

REQUEST FOR PROPOSAL (RFP)

Issue Date: May 19, 2009 RFP# 705BC090

Title: Partners in Prevention

Commodity Code: 95242

Issuing Agency: Commonwealth of Virginia
Virginia Department of Health, Office of Purchasing and General Services
Attention: Beverley Oden
109 Governor Street, Room 1214
Richmond, Virginia 23219

Using Agency And/Or Location
Where Work Will Be Performed: Virginia Department of Health
Division of Women's and Infant's Health
109 Governor Street
8th Floor
Richmond, Virginia 23219

Period of Contract: July 1, 2009 through June 30, 2010 and renewable for four (4) 1-year periods.

Sealed Proposals Will Be Received Until 3:00 P.M. EST on June 2, 2009, For Furnishing The Goods/Services Described Herein.

All Inquiries For Program Information Should Be Directed To: Deborah M. Harris, 804-864-7770 or email
DeborahM.Harris@vdh.virginia.gov. All Other Inquiries Should be Directed To Purchasing and General Services Who May Be
Reached By Calling (804) 864-7526.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND
DELIVERED, THEN DELIVER TO:

Va Department of Health 109 Governor St James Madison Building, 12th Floor Room 1214 Attn: Beverley Oden
Street Address Building Floor Room No. Contact Person

NO LATE PROPOSALS WILL BE ACCEPTED.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference,
The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As
Mutually Agreed Upon By Subsequent Negotiation.

Name And Address Of Firm:

Date: _____

By: _____
(Signature In Ink)

Name: _____
(Please Print)

Title: _____

Zip Code: _____

FEI/FIN NO. _____ Phone: (____) _____

E-mail: _____ Fax:(____) _____

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of
Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age,
disability, or any other basis prohibited by state law relating to discrimination in employment.

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I. PURPOSE:

The purpose of this Request For proposals is to solicit sealed proposals to establish reimbursement contracts through competitive negotiations for the purchase of community based (non-profit or for profit) unplanned pregnancy programs for non-married young adults without increasing the abortion rate in Planning District 15, 16, and/or 19 by the Virginia Department of Health (VDH), Division of Women's and Infants' Health (DWIH), Partners in Prevention Program (PIP), an agency of the Commonwealth of Virginia. Programs must focus on comprehensive, multilevel, long-term intervention methods to reduce the incidence of unplanned pregnancies experienced by single young men and women aged 20-29 years. The goal of this program is to increase the proportion of children born into married, stable, two-parent homes who are committed to the task of raising the next generation. To assist in meeting this goal, PIP promotes the following: healthy relationships, the benefits of marriage prior to conception, effective contraception utilization in sexually active men and women, decreasing high-risk sexual activity, delaying sexual activity prior to marriage, personal responsibility, and healthy attitudes and behavior intentions regarding marriage, career and family.

II. BACKGROUND:

According to the National Campaign to Prevent Teen and Unplanned Pregnancy, "A growing body of evidence suggests that unplanned pregnancies result in serious consequences for both the children and their parents. In particular, families having an unplanned birth are at increased risk for a number of hardships and these risks persist even after accounting for a number of socio-demographic differences that predate the pregnancies studied." Women experiencing an unplanned pregnancy are less likely to obtain prenatal care placing their babies at increased risk for poor birth outcomes such as low birth weight and infant mortality (Logan, 2007). According to a 2006 study that analyzed disparities in rates of unplanned pregnancy in the United States (U.S.), the large majority (69%) occur to unmarried women (Finer, 2006). Data suggest the resulting children face a range of developmental risks such as poorer physical and mental health (Crissy, 2006; Shapiro-Mendoza, 2004). Further, approximately one-third (35%) of all births fathered by men are unplanned. Children born into a single parent home are more likely to have poorer school performance, lower college aspirations, and higher divorce rates (Hymowitz, 2006). Thus, decreasing the proportion of unplanned pregnancies will assist in reducing the number of non-marital births, which ultimately increases the proportion of children born into environments better suited to support growth and development. The National Campaign estimates that if all unwanted pregnancies were prevented, the non-marital birth rate would decrease by 26 percent.

