



Oklahoma State
Department of Health
Creating a State of Health

REQUEST FOR GRANT PROPOSAL

**Budget Period (BP) 5
2016-2017**

**HOSPITAL PREPAREDNESS PROGRAM
FOR
HOSPITAL HEALTHCARE ORGANIZATIONS**

REQUEST FOR GRANT PROPOSALS (RFGP) OKLAHOMA STATE DEPARTMENT OF HEALTH (THE OSDH)

This RFGP details the process to be followed in preparing a proposal for submission for funding consideration. The resulting contract will be with the OSDH, Emergency Preparedness and Response Service (EPRS).

Upon award, the RFGP documents, the Applicant response, and the Purchase Order will become a contract between the Applicant and the OSDH. This is a contract for delivery of services and shall not be considered an employment contract.

This contract is a sub-grant from the OSDH to the Applicant for the purpose of accomplishing the guiding principles of the grant awarded by U.S. Department of Health and Human Services (HHS) to the OSDH. The proceeds under this sub-grant are considered custodial funds of the HHS and are subject to the provisions of 45 CFR Part 92.

Federal Award Information:

Award Name:	Hospital Preparedness Program
Award Year:	July 1, 2016 through June 30, 2017
CFDA Number:	93.074
CFDA Name:	Hospital Preparedness Program
Federal Awarding Agency:	U.S. Department of Health and Human Services – Assistant Secretary for Preparedness and Response

Minimum Applicant(s) Qualifications:

- a) Any state licensed hospital or Veterans Administration hospital (including critical access hospitals, rehabilitation hospitals, and inpatient psychiatric hospitals licensed or operated by or under the authority of the Oklahoma Department of Mental Health and Substance Abuse Services) in Oklahoma is eligible to submit a proposal.
- b) All hospitals submitting proposals must continue to implement and maintain NIMS.
- c) Any tribal hospital, or Federal Indian Health Service hospital, operating in Oklahoma is eligible to submit a proposal.*

* If a 501(c) (3) entity is formed by a federally recognized Indian tribe for the purpose of this proposal, the tribe must be fully compacted and a statement of agreement and consent to serve non-Native American populations must be approved by the full Tribal Council of the proposing tribe. **A copy of signed and must be included with your proposal if you are a federally recognized Indian tribe.**

TERMS & CONDITIONS

Access to Records Requirements:

The Contractor agrees to comply with all record retention requirements of 2 CFR § 200.333 - §200.337. The Contractor agrees to maintain required records and supporting documentation, for validation of costs billed to the OSDH, for seven (7) years from the ending date of the contract. The Contractor also agrees to allow the State Auditor's Office, GAO, the Oklahoma Department of Management and Enterprise Services, the OSDH, or their authorized representatives access to the records, books, documents, accounting procedures, practices or any items of the service provider relevant to this contract for purpose of audit and examination. The Contractor further agrees to assure appropriate access by the aforementioned parties to any subcontractor's associated records.

If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the seven-year period, the records must be retained until completion of the action and resolution of all issues which arise from it; or, until the end of the regular seven-year period, whichever is later.

The OSDH may routinely request supporting documentation to validate vendor payments.

Advance Payments Prohibited:

No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the OSDH.

Amendments, Unavailability or Redirection of Funding and Cancellation:

This contract may be terminated, in whole or in part, if the Contractor fails to comply with the terms and conditions of the contract or for other cause. In the event state or federal funds used to support this contract become unavailable, either in full or in part, due to reductions in appropriations, the OSDH may terminate or reduce the contract upon notice in writing to the Contractor by certified mail. The OSDH may also, based on its determination of agency need, increase or reduce contract amounts and send notification of such changes to the Contractor upon making such changes. The OSDH shall be the final authority as to the availability or redirection of funds. The effective date of such contract termination, increase or reduction shall be specified in the notice. All other modifications or amendments to this contract shall be in writing, dated and executed by both the Contractor and the OSDH. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the OSDH. With exception of the above, this contract shall be in force until the expiration date, or until 30 days after written notice has been given by either party of its desire to cancel without cause. Notification of cancellation shall be by Certified Mail to the business address of record. In the event this contract is canceled by either party, the OSDH shall be responsible for reimbursement for goods or services received or provided prior to cancellation date. In the event this contract is cancelled under this section, Contractor agrees to take all reasonable steps to minimize termination costs and to comply with the requirements in 2 CFR §200.343 and 200.344. . The OSDH agrees to reimburse Contractor for all work performed prior to the date of notice of termination of this contract for expenditures and non-cancelable commitments incurred in anticipation of performing under this contract. The OSDH shall not be responsible for reimbursement of unreasonable or unnecessary expenditures incurred after receipt of the cancellation notice.

Applicable Law:

This contract shall be governed in all respects by the laws of the State of Oklahoma. Jurisdiction and venue for any dispute concerning this contract shall be Oklahoma County, Oklahoma.

Assignment and Delegation:

If the Contractor cannot perform the services as identified in this contract, in whole or in part, the Contractor will be responsible for subcontracting the services or making alternative arrangements for the provisions of the services. The Access to Records clause as stated

above shall be included in any subcontract. The Contractor will be liable for all additional costs and expenses arising from such subcontract or substitution to cover performance. The subcontracting of services shall not relieve the Contractor of any responsibility for performance under this contract.

Contractor Relationship:

In accordance with the Office of Management and Budget (OMB) Circular A-133, the relationship between the OSDH and the Contractor for this contract is that of a Vendor.

Certification Regarding Debarment, Suspension, Proposed for Debarment, or Declared Ineligible for Award of Contracts by any Federal or State Agency:

By signing the contract, the Contractor attests and assures that no employee or any of its principals performing hereunder:

1. are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
2. have, within a three year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or, commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. have, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal, State or local entity; nor,
4. are presently indicted for, or otherwise criminally indicted, or charged by a governmental entity with any of the offenses enumerated above in this section.

Charitable Choice Providers:

Providers who are members of the faith community are eligible to compete for contracts with the State of Oklahoma on the same basis as any other provider. Such providers shall not be required to alter their forms of internal governance, their religious character or remove religious art, icons, scripture, or other symbols. Such providers may not, however, discriminate against clients on the basis of their religion, religious beliefs, or clients' refusal to participate in religious practices (45 CFR Part 87.1c). Organizations that receive direct financial assistance from the OSDH under any OSDH program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the OSDH. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with direct financial assistance from the OSDH, and participation must be voluntary for beneficiaries of the programs or services funded with such assistance.

Contract Monitoring Plan:

As a vendor with the OSDH, your contract will be monitored to ensure compliance with the Terms and Conditions outlined in this contract. Typical monitoring activities may include Contractor site visits, review of contractually required deliverables, invoice review, and verification of licensure and/or insurance required and other monitoring activities.

All communications related to this contract, will be between the Contractor's Contact Person and the OSDH Contract Monitor. The OSDH Contract Monitor for this contract is:

Jamie Doepel, Contracts Manager
Emergency Preparedness and Response Service
1000 N.E. 10th Street
Oklahoma City, OK 73117-1299
(405)271-0900
jamiexd@health.ok.gov

Contractor's Relation to the OSDH:

The Contractor is in all respects an independent Contractor and is neither an agent nor an employee of the OSDH. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the OSDH nor are they entitled to any of the benefits or worker's compensation provided by the OSDH to its employees.

Entire Agreement:

This contract, including referenced attachments, represents all of the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

Equipment and Other Purchases:

It is understood that no items of equipment, property or other capital purchases shall be reimbursed under the provisions of this contract. Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the Contractor for financial statement purposes, or \$4999.99.

