California Tobacco Control Program
Request for Applications/Proposals

General Application/Proposal Information

A. Proposal Submission Requirements

By submitting an application/proposal, the Primary Agency agrees that the California Department of Public Health (CDPH), California Tobacco Control Program (CTCP) is authorized to verify any and all information and any references named in the application/proposal. The applications/proposals received by CTCP are subject to the provisions of the "California Public Records Act" (Government Code, Section 6250 et seq.) and are not considered confidential after completion of the selection process.

Applications/Proposals must be submitted electronically via the Online Tobacco Information System (OTIS) no later than 5 p.m., Pacific Standard Time (PST), on the required date (see "Key Dates" section of the Tobacco Control Funding Opportunities and Resources (TCFOR) Web page under the Request for Applications/Request for Proposals (RFA/RFP) for which you are applying).

Information and training on how to access OTIS, input application/proposal information, and submit the application/proposal will be discussed at the Information Teleconference/Webinar for the RFA/RFP for which you are applying.

- **Access to OTIS to input application/proposal information will only be possible following the Information Teleconference/Webinar.**
- **Fax or e-mail documents will not be accepted. No exceptions will be made.**
- **A late or an incomplete application/proposal will be considered non-responsive and will not be reviewed for funding.**
- **No changes, modifications, corrections, or additions can be made to the application/proposal once it is submitted.**

B. Request for Applications/Proposals Information Teleconference/Webinar

1. An information teleconference/webinar is scheduled for the purpose of answering questions directly related to the RFA/RFP requirements and services. The information teleconference/webinar will also include training on how to submit an application/proposal via OTIS. Technical assistance regarding programmatic content will not be provided. The information teleconference/webinar is the only medium available for questions about the RFA/RFP. CTCP will not disseminate a summary of participant questions and responses or a list of individuals participating in the information teleconference/webinar following the meeting. Refer to the Key Dates section on the TCFOR Web page for the date and time of the information meeting/webinar, and to the Meetings/Trainings section of the

TCFOR Web page for the RFA/RFP for which you are applying for instructions for login and calling.

NOTE: YOU MUST LOGIN VIA THE INTERNET AND PHONE TO PARTICIPATE IN THE INFORMATION TELECONFERENCE/WEBINAR.

2. **Webinar Access Test Session**

CTCP will hold a test session for agencies to test the ability of their equipment and software settings to access the webinar meeting. The test session will provide an opportunity to eliminate technical problems in advance of the information meeting. Refer to the Key Dates section on the TCFOR Web page for the date and time, and to the Meetings/Trainings section of the TCFOR Web page for the RFA/RFP for which you are applying for instructions for login and calling.

NOTE: Interested parties are strongly encouraged to access the CTCP and TCFOR Web sites frequently for the most current information regarding the RFA/RFP for which you are applying, especially funding availability, timelines, and specifics related to the information teleconference/webinar. Any and all revisions to the RFA/RFP will be posted on the TCFOR Web page.

C. **Request to Apply: Instructions for Accessing Online Submission**

Information, resources, and access to all CTCP funding opportunities are consolidated within a single Web site known as TCFOR. This Web site is accessible at http://tcfor.catcp.org. It provides the following information and functions:

- General information about the purpose and timelines of current and archived procurements.
- The ability to download the RFA/RFP and forms that must be completed, signed, and uploaded with the submission of the proposal.
- Access to Web sites, directories, and downloadable resource documents that may assist your agency in the preparation of its funding request.
- The ability to create a *"User Account"* in order to *"Request to Apply"* to a funding opportunity.
- A Primary Agency that has either an active or inactive OTIS login and password is to use their existing OTIS login and password. Only users who have never had an OTIS login and password are to create a new "*User Account.*"
- The ability to *"Request to Apply"* to a funding opportunity.

