. Optional Data Collection Funds Opportunity Information (Available only in Year One)

a. Data Collection Funds (Year One Only) – Optional

- i. ODH has a total of \$2,000,000 allocated for one-time funding to assist applicants interested in developing a data collection system to collect academic indicators of success. Applicants may apply for these optional funds in addition to the operational funds.

b. Data Collection Deliverable/Opportunity – Optional

- i. School-based health centers (SBHCs) can help address a myriad of illnesses that would otherwise result in out of school time for students. SBHCs can treat students and minimize school tardiness, absences, and early dismissals by providing needed health services on or near school campuses. Students treated at school frequently return to class to finish the school day.

Students without SBHCs who need medical attention often need to be picked up by parents or caregivers to seek medical care off site resulting in loss of school time or “seat time”. Over the length of a school year loss of seat time can impact a school’s attendance rating, overall student success rate and many other academic variables by which schools are evaluated. Documenting the impact SBHCs have on academic success by increasing seat time is a benefit that is important to all who care about improving academic success. This data is critical in advocating the value of SBHCs as effective models of care and worth the investment of funds.

Unfortunately, for many reasons most SBHCs do not collect data that measures disposition of students. To remedy this lack of data collection, ODH is offering one-time funds within this solicitation to assist SBHCs who are interested in creating a data collection system that captures metrics that can be used to evaluate seat time.

Please see additional information below under budget and contractor experience for additional eligibility requirements.

1.10 Project Award:

ODH expects to fund between 8-10 contracts to support continued operations and/or expansion efforts.

1.11 Eligible Applicants

Only healthcare agencies who were previously funded by ODH with the Reducing Barriers to Care-ARPA funds may apply for up to \$1,000,000 for the 18-month project period (2/1/24-6/30/25). Additionally, applicants must have a balance of \$100,000.00 or less or have spent 75% of the award spent of no cost extension funds by February 1, 2024, to be considered for these new operational funds.

Total award amounts may exceed \$1,000,000 if the applicant agency chooses the optional data collection deliverable.

1.12 Project Period: 2/1/2024 – 6/30/2025

ODH reserves the right to execute multiple agreements with awarded provider to fulfill the entire project period, subject to and contingent on the discretionary decision of the Ohio General Assembly to appropriate funds (if needed) for the biennium, satisfactory performance of the awarded providers and the needs of the Ohio Department of Health.

1.13 Agreement Term: 2/1/2024 – 6/30/2025

1.14 Renewal Terms: 12 Months Renewal Term.

At the sole option of ODH, ODH may extend this Contract past the initial Agreement Term for a period of ninety (90) days. Renewal terms may be exercised by mutual agreement between the Contractor and ODH. The cumulative time of all mutual renewals may not exceed one (1) additional year and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this project in each new biennium. If any renewal is exercised, a new contract will be issued at the beginning of the new biennium. ODH may evaluate whether a renewal is appropriate considering the satisfactory performance of the Contractor and the future and continuing needs of ODH's Programs.

2. PROJECT REQUIREMENTS.

A. Project Narrative (should not exceed 10 pages): Applicant will be evaluated and scored based upon information provided in the project narrative. Be as specific as possible when discussing accomplishments please provide data to support your accomplishments where possible.

- Executive Summary.
 - The opening of your Project Narrative should include the name of your organization.
 - The purpose for which you seek funding.
 - The amount of money you are requesting.
 - Describe how funds will be used to increase operations and improve sustainability of the current work.
 - If any new SBHC sites are developed with these funds, provide detailed justification on the need for new site and the population to be served.
- Past Performance.
 - Describe your clinic operations, describe the model of service delivery used in the SBHC sites.
 - Include all services provided.
 - Hours of operation.
 - Staffing Structure.
 - Describe Referral Process.
 - Indicate % or number of students and/or community members served.
 - Describe process for obtaining permission to treat students.
 - What % of school population has permission forms on file to use SBHC.
 - Address any problems/challenges that occurred in previous funding cycle and plans to overcome those challenges.
- Community Engagement – Partnerships.
 - Describe Community Outreach efforts.
 - What Partnerships have you developed.
 - Discuss how the SBHCs engage families and/or care givers.
 - Explain the relationship with the school district(s) you serve. Provide examples of coordination and partnerships that would increase sustainability (e.g., leverage funds, sharing resources etc.)
- Evaluation/QI.
 - Describe the positive impact your Center has had on students.
 - Provide any data related to student, family, and school satisfaction surveys.
- Steps taken towards sustainability.
 - Describe successful billing practices and/or additional revenue practices that you have implemented that assist with sustainability.
 - What % of your students served have insurance.
 - What % of services provided was uncompensated.

- **OPTIONAL DATA COLLECTION DELIVERABLE (Only complete if applying for data collection award)**
 - Describe current data collection system.
 - How much funds are you requesting to develop the data collection system.
 - If additional dollars are awarded for data collection, how will funds be used to collect academic indicators.