Event of Default:

In the event the Contractor fails to meet the terms and conditions of this contract or fails to provide services in accordance with the provisions of the contract, the State of Oklahoma at its sole discretion, may withhold payments claimed by the Contractor or may by written notice of default to the Contractor, cancel this contract. Cancellation due to default shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the Oklahoma Office of Enterprise and Management Services, Central Purchasing Division. This clause is an exception to the Cancellation clause.

Evidence of Insurability:

The Contractor shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability as applicable or as required by State or Federal law and shall provide evidence of insurability (Certificate of Insurance) from the insurance carrier prior to commencement of any work in connection with the Contract. The Contractor is also required to comply with applicable Federal and State occupational disease statutes. If occupational diseases are not covered under those

statutes, they shall be covered under the employer's section of the insurance policy. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the OSDH Purchasing Division with evidence of such insurance and renewals. Such policy shall require thirty days advance notice of cancellation be provided to the OSDH Purchasing Division.

If the Contractor does not carry workers' compensation insurance because it considers their business to be that of an independent Contractor, as defined by the Workers Compensation Act (85 O.S. § 1 et. seq.), and not that of an employee, the Contractor must complete the OSDH Affidavit of Independent Contractor Status.

Failure to Comply Statement:

The Contractor shall be subject to all applicable state and federal laws, rules and regulations, and all amendments thereto. The Contractor agrees that should it be in noncompliance, the OSDH may impose additional conditions as provided in 2 CFR §200.207; or, as provided in 2 CFR § 200.338, temporarily hold cash payments pending correction of the deficiency, disallow all or part of the cost of the activity or action not in compliance, suspend or terminate the contract in part or in whole, withhold further awards for the project or program, or take other remedies legally available. Compliance with the requirements shall be the responsibility of the Contractor, without reliance on or direction by the OSDH.

Force Majeure:

The Contractor shall not be liable for any damages resulting from any delay in delivery or failure to give notice of delay that directly or indirectly results from the elements, acts of God, delays in transportation, or delays in delivery by any cause beyond the reasonable control of the Contractor.

Invoicing:

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. name, address and FEI number of the Contractor;
2. invoice date;
3. period covered by invoice;
4. purchase order number;
5. any other data, reports, information or documentation required by other conditions of the contract;
6. detail of the services provided and be in accordance with the terms and conditions of this agreement.

For invoices involving payment for the Contractor's time, the invoice must be signed and contain the following statement: By my signature I attest that this invoice is an accurate and true representation of my time in relation to the services provided to the OSDH.

The invoice shall be submitted to:

OKLAHOMA STATE DEPARTMENT OF HEALTH
Emergency Preparedness and Response Service

Attn: Jamie Doepel

1000 NE 10TH Street

Oklahoma City, Oklahoma 73117-1299

The State of Oklahoma has 45 days from presentation of a proper invoice to issue payment to the Contractor.

The OSDH may withhold or delay payment to any Contractor failing to provide required programmatic documentation and/or requested financial documentation.

The Contractor assures that all costs billed will be supported by documentation that will include, but not be limited to, copies of paid invoices, payroll records and time reports as required by the costs principles applicable to their organization (See "Contractor Relationship" section of this contract). The Contractor further assures that all billings will be based on actual costs incurred and paid.

If the Contractor is unable to support any part of their claim to the OSDH and it is determined that such inability is attributed to misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to OSDH for an amount equal to such unsupported part of the claim in addition to all costs, including legal, attributable to the reviewing and discovery of said part of claim. Liability under this paragraph shall be determined within two years of the discovery of such misrepresentation of fact or fraud by the Contractor.

Limited English Proficiency:

Where a significant number or proportion of the population eligible to be served or likely to be directly affected by a federally assisted program needs service or information in a language other than English in order to effectively be informed of or participate in the program, the Contractor shall take reasonable steps, considering the scope of the program and the size and concentration of such population, to provide the information in appropriate languages to such persons.

