

STATE OF IOWA DEPARTMENT OF  
**Health** AND **Human**  
SERVICES

**IOWA DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**DIVISION OF PUBLIC HEALTH**

**Medical Residency Training State Matching Grant Program**

**REQUEST FOR PROPOSAL 58825001**

**Project Period: July 1, 2024 – June 30, 2027**  
Liability portions through June 30, 2026

**Contract Period: July 1, 2024 – June 30, 2027**  
Liability portions through June 30, 2026

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## **SECTION 1 – GENERAL AND ADMINISTRATIVE ISSUES**

### **1.01 Purpose**

The purpose of this Request for Proposal (RFP) # 58825001 is to solicit applications that will enable the Iowa Department of Health and Human Services (referred to as Agency) to select the most qualified applicant(s) who submit quality plans compliant with this RFP to establish or expand medical residency training programs or submit requests compliant with this RFP for medical residency liability cost reimbursement. Applicants may apply for both types of funding if they fulfill the RFP requirements for each type of funding.

The Medical Residency Training State Matching Grants Program, based on Iowa Code 135.176, was established to provide greater access to health care by increasing the number of practicing physicians in Iowa through the expansion of residency positions in Iowa. The Agency shall provide funding to sponsors of accredited graduate medical education residency programs for the establishment or expansion of medical residency training programs that will increase the number of residents trained.

2019 House File 532, Section 1 included additional criteria for preference in awarding applicants of this Funding Opportunity. Applicants who demonstrate how their residency candidates are residents of Iowa, attended and earned an undergraduate degree from an Iowa college or university, or attended and earned a medical degree from a medical school in Iowa will be considered for preference in awarding grants within the Medical Residency Training State Matching Grants Program, along with the previous preference in the residency specialty. Section 2 adds a requirement that the residency program offers residency participants the opportunity to participate in a rural rotation to expose the resident to the rural areas of the state. This RFP uses these additional criteria in the selection process. Refer to Section 4 for more details.

2020 House File 2197, Section 1 defined “primary care” as including psychiatry, obstetrics, gynecology, family medicine, internal medicine, and emergency medicine.

2021 House File 891 expanded Iowa Code section 135.176 to include medical residency liability costs as an expense for which matching grants may be awarded for a period beginning July 1, 2021 until June 30, 2026.

The Agency is actively working to strengthen our capacity to address health inequities in Iowa. Health equity is defined as supporting opportunities for everyone to live the healthiest life possible through the reduction of barriers in environmental, social, economic and other conditions which impact health. This program promotes health equity by providing greater access to healthcare and exposing residents to rural areas of the state through completion of a rural rotation.

### **1.02 Project Period and Contract Term**

The **project period** shall be from July 1, 2024 – June 30, 2027. Liability portions through June

30, 2026.

The Agency expects the initial (base) **contract term** to be a three year term from July 1, 2024 through June 30, 2027 (with any liability portion only through June 30, 2026). The Agency shall have the option to extend the contract at its sole discretion for no additional terms.

The issuance of this RFP in no way constitutes a commitment by the Agency to award a contract.

### **1.03 Eligibility Requirements**

Applicants must meet each of the following eligibility requirements for consideration.

#### Eligible Applicants

Hospitals, schools, or consortiums located in Iowa that sponsor and maintain primary organizational and financial responsibility for an Iowa graduate medical education residency program accredited by the American Council for Graduate Medical Education (ACGME) or by the American Osteopathic Association (AOA) and are accountable to the accrediting body are eligible to submit an application in accordance with this RFP. The following exception to demonstrating current accreditation is allowed for a new medical residency program that, by reason of an insufficient period of operation is not eligible for accreditation on or before the date of submission of an application for a grant, may be deemed accredited if the ACGME or the AOA finds, after consultation with the appropriate accreditation entity, that there is a reasonable assurance that the program will meet the accreditation standards of the entity prior to the date of graduation of the initial class in the program (Iowa Code 135.176 a.).

Current contractor(s) awarded through Medical Residency State Matching Grants Program RFP #58824006 may apply for this Funding Opportunity but must apply to use funds to support medical residency liability costs (if not currently supported by the existing contract) or apply for a different specialty area than their existing contract.

#### Electronic Communication Requirements

Applicants are required to maintain and provide to the Agency, upon application, a current and valid email account for electronic communications with the Agency.

Official email communication from the Agency regarding this application will be issued from [iowa.grants@mail.webgrantscloud.com](mailto:iowa.grants@mail.webgrantscloud.com). Applicants are required to assure these communications are received and responded to accordingly.