During 2001, in the U.S, nearly three-quarters (74%) of all unplanned pregnancies were experienced by women under the age of 29 and nearly one-third of all non-marital births were experienced by women in their 20s (Finner, 2006). In the U.S. more than half and approximately one-third of the births fathered by men aged 20-24 and 25-29, respectively, are unplanned. At the time of the birth of their first child, approximately half of men aged 20-24 and 18 percent of men 25-29 were unmarried. Since 1986, Virginia has remained below the U.S. average for non-marital birth. Although the rates for both the U.S. and Virginia continue to rise, the rate of increase experienced by Virginia is substantially less. Most notable, this rate differential widened after the inception of the PIP program in 1998. In Virginia, among young adults aged 20-29, non-marital births continue to increase from 54.2% in 1997 to 62% in 2006 (Virginia Health Statistics Annual Report, Vol. II 2006).

Family stability has a significant impact on health and social outcomes for children, women, and families. Yet, over half of single women experiencing an unplanned pregnancy and birth were not in a committed relationship at conception. Further, the majority of unmarried women experiencing an unplanned birth do not marry the biological father. Two years following the birth, as a result of an unplanned pregnancy, greater than one third of unmarried women will experience dissolution of the relationships with the fathers. Single mothers are twice as likely as their married counterparts to raise a child in poverty. Children are more likely to display emotional and social behavioral problems when a father is not living in the home (Blackenhorn, 1996). Also, men play a key role in reducing the rate of unplanned pregnancy, yet the majority (52%) of sexually active, unmarried men between the ages of 15-44 years report not using a condom. Most notable, 55% and 44% of those aged 20-24 and 25-29, respectively report no condom use. Also, only 22 percent of unmarried, cohabitating men report condom use (Martinez, 2006).

Cohabitation outside of marriage also poses significant risk factors to women and children. Statistics and census data show that the number of unmarried couples living together in the U.S. has been steadily increasing. Women cohabitating outside of marriage report a higher incidence of domestic violence and lower levels of happiness than do married women. Approximately 40% of households now contain children living in single parent, never-married households (Rodriguez, 1998). These children are more likely than children born to married couples to present with cognitive and behavioral disorders. These children are also at greater risk for impaired peer relationships and teen pregnancy.

In 1999, VDH issued the first RFP for five-year contracts for the establishment of non-marital birth and abortion reduction programs. The PIP program, when originally conceived, was based on the bottom up concept that communities knew best what would work in

their community. Each community determined what interventions would work the best and developed their own non-marital birth reduction programs. Awards were made to communities that acknowledged a problem existed and showed a commitment to address the problem with the formation of a community based coalition. The second RFP, issued in 2004, required vendors to offer multi-level over-time interventions and administer the core instrument to participants at baseline and post intervention. In addition, to be eligible for an award under this RFP, vendors must have served communities with non-marital birth rates higher than the total 2002 state percentage (30.5%).

Over time the PIP program has benefited from the knowledge gained through observations of the various community strategies and interventions, on-going evaluation process, and core instrument data. Based on research on how to inform and change concepts and behaviors, social marketing, best practices and the multiple PIP program evaluations, it is clear that some programs work better than others in reaching and effecting changes in knowledge, skills and behaviors in the program target population of single men and women aged 20-29. Based on this information, the PIP program will require changes in programs to develop and implement intervention strategies that strongly focus on reducing the risk of unplanned pregnancy in single adults, target both men and women, and are likely to have a greater likelihood of achieving the outcome of reducing non-marital births.