B. Budget

- Provide detailed budget include separate budget narrative explaining costs and how additional funds will be used (Use templates provided in Appendix D and Appendix E).
- If applying for Optional Data Collection Award, provide amount requested and include in budget narrative justification for expenses related to data collection deliverable.
- Describe any remaining funds expected as of January 1, 2024, from the no cost extension related to “Removing Barriers to Care”/ARPA funded project and provide detailed description of when the previous funds will be spent down and why additional funds are needed.
- Provide information on new funding opportunities (outside of ODH funds) the applicant is currently exploring or has been awarded to increase sustainability of SBHC.

Restrictions that must be considered while planning the programs and writing the budget are the following:

- **ALLOWABLE COSTS:**
 - Funds must be used to continue to support the work of SBHCs in addressing unmet health care needs in priority communities/school districts. To reinforce the goal of sustainability of services, applicants should consider ways to increase service delivery by expanding services i.e., increasing hours of operation, offering new services in existing sites or by establishing a new SBHC site. New or expanded services must include general primary care and it is strongly encouraged that one or more of the following services be included:
 - Behavioral Health.
 - Oral Health.
 - Substance use disorder.
 - Comprehensive Vision Program.
 - Health Screenings.
 - Case Management Services (e.g., community health workers, social workers, etc.)
 - Supportive services (e.g., health education, language interpretation, and transportation)

Services may be provided to SBHC patients through face-to-face and/or telehealth visits. Where possible and approved by the school district, health services can be extended to students' families and/or community members.

Please note: Telehealth visits must be facilitated by qualified clinical staff.

Funds may also be used to support operational costs, including personnel and supplies, as well as one-time costs related to:

- Travel to annual SBHC Conference with prior approval.
- ODH required training.
- Equipment purchases and telehealth infrastructure.
- Fixed dental operatories or portable dental equipment.
- Electronic Health/Medical Records/Data Collection (Data Collection Award)
- Contracts with Medical Specialists, Behavioral Health Providers, IT consultants if applying for optional data deliverable.

UNALLOWABLE COSTS:

- Funds cannot be used for capital costs (e.g., building renovations, construction of any type, etc.).
- Funds cannot be used to pay for professional licenses.
- Funds cannot be used to provide contraceptive services and/or gender identity counselling.

2.1 Subrecipient Experience Requirement(s):

- This opportunity is only available to who were previously funded by ODH with the Reducing Barriers to Care- ARPA funds may apply for up to \$1,000,000 for the 18-month project period (2/1/24-6/30/25). Additionally, applicants must have a balance of \$100,000.00 or less or have 75% of the of award of no cost extension funds by February 1, 2024, to be considered for these new operational funds.
- Previously funded providers must demonstrate as requested in Project Narrative:
 - Provision of quality comprehensive school-based health services to school population using previous funds "Reducing Barriers to Care"/ARPA funds
 - Ability to seek reimbursement from third party payers where insurance coverage exists.
 - Able to provide services regardless of ability to pay.
 - Has Conducted school and community needs assessment and developed plan of service delivery from data.
 - Provided quality services and has good satisfaction rating with SBHC patients.
 - Successfully engaged community agencies and support from school community.
 - Retains MOU and/or Letters of support with school districts to deliver school-based services on site or on campus.
 - Compliant with ODH/ODE contract reporting requirements with ARRA fund.
 - Ability to attend training and TA meetings as required by ODH.

2.2 Candidate Expertise Requirement:

- Utilizes staff with experience in working in school-based settings.

2.3 Award Requirements:

- If awarded funds applicant agrees to become a member of the Ohio School-Based Health Care Alliance

2.4 Mandatory Licenses &/or Certifications Required:

- All personnel working in the SBHC must have a current and appropriate medical license commensurate with scope of work and employment position within SBHCs.

3.0 SCOPE OF WORK AND DELIVERABLES.

3.1 Scope of Work.

SCOPE OF WORK

Offerors must develop a Work Plan.

The Work Plan must include the following (Please review Appendix B -Work Plan Template to use as a guide):

- Description of use of allocated funds.
- Areas identified for expansion and/or new site development.
- Describe community re-assessment process.
- Describe data collection process used previously when implementing Reducing Barriers to Care"/ARPA project and share relevant data collected.
- Describe health services provided, including telehealth services if appropriate.
- Description of staffing plans with qualifications and credentials of personnel for new and expanded sites.
- Describe community and school collaboration process.
- Demonstrate collaboration and coordination of services between local school district and health care providers through MOUs or letters of agreement.
- Explain process for communicating outcome of SBHC visit with the student, appropriate school staff, families, and medical home following a student's visit.
- Describe efforts for continuity of care, any use of Community Health Workers or case managers, and establishing or connecting with student's medical home.
- Explain coverage to ensure continuity and availability of services or has a plan for coverage outside of school hours (24/7).