### **1.04 Service Delivery Area**

The service delivery areas are the counties or defined regions within the state of Iowa where the residency program will operate.

## 1.05 Available Funds

The source of funding is state funds appropriated to the healthcare workforce shortage fund or the medical residency training account (Iowa Code Section 135.176).

The amount that is available for this RFP is \$6,000,000.

The Agency anticipates that the contract amounts will vary based on application content. Actual total awards and individual contract funding levels may vary or funding may be withdrawn completely, depending on availability of funding or any other grounds determined by the Agency to be in the Agency's best interests.

### Match Requirement:

Applicants must match funds awarded based on the type of residency program.

- For an applicant proposing the payment of sponsor medical residency program liability costs under Section 2.01 section A, awarded funds must be matched \$1:\$1. The sponsor must provide \$1 of funding for every \$1 of state matching grant funds awarded. A single applicant shall not receive more than 25% of the total funds available for award.
- For an applicant proposing the establishment of a new or alternative campus-accredited program (paragraph B under Section 2.01), awarded funds must be matched \$1:\$1. The applicant must provide \$1 of funding for every \$1 of state matching grant funds awarded. A single applicant shall not receive more than 50% of the total funds available for award.
- For an applicant proposing the provision of a new residency position (paragraph C under Section 2.01) OR the funding of residency positions which are in excess of the federal residency cap (paragraph D under Section 2.01), awarded funds must be matched \$4:\$1. The applicant must provide \$4 of funding for every \$1 of state matching grant funds awarded. A single applicant shall not receive more than 25% of the total funds available for award.

### Match Example:

The following table is for informational purposes to explain the funding limits of each category per applicant. The example provides funding amounts based on one award for the amount of \$4,000,000. Adjustment of the amount of award will be based on the category and number of sponsors.

*This table is an Example of the funding caps.*

Type of Medical Residency Training Program	Sponsor: State Funding Ratio	Maximum Total Funds Available to One Applicant*	Required Applicant-Provided Funding Amount*
Medical residency program liability	1:1	\$1,000,000 (25% of available funds)	\$1,000,000

insurance			
New program or alternative campus	1:1	\$2,000,000 (50% of available funds)	\$2,000,000
New residency position within an existing program or funding residency positions above the federal residency cap	4:1	\$1,000,000 (25% of available funds)	\$4,000,000
*NOTE: This table is informational to show an example of the limits of an award by category based on a budget of \$4,000,000. The Agency provides no guarantee a sponsor will be allocated the maximum funding amount allowable of \$6,000,000.			

**1.06 Schedule of Important Dates** (All times and dates listed are local Iowa time.)

The following dates are set forth for informational purposes. The Agency reserves the right to change them.

EVENT	DATE
RFP Issued	February 22, 2024
Written Questions and Responses	
Round 1 Questions Due: Responses Posted By:	March 5, 2024 March 12, 2024
Round 2 Questions Due: Responses Posted By:	March 19, 2024 March 26, 2024
Final Questions Due: Responses Posted By:	April 2, 2024 April 9, 2024
Applications Due	April 16, 2024 by 4:00 PM Local Iowa Time
Post Notice of Intent to Award	May 21, 2024

**A. RFP Issued** – The Agency will post the RFP under Grant Opportunities quick link at [www.IowaGrants.gov](http://www.IowaGrants.gov) on the date referenced in the Schedule of Events table above. The RFP will remain posted through the Applications Due date.

**B. Applicant’s Conference** – An applicant’s conference will not be held.

C. Written Questions and Responses – Written questions related to the RFP must be submitted through [www.iowaGrants.gov](http://www.iowaGrants.gov) no later than the dates specified in the table above. Applicants must be registered with IowaGrants in order to submit a question (Refer to Section 3.01 and the ‘New User Registration Instructions for IowaGrants.gov’ document posted under the Attachments section of this Funding Opportunity).

Written questions submitted after the date specified for final questions in the table above will not be considered and a response will not be provided by the Agency.

To submit a question:

- Registered Users login to [www.iowaGrants.gov](http://www.iowaGrants.gov) as a returning user;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Click on ‘Ask A Question’ link located at the top right-hand side of the Opportunity Details page, and enter **a single question** in the ‘Post Question’ box;
- Click the ‘Save’ button;
- A post question confirmation box will appear stating the question is under review.

Additional questions may be submitted by repeating the process above for each individual question. If the question or comment pertains to a specific section of the RFP, the section and page must be referenced. Verbal questions will not be accepted. Questions will not be displayed in IowaGrants until written responses are posted by the Agency.

