



**Solicitation Information  
March 10, 2014**

**RFP# 7548560**

**TITLE: Addressing Toxic Stress in Early Childhood**

**Submission Deadline: Thursday, April 10, 2014 at 10:00 AM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: No**

**MANDATORY:**

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

**DATE:**

**LOCATION:**

Questions concerning this solicitation must be received by the Division of Purchases at [David.Francis@purchasing.ri.gov](mailto:David.Francis@purchasing.ri.gov) no later than **Thursday, March 20, 2014 at 10:00 AM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

David J. Francis  
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## TABLE OF CONTENTS

Section 1 Introduction.....	3
Section 2 Background and Purpose.....	5
Objectives.....	6
Section 3 Scope of Work .....	7
General Scope of Work.....	7
Specific Activities / Tasks .....	8
Section 4 Technical Proposal.....	9
Narrative and Format .....	9
Section 5 Cost Proposal.....	10
Detailed Budget and Budget Narrative.....	10
Section 6 Evaluation and Selection .....	10
Section 7 Proposal Submission.....	11
Appendix 1 Proposal Review Score Sheet .....	14
Appendix 2 Budget Sample .....	15
Appendix 3 Budget Form.....	16

## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Health (HEALTH), is soliciting proposals to conduct work related to developing strategies and implementing systems building activities to identify and enhance services to mitigate the impact of toxic stress and/ or trauma in infancy and early childhood. The objectives and activities proposed in this application will support Rhode Island to reach goals of improving healthy, physical, social and emotional development and supporting children to reach their full potential. Rhode Island will make systems change and implement activities through a collective impact approach to create meaningful, sustainable change at the state and community level.

In accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) The initial contract period will begin approximately July 1, 2014 and end June 30, 2015. Contracts may be renewed for up to four additional 12-month periods based on vendor performance and the availability of funds.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov)
15. Under HIPAA, a "business associate" is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a

Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement

## **SECTION 2: BACKGROUND AND PURPOSE**

The Division of Community, Family Health and Equity is committed to a Life Course approach to improving the public's health and intervening to reduce poor outcomes at the earliest possible point. Taking a statewide systems development approach, through the lens of increasing health equity, will facilitate partners to engage in activities to eliminate disparities, increase access to appropriate services, and supports, and integrate those services that best meet the needs of young children and their families at the earliest possible opportunity. The RFP will focus on implementing systems building activities and developing strategies to enhance services to mitigate the impact of toxic stress and/or trauma in infancy and early childhood.

The objectives in this proposal are consistent with the Successful Start Strategic plan that was developed from 2003 to 2005. This work is particularly relevant to several of the goals in the Successful Start Strategic plan including:

Goal 5: Effective intensive and comprehensive services are available to all children and families with significant risk factors for poor developmental outcomes

Goal 7: Families with young children have access to community based parenting and family support programs

Goal 11: All early childhood services providers have the capacity and ability to support the healthy social-emotional development of young children and families.

The goals and objectives in this proposal also complement those of the Maternal, Infant and Early Childhood Home visiting program (MIECHV), and the Title V Program. This proposal further builds on the work of the ACYF and RI Child Welfare Early Care Partnership created in 2012, led by the Department of Children, Youth and Families. The goals and objectives in the proposal support RI's overall goals of ensuring that all children enter school healthy, ready to learn, and succeed. This purpose is consistent with the mission of the Department of Health: To prevent disease and to protect and promote health and safety of the people of Rhode Island.

### **GENERAL PURPOSE:**

The contractor will be expected to provide expertise/experience or ability in the following areas.

- Experience in program development, management;
- Experience coordinating work with other systems and agencies;
- Capacity to support professionals using standardized assessments within program service delivery;
- Maintaining, managing, and reporting on data relevant to the program
- Achieving specified results

RESULTS:

The Toxic Stress Systems building work will achieve the following objectives:

	<b>Objectives</b>	<b>Indicators of Achievement</b>
1	Work with HEALTH to develop/clarify what is considered toxic stress in early childhood	Definition developed/accepted
2	Determine capacity of systems and programs to identify toxic stress/potential for toxic stress prenatally	Report of state's capacity developed, recommendations made
3	Develop an algorithm based on information collected at birth, that can identify children at risk for, or potentially at risk for, experiencing toxic stress/ trauma	Enhanced systems for recognition, response, and intervention for children and their families who are at risk for experiencing or have experienced toxic stress and/or trauma, including  1. Completed algorithm, and 2. Report describing the process by which it was developed
4	Develop training on conducting outreach using a trauma informed approach  Develop training for staff who interact with families who have young children around using a trauma informed approach and addressing toxic stress	Training developed around outreach strategies Increased outreach using trauma informed approach documented  Curricula/training materials developed
5	Train staff on interacting with families using a trauma informed approach	Documentation of both home visiting staff and primary care staff trained with a goal of training 30 from each discipline annually
6	Evaluate existing tools to determine capacity to screen for/identify toxic stress/ trauma(including existing health supervision tools recommended by the American Academy of Pediatrics)	Assessment of tools used in RI completed Recommendations for new tools or description of how existing tools identify toxic stress/trauma
7	Develop an assessment to identify children (age 1-36 months) at risk of, or experiencing toxic stress/ trauma from if existing tools are determined inadequate	Assessment for at risk children experiencing toxic stress / trauma developed and piloted in different settings
8	With HEALTH, evaluate the feasibility of implementing additional home visits from First Connections at 2 ,4, 6, or 8 months	Recommendations based on data and evaluation presented to HEALTH and/or other advisory bodies
9	With HEALTH, integrate tools that screen for toxic stress/ trauma into settings that currently screen children	Screening better integrates tools that would identify toxic stress/trauma

10	Provide onsite technical assistance to support primary care providers to screen for and address toxic stress with appropriately qualified staff	Technical Assistance to Primary care Providers provided
11	Evaluate the capacity of other early childhood programs (child care, oral health) to identify children who are at risk for experiencing or have experienced toxic and/or trauma	Early detection for children who are at risk for experiencing or have experienced toxic stress/ or trauma
12	Work with appropriate programs to incorporate new capacity to screen for toxic stress/ trauma	Increase capacity to screen for toxic stress/ trauma
13	Support community and state partners to use quality tools and comprehensive assessments	Increase the use of quality tools and comprehensive assessment.
14	With HEALTH develop a model of service co-delivery for home visiting and mental health providers when indicated/appropriate	Model developed
15	Implement a model of service co-delivery for home visiting and mental health providers when indicated/appropriate	In initial 6 months of implementation 25 families receive services
16	With HEALTH assess factors that contribute to toxic stress (socio-economic, environmental, social emotional, physical) and determine RI's capacity to mitigate/address toxic stress trauma	Needs and assets compiled. Recommendations for systems changes or increased program capacity completed

### **SECTION 3: SCOPE OF WORK**

#### **General Scope of Work**

The organization which is awarded this contract must have extensive expertise in early childhood development as well as infant mental health. Specifically, the organization will need to demonstrate expertise in working with children and families who have been exposed to, or at risk of experiencing toxic stress/trauma. The organization will be expected to work with other vendors/agencies that provide parent education, primary care, and home visiting programs to mitigate the impact of toxic stress and trauma. The organization should have experience working with other vendors/agencies. The organization will need to demonstrate a relationship with the RI chapter of the American Academy of Pediatrics as a partner in this work. Resources may be allocated if appropriate. The scope of work of this Request for Proposals builds on the prior work of RI's Early Children Comprehensive Systems building initiative (Success Start), Project LAUNCH, Maternal, Infant and Early Childhood Home Visiting and RI's Child Welfare-Early Care Partnership, the agency should understand these projects/initiatives and describe how it links, would link with these programs.

#### **Requirements:**

Eligible applicants must be community-based, public or non-profit agencies who are in good standing with the federal government. The applicant organization must have competent staff with documented credentials. The applicant will be expected to examine

what job skills the selected programs require and ensure that staff have needed skills. The applicant must provide culturally and linguistically appropriate services for the target population in the proposal.

### **Reporting to Data**

Agencies will be expected to share specific program data with the state agencies on a regular basis.

### **Agreement to Cooperate/ Coordinate with other Agencies**

Agencies will be expected to work with other state agencies that have responsibilities for early childhood programs, any sub-contractors, or other lead agencies for this program and various state advisory boards.

### **Rights to Data and Work Products**

The agency or agencies agree that right to data, work products, etc. revert to the State on payment

### **Confidentially**

The project does not collect or keep information regarding individual children. Confidentially of aggregate information gathered through the program will be maintained at all times. Each vendor will also be responsible for maintaining confidentiality of information at their site.