III. STATEMENT OF NEEDS:

- A. Contractors shall establish programs that are comprehensive, multilevel (e.g. individual and community), long-term interventions that will have a noticeable impact on non-marital births and the abortion rates in young adults aged 20-29 in those communities (city and/or county) that exceed the total state percentage of 35.3% of non-marital births in 2007. (See Attachment A for locality non-marital birth rates in 2007.)
- B. Programs must have extended contact over time with cohort groups. Research has found that “one-shot” programs or programs that have limited contact with participants such as pamphlet distribution, single lectures, or health fairs are ineffective across a broad range of areas, including the inhibition of premarital sexual activity. Programs must have participant involvement in activities that begin and end over an established period of time. Research has shown that simply providing information alone is much less effective. A combination of information given with skills development such as job readiness, financial management, physical fitness, etc. or providing information and motivation training (e.g. goal setting) are more effective techniques.
- C. The areas of focus and goals of the program are: healthy relationships; the benefits of marriage prior to conception; effective contraception utilization in sexually active men and women; decreasing high-risk sexual activity, delaying sexual activity prior to marriage; personal responsibility; and healthy attitudes and behavior intentions regarding marriage, career and family.
 1. Contractors must partner and/or collaborate with other community entities, organizations or local government(s) to reduce non-marital births and the abortion rate within their community(ies). Letters of support are required from the partners and the proposal must document collaboration from other participating community entities, organizations or local government(s). Although not required, it is highly encouraged that contractors establish a coalition, which meets regularly, with the specific aim of unplanned pregnancy prevention.
 2. Contractors shall show a plan that will assist in ensuring those desiring to use contraception are appropriately referred to community resources. Specifically, for those that do qualify for the Plan First Program, the Medicaid family planning waiver, that a specific process is outlined to assist with enrollment. (Please visit, www.plan.first.org for detailed eligibility and enrollment information) In addition, the contractors must show evidence of collaboration with the local Title X Family Planning Clinics.
- D. If necessary, the contractor(s) must identify a specific entity to serve as the local fiscal manager of grant funds. The contractor(s) must include a letter of support from the director/CEO of said entity, noting their agreement to serve as fiscal agent.
- E. Contractors are encouraged to secure in-kind or cash support from any other source, private sector or government to enhance the scope of the program in the community.
- F. Contractors will be required to use similar evaluation instruments and methods across all programs. All programs will be required to administer the PIP core instrument at baseline and post intervention. Also, individual programs will be allowed to use additional instruments that suit their individual needs.
 1. All contractors will be required to collect racial/ethnicity and evaluation data. Program funding will be explicitly tied to the extent to which programs collect the core data and the extent to which they provide the data to VDH.
 2. Contractors must design programs that will be quantifiable for evaluation by the ability to include a description of the participants as they enter the program and as they leave or complete a program and information on participants should include program goals relevant to sexual activity, contraceptive access and utilization, attitudes and

behavioral intentions regarding marriage, career and family.

3. Contractors must design programs that allow the evaluation of individual participant involvement to include but not be limited to, attendance at program sessions; value added outcomes such as gained employment, GED attainment, college enrollment, etc.; activities and the quality of participation.

G. Contractors will be required to send the local program coordinator/manager to an orientation meeting that will be scheduled shortly after the award notice. In addition the program coordinator/manager must attend two annual PIP coordinator trainings.

H. Availability of Funds (the Contractor shall receive awards as follows):

1. Awards up to \$80,000 annually shall be awarded to the 2 contractors that receive the highest scoring.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. General Requirements

1. RFP Response: In order to be considered for selection, offerors must submit a complete response to this RFP. ONE (1) original and six (6) copies of the proposal shall be submitted to:

Virginia Department of Health
Office of Purchasing and General Services
109 Governor Street, 12th Floor, Suite 1214
Richmond, VA 23219
Attn: Beverley Oden

(If sent by UPS, FEDX, ETC. do not use the PO Box)

No other distribution of the proposal shall be made by the offeror.

LATE PROPOSALS WILL NOT BE ACCEPTED.

2. Proposal Preparation:

- a. Proposal shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the Purchasing Agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the Purchasing Agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically, providing a straightforward, concise, clear description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite or indicate the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to locate where the RFP requirements are specifically addressed.
- d. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not

necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors' proposal.

- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
 - f. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures or paragraphs that constitute trade secrets or proprietary information. The classification of the entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.
3. **Oral Presentation:** Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Virginia Department of Health. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The issuing state agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted.

B. **Specific Requirements:** Proposals should be as thorough and detailed as possible so that the Virginia Department of Health (VDH) may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. The return of the RFP Cover Sheet, Attachment F, and all addenda, if any, signed and completed as required.
2. Offeror data sheet, included as Attachment C to this RFP.
3. A written narrative statement not to exceed twenty (20) single spaced, 12 font, and typewritten pages using the following outline:
 - a. **Needs Statement (I.):** What are the relevant data/statistics that support establishing/continuing a PIP program within your community?
 - b. **Overview of the plan (II.):** How do you plan to address non-marital births and unplanned pregnancy with single men and women aged 20-29 within your community? What are your plans for targeting men and women?
 - c. **Planned Activities (III.):** What are the details of planned activities and timelines to address non-marital births utilizing the goals of the program? Link activities to measurable objectives and present this information following the format in Attachments G and H. Submit work plan as Appendix A.