The Agency will prepare written responses to all pertinent, timely and properly submitted questions according to the schedule of events table above. The Agency’s written responses will be considered part of the RFP.

To view posted questions and responses:

- Login to [www.iowaGrants.gov](http://www.iowaGrants.gov);
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Scroll to the bottom of the Opportunity Details page, under the **Questions** subsection to view the posted questions and answers.

It is the responsibility of the applicant to check this Funding Opportunity in [www.iowaGrants.gov](http://www.iowaGrants.gov) periodically for written questions and responses to this RFP.

D. Application Creation – The application will consist of multiple required forms (refer to Section 3) available within the Electronic Grant Management system at [www.iowaGrants.gov](http://www.iowaGrants.gov). Each form of the application must be completed in its entirety or IowaGrants will not permit the application to be submitted.

Each individual within the applicant organization who desires access to the application must be registered in IowaGrants (refer to section 3.01 and the ‘New User Registration Instructions for

IowaGrants.gov' document posted under the Attachments section of this Funding Opportunity). **The first user to initiate an application for a Funding Opportunity is designated by the system as the primary user (Registered Applicant) for that application.** This primary user can add additional registered users as Grantee Contacts within their organization to the Funding Opportunity for completion/edit/review of forms and submission of the application. If multiple users are editing the same form within an application at the same time, the last saved version will override any changes made by other users.

IowaGrants will permit multiple registered users of the applicant organization to create separate applications for the same Funding Opportunity, thereby creating multiple applications for the same Funding Opportunity. The applicant is responsible for ensuring only one entire application is completed and submitted for each requested service area (refer to Sections 1.04 and 1.14) in response to this RFP.

**E. Applications Due** – Applications must be submitted by 4:00 p.m. (local Iowa time) **April 16, 2024** in the Electronic Grant Management System at [www.iowaGrants.gov](http://www.iowaGrants.gov). Attempted submission of a completed application after the stated due date and time will not be allowed by the system. This Funding Opportunity will not be available as a Current Opportunity on the Electronic Grant Management System after the stated due date and time. If submission of an application is attempted after the stated date and time, the applicant will receive a notice stating “The Funding Opportunity is closed”.

Applications submitted to the Agency in any manner other than through Electronic Grant Management System of the IowaGrants website (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, not reviewed by the Agency and a rejection notice will be sent to the applicant. Any information submitted separately from the application will not be considered in the review process.

**The date and time system of the IowaGrants Electronic Grant Management System shall serve as the official regulator for the submission date and time of an application.**

**The due date and time requirements for submission of the application within the Electronic Grant Management System of IowaGrants website are mandatory requirements and will not be subject to waiver as a minor deficiency.**

Submission Confirmation Screen: After an applicant submits an application, a confirmation screen containing an Application ID number will appear on your computer screen.

It is the applicant's sole responsibility to complete all Funding Opportunity Forms and submit the application in sufficient time.

**F. Release of Names of Applicants** – April 17, 2024. The names of all applicants who submitted applications by the deadline shall be released to all who have requested such notification via an email request to John McMullen at [john.mcmullen@idph.iowa.gov](mailto:john.mcmullen@idph.iowa.gov). The announcement of applicants who timely submitted an application does not mean that an individual application has

been deemed technically compliant or accepted for evaluation.

**G. Notice of Intent to Award** – A Notice of Intent to Award the contract(s) will be posted for 10 business days on the Agency Web page

<https://hhs.iowa.gov/funding-opportunities/notice-of-intent> under Funding Opportunities link by 4:30 pm on the date specified in the Schedule of Events table above. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

**H. Contract Negotiations and Execution of the Contract** – Following the posting of the Notice of Intent to Award, the Authorized Official for the successful applicant(s) will receive a contract document via email from the Agency. The successful applicant has ten (10) working days from the date of receipt in which to negotiate and sign a contract with the Agency. If a contract has not been executed within ten (10) working days of applicant's receipt, the Agency reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by the Agency. The Agency may, at its sole discretion, extend the time period for negotiations of the contract.

### **1.07 Inquiries**

Inquiries related to the RFP shall be submitted in accordance with Section 1.06 (C).

For assistance regarding IowaGrants, please contact the Agency IowaGrants Helpdesk at [iowagrants.helpdesk@idph.iowa.gov](mailto:iowagrants.helpdesk@idph.iowa.gov) or by calling 1-866-520-8987 (available between 8:00 AM and 4:00 PM on weekdays, excluding state holidays).