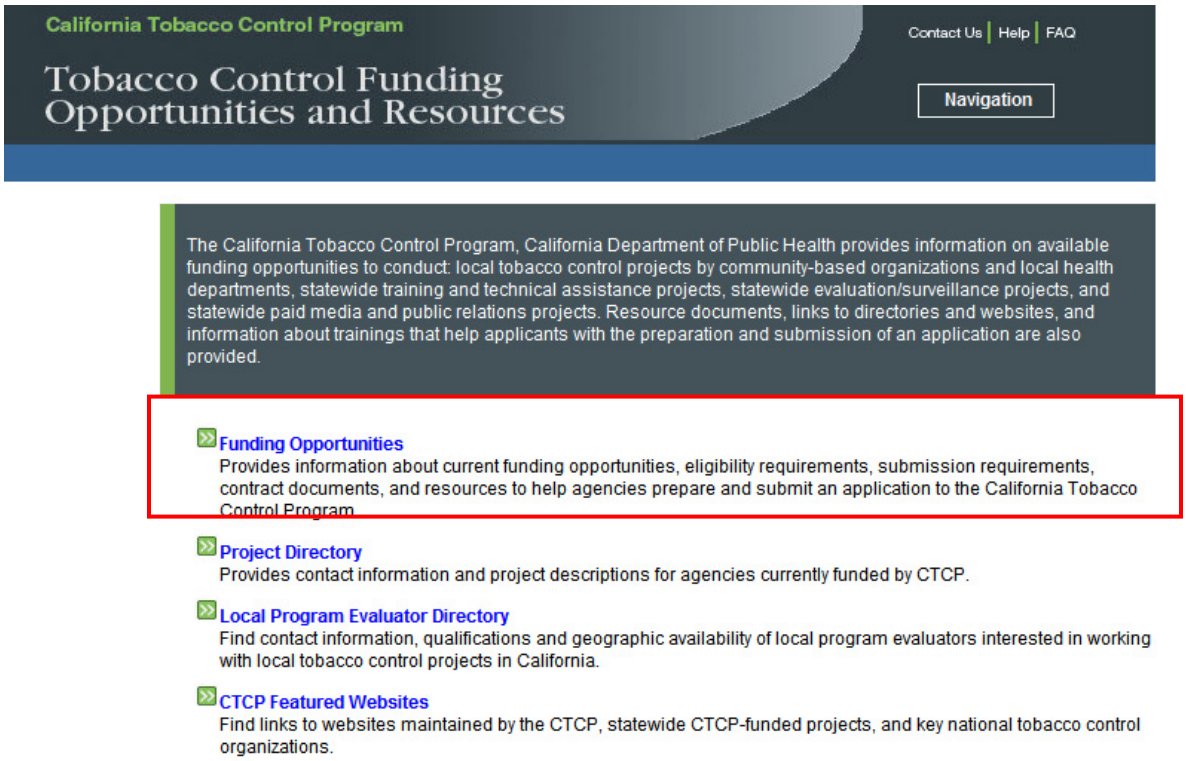
NOTE: A "*Request to Apply*" is only to be submitted by one individual per Primary Agency for which an application/proposal will be submitted (e.g., only one person from the *Stop Tobacco Use Now!* project at Coffee Health Clinic is to submit a "*Request to Apply*."). From the

"My Agency"[1] **section of OTIS a Primary Agency can subsequently submit requests for multiple users within that Primary Agency to have access to the online application/proposal.**

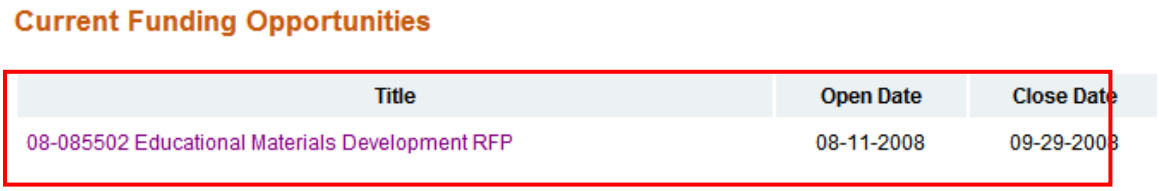
1. **Getting Started with the Tobacco Control Funding Opportunities and Resources (TCFOR) Web site**

   a. Type in http://tcfor.catcp.org in the address line of your web browser to access the TCFOR Web site.

   Click on "*Funding Opportunities*" to access a list of current procurements released by CTCP.