Offerors must submit UPDATED Community Engagement Plan

The plan should update activities for each planned SBHC site. There may be one plan, but it should have specific activities reflective of the individual communities where SBHC sites are proposed. The plan will be submitted at the beginning of the project and progress on the plan will be captured in quarterly program reports.

The plan should include the following:

- Describe outreach to families and/or caregivers of students.
- Describe current or planned partnerships with behavioral health organizations.
- Describe outreach for new partnerships.
- Provide list of current community partners.
- Describe how you have updated previous assessment of community/school health care needs.
- Describe collaboration and coordination with other providers/organizations serving the children and adolescents attending the schools where the school-based services exist, including organizations addressing Social Determinants of Health.
- Explain how the subrecipient has provided communication back to partners, school community and families/caregivers during the last 2 years of the SBHC project.

Offerors must attend and participate in Monthly Check-ins Meetings with ODH.

- Develop agenda for each monthly check-in meetings.
- Provide monthly updates via virtual meetings with ODH project coordinator.
- Schedule meetings include educational partners.
- Submit monthly staffing and supplies/equipment billing forms (provided by ODH).

Offerors must attend and participate in Quarterly Reporting Meetings with ODH.

- Offeror must collect quarterly program data on forms provided by ODH program manager.
- Forms and guidelines will be provided after awards are distributed.

Optional Data Collection Deliverable.

- Offeror(s) must create a Data Collection Plan that collects academic metrics such as seat time saved. The data needs to include the following data measures:
 - Date of visit:
 - Time in/out:
 - Reason for the visit:
 - Client disposition: (what happened to the client after each visit)
- Method to Collect Data
 - Explain what process subrecipient will create using the awards provided in this solicitation.
- Data Training
 - Offeror(s) must agree to attend a minimum of one data training arranged by ODH.

- Data Reporting
 - Meet monthly to report on progress.
 - Submit monthly data reports (data template to be created once awards are distributed)

3.2 Deliverables and Due Dates.

DELIVERABLES		DUE DATE
3.2.1	Offerors must submit Work Plan.	March 1, 2024
3.2.2	Offerors must submit a Community Engagement Plan that includes a Partners/Collaborator List.	March 1, 2024
3.2.3	Offerors must attend virtual monthly ODH meetings.	Monthly
3.2.4	Offerors must submit monthly staffing reimbursement forms.	Monthly
3.2.5	Offerors must submit monthly medical/equipment supplies reimbursement forms.	Monthly
3.2.6	Offerors must submit quarterly program reports.	Quarterly
3.2.7	Offerors must develop schedule of monthly touch base meeting and provide data updates.	Monthly
3.2.8	OPTIONAL DATA DELIVERABLE – Offeror(s) must submit a Data Collection Plan.	March 1, 2024

4.0 TECHNICAL EVALUATION CRITERION - PROPOSAL SCORING

OFFEROR'S PROFILE -NARRATIVE		WEIGHT
4.1	Offerors included a summary of past performance including numbers and percentages of permission forms obtained and number of clients served.	10
4.2	Offerors included a summary of proposed project including purpose for funding, amount requested.	5
4.3	If any new SBHC sites are developed with these funds' offerors must provide justification for the need for new site.	10

4.4	Offerors described how funds will be used to increase operations and improve sustainability of the current work.	10
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STAFFING PLAN (PERSONNEL PROFILE)		WEIGHT
4.5	Offerors submitted their Staffing Plan which describes their coverage is to meet clinic operations.	10
4.6	Offerors described their referral process that is in place for specialists that are not available on site.	10
4.7	Offerors described their organizational structure that in details is their defined roles and responsibilities (i.e., who is managing grant, medical director, NP etc.)	10

PROJECT PLAN -NARRATIVE		WEIGHT
4.8	Offerors has provided detail budget that is reasonable and justified.	10
4.8	Offerors has provided a Community and Family Engagement Plan that is explaining their outreach and ways applicants will communicate with families.	10
4.9	Offerors included an explanation on how the needs of a school/community have been assessed.	5
5.0	Offerors has described steps taken towards sustainability including alternative sources of funding.	10
TOTAL		100

CRITERIA	MAXIMUM ALLOWABLE POINTS
Technical Proposal	500
Cost Proposal	200
Total	700

5.0 OPTIONAL DELIVERABLE EVALUATION CRITERION - PROPOSAL SCORING

OPTIONAL DELIVERABLE		WEIGHT
5.1	Offeror(s) has explained how their new data collection system will be implemented.	5
5.2	Offeror(s) has included the requested amount of funds to develop the data collection system.	5
5.3	Offeror(s) included an explanation on how the request amount of funds will be used to collect academic indicators.	5
OPTIONAL DELIVERABLE TOTAL		15