Unauthorized contact regarding this RFP with other state employees may result in disqualification. In no case shall verbal communications override written communications. Only written communications are binding on the Agency.

The Agency assumes no responsibility for representations made by its officers or employees prior to the execution of a legal contract, unless such representations are specifically incorporated into the RFP or the contract.

Any verbal information provided by the applicant shall not be considered part of its application.

### **1.08 Amendments to the RFP**

The Agency reserves the right to amend the RFP at any time. In the event the Agency decides to amend, add to, or delete any part of this RFP, a written amendment will be posted at [www.iowaGrants.gov](http://www.iowaGrants.gov) under the Attachments section of this Funding Opportunity. The applicant is advised to check this website periodically for amendments to this RFP. In the event an amendment occurs after the Funding Opportunity is closed, the Agency will email the written amendment to the individuals identified in the submitted application as the Project Officer (Registered Applicant) and the Authorized Official listed in the Cover Sheet- General Information Form.

## **1.09 Open Competition**

No attempt shall be made by the applicant to induce any other person or firm to submit or not to submit an application for the purpose of restricting competition.

## **1.10 Withdrawal of Applications**

An application created in IowaGrants.gov cannot be deleted. An application may be withdrawn by request of an applicant at any time prior to the due date and time. An applicant desiring to withdraw an application shall submit notification including the application ID, title of the application, and the applicant organization name via email to [iowagrants.helpdesk@idph.iowa.gov](mailto:iowagrants.helpdesk@idph.iowa.gov).

After this funding opportunity closes, the Agency may withdraw applications that have not been submitted.

## **1.11 Resubmission of Withdrawn Applications**

A withdrawn application may be resubmitted by an applicant at any time prior to the stated due date and time for the submission of applications.

To access a withdrawn application:

- Registered Users login to [www.iowaGrants.gov](http://www.iowaGrants.gov) as a returning user;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Click on 'Copy Existing Application';
- Select the application that you want to copy by marking it under the 'Copy' column (Note: all applications whether in editing, submitted or withdrawn status will be displayed to be copied);
- Click the 'Save' button.

The application that was copied will be open in this funding opportunity. Be sure to re-title the application if necessary by going into the General Information form and editing it. Continue to complete the application forms and submit following the guidance provided in sections 1.06 (D) and (E), and in section 3 of this RFP.

Withdrawn applications for this RFP posting must be submitted by the due date provided in section 1.06 in order to be considered for funding. Withdrawn, submitted, or editing status applications are also available to copy to other Funding Opportunities in IowaGrants at any time.

## **1.12 Acceptance of Terms and Conditions**

- A. An applicant's submission of an application constitutes acceptance of the terms, conditions, criteria and requirements set forth in the RFP and operates as a waiver of any

and all objections to the contents of the RFP. By submitting an application, an applicant agrees that it will not bring any claim or have any cause of action against the Agency or the State of Iowa based on the terms or conditions of the RFP or the procurement process.

- B. The Agency reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of this RFP. Should the successful applicant take exception to the terms and conditions required by the Agency, the successful applicant's exceptions may be rejected and the Agency may elect to terminate negotiations with that applicant. However, the Agency may elect to negotiate with the successful applicant regarding contract terms which do not materially alter the substantive requirements of the RFP or the contents of the applicant's application.

### **1.13 Costs of Application Preparation**

All costs of preparing the application are the sole responsibility of the applicant. The Agency is not responsible for any costs incurred by the applicant which are related to the preparation or submission of the application or any other activities undertaken by the applicant related in any way to this RFP.

### **1.14 Multiple Applications**

An applicant may submit only one application for a service area.

### **1.15 Oral Presentation**

Applicants may be requested to make an oral presentation of the application. The determination of need for presentations, the location, order, and schedule of the presentations is at the sole discretion of the Agency. If an oral presentation is required, applicants may clarify or elaborate on their applications, but may in no way change their original application.

### **1.16 Rejection of Applications/Cancellation of the RFP**

- A. The Agency reserves the right to reject, in whole or in part, any or all applications, to advertise for new applications, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFP if it is in the best interests of the Agency.
- B. Any application will be rejected outright and not evaluated for any of the following reasons:
  - 1. The applicant is not an eligible applicant as defined in section 1.03.
  - 2. An applicant submits more than one application for the same service area for the same funding opportunity.
  - 3. An application is submitted in a manner other than the Electronic Grant

Management System at [www.iowaGrants.gov](http://www.iowaGrants.gov).