### **Specific Activities / Tasks**

#### **GENERAL DESCRIPTION:**

1. Work with HEALTH to develop a comprehensive definition of toxic stress in early childhood
2. Work with HEALTH to develop an algorithm based on Level 1 (developmental assessment at birth) criteria that can identify children/families at risk for experiencing toxic stress/trauma
3. Develop training on conducting outreach with a trauma informed approach for staff who interact with families who have young children
4. Train staff who engage in outreach activities on interacting with families using a trauma informed approach
5. Evaluate existing tools to determine their capacity to screen for toxic stress and/or trauma
6. Collaborate with HEALTH to develop a comprehensive assessment, if needed, that can be used with young children (1-36 months) and their families to determine if the child is at risk of experiencing toxic stress and/or trauma
7. Work with HEALTH to integrate tools that screen for toxic stress and/or trauma into current screening systems/settings
8. Provide onsite technical assistance to support primary care providers to implement screening for toxic stress/ or trauma, propose sites

9. Support primary care providers to make referrals to First Connections for children, who are identified as at risk for experiencing or have experienced toxic stress and/or trauma
10. Collaborate with HEALTH, to evaluate other early childhood programs that conduct screening such as parent education, child care, and Early Intervention to determine capacity to identify children who are at risk for experiencing or have experienced toxic stress and/or trauma.
11. Determine if additional screening capacity should be added to existing programs
12. If need for additional screening capacity is identified, work with appropriate programs to incorporate new capacity to screen for toxic stress and/or trauma
13. Work with early childhood programs to make referrals to First Connections for children, who are at risk for experiencing or have experienced toxic stress and/or trauma.
14. Work with HEALTH to develop and implement a model of home visiting that incorporates mental health consultation to both home visitors and families (when appropriate/indicated) to reduce the effects of toxic stress/trauma
15. Support community and state partners to use quality tools and comprehensive assessments with families to ensure that they engage in evidence based programs that have the greatest potential to mitigate the impacts of toxic stress and/or trauma

#### **SECTION 4: TECHNICAL PROPOSAL**

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. **Staff Qualifications** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of early childhood mental health and toxic stress/ trauma.

Position descriptions provided do not dictate that staff must be agency employees. Consultants can be used or the requirement can be filled through a formal written agreement with a sub-contracting agency.

**Project Supervisor: Master’s Degree or Higher:** It is anticipated that this work will require a part time (25%) supervisor to oversee all aspects of the project, with at least 5 years of supervision experience. Supervisor must possess understanding of early childhood mental health, and knowledge of screening and assessment during early childhood. Supervisor must also have experience with and understand systems development.

**Project Coordinator: Master’s Degree:** It is anticipated that this work will require a project coordinator at least half time. The coordinator must have experience/educational background in early childhood mental health, a thorough understanding of early childhood screening and assessment, experience evaluating assessment tools, experience developing training and experience working with

primary care and other types of professionals. The coordinator will work with other initiatives and should have experience working with other state and community agencies. Coordinator must be able to develop materials relevant to existing programs, and support the development of technical assistance to support primary care providers.

**Consultants:** Additional consultants may be proposed as needed/appropriate

2. Capability, Capacity, and Qualifications of the Offeror - Please provide a detailed description of the Vendor's experience that is relevant and demonstrates that the agency/staff can accomplish the tasks outlined in the scope of work and results. See page 14 for scoring criteria
3. Work plan - Please describe in detail, how the scope of work will be accomplished, see pages 6 and 7 for outcomes that must be accomplished and the scope of work expected to be performed by the agency. Please include time frames.

See page 14 for scoring criteria.

#### **SECTION 5: COST PROPOSAL**

Detailed Financial Budget and Budget Narrative:

The Budget Narrative should describe all costs and how these were derived, including staffing, materials, consultants and travel.

The total for administrative costs may not exceed 10% of the total grant and applicants are encouraged to submit proposals which reflect competitive administrative rates.

#### **SECTION 6: EVALUATION AND SELECTION**

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Department of Health reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Quality of the Work plan	35 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

\*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

## **SECTION 7: PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [@purchasing.ri.gov](mailto:info@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7548560** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this

solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked **“RFP# 7548560 Addressing Toxic Stress in Early Childhood”** to:

RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

#### **RESPONSE CONTENTS**

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

#### **CONCLUDING STATEMENTS**

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL:  
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

**Terms of the Contract:**

1. The contract will begin approximately July 1, 2014 and end June 30, 2015. HEALTH reserves the right to renew awards on an annual basis for four (4) additional 12-month period depending on successful performance and availability of funding.
2. To ensure compliance, the Department of Health shall regularly monitor the activities under this contract. The contractor must provide access to any and all materials relevant to the evaluation and monitoring of the activities and requirements described herein.
3. The contractor will be responsible for supervision, performance and adherence to contractual language of all of its subcontractors.
4. The State will retain total discretion of all administrative decisions regarding the management and billing of and/or receipt of payments for services rendered.
5. Cancellation Clause: With a thirty (30) day notice HEALTH may cancel the contract for cause.