CRITERIA	MAXIMUM ALLOWABLE POINTS
Technical Proposal	100
Cost Proposal	100
Total	200

6.0 INSTRUCTIONS

- 6.1 Scope of Work and Specifications. ODH is authorized to prepare scope of work and specifications to obtain supplies and services. The purpose of the scope of work or deliverables is to describe the supplies or services to be purchased and will serve as a basis for comparison of proposal responses.
- 6.2. Technical Proposal Format. Subrecipient's technical proposal shall address all items in the scope of work and deliverables and be submitted as the "Technical Proposal". Failure to sufficiently address each item may result in ODH's determination that the Proposal does not provide sufficient detail to adequately evaluate the Proposal and is, therefore, incomplete, and nonresponsive. If the Proposal contains elements that exceed the requirements of the RFP, the Proposal should state the degree to which the requirement will be exceeded and how this will be accomplished. Proposals should be prepared simply and economically, providing a straightforward, concise, and complete description of the Subrecipient's proposal and capabilities to perform the Agreement. Emphasis should be on completeness, specificity, and clarity of content.
- 6.2.1. Company Narrative. Responses to the RFP shall include a short narrative describing the following:
- 6.2.1.1. Description of the Subrecipient's experience and expertise conducting projects of similar size and scope.
 - 6.2.1.2. Subrecipient's ability to meet minimum requirements.
 - 6.2.1.3. Subrecipient's capacity to provide the services required.
 - 6.2.1.4. Documentation of Subrecipient's soundness and financial capability to perform the work.
 - 6.2.1.5. List of three (3) references for whom the Subrecipient has performed similar services and deliverables. ODH may, but is under no obligation to, contact the references.

6.2.2. Project Narrative. Responses to the RFP shall include a detailed project narrative describing the following:

- 6.2.2.1. Identification of the objectives, strategies, methodology, services, and deliverables that Subrecipient proposes to provide.
- 6.2.2.2. Use of evidence-based practices, if applicable.
- 6.2.2.3. Timeline for completion of services and deliverables.
- 6.2.2.4. Ability and experience of key project personnel intended to work on the project and their responsibilities to the project. Include resumes.
- 6.2.2.5. Identification and description of any proposed Subcontractors. Subrecipient may not subcontract any work or services of the type described in project scope of work and deliverables without ODH prior written approval.

6.2.3 Project Work Plan. Responses to the RFP shall include a detailed project implementation plan describing the following:

- 6.2.3.1. Clearly identify and discuss with specificity how the Subrecipient will perform the requirements specific to this project, including each item under Scope of Work and Deliverables.
- 6.2.3.2. Description of the location and principal office from which the work is to be performed.
- 6.2.3.3. Identification of the amount of time that led, and key project personnel will be expected to work on the project.
- 6.2.3.4. Description of contingency plans for completing the project, should the lead or key project personnel become unavailable for any reason.
- 6.2.3.5. Identification of any anticipated difficulties in meeting the project specifications and a description of proposed solutions to these difficulties.

- 6.3. Subrecipient's Compensation. Subrecipient's proposed compensation by deliverable shall be submitted as the "Cost Proposal". If in the event an Agreement ensues as a result of this RFP, the Subrecipient will be required to fulfill the Agreement obligations at the amount proposed. The proposed cost must include all costs associated with performing the work, including travel, shipping, overhead, etc.
- 6.4. Proposal Submittal. Subrecipient must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its proposal package. These are two separate components which shall be submitted as separate electronic documents, clearly identified as either "Technical Proposal" or "Cost Proposal" and the RFP number.
- 6.5. When Proposals May Be Emailed. ODH must receive proposals via email by no later than 3:00 p.m., the day the proposals are scheduled to be due. Proposals received after 3:00 p.m. on the scheduled opening date will not be opened.
- 6.6. Where Proposals Must Be Emailed. Proposals must be emailed (no fax, mailed or hand delivered proposals will be accepted) to the following email address: procurement@odh.ohio.gov.
- 6.7. Proposals are a Public Record. Once proposals have been reviewed, they will be forwarded to the ODH Project Evaluation Committee to begin the evaluation process. After proposals are opened, they are public records as defined in Ohio Revised Code Section 146.43 and are subject to all laws appurtenant thereto. Subrecipient may request that certain information, such as trade secrets or proprietary data, be designated as confidential and not considered as public records. Pricing is not considered confidential. The decision as to whether such trade secrets or proprietary data shall be disclosed shall rest solely with ODH.
- 6.8. Withdrawal of Proposal Prior to Scheduled Opening. Subrecipient may withdraw a proposal by written request any time after ODH receives the proposal and before scheduled opening.
- 6.9. Withdrawal of Proposal After Scheduled Opening. Subrecipient may by written request withdraw its proposal after scheduled opening if there is reasonable proof that an inadvertent mistake was made, and the correction cannot be determined with reasonable certainty.