An inability by the Contractor to provide the information in the appropriate language to a significant number or proportion of the population eligible to be served or likely to be directly affected by the program shall result in termination of the contract.

Mandatory Requirements:

The OSDH has established certain mandatory requirements that must be included in the RFP response. The use of the terms "shall", "must" or "will" (except to indicate simple futurity) in this RFP indicate a mandatory requirement or condition, which by failure to meet or provide will be cause for the RFP response being deemed non-responsive. The word "should" or "may" in this RFP indicate desirable attributes of conditions and are permissive in nature. Deviation from or omission of such a desirable feature will not by itself cause a proposal to be non-responsive.

Non-Acceptance of Tobacco Funds:

The Contractor certifies that it will not accept funding from nor have an affiliation or a contractual relationship with a tobacco company, any of its subsidiaries or parent company during the term of the contract with the OSDH.

Non-Collusion Certification:

The Contractor will complete and return the attached non-collusion certification, OMES-FORM-CP-004. (Attachment C).

Non-Responsive Proposals:

Proposals which do not meet all material requirements of this RFP or which fail to provide all required information, documents or materials may be determined as non-responsive and may not be evaluated. Material requirements of the RFP are those as set forth as mandatory.

Oklahoma Taxpayer and Citizen Protection Act of 2007:

By signing the solicitation, the Bidder warrants and attests its employees and all proposed subcontractors are in compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal and State laws and regulations related to the immigration status of employees. The Bidder shall obtain statements from all proposed subcontractors certifying compliance with this requirement and shall furnish copies of the statements with their Bid. These warranties shall remain in effect through the entire term, including all renewal periods, of the Contract.

All contractors or subcontractors are prohibited by State law from entering into a contract with a public employer for the physical performance of services within this state unless the contractor or subcontractor registers and participates in the Status Verification System to verify information of all new employees.

The Status Verification Service System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (EEV) available at www.dhs.gov/E-Verify.

Other Certifications:

The Contractor certifies compliance with the provisions of Titles VI and VII of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act 1973; the Age Discrimination Act of 1975; the Hatch Act; the Pro Children Act of 1994; Drug Free Workplace Act of 1988; the American with Disabilities Act of 1990; Title IX or the Education Amendments of 1972; 31 U.S.C. Section 1352, Public Law 105-78; Section 503 of Division F, Title V, of the FY12 Consolidated Appropriations Act; 41 U.S.C. 4712 and the National Defense Authorization Act (NDAA) for Fiscal year (FY) 2013; Contract Work Hours and Safety Standards Act (40 U.S. C. 3701-3708); the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended; mandatory standards and policies relating to energy efficiency as outlined in the State of Oklahoma's energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201); 2 CFR § 200.112; 2 CFR § 200.322 (Procurement of Recovered Materials); and, the Single Audit Act of 1984; as applicable.

Procurement Integrity:

The Contractor certifies they have not entered into this contract with this or any other Oklahoma state agency that would result in a substantial duplication of the services or duplication of the end product rendered by the Contractor or its employees.

Statement of Responsibility and Liability:

The parties intend that each shall be responsible for its own intentional and negligent acts or omissions to act. The OSDH shall be responsible for the acts and omissions to act of its officers and employees while acting within the scope of their employment according to the Oklahoma Governmental Tort Claims Act (51 O.S. §151 et seq.).

The Contractor shall be responsible for any damages or personal injury caused by the negligent acts or omissions to act by its officers, employees, or agents acting within the scope of their authority or employment.

The Contractor agrees to hold harmless the OSDH of any claims, demands and liabilities resulting from any act or omission on the part of the Contractor and/or its agents, servants, and employees in the performance of this contract. It is the express intention of the parties hereto that this contract shall not be construed as, or given the effect of, creating a joint venture, partnership or affiliation or association that would otherwise render the parties liable as partners, agents, employer-employee or otherwise create any joint and several liability.