- C. Any application may be rejected outright and not evaluated for any one of the following reasons:
1. The applicant fails to include required information or fails to include sufficient information to determine whether an RFP requirement has been satisfied.
  2. The applicant fails to follow the application instructions or presents information requested by this RFP in a manner inconsistent with the instructions of the RFP.
  3. The applicant provides misleading or inaccurate answers.
  4. The applicant states that a mandatory requirement cannot be satisfied.
  5. The applicant's response materially changes a mandatory requirement.
  6. The applicant's response limits the right of the Agency.
  7. The applicant fails to respond to the Agency's request for information, documents, or references.
  8. The applicant fails to include any signature, certification, authorization, or stipulation requested by this RFP.
  9. The applicant initiates unauthorized contact regarding the RFP with a state employee.

#### **1.17 Restrictions on Gifts and Activities**

Iowa Code Chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and for complying with these requirements.

In addition, Iowa Code Chapter 722 provides that it is a felony offense to bribe a public official.

#### **1.18 Use of Subcontractors**

- A. The Agency acknowledges that the selected Applicant may contract with third parties for the performance of any of the Contractor's obligations. The Agency reserves the right to provide prior approval for any subcontractor used to perform services under any contract that may result from this RFP.
- B. Current individual employees of the State of Iowa may not act as subcontractors under this contract.
- C. The applicant is fully responsible for all work performed by subcontractors. No subcontract into which the applicant enters into with respect to performance under the contract will, in any way, relieve the applicant of any responsibility for performance of its duties.

#### **1.19 Reference Checks**

The Agency reserves the right to contact any reference to assist in the evaluation of the application, to verify information contained in the application and to discuss the applicant's qualifications and the qualifications of any subcontractor identified in the application.

### **1.20 Criminal Background Checks**

The Agency reserves the right to conduct criminal history and other background investigations into the applicant, its officers, directors, managerial and supervisory personnel, clerical or support personnel, and health care professional personnel retained by the applicant for duties related to the performance of the contract. Such information may be used in determining contract awards. The applicant shall cause all waivers to be executed by appropriate persons to effectuate the investigations.

### **1.21 Information from Other Sources**

The Agency reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's product or services, personnel, and subcontractors, and the applicant's capability and performance under other Agency contracts, other state contracts and contracts with private entities. The Agency may use any of this information in evaluating an applicant's application.

### **1.22 Verification of Application Contents**

The Agency reserves the right to verify the contents of an application submitted by an applicant. Misleading or inaccurate responses may result in rejection of the application pursuant to Section 1.16.

### **1.23 Litigation and Investigation Disclosure**

The applicant shall disclose any pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the ability of the applicant to perform the required services. Failure to disclose such matters at the time of application within the Business Organization Form (Refer to Section 3 of this RFP) may result in rejection of the application or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of an application must be disclosed within 30 days in a written statement to the Agency.

### **1.24 Financial Accountability**

The applicant shall maintain sufficient financial accountability and records. The applicant shall disclose each irregularity of accounts maintained by the applicant discovered by the applicant's accounting firm, the applicant, or any other third party. Failure to disclose such matters, including the circumstances and disposition of the irregularities, at the time of application within the Business Organization Form (Refer to Section 3 of this RFP) may result in rejection of the

application or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of an application must be disclosed within 30 days in a written statement to the Agency.

### **1.25 RFP Application Clarification Process**

The Agency may request clarification from applicants for the purpose of resolving ambiguities or questioning information presented in the application. Clarifications may occur throughout the application evaluation process. Requests for clarification will be issued to the primary user (Registered Applicant) through email from an IDPH Service Contract Compliance Officer. Clarification responses shall be in writing in the format provided by the Agency and shall address only the information requested. Responses shall be submitted to the Agency within the time stipulated at the time of the request. An applicant will not be permitted to modify or amend its application if contacted by the Agency for this reason.

### **1.26 Waivers and Variances**

The Agency reserves the right to waive or permit cure of non-material variances in the application's form and content providing such action is in the best interest of the Agency. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the applicant from full compliance with RFP specifications or other contract requirements if the applicant is awarded the contract. The determination of materiality is in the sole discretion of the Agency.

### **1.27 Disposition of Applications**

All application submissions become the property of the Agency.

If the Agency awards funds to an applicant, the contents of all applications will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.

### **1.28 Public Records and Requests for Confidential Treatment of Application Information**

The Agency's release of public records is governed by Iowa Code chapter 22. Applicants are encouraged to familiarize themselves with Chapter 22 before submitting an application in response to this RFP.

The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by an applicant as non-confidential records unless applicant requests specific parts of the application be treated as confidential at the time of the submission as set forth herein AND the information is confidential under Iowa or other applicable law.