- 6.10. Correction of Proposal Before Scheduled Opening. If a Subrecipient withdraws its proposal and resubmits it with revisions, the revisions should be clearly identified and initialed by the Subrecipient. Any corrections must be completed off the ODH premises.
- 6.11. Correction after Scheduled Opening. ODH may permit a Subrecipient alleging an inadvertent error to correct its proposal after opening, only if the mistake and the correction are clearly evident from the proposal and correction does not affect the amount of the proposal or otherwise give the Subrecipient an unfair competitive advantage.
- 6.12. Proposals are Firm for 90 Days. Unless stated otherwise, once opened all proposals are irrevocable for ninety (90) days. Beyond ninety (90) days, the Subrecipient will have the option to honor their proposal or make a written request to withdraw their proposal from consideration.
- 6.13. Rejected Proposals. ODH may reject any proposal in whole or in part, if any of the following circumstances are true:
- 6.13.1. Proposals are not in compliance with the required format stated in the RFP.
 - 6.13.2. Proposals do not address all the requirements of the RFP.
 - 6.13.3. The price is excessive in comparison with market conditions or with the available funds of the Agency.
 - 6.13.4. ODH determines that awarding any item is not in the best interest of the Agency.
- 6.14. Alternative Proposals. A Subrecipient may desire to submit an alternative proposal that achieves the purpose, specifications, and scope of ODH's request. A Subrecipient submitting an alternative proposal shall clearly identify and quantify the advantages of the alternative.
- 6.15. Proposal Preparation. ODH assumes no responsibility for costs incurred by the Subrecipient prior to the award of the Agreement resulting from this RFP. Proposals may not include any amounts attributable to its preparation.
- 6.16. Subrecipient May Request Clarification. If a Subrecipient discovers an inconsistency, error or omission in this RFP, the Subrecipient should request clarification from ODH Office of Procurement Services. Such clarification may be made only through email. No other form of clarification is acceptable. Failure of Subrecipient to comply may result in the Subrecipient being deemed not responsive.
- 6.17. Communication Prior to the Response Due Date. From the Release Date of this RFP until the date of the Agreement award, there shall be no communications concerning this RFP between any Subrecipient who may ultimately submit a Proposal and any employee of ODH involved in the issuing of the RFP, or any other state employee who is in any way involved in the ODH project, except as follows:
- An ODH employee may send communications to potential Subrecipients with a link to ODH's RFP announcement after the Release Date to encourage a diversity of Subrecipients to submit a Proposal.
- 6.18. ODH Modifications to the RFP. When it is necessary to modify an RFP prior to the RFP opening, ODH does so by written addendum only. Revisions to an RFP, after the RFP opening, shall be distributed to only those Subrecipients that submitted a proposal. A Subrecipient may elect to withdraw the proposal, provided that the Subrecipient files a written request within ten (10) calendar days of DOH's distribution of the addendum.
- 6.19. Unit Costs. Subrecipients shall not insert a unit cost of more than two (2) digits to the right of the decimal point. Digits beyond the two (2) will be dropped and not used in the evaluation of the proposal.
- 6.20. Responsive Subrecipient. A Subrecipient is responsive if its proposal responds to the RFP completely and contains no irregularities or deviations from the RFP that would affect the proposal or otherwise give the Subrecipient an unfair advantage.
- 6.21. Responsible Subrecipient. ODH will determine if a Subrecipient is responsible using the following factors:
- 6.21.1. Experience of the Subrecipient.
 - 6.21.2. Subrecipient's financial condition.
 - 6.21.3. Subrecipient's conduct and performance on previous Agreement.
 - 6.21.4. Subrecipient's facilities.
 - 6.21.5. Subrecipient's management skills.

6.21.6. Subrecipient's ability to execute the Agreement properly.

6.21.7. Review of Federal and State debarment lists.

- 6.22. Information Requested. ODH may request additional information to evaluate a Subrecipient's responsiveness to the RFP or to evaluate a Subrecipient's responsibility. If a Subrecipient does not provide the requested information, it may adversely impact ODH evaluation of the Subrecipient's responsiveness or responsibility.
- 6.23. Samples. ODH may require Subrecipients to provide samples or examples of work, at the Subrecipient's expense. Samples must be clearly identified by the Subrecipient, the RFP number, and the item the sample represents. ODH will return samples that are not destroyed in testing, at the Subrecipient's expense, upon the Subrecipient's timely request. ODH may keep the samples of the Subrecipient awarded the Agreement until the completion of the Agreement.
- 6.24. Estimated Usage. Unless otherwise stated, the usage indicated for each item(s), if applicable, are to be considered as estimates only and should be considered as information relative to potential purchases that may be made from the Agreement. ODH makes no representation or guarantee as to the actual amount of the item(s) to be purchased.
- 6.25. Technical Proposal Evaluation. Proposals submitted by Subrecipients that do not meet the minimum requirements will not be evaluated. Proposals determined by ODH to lack completeness, specificity or clarity of content may be deemed nonresponsive and, therefore, will not be evaluated. The remaining proposals will be evaluated, scored, and ranked by a committee of selected staff. Proposals will be evaluated by the technical review criteria.