- d. Description of capacity to meet the goals of the program (IV.):
 - 1.) Describe your ability to develop and implement the proposed PIP program
 - 2.) Describe your experience in conducting PIP or similar programs, their impact and successful outcomes.
 - 3.) Provide an organizational chart of your organization and show those who will be responsible for the program. (Submit organizational chart as Appendix B.)
 - 4.) Provide in writing curriculum vitae/resumes and job descriptions for those who will be entirely or partially funded by this contract as Appendix C. If not already on staff, describe the plan to fill the position in the time line.
 - 5.) Provide a description of your partners/collaborators and how they will be involved in reducing non-marital births. (Submit letters of support or other evidence to document involvement of these partners/collaborators as Appendix D.)
 - 6.) Provide a detailed procedure in assessing the participants' desire for contraception utilization, access to contraception for those in need, and referral and assistance in enrollment to family planning services such as the Medicaid family planning waiver, and/or the Title X funded family planning clinics in the localities served by this project as Appendix E.
 - 7.) Describe other programs as an example of past partnerships/collaborations.
4. Evaluation Plan (V.):
 - a. Submit an evaluation plan that continually accesses the process outcomes of the program intervention. Include timely strategies that will be deployed to address poor process outcomes such as low retention and enrollment. Use the format as shown in Attachment I and include this in the proposal as Appendix F.
 - b. Submit an evaluation plan if you plan to use your own evaluation tool(s) and process in addition to the core instrument(s) of the proposed program. Include a brief summary of how past projects were evaluated.
5. Budget Form: Submit budget form as required (Attachment J). Include a brief justification for each category. (Submit budget with justification as Appendix G.) Travel including mileage and lodging for two required meetings in the Richmond area must be included in the budget. Use the state reimbursement levels.
6. Small Business Subcontracting Plan – Summarize the planned utilization of DMBE-certified small businesses which include businesses owned by women and minorities, when they received DMBE small business certification, under the contract to be awarded as a result of this solicitation. This is a requirement for all prime contracts in excess of \$100,000 unless the solicitation has been set-aside for small businesses or no subcontracting opportunities exist. (Complete Attachment D)

V. EVALUATION AND AWARD CRITERIA:

- A. Evaluation Criteria: Proposals shall be evaluated by the Virginia Department of Health using the following criteria:

CRITERIA	WEIGHTS
<p>1. Written narrative includes “needs” statement, overview of the plan, planned activities, and description of capacity including qualifications and experience to meet the goals of the program.</p> <p>Higher points will be awarded for programs addressing:</p> <ul style="list-style-type: none"> a. Healthy relationships b. The benefits of marriage prior to conception c. Increasing effective contraception utilization in sexually active males and females d. Decreasing high-risk sexual activity e. Delaying sexual activity prior to marriage f. Personal responsibility g. Healthy attitudes and behavior intentions regarding marriage, career and family h. Goals setting, professional and personal development <p>Higher points will be awarded to programs providing:</p> <ul style="list-style-type: none"> a. Addressing the above through interventions that also improve life skills (Job Readiness, Computer Training, GED attainment, Financial Planning, Physical Fitness, etc.) b. Targeted interventions that show strong strategies to reduce unplanned pregnancies c. Interventions resulting in nearly equal participation of males and females 	30%
<p>2. Demonstrates partnerships/collaboration through written description in the proposal and letters of support. Higher points will be awarded to proposals that include letters of support from the local health department showing collaboration with the family planning clinics.</p>	10%
<p>3. Planned activities are relevant and appropriate to addressing the goals and the target population.</p>	20%
<p>4. Budget appropriate and justifiable (in-kind funds support identified)</p>	20%
<p>5. Small Business Subcontracting Plan</p>	20%
	100%

B. **AWARD:** Selection shall be made of two offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor’s proposal as negotiated.

VI. REPORTING AND DELIVERY INSTRUCTIONS:

- A. Offerors are to provide a statement that they will satisfy the program requirements for monitoring, evaluation, and data reporting as developed by the PIP Program. All data reported is the property of VDH.
- B. PIP program quarterly reports are due for SFY 10 October 30, 2009, January 29, 2010, April 30, 2010, and July 16, 2010 and should follow the format example in Attachment E. The due dates for subsequent years will be detailed in contract renewal guidance.
- C. PIP core instrument data will be collected at the program level by the Contractor and reported in a timely fashion. The reporting schedule will be established by the Program. Racial and ethnicity data will be collected on each program participant and the total SFY numbers shall be reported on the 4th quarter report.
- D. All publications, sponsored training brochures, curriculums or other written materials developed for use in the program must be submitted to the PIP Program Manager for approval prior to usage
- E. All materials developed and used in the PIP program must display the VDH and PIP logos. VDH and PIP logos will be made available upon award of the contract.

VII. GENERAL TERMS AND CONDITIONS:

- A. VENDOR'S MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals."
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the Contractor are encouraged to resolve any issues in controversy arising from the award of contract or any contractual dispute using Alternate Dispute Resolution (ADR) procedures (*Code of Virginia 2.2-4366*). ADR procedures are described in Chapter 9 of the *Vendors*

Manual. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.