All information submitted by an applicant will be treated as public information following the

conclusion of the selection process unless the applicant properly requests that information be treated as confidential at the time the application is submitted.

Failure of the Applicant to request information be treated as confidential as specified herein shall relieve Agency personnel from any responsibility for maintaining the information in confidence. Applicants may not request confidential treatment with respect to pricing or budget information and transmittal letters. An applicant's request for confidentiality that does not comply with this section or an applicant's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting an application as non-responsive.

A. Confidential Treatment of Information is Requested by the Applicant

An applicant requesting confidential treatment of information contained in its application shall be required to submit two copies of its application (one complete application (containing confidential information) and one redacted version (with confidential information excised) and complete and submit Form 22 with both applications; as outlined herein:

1. Complete and Submit Form 22 with both applications

APPLICANT NOTE: SUBMISSION OF THIS FORM 22 IS REQUIRED **ONLY** IF REQUESTING CONFIDENTIAL TREATMENT OF APPLICATION INFORMATION.

In order to request information contained in an application to be treated as confidential, the applicant must complete and submit FORM 22 with both applications. Failure of the applicant to accurately and fully complete FORM 22 with the application submission may result in the application to be considered non-responsive and not evaluated. The Form 22 is available to download from a link located in the attachments section of the standard application form titled Application Certification and Conditions (refer to section 3 of this RFP). Applicants must download Form 22 from a link within this form, complete it, and upload it into the specific field of the electronic Application Certification and Conditions form in both applications.

Form 22 will not be considered fully complete unless, for **each** confidentiality request, the applicant: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by applicant to respond to inquiries by the Agency concerning the confidential status of such material. Requests to maintain an entire application as confidential will be rejected as non-responsive.

2. An applicant that submits an application containing confidential information must submit two copies of its application (one complete application and one redacted version of the application) for this RFP. Completed Form 22 shall be uploaded in

the Application Certifications and Conditions form in **both** copies.

One copy of the application must be completed and submitted in its entirety, containing the confidential information. This is the application that will be reviewed.

The applicant must submit one copy of the application labeled “Redacted Copy” from which the confidential information had been excised. In order to do this, the applicant shall rename the copy with the word ‘Redacted’ added as the **first** word in the application title, using the exact same title as the first copy of the application. The applicant must then revise each form within the copied/redacted application removing the confidential information and inserting the word ‘redacted’ in the required fields. The confidential material must be excised from the redacted version in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the application as possible.

Both copies of the application must be submitted by the applicant by the due date and time outlined in Section 1.06 (D).

#### B. Public Requests

In the event the Agency receives a public request for application information marked confidential, written notice shall be given to the applicant seventy-two (72) hours prior to the release of the information to allow the applicant to seek injunctive relief pursuant to Iowa Code Section 22.8. The information marked confidential shall be treated as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other provisions of law by a court of competent jurisdiction. If the Agency receives a request for information that applicant has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, applicant shall, at its sole expense, appear in such action and defend its request for confidentiality. If an applicant fails to do so, the Agency may release the information or material with or without providing advance notice to the applicant and with or without affording applicant the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

Additionally, if applicant fails to comply with the request process set forth herein, if applicant’s request for confidentiality is unreasonable, or if applicant rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to applicant and with or without affording applicant the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

The applicant’s failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by the Agency as a waiver of any right to confidentiality which the applicant may have had.

## 1.29 Copyrights

By submitting an application, the applicant agrees that the Agency may release the application for the purpose of facilitating the evaluation of the application or to respond to requests for public records. By submitting the application, the applicant consents to such release and warrants and represents that such release will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in the applications. In the event the applicant copyrights its application, the department may reject the application as noncompliant.

### **1.30 Review of Notice of Disqualification or Notice of Intent to Award Decision**

Applicants may request reconsideration of either a notice of disqualification or notice of intent to award decision by submitting a written request to the Agency. The Agency must receive the written request for reconsideration **within five business days** from the date of the notice of disqualification or notice of intent to award decision, whichever is earlier.

It is the Applicant's responsibility to assure timely delivery of the request for reconsideration. The request for reconsideration shall clearly and fully identify all issues being contested by reference to the page and section number of the RFP.

The reconsideration shall be addressed to the contract compliance officer cited in the RFP John McMullen, and shall be submitted via email, including a read receipt verification, to BOTH of the following email addresses:

[reconsiderationrequest@dhs.state.ia.us](mailto:reconsiderationrequest@dhs.state.ia.us)

[john.mcmullen@idph.iowa.gov](mailto:john.mcmullen@idph.iowa.gov).