The evaluation committee will assign a numerical rating to each technical competency in the above section 7 table of the RFP based upon a review of that Subrecipient's Proposal. The ratings are to be awarded as follows:

0 Points	Does Not Meet	Proposal does not comply with the requirements.
1 Point	Weak	Response does not substantially meet the requirements.
2 Points	Moderate	Proposal meets most of the requirements but is weak in some areas.
3 Points	Meets	Proposal meets all requirements.
4 Points	Strong	Proposal substantially exceeds requirements.
5 Points	Greatly Exceeds	Proposal significantly exceeds requirements.

The value assigned to each criterion is only a value used to determine which Proposal is the most advantageous to the Agency in relation to the other Proposals that ODH received.

The evaluation committee will evaluate each proposal and award up to the maximum amount specified for each criterion. A proposal must receive a total technical score of at least 300 points (60 percent of the maximum total technical score of 500) for ODH to consider awarding an Agreement for that proposal.

- 6.26. Presentations and Interviews. ODH may require top Subrecipients to be interviewed. Such interviews will provide a Subrecipient with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow ODH an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The interviews will be scheduled at the convenience and discretion of ODH. ODH may record any presentations and interviews. The one (1) to three (3) highest scoring Subrecipients; but no more than the top three (3) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the subrecipient's expense, if applicable.
- 6.27. Cost Proposal Evaluation. The cost proposal will be subject to a thorough review by ODH, but it will not be assigned a scoring value. Evaluation will focus on the completeness, accuracy, and reasonableness of the proposed cost that is required to be outlined in the budgetary forms in Appendix F and Appendix G to ensure alignment with the project requirements.

These evaluation elements will include the following:

- Are the budgetary forms contained in Appendix F & G completed? (Yes / No)
- Is the Cost Proposal detailed and reasonable for the amount of work as described in the Technical Proposal? (Yes/ No)

- 6.28. Final Stages of Evaluation. Subrecipient with the highest point total from all phases of the evaluation will be recommended for the next phase of the evaluation.

If ODH finds that one or more Proposals should be given further consideration, ODH may select one or more of the highest-ranking Proposals to move to the next phase. ODH may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal Evaluation Phase.

- 6.29. Clarifications & Corrections. During the evaluation process, ODH may request clarifications from any potential Subrecipient under active consideration and may give any Subrecipient the opportunity to correct defects in its Proposal if ODH believes doing so does not result in an unfair advantage for the Subrecipient and it is in ODH's best interests. Any clarification response that is broader in scope than what ODH has requested may result in the Subrecipient's proposal being disqualified.

- 6.30. Agreement Negotiation. It is at the discretion of DOH whether to permit negotiations. A Subrecipient must not submit a proposal assuming there will be an opportunity to negotiate any aspects of the RFP. When it has been determined that it is in the Agency's best interest to conduct negotiations, ODH may request a submission of a best and final quotation.

- 6.31. Agreement Award. The ODH Project Committee evaluating the Proposals and, if applicable, the Presentations will recommend to the Director of Health the award of an Agreement based upon the total Subrecipient score and whether awarding an Agreement will result in obtaining the best value and advantage to ODH. The Director's award of an Agreement will be identified by the Director's signature on the Agreement. The Director's award is final and not appealable. ODH at any time may determine that award of an Agreement is not in the best interest of ODH and may reject, cancel, or re-issue this RFP in whole or in part.

- 6.32. Agreement Contents. If this RFP results in an Agreement award, the Agreement will consist of this RFP, along with attachments, addenda, purchase orders, change orders, and terms and conditions. ODH reserves the right to award multiple Agreement under this RFP.

- 6.33. Subrecipient Start Date. ODH expects the Subrecipient to commence work upon Agreement execution. If the Subrecipient is unable or unwilling to commence work, ODH reserves the right to cancel the award and resume the evaluation process with the next most advantageous proposal.

- 6.34. Non-Collusion Certification. The Subrecipient certifies that he/she is (sole owner, partner, president, secretary, etc.) of the party making the forgoing proposal, that such proposal is genuine and not collusive or sham; that Subrecipient has not colluded, conspired or agreed, directly or indirectly, with any Subrecipient or person, to submit a sham proposal; or colluded or conspired to have another not proposal; and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the proposal price of its proposal or any other Subrecipient, or to fix any overhead, profit or cost element of the proposal price, or of that of any other Subrecipient, to secure any advantage against any Subrecipient or any person or persons interested in the Agreement and that all statements contained in the proposal are true; and further, that the Subrecipient has not, directly or indirectly, submitted this proposal, or the contents thereof, or divulged any related information or data to any association or to any member or agent of any association.