APPENDIX 1  
PROPOSAL REVIEW SCORE SHEET

Applicant: \_\_\_\_\_ Proposal Number \_\_\_\_\_

Use one score sheet per proposal.

In order to be eligible for funding applicants must receive a minimum score of **60 points**.

<b>Criteria</b>	<b>Possible points</b>
<p>1. Staff Qualifications</p> <p><input type="checkbox"/> Provided staff resumes/CV</p> <p><input type="checkbox"/> Described qualifications and experience of key staff who will be involved in this project, include any relevant experience/education working with families exposed to toxic stress</p> <p><input type="checkbox"/> Describe staff qualifications/experience working with primary care and home visiting</p>	<p>____ 0-15 Points</p>
<p>2. Capability, Capacity, and Qualifications of the Offeror</p> <p><input type="checkbox"/> Description of the agency, and where this project fits into agency's mission</p> <p><input type="checkbox"/> Organizational Chart</p> <p><input type="checkbox"/> Detailed description of the vendor's relevant experience</p> <p><input type="checkbox"/> Demonstrate the agency/staff can accomplish the tasks outlined in the scope of work and results.</p> <p><input type="checkbox"/> Relationship with RI Chapter of the American Academy of Pediatrics is described</p>	<p>____ 0-20 Points</p>
<p>3. Quality of the Work Plan</p> <p><input type="checkbox"/> Tasks within work plan are described in sufficient detail</p> <p><input type="checkbox"/> Responsible parties are identified</p> <p><input type="checkbox"/> Work plan shows sufficient understanding of the work that agency will be successful</p> <p><input type="checkbox"/> Time lines for tasks are included</p> <p><input type="checkbox"/> Coordination with other entities in state is described</p> <p><input type="checkbox"/> History of collaboration and integrated efforts within the agency or with other agencies is described</p>	<p>____ 0-35 Points</p>
<p><b>Total Possible Technical Points</b></p>	<p><b>70 points</b></p>
<p>4. Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points</p>	<p>____ 0-30 Points</p>
<p><b>Total Points</b></p>	<p><b>100 points</b></p>

**APPENDIX 2**

**BUDGET Sample**

This is a sample budget that the applicant may use to inform their application

<b>Expense Category</b>	
1. Personnel	\$0.00
2. Fringe Benefits	\$0.00
3. Consultants	
Physician Consultant	Not to exceed \$24,000
Outreach and Engagement/staff/consultant	Not to exceed \$30,000
4. In-State Travel	\$0.00
5. Out of State Travel	\$0.00
6. Printing/Copying	\$0.00
7. Office Supplies	\$0.00
8. Telephone/Internet	\$0.00
9. Education Materials	\$0.00
10. Equipment	\$0.00
11. Postage	\$0.00
12. Other Specify (list all other expenses not listed above)	
Mental health consultation to home visiting for families with toxic stress (approximately 40 families per year)	Not to exceed \$150,000
13. Indirect Costs (capped at 10%)	\$0.00
<b>TOTAL</b>	

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by HEALTH; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by HEALTH under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of HEALTH.

**APPENDIX 3**

BUDGET FORM (1 of 2)

<b>Expense Category</b>	
1. Personnel	\$0.00
2. Fringe Benefits	\$0.00
3. Consultants	
Physician Consultant	Not to exceed \$24,000
Outreach and Engagement/staff/consultant	Not to exceed \$30,000
4. In-State Travel	\$0.00
5. Out of State Travel	\$0.00
6. Printing/Copying	\$0.00
7. Office Supplies	\$0.00
8. Telephone/Internet	\$0.00
9. Education Materials	\$0.00
10. Equipment	\$0.00
11. Postage	\$0.00
12. Other Specify (list all other expenses not listed above)	
Mental health consultation to home visiting for families with toxic stress (approximately 40 families per year)	Not to exceed \$150,000
13. Indirect Costs (capped at 10%)	\$0.00
<b>TOTAL</b>	

APPENDIX 3:  
BUDGET FORM (2 of 2)

FISCAL YEAR \_\_\_\_\_

**SALARY AND FRINGE BENEFIT DETAIL**

Name	Position Title	Hourly Rate	Total Number of Hours	Total Salary	Fringe Benefits	Hourly Rate with Fringe Benefits	Salary & Fringe Total
<b>Total Request</b>							

**DETAIL OF CONSULTANT**

Name	Position Title	Hourly Rate	Total Number of Hours	Total Salary	Fringe Benefits	Hourly Rate with Fringe Benefits	Salary & Fringe Total
<b>Total Request</b>							

**EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)**

EXPENSE CATEGORY	DESCRIPTION	COST