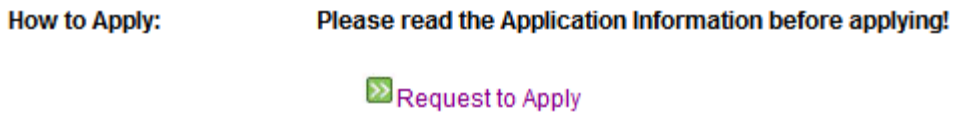


   b. Click on the RFA or RFP for which you are applying.

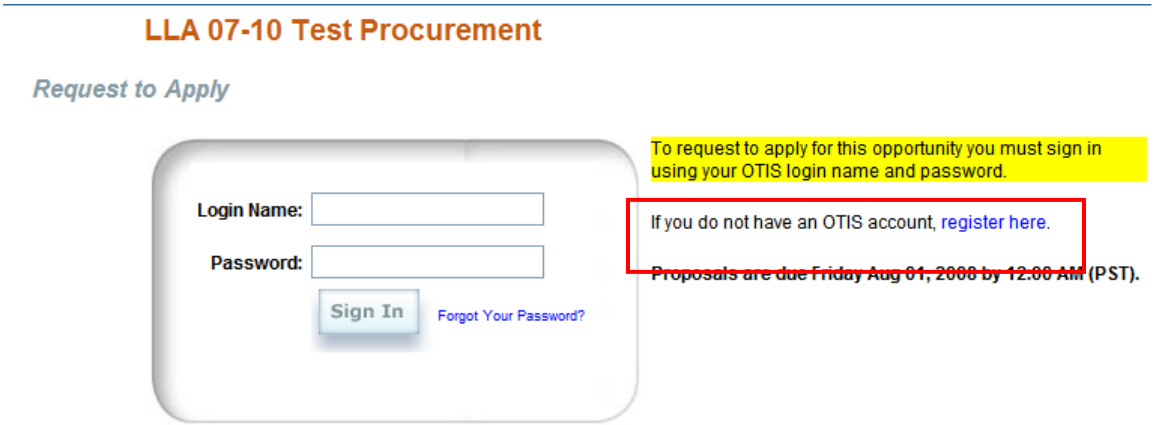


   c. Scroll down the screen to "*How to Apply*" and click on the "*Request to Apply*" link.

[1] The link to *My Agency* is located in the footer of the OTIS Home page.



- If you already have either an active or inactive OTIS login name and password, fill in the "*Login Name*" and "*Password*" fields and click the "Sign In" button (go to step e. below). If you have never had an OTIS login name and password, click on the "*Register Here*" link. You will be prompted to enter your name and e-mail address and create a user name and password. Click on "*Create Account*" and you will receive an automated e-mail confirming the creation of your account, allowing you to proceed with your *"Request to Apply."*



d. Once you are able to "Sign In" with a login and password, you will be asked to respond to several questions prior to finalizing your request to ensure that your agency is eligible to apply. After responding to these questions, please hit the "*Submit*" button.

e. After you "Sign In" you will also be asked to click on the button that lists your agency's name and its 10-digit Federal Employer Identification Number (FEIN). If the agency name is not listed, then click on the "*Create New Agency*" and you will be prompted to provide the following information about your agency:

- Full and Official Agency Name
- Shortened Agency Name (for use on reports and screens with character limitations)
- Agency 10-digit FEIN
- Phone Number
- Fax Number
- E-mail Address

- Physical Address
- Mailing Address

Click "*Next*" to go to the next screen.

f. Anticipated Funding Request: You will also be asked to enter in the amount that you anticipate requesting for this application/proposal. Please review the RFA/RFP for information about the award amount available. This amount is only an estimate and will be used by CTCP for planning purposes only. When you submit the final application/proposal, you may request more or fewer funds.

g. After you submit your "*Request to Apply,*" CTCP will review it and within five (5) business days send an e-mail indicating the status of your request. If approved, this e-mail will include a link to the OTIS Web site for you to begin completing your application/proposal.

NOTE: CTCP requests that Primary Agencies submit their *"Request to Apply"* and letter of intent (optional) by 5 p.m., PST, by the date specified in the "Key Dates" section of the TCFOR Web page under the RFA/RFP for which you are applying.