- C. ANTI-DISCRIMINATION: By submitting and signing their proposal, the offeror certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*.

If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia 2.2-4343.1E*).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

- 1. During the performance of this contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be

deemed sufficient for the purpose of meeting these requirements.

2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. DEBARMENT STATUS: By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. PAYMENT:
1. To Prime Contractor:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual Contractors) or the federal employer identification number (for proprietorships, partnerships and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c. All goods or services provided under this contract or purchase order that are to be paid for with public funds shall be billed by the Contractor at the contract price, regardless of which public agency is being billed.
 - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the

Virginia Debt Collection Act.

- e. Under certain emergency procurements and for most time and effort purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, Contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges, which appear to be unreasonable, will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the Contractor in writing as to those charges which it considers unreasonable and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within (30) thirty days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges, which are not in dispute (*Code of Virginia 2.2-4363*).

2. To Subcontractors:

- a. A Contractor awarded a contract under this solicitation is hereby obligated:

- (1) To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractors(s) under the Contractor; or
- (2) To notify the agency and the subcontractors(s) in writing of the Contractor's intention to withhold payment and the reason.

- b. The Contractor is obligated to pay the subcontractors(s) interest at the rate of one percent per month (unless otherwise provided for under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime Contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

K. PRECEDENCE OF TERMS: The following General Terms and Conditions, Vendors Manual, Applicable Laws and Courts, Anti-discrimination, Ethics in Public Contracting, Immigration Reform and Control Act of 1986, Debarment Status, Antitrust, Mandatory Use of State Form and Terms and Conditions, Clarification of Terms, Payment shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

L. QUALIFICATIONS OF OFFERORS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The

Commonwealth reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

- M. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specification.
- N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Commonwealth.
- O. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any one of the following ways:
 - 1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 - 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the Contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the Contractor to proceed with the work and to keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the Contractor, as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia's Vendor's Manual. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies, which the Commonwealth may have.
- Q. **INSURANCE:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that the Contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State

Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Worker's compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
 2. Employers Liability - \$100,000.
 3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
 4. Automobile Liability - \$1,000,000 per occurrence. (If motor vehicle is to be used in the contract.)
 5. Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.) - \$2,000,000 per occurrence, \$3,000,000 aggregate. This complies with 8.01 – 581.15 of the *Code of Virginia*.
- R. ANNOUNCEMENT OF AWARD: Upon the award or announcement of this contract over \$50,000.00 as a result of this solicitation, the Purchasing Agency will publicly post such notice at the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum of 10 days.
- S. DRUG FREE WORKPLACE: During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purpose of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- T. NONDISCRIMINATION OF CONTRACTORS: A Bidder, Offeror or Contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability or faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the Bidder or Offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternate provider.
- U. eVA Business-To-Government Vendor Registration: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either

through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.

- a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
- b. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.
- c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- d. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

V. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

W. SET-ASIDES: This solicitation is set-aside for DMBE-certified small business participation only when designated "SET-ASIDE FOR SMALL BUSINESSES" in the solicitation. DMBE-certified small businesses are those businesses that hold current small business certification from the Virginia Department of Minority Business Enterprise. DMBE-certified women and minority-owned businesses are also considered small businesses when they have received DMBE small business certification. Small businesses must be certified by DMBE not later than the solicitation due date.

VIII. SPECIAL TERMS AND CONDITIONS:

A. AUDIT: The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

B. AWARD TO MULTIPLE OFFERORS: Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request For Proposals, including price, if so stated in the Request For Proposals. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the agency shall select the Offeror, which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request For proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia, Section 2.2-4359D*). Should the Commonwealth determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated.

C. BID ACCEPTANCE PERIOD: Any bid in response to this solicitation shall be valid for 90 days. At the end of the 90 days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

D. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting

contract, in part or in whole, without penalty, upon **30** days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- E. **INDEPENDENT CONTRACTOR:** When providing the services specified under this contract the Contractor shall not be deemed an “employee” or “agent” of the Virginia Department of Health. The Contractor shall act as an independent Contractor and is responsible for obtaining and maintaining appropriate liability insurance, payment of all FICA, State and Federal taxes, and complying with other similar requirements, which are customary in the industry. In addition, the Contractor certifies that they are not an employee, nor do they currently employ employees of the Virginia Department of Health.
- F. **IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From:	Name of Offeror	Due Date	Time
	Street	RFP Number	
	City, State, Zip Code	RFP Title	
	Name of Contract/Purchase Officer _____		

The envelope should be addressed as directed on Page 1 of the solicitation.