Tobacco Free Policy:

Contractor, while performing the duties under this contract shall comply with the smoke free requirements on state property pursuant to 21 O.S. § 1247. For other tobacco products, including e-cigarettes, use of such products is prohibited pursuant to the Governor’s Executive Orders 2012-01 and 2013-43.

Travel and Related Expenses:

All travel expenses incurred by the Contractor that are associated with the execution of this contract shall be performed at no cost to the OSDH.

Waiver of Breach:

No failure by the OSDH to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the OSDH’s rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

RFGP INSTRUCTIONS

In order to assure submission of a complete response to this RFGP, please read and follow the instructions below:

1. **Prior** to attempting response to the RFGP, Applicant(s) should thoroughly review the entire RFGP and attachments.
2. Submit a response to the RFGP in the form of a “RFGP Package” (see RFGP Package). This package shall contain response and all supporting information, attachments, and documents. All Applicant(s) must complete the RFGP Package in its entirety to be considered responsive.

3. The "RFGP Package" shall include the following:
 - a) RFGP Package Cover.
 - b) HPP Contact Information Sheet (with three different points of contact).
 - c) Completed and Originally Signed Vendor Payee Form (VPF).
 - d) Completed and Originally Signed Non-Collusion Certification.
 - e) Originally Signed Signature of Acknowledgement page.
4. Submit the RFGP Package by the date and time designated by OSDH. All proposals and related documents in response to this RFGP are public record under the Freedom of Information Act and Oklahoma Open Records Act regarding public access to such documents.
5. Submission by FAX or email is not acceptable. All Applicant(s) must mail the originally signed RFGP to the attention below:

Submit the RFGP package to:

Emergency Preparedness and Response Service
ATTN: Jamie Doepel/Room 324
Oklahoma State Department of Health
1000 NE 10TH STREET
Oklahoma City, Oklahoma 73117-1207

6. **RFGP SUBMISSIONS ARE DUE BY CLOSE OF BUSINESS (5:00 p.m. CST) on Wednesday, June 15, 2016.**
7. Questions regarding this RFGP should be addressed to the OSDH Contracts Manager listed below, preferably by email.

Jamie Doepel, Contracts Manager
1000 NE 10TH STREET
Oklahoma City, Oklahoma 73117-1207
(405) 271-0900
jamiexd@health.ok.gov

8. Proposals will be considered ineligible for submission and will not be reviewed if any of the following conditions occur:
 - a) Proposal was not submitted by the stated deadline.
 - b) Proposal does not include the entire and completed "RFGP Package".
 - c) Proposal does not comply with all of the requirements of the RFGP process and solicitation.

9. **RFGP Evaluation Criteria:**

The OSDH, EPRS shall evaluate the grant proposals based on the criteria outlined below. The evaluators will sign a Conflict of Interest and Non-Disclosure Statement prior to evaluating the proposals.

The evaluators shall make recommendations to the EPRS Director on the level of funding for each proposal. The EPRS Director shall review the recommendations and approve or disapprove the participation and level of funding for each proposal. The intent of the HPP is to provide funding to all qualified entities provided the proposals meet the federal and

state program specified requirements. The intent of the OSDH is to award funding to all proposals, provided the proposals meet the required guidelines of the RFGP and the RFGP evaluation criteria. The overall intent is to fund as many reasonable proposals as possible in order to maximize the preparedness level of the Oklahoma Medical System.

The RFGP shall be evaluated upon the following:

- a) The completion of the RFGP Package
- b) Applicant(s) is a licensed hospital, tribal hospital, or VA hospital (including critical access hospitals, rehabilitation hospitals, and psychiatric hospitals).
- c) Amount of available funding per capability.