2. Voluntary Letter of Intent

a. Submission of a letter of intent is voluntary. It provides information that is helpful to CTCP in planning the peer review. Submission of a letter of intent (or not submitting the letter) does not have any impact on an agency's ability to submit an application or the scoring of a submitted application. The letter of intent is not binding.

b. If an agency is submitting the voluntary, non-binding letter of intent, it is done through the TCFOR Website as part of the *"Request to Apply."* The letter is to be submitted by the Primary Agency on agency letterhead and identify the title and number of the RFA/RFP under which the application will be submitted.

a. Letters of intent are only accepted via submission on the TCFOR Web site. Letters sent via the U.S. Postal Service, express mail, e-mail, or fax will not be accepted.

b. Prepare the letter using word processing software, upload the document as a Word document or PDF, and save it to your computer. To upload the letter of intent, click on "*Browse*" and search your computer files for the correct electronic file. Click on the name of the file and then click on "*Open*." The name of the file uploaded will appear in the "*Letter of Intent*" field. If you have uploaded the correct file, click on "*Next*."

Funding Opportunity

Additional Information

Fields in RED are required.

Title: Funding Opportunity
Agency Name: Tobacco Control Section, California Department of Health Services
Anticipated Funding Request: $ [ ] Please enter a number. Do not include $ or commas.
Letter of Intent: [ ] Browse...
Next

e. Verify that the "*Anticipated Funding Request*" and the "*Letter of Intent*" are correct. If they are correct, click on "*Submit Request*." If there is an error, click on "*Cancel Request*." If you cancel, you will start the "*Request to Apply*" process over.

Funding Opportunity

Request to Apply Submission

Please review the information listed below. If any of it is incorrect, click on the "Cancel Request" and start over. If it is correct, Click on "Submit Request" to send the Request to Apply to CTCP.

Once submitted you will receive E-Mail confirmation of the submission at the E-Mail listed for the account which submitted the request. You should receive a response from CTCP within five (5) business days.

Title: Funding Opportunity
Agency Name: Tobacco Control Section, California Department of Health Services
Anticipated Funding Request: $11,111.00
Letter of Intent: Uploaded Letter of Intent
Submit Request | Cancel Request

3. Verification: Following the successful submission of your request, you will receive a notice similar to the one below.

Funding Opportunity

Request to Apply Submitted

Thank you for submitting your Request to Apply for this funding opportunity.

You will shortly recieve an E-Mail confirming your submission. You should recieve a response from CTCP within five (5) business days

Return to Funding Opportunities Overview

D. **Review and Award(s)**

1. **Review**

   Each application/proposal that complies with the mandatory requirements will be evaluated and scored by CTCP staff and by one or more external peer reviewers. Each application/proposal will receive a final group consensus score. Applications/Proposals receiving a final passing group consensus score will be considered for funding. Receiving a passing final group consensus score will not guarantee funding or the funding level requested.

   CTCP reserves the right to not fund any of the applications/proposals received for this RFA/RFP.

2. **Contract Award(s)**

   a. The contract award(s) will be to the applicant/proposer(s) earning the highest total score(s).

   b. CTCP reserves the right to conduct oral interviews/presentations and/or site visits to review the Primary Agency's facilities and to determine final scores and selection. If CTCP decides to conduct the oral interview/presentation and/or site visit, criteria and instructions will be sent under separate cover to the qualifying Primary Agencies. If conducted, the oral interview/presentation will be the basis for further consideration of a contract award.

   c. In the event that CTCP is unable to execute a contract with any initial successful agency, CTCP reserves the right to award any contract to the Primary Agency that earned the next highest passing score and has met the requirements specified in this RFA/RFP.

3. **Notification of Award Decision(s)**

   All Primary Agencies submitting an application/proposal in response to this RFA/RFP will be notified of the award decision/s in writing by e-mail. Primary Agencies may receive, upon written request to CTCP, the summary page of the consensus review tool for their application/proposal. The summary page of the consensus review tool provides the score and overall strengths and weaknesses of the Primary Agency. If an oral interview and/or site visit is conducted, Primary Agencies may receive, upon written request to CTCP, the summary of the reviewers' comments pertaining to their application/proposal.