The Agency will expeditiously address the request for reconsideration and issue a decision. The Applicant may choose to file an appeal with the Agency within five days of the date of the decision on reconsideration in accordance with 441 IAC 7.41 et seq. In the event of an appeal, the Agency will continue working with the successful applicant(s) pending the outcome of the appeal.

### **1.31 Definition of Contract and exclusivity**

The full execution of a written contract by both parties shall constitute the making of a contract for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the successful applicant and the Agency. Any contract resulting from this RFP shall not be an exclusive contract.

### **1.32 Construction of RFP**

This RFP shall be construed in light of pertinent legal requirements and the laws of the State of Iowa. Changes in applicable statutes and rules may affect the award process or the resulting contract. Applicants are responsible for ascertaining the relevant legal requirements. Any and all

litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

## **SECTION 2 – BACKGROUND AND SCOPE OF WORK**

### **2.01 Background**

Various populations in Iowa face significant barriers to achieving their best health and may be disproportionately impacted by a disease, health behavior or lack of healthcare access. Health disparities occur when a population experiences a greater burden of disease, death, or disability relative to other populations. Social determinants of health, such as access to food, stable housing, educational opportunities, safe neighborhoods, and discrimination, are some of the root causes of health disparities. The systematic and unjust distribution of social determinants resulting in negative health outcomes create health inequities. Public health programs that acknowledge the role of social determinants and account for them in the planning and implementation of interventions will greatly contribute to the elimination of health inequities within our population. This program promotes health equity by providing greater access to healthcare and exposing residents to rural areas of the state through completion of a rural rotation.

The Medical Residency Training State Matching Grants program was established in Section 135.176 of the Iowa Code to be administered by Iowa Health and Human Services. Initiated from legislative language in 2009, funding was appropriated in State Fiscal Year 2014. The intent is to continue to support medical residency programs throughout Iowa.

In compliance with administrative rules an eligible applicant(s) shall expand current or establish new accredited medical residency training programs (not previously funded through existing contracts with the Department) through any of the following:

- A. The payment of applicant medical residency program liability costs.
- B. The establishment of new or alternative campus-accredited medical residency training programs. For the purposes of this RFP, “new or alternative campus accredited medical residency training program” means a program that is accredited by a recognized entity approved for such purpose by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA). An exception is a new medical residency training program that, by reason of an insufficient period of operation, is not eligible for accreditation on or before the date the grant application is submitted. Said program may be deemed accredited if the ACGME or the AOA finds, after consultation with the appropriate accreditation entity, that there is reasonable assurance that the program will meet the accreditation standards of the entity prior to the date of graduation of the initial class in the program.
- C. The provision of new residency positions within existing accredited medical residency or fellowship training programs.
- D. The funding of residency positions which are in excess of the federal residency cap. For the purposes of this RFP, “in excess of the federal residency cap” means a residency position for which no federal Medicare funding is available because the residency position is a position beyond the cap for residency positions established by the federal Balanced Budget Act of 1997, Pub. L. No. 105-33.

## 2.02 Definitions

**A. RFP General Definitions.** When appearing as capitalized terms in this RFP, including attachments, the following quoted terms (and the plural thereof, when appropriate) have the meanings set forth in this section.

**“Administrative Costs”** means those costs and fees that may include, but are not limited to, those that have been incurred for common or joint purposes or objectives, benefitting more than one cost objective, and/or cannot be readily identified with a particular final cost objective. For the purposes of this RFP, examples of Administrative Costs shall include general administration and general expenses such as accounting, expenses of executive officers, personnel administration, costs of operating and maintaining the facility, rent and lease payments, utilities, data collection and data processing costs, printing, communications equipment and services, depreciation, and other costs necessary to support the delivery of services.

**“Agency”** means the Iowa Department of Health and Human Services.

**“Business Day”** means any day other than a Saturday, Sunday, or State holiday as specified by Iowa Code § 1C.2.

**“Equipment”** means any single item with a cost or value of \$5,000 or more and with an anticipated useful life of one year or more.

**“Indirect Costs”** represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. These may be costs and fees that have been incurred by the Grantee for common or joint purposes or objectives, benefitting more than one cost objective, and/or cannot be readily identified with a particular final cost objective. For the purposes of this RFP, examples of Indirect Costs shall include general administration and general expenses such as accounting, expenses of executive officers, personnel administration, costs of operating and maintaining the facility, rent and lease payments, utilities, data collection and data processing costs, printing, communications equipment and services, depreciation, and other costs necessary to support the delivery of services.