SPECIAL PROVISIONS:

1. Program Background and Information:

Funding for this program is made available under a grant to advance all-hazards preparedness and national health security, promote responsible stewardship of federal funds, and reduce awardee administrative burden. The U.S. Department of Health and Human Services (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR) and Centers for Disease Control and Prevention (CDC) are aligning the administrative and programmatic aspects of the ASPR Hospital Preparedness Program (HPP) and the CDC Public Health Emergency Preparedness (PHEP) cooperative agreements.

The HPP and PHEP cooperative agreements are authorized by sections 319-1 and 319C-2 of the Public Health Services (PHS) Act as amended by the Pandemic and All-Hazards Preparedness Reauthorization Act (PAHPRA) of 2013. The purpose of PAHPRA is to improve the nation's public health and medical preparedness and response capabilities for emergencies, whether deliberate, accidental, or natural. HPP and PHEP are consistent with PAHPRA and Presidential Policy Directive (PPD) 8: National Preparedness, which aims to strengthen the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the United States. PPD 8 directs the development of a National Preparedness Goal, which was adopted in September 2011 and establishes the core capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.

2. Contract Period:

This contract shall begin on Date of Award and terminate on June 30, 2017.

This contract shall not take effect until the OSDH has in its possession a copy containing original signatures of both parties and a purchase order has been issued.

3. Contract Expense Cap:

The OSDH has an overall budget of approximately **\$550,994** to pay multiple Applicant(s) for the period of date of award through June 30, 2017. This amount shall be divided between qualified hospitals and other qualified healthcare organizations through two RFGP announcements.

These funds are available for award contingent upon the continued availability of funding through the U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response, Hospital Preparedness Program.

SCOPE OF WORK

The objective of Oklahoma's Federal Budget Period 5 (BP5) HPP sub-grant is to award funds to healthcare organizations across the state of Oklahoma through the use of this RFGP. The awarded funds shall be used for refinement, maintenance, and enhancement for disaster preparedness capabilities.

All Applicant(s) awarded funds under this RFGP are required to complete the following activities during the contract period.

CAPABILITY 1 – HEALTHCARE SYSTEMS PREPAREDNESS:

GOALS: The Applicant shall do the following:

- a) Maintain Regional Medical Planning Group (RMPG) membership and attend RMPG meetings that are open to your hospital.
- b) Work with the OSDH, Metropolitan/Regional Medical Response System (M/RMRS) partners and other participating healthcare organizations to identify healthcare planning priorities, and coordinate capabilities-based planning efforts that include updating, revising, or developing facility emergency response plans that better identify organizational response objectives, delineations and priorities based on Hazard Vulnerability Assessments (HVAs) and risk assessments. As part of these planning efforts, participating hospitals will be required to define and document systems in Emergency Response Plans (ERPs) that ensure vertical and horizontal coordination and resource requesting with appropriate agencies and organizations within the jurisdiction, and define the process to request local, state and federal assistance during times of emergency.
- c) Continue implementing and maintaining National Incident Management System (NIMS) (as outlined in the Federal Emergency Management Agency's (FEMA) NIMS Implementation Guidelines for Hospitals and Healthcare Systems) activities. Using EMResource®, Applicant(s) are required to login and provide their *Initial* NIMS status no later than the last working day of October, the end of the 1st Quarter, and their *Final* NIMS status by the last working day of February, the end of the 3rd Quarter. The Applicant(s) further agrees to submit information to the OSDH upon request of the status of NIMS Implementation. Delivery of NIMS achievement shall be compensated based upon the number of participants in the HPP grant and available funding.
- d) Participate in and/or conduct internal drills and exercises designed to test Ebola or similar infectious disease, plans and identify gaps in response capabilities.
- e) Support training of staff for response to infectious disease events such as Ebola.

CAPABILITY 3: EMERGENCY OPERATIONS COORDINATION:

GOALS: The Applicant shall do the following:

- a) Work with M/RMRS or MERC Coordinator to refine and maintain communication plans and procedure for the prioritization and validation of request for resources through the MERC.