- 6.35. ODH Withdrawal of the RFP. ODH reserves the right to withdraw the RFP at any time prior to the award the Agreement.

6.36. Damages Arising from RFP Specifications. A Subrecipient may not be compensated for damages arising from inaccurate or incomplete information in the RFP, specifications or from inaccurate assumptions based upon the specifications.

6.37. Protests. Objections to the Agreement award may be filed through a protest. Such protest must comply with the following information:

6.37.1. The protest must be filed by a prospective or actual Subrecipient objecting to the award of an Agreement resulting from this RFP. The protest must be in writing and contain the following information:

- 6.37.1.1. Name, address, and telephone number of the protester.
- 6.37.1.2. Name and number of the RFP being protested.
- 6.37.1.3. Detailed statement of the legal and factual grounds for the protest, including copies of any relevant document.
- 6.37.1.4. Request for a ruling by ODH.
- 6.37.1.5. Statement as to the form of relief requested from ODH; and
- 6.37.1.6. Any other information the protester believes to be essential to the determination of the factual and legal questions at issue in the written request.

6.37.2. A timely protest will be considered within the following periods:

6.37.2.1. A protest based on alleged improprieties in the issuance of the RFP, or any other event preceding the closing date for receipt of Proposals which are apparent or should be apparent prior to the closing date for receipt of Proposals, must be filed not later than five (5) business days prior to the Proposal due date.

6.37.2.2. If the protest relates to the recommendation of the evaluation committee for an award of the Agreement, the protest must be filed within fifteen (15) business days of the award communication.

6.37.3 All protests must be filed at the following location:

Ohio Department of Health
Office of Procurement Services, 4th Floor
Attention: Frederick Miller
246 North High Street

6.38. Minority Business Enterprise Program. ODH is committed to making more Agreement and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This RFP contains a sheltered solicitation requirement, which encourages the Subrecipient to seek and set aside a portion of the work to be exclusively performed by Ohio certified MBE businesses. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division website at:

<http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>

To search for Ohio certified MBE businesses, utilize the following search routine published on the DAS Equal Opportunity Division website.

- 6.38.1 Select "Locate MBE Certified Providers" as the EOD Search Area selection.
- 6.38.2 Select "MBE Certified Providers" link.
- 6.38.3 On the subsequent screen select "All Procurement Types" as a search criterion.
- 6.38.4 Select "Search"; and
- 6.38.5 A list of Ohio MBE Certified Service Providers will be displayed.

6.39. MBE Set-Aside. ODH has included in the Evaluation Scoring Formula of this RFP, a provision for the Subrecipient to seek and set aside work for MBE subcontractors. In seeking proposals, the Subrecipient must:

- 6.39.1 Utilize a competitive process to which only Ohio certified MBEs may respond.
- 6.39.2 Have established criteria by which prospective MBEs will be evaluated including business ability and specific experience related to the work requirements.

- 6.39.3 Require the MBE subcontractor to maintain their certification throughout the term of the Agreement, including any renewals; and,
- 6.39.4 Propose the awarded MBE as a subcontractor under this RFP.
- 6.39.5 The following chart details the participation ranges and values that would be awarded to the Subrecipient for MBE participation.

MBE Participation Value Range	
Percentage of Work Offered	Percentage of MBE Points Available
0%	0
1% - 5%	10 Points
6% - 10%	20 Points
11% - 15%	30 Points
16% - 24%	40 Points
25% or greater	50 Points

- 6.39.6 For this RFP Ohio certified MBEs that are the prime must subcontract with an Ohio certified MBE to meet the above requirement.
- 6.39.7 For purposes of calculating the MBE Set-aside points, the State will not award any points for proposed MBE services that are optional elements of the Scope of Work.
- 6.40. MBE Reporting. After award of the RFP, the Subrecipient must submit a quarterly report to the Procurement Manager or designee documenting the work performed by and payments made to the MBE subcontractor. These reports must reflect the level of MBE commitment agreed to in the Agreement. The reports must be filed at a time and in a form prescribed by the Procurement Manager or designee.
- 6.41. Veteran-Friendly Business Enterprise (VBE) Program. The State of Ohio's Veteran-Friendly Business Enterprise (VBE) Procurement program provides preference to certified companies that compete to Agreement with the state to supply the goods or services it needs, including eligible construction services. To be eligible for certification, the applicant business must satisfy one of the following criteria:
 - 6.41.1 At least ten percent of its employees are veterans or on active service.
 - 6.41.2 At least fifty-one percent of the applicant business is owned by veterans or persons on active service.
 - 6.41.3 If the applicant business is a corporation fifty-one percent of which is not owned by veterans or persons on active service, at least fifty-one percent of the board of directors are veterans or persons on active service; or
 - 6.41.4 The business is certified by the United States Department of Veterans Affairs as a Service-Disabled Veteran-Owned Small Business or a Veteran-Owned Small Business and the owner(s) of the business meets the definition of veteran as defined in Rule 123:5-1-01(II) of the Ohio Administrative Code. Information regarding how to obtain this Business Certification can be located at the following link [http://das.ohio.gov/Divisions/EqualOpportunity/BusinessCertification/Veteran-FriendlyBusinessEnterprise\(VBE\)Program.aspx](http://das.ohio.gov/Divisions/EqualOpportunity/BusinessCertification/Veteran-FriendlyBusinessEnterprise(VBE)Program.aspx).