4. **Contract Negotiation**

Following the contract award(s) notification, CTCP will schedule and conduct contract negotiations with the Primary Agency. CTCP reserves the right to reject and/or modify any proposed Scope of Work (SOW) and/or budget component(s).

Following negotiations, any Primary Agency will be required to revise their SOW, Budget, and Budget Justification to ensure conformity with CTCP and CDPH requirements, if necessary. Once approved by CTCP and CDPH, these documents will become part of the formal contract.

E. **Appeal Process**

Only those Primary Agencies that submit an application/proposal consistent with the requirements of this RFA/RFP and are not awarded a contract may appeal. There is NO appeal process for applications/proposals that are submitted late, non-compliant, or incomplete. No awarded Primary Agency may appeal the contract award level.

Letters appealing the final application/proposal selection must be received **by 5 p.m., PST, by the appeal submission deadline (refer to the timeline in the Key Dates section of the TCFOR Web page under the RFA/RFP for which you are applying), at the address indicated below. E-mail documents WILL NOT BE ACCEPTED**.

Appeals shall be limited to the grounds that CTCP failed to correctly apply the standards for reviewing the appealing Primary Agency's application/proposal in accordance with this RFA/RFP. The appellant must file a written appeal, which includes the issue(s) in dispute, or other basis for the appellant's position, and the remedy sought. Incomplete appeals will be rejected. Appeals must be mailed or faxed to:

Donald O. Lyman, M.D., Chief or Designee
Division of Chronic Disease and Injury Control
California Department of Public Health
MS 7200
P.O. Box 997377
Sacramento, CA 95899-7377
Fax number: (916) 449-5505

At the sole discretion of the Chief of the Division of Chronic Disease and Injury Control (CDIC), or his/her designee, an appeal hearing may be held. The decision of the Chief of CDIC or his/her designee shall be final. There is no further administrative appeal. Appellants will be notified of decisions regarding their appeal in writing within fifteen (15) working days of their hearing date or the consideration of the written appeal letter, if no hearing is conducted.

F. **Reservation of Rights**

1. CTCP reserves the right to award any or none of the applications/proposals.

2. CTCP may cancel or terminate the RFA/RFP at any time.

3. CTCP may waive any immaterial deviation(s) in any application/proposal. CTCP's waiver of any immaterial deviation(s) shall not excuse a Primary Agency from full compliance with the contract terms if a contract is awarded.

4. CTCP reserves the right not to award a contract to a passing score proposal/application.

5. CTCP reserves the right to withdraw the award if an acceptable SOW, Budget Justification, and other CTCP required forms are not received by CTCP within the 45 calendar-day negotiation period.

6. CTCP reserves the right to notify the awardee of the negotiation period start date.

7. The Grantee is warned not to commence work until the contract and all required documents have been fully approved and executed. Any grantee performance prior to a fully executed contract may be determined to have been volunteered.

8. CTCP reserves the right to withdraw an award or re-negotiate any SOW service, activity, function or task, and/or Budget component.

9. Expenses associated with preparing and submitting an application/proposal are the sole responsibility of the Primary Agency and will not be reimbursed by CTCP.

10. A Primary Agency certifies, by submitting an application/proposal, that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this contract for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

G. **Contract Terms and Conditions**

1. CTCP will provide the awardee(s) a copy of the contract language. Changes to this language will not be negotiated at any time during the contract negotiation process.

2. Contract terms and conditions are standard state requirements and are not subject to changes or negotiation by the awardee(s) and will include terms and conditions outlined in: 1) Grant Agreement form; 2) SOW; 3) Budget and Payment Provisions; 4) General Terms and Conditions (GTC 307) and

Contractor Certification Clauses (CCC 307), (which may be viewed or downloaded at: http://www.ols.dgs.ca.gov/Standard+Language/default.htm); 5) Special Terms and Conditions; 6) Additional Provisions; and other contract conditions that will be provided to the awardee(s) prior to contract negotiations (refer to "Contract Documents" section of the TCFOR Web page for this RFA/RFP).

NOTE: Draft contract documents listed in item G2 above may be found on the TCFOR Web page under the RFA/RFP for which you are applying.