If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- G. **SMALL, WOMEN, AND MINORITY-OWNED BUSINESSES SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**
 - A. It is the goal of the Commonwealth that 40% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a DMBE-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DMBE-certified small businesses. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification. No offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Minority Business Enterprise (DMBE) by the due date for receipt of proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DMBE certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.
 - B. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a **QUARTERLY** basis evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DMBE certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned) and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.

- C. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a QUARTERLY basis, information on use of subcontractors that are not DMBE-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided
- H. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skills and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- I. RENEWAL OF CONTRACT: The Commonwealth may renew this contract for four (4) successive one-year periods under the terms and conditions of the original contract.
- J. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the Purchasing Agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractors(s) and shall assure compliance with all requirements of the contract.
- K. TREATMENT OF PROPERTY AND EQUIPMENT: If the Purchasing Agency permits the Contractor to purchase real property or equipment with grant funds, the Purchasing Agency retains a residual financial interest, enabling the Purchasing Agency to recover the assets or determine final disposition. This will be accomplished on a case-by-case basis, according to the federal grant guidelines applicable to the grant that is funding the service(s).
- L. OWNERSHIP OF INTELLECTUAL PROPERTY: All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract shall become the sole property of the agency. On request, the Contractor shall promptly provide an acknowledgement or assignment in a tangible form satisfactory to the agency to evidence the agency's sole ownership of specifically identified intellectual property created or developed in the performance of this contract.
- M. OWNERSHIP, PROPRIETARY INFORMATION, DUPLICATION AND DISCLOSURE: The Contractor agrees that proprietary information disclosed by the Department of Health to the Contractor for the purpose of a Contract shall be held in confidence and used only in the performance of the contract. No item designed for or by the Department shall be duplicated or furnished to others without prior written consent of the Department. All products and materials including but not limited to papers, data, reports, forms, records, materials, creations, or inventions relating to this contract are sole and exclusive property of the Department. All such materials shall be delivered to the Department in usable condition at any time requested by the Department.
- N. ACKNOWLEDGEMENT OF PUBLICATION: The Contractor agrees that all reports, forms, papers, articles, materials, creations, or inventions created, developed and used as a result of funds from a contract as a result of this Request For Proposal shall bear an acknowledgement showing the item was funded (in part or whole) by the Virginia Department of Health and any grant/cooperative agreement that the Department of Health may have with other state or Federal agencies. All materials and acknowledgement shall be reviewed and approved by the Department prior to publication.
- O. eVA Business-To-Government Contracts and Orders: It is anticipated that the contract may result in multiple purchase orders (i.e., one for each reporting period of the contract) with the eVA transaction fee specified below assessed for each order.
- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
 - b. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.

- (ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, website portal www.eva.virginia.gov streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

IX. METHOD OF PAYMENT:

The Contractor shall be paid on the basis of invoices submitted for actual expenditures as a result of services performed under the terms of the contract based on the budget submitted by the Contractor and approved by the Department. Compensation shall not exceed \$80,000 during the term of the contract. Should the contract begin after July 1, 2009, the amount will be prorated accordingly. The Contractor shall invoice the Department on a monthly basis with supporting documentation such as invoices paid, salary information, etc.,. Billing shall be due no later than 30 days following the end of each month in which expenditures are incurred. The Contractor shall submit an “estimated” invoice for anticipated charges to be incurred within the month of June 2010; “final” reconciliation billing for the month of June 2010, along with any supporting documentation shall be submitted no later than July 15, 2010.

Invoices shall include the contract number assigned to the contract and be submitted to the following address:

Virginia Department of Health
Division of Women’s and Infants’ Health
ATTN: Deborah Harris
PO Box 2448, 8th Floor
Richmond, Virginia 23218

Failure of the Contractor to submit invoices within the prescribed time frame may forfeit the Contractor’s right to payment from the Purchasing Agency.

ATTACHMENTS

- A. Percentage Non-Marital Births by City/County
- B. PIP Core Instrument
- C. Offeror Data Sheet
- D. Small Business Subcontracting Plan

- E. Quarterly Report Template
- F. RFP Cover Sheet
- G. Program Components and Implementation Tables
- H. Logic Model Template
- I. Evaluation Plan
- J. Budget Forms