CAPABILITY 6: INFORMATION SHARING:

GOALS: The Applicant shall do the following:

- a) Undertake efforts designed to sustain interoperable communications/information sharing planning within the sub-state region.

- b) Participate in EMResource® data reporting as specified by the OSDH.
- c) Participate in 100% of the Federal HAvBED survey. Using EMResource®, Applicant(s) are required to login and provide their participation.
- d) Participate in State sponsored Essential Elements of Information (EEI) drills.

CAPABILITY 10: MEDICAL SURGE:

GOALS: The Applicant shall do the following:

- a) Assist in regional planning efforts:
 - 1) Provide input regarding medical surge planning, and maintain capability for rapid expansion of healthcare systems to provide appropriate and timely clinical care during times of an emergency.
 - 2) Continue assessing current patient care capabilities in the medical system in "normal" times and in a resource constrained environment.
 - 3) Determining hospital base-bed capacity to determine starting point for immediate bed availability.
 - 4) Participate in drills and exercises sponsored by M/RMRS and OSDH.

CAPABILITY 14: RESPONDER SAFETY AND HEALTH

GOALS: The Applicant shall do the following:

- a) Maintain Personal Protective Equipment (PPE) and supplies designed to enhance the facility/agency capabilities to respond to infectious disease incidents such as Ebola. Facilities/agencies are required to coordinate these activities with the M/RMRS.

OTHER DUTIES OF THE APPLICANT(S):

The Applicant shall do the following:

- a) Provide and maintain three (3) POCs. One (1) Contact from each of the following areas.
 - 1) Facility Services/Preparedness/Safety Officer
 - 2) Fiscal/Financial
 - 3) Clinical/Patient Care

Using EMResource®, Applicant(s) are required to login and provide this information by the end of the 1st Quarter, and in the RFGP Package.

- b) Provide Proof of Worker's Compensation coverage within 30 days of receiving an award preferred submission with RFGP Package shall be received by OSDH within 30 days of award for payment.
- c) Provide proof of Liability Insurance preferred submission with RFGP Package but shall be received by OSDH within 30 days of receiving an award for payment.
- d) Applicant shall **NOT** spend more than \$4,999.99 on a single item of equipment to include taxes, shipping and handling.
- e) Applicant(s) are required to use EMResource® to document their progress in the contract requirements.
- f) Submit a properly completed HPP Invoice and HPP Progress Report on a quarterly basis. Invoice(s) shall be submitted for their percentage of completion by the end of the month of December 2016. A final HPP Invoice and HPP Progress Report shall be submitted no later than the last working day of May 2017 along with any back up documentation required.
- g) Failure to meet all required criteria herein is not subject to proration of funds. All requirements shall be completed in order to receive funding.

Quarters are identified as follows:

2016

1st Quarter: August, September, and October.
2nd Quarter: November and December.

2017

3rd Quarter: January and February.
4th Quarter: March, April, and May.

DUTIES OF THE OSDH

- a) The OSDH shall monitor progress of the project by utilizing such tools as surveys, site visits or other methods of monitoring for compliance.
- b) The OSDH reserves the right to inspect all work prior to payment of any invoice(s) submitted by the Applicant(s). The OSDH shall review and approve HPP Plan Attestations prior to payment of invoices.
- c) The OSDH shall provide technical assistance in implementation of this project upon request of the Applicant.
- d) The OSDH will provide guidance for the EMResource® participation tracking. This is different from the EMResource® data reporting.
- e) The OSDH reserves the right to cancel the contract with a 30-day written notice for failure to demonstrate sufficient progress.
- f) The OSDH shall publish a schedule of the RMPG meetings on the OSDH website.
- g) The OSDH shall provide the HPP Invoice template(s); the HPP Progress Report template and the Emergency Response Plan (ERP) Attestation to qualified Applicant(s) after awards are made.
- h) The OSDH shall provide all other documents when needed.
- i) The OSDH shall complete a Performance Evaluation at the end of the contract period.