APPENDIX B - WORK PLAN

THIS FORM IS NOT REQUIRED FOR USE. IT IS OFFERED AS A SUGGESTION TO HELP ORGANIZE YOUR EFFORTS. FEEL FREE TO ADJUST FORM AS DESIRED.

Objective: Expand Hours of Operations at Current SBHC Sites

Strategy	Activities	Person Responsible	Timeline	Challenges/Barriers	Solutions to Barriers	Outcome / Accomplishments
1)Extend Hours of SBHC site A by one hour each day	Extend current clinic staff Schedule one additional hour each day at clinic A	Nurse Scheduler	Effective by 2/15/24	Access is limited to school building before school day	Arrange extension after school day with school administrator and/or District. Offer school additional financial support to contract with school maintenance to stay until Clinic is closed.	Clinic hours at Clinic A is extended to 7 am to 5pm. Additional hour from 4 to 5pm
2)Increase family and community awareness of new Clinic Hours	Develop flyer to be sent home to families. Include information in school newsletter	Project Director	1/30/24	None	None	Appointments are being scheduled during 4-5pm time slots



Appendix C – Birth Control and Gender Identity Certification

Ohio Department of Health

Certification That Appropriations Are Not Used for Distribution of Birth Control and Gender Identity Counselling or Therapy

By signing and dating this document, _____

(name of organization)

certifies that it will comply with the Ohio Department of Health stipulations regarding the use of these funds.

(Signature)

(Title)

(Date)



Appendix D – Budget Template
Continuation of Operational Support for SBHCs
2/1/24 – 6/30/25

INSERT Applicant Name	
Expense Title	Total Amount
Develop Work Plan	\$ -
Community Engagement Plan	\$ -
Monthly ODH Meetings (Virtual)	\$ -
Staffing Costs	\$ -
Medical/equipment Costs	\$ -
Quarterly Program Reports	\$ -
OPTIONAL - DATA DELIVERABLE	\$ -
Grand Total	\$ -



Appendix E – Budget Narrative Template

Budget Narrative

As part of your proposal submission, ODH requires a budget narrative to better understand the allocation of resources and the financial considerations associated with your proposal. Please review the example.

Del #	Deliverable Title (Ex. Salary, Fringe, Supplies & Equipment, Contractual, Reporting) • Description and explanation	Project Period 2/1/24-6/30/25
3.2.1	Work Plan <ul style="list-style-type: none"> 20 hours of staff time @ \$15 per hour 	\$300
3.2.2	Submit Community Engagement Plan include list of collaborators. <ul style="list-style-type: none"> Contractual costs for Media Company to develop outreach plan. Printing costs Incentives 	\$25,000 \$5,000 \$1000
3.2.3	Attend Virtual Monthly ODH Meetings. <ul style="list-style-type: none"> 5 staff @ 25 per hour for one hour x 12 months 	\$1500
3.2.4	Submit Monthly Staffing Reimbursement Forms <ul style="list-style-type: none"> Staffing Costs (Salary including Fringe -Provide detail): 50% 2 Case Managers, 50% Job Developers Contractual costs – Behavioral Health Consultant Mileage for staff travel to sites- 5 staff @100 miles per week x 52 weeks @current state rate .52 FOR MILEAGE AT STATE 	\$50,000 \$35,000 \$13,520
3.2.5	Submit Monthly Medical / Equipment Supplies Reimbursement Form: <ul style="list-style-type: none"> Glove, Surg Ltx 6.5 Str2 Txt Lt (40pr/bx 5bx/cs) Analyzer Kit, Test Strp Urine Promo (5vl/cs) Contractual Costs (IT Consulting) 	\$2000 \$5000 \$10,000

3.2.6	Submit Quarterly Program Reports	\$5000
3.2.7	OPTIONAL Deliverable <ul style="list-style-type: none"> • Submit Plan • 2 staff @ \$20/hr x 30 hours • Monthly touch base and data updates • 2 staff @\$20/hr x 12 	\$1200 \$480
	Total Budgeted Amount	\$155,000