**“Indirect Cost Plan or Indirect Cost Allocation”** means an accounting function by which estimates are made to distribute indirect costs to programs or functions, in order to approximate their full cost.

**“Negotiated Indirect Cost Rate Agreement (NICRA)”** is a document published to reflect an estimate of indirect cost rate negotiated between the Federal Government and a Grantee's organization which reflects the indirect costs (facilities and administrative costs) and fringe benefit expenses incurred by the organization.

**“Request for Proposal” or “RFP”** means a formal Request for Proposal that involves the state Agency soliciting bids to purchase services through a competitive process.

**“Performance Measures”** means measures that assess the Deliverables or activity under this Contract. Performance measures include, but are not limited to quality, input, output, efficiency, and outcome measures.

**B. Definitions Specific to this RFP.** When appearing as capitalized terms in this RFP, including attachments, the following quoted terms (and the plural thereof, when appropriate) have the meanings set forth in this section.

### **2.03 Scope of Work.**

**A. Work Plans.** The Applicant will develop and implement Work Plans compliant with the Deliverables and timelines listed in section B within the forms in IowaGrants as described in Section 3 of this RFP.

**B. Deliverables.** In compliance with the Agency-approved work plan within IowaGrants, The Agency is seeking qualified and eligible applicants to increase the number of accredited medical residencies in Iowa that will result in physicians choosing to practice medicine in Iowa. Applicants and their programs must be in compliance with 641 Iowa Administrative Code Chapter 108 (referenced in Section 7 - Links) and must demonstrate a need for the proposed residency program in Iowa. For the applicants applying for medical residency program liability cost reimbursement, the applicants must be in compliance with 641 Iowa Administrative Code Chapter 108 (referenced in Section 7 - Links)

An applicant must establish a new or alternative campus-accredited residency program, provide new residency positions within their already established residency program, fund residency positions which are in excess of the federal residency cap, or support payment of sponsor medical residency program liability costs. In addition, sponsors must document the following:

1. Develop a recruitment and retention plan, documented as part of the application, to encourage residents to practice in Iowa. The plan must consider prioritizing rural or underserved areas and demonstrate the impact on Iowa’s workforce over time.
2. A primary care residency position includes psychiatry, obstetrics, gynecology, family medicine, internal medicine, and emergency medicine. An applicant must document how the residency program will provide primary care residents the opportunity to participate in a rural rotation to expose the resident to the rural areas of the state. Telemedicine is allowed as part of the rural rotation; however, face-to-face contact must also be incorporated.

### **Priority and Preference:**

Priority and preference in awarding Medical Residency Training State Matching Grants Program grants will be given to applications based on 2019 House File 532 Section 1. Priority and preference will be given to applications:

- That establish or expand medical residency training programs; and
- Include a preference for residency candidates:
  - who are residents of Iowa;
  - attend and earned an undergraduate degree from an Iowa college or university; or
  - attended and earned a medical degree from a medical school in Iowa.

Refer to Section 4 for additional details on the review process and ranking, including prioritization and preference.

**C. Contractor’s Personnel for Project Implementation.** Staffing must be sufficient to implement the project as described in this RFP. The Contractor shall maintain an accurate listing of staff specified for project implementation, meeting all minimum staffing requirements as required by the Agency, within the personnel form Component, located in IowaGrants. An applicant must ensure and demonstrate adequate staffing and personnel for the provision of the program. Key personnel will be required to be identified in the application.

**D. Required Reporting.** The Agency requires reporting of compliance with the resulting Contract and performance of the Deliverables and Work Plans pursuant to proposed action/work plans, provision of services, and incurred expenses by resulting contractors. Successful applicants will be awarded a contract to be managed within an Electronic Grant Management system within [www.iowaGrants.gov](http://www.iowaGrants.gov). The required reports and related information will be submitted within the Grant Tracking system. The reports and submission requirements are subject to change at the sole discretion of the Agency. The Agency shall review and monitor submitted reports, as well as other data and information for completeness, timeliness, and overall performance pursuant to the Contract.

Anticipated reports (progress and data) include:

- Progress Report: This report will include details about the contractor fulfilling activities outlined in the action plan over the contract period, etc.
- Annual Report: this report will include an evaluation of the program efforts for recruitment of residents, program expansion, and program outcomes. It will also include:
  - An analysis of the Medical Residency Needs Assessment and identify any changes.
  - An updated Medical Residency Needs Assessment.
  - A description of the roles and responsibilities of all partnerships that play a role in the program.
  - One success story describing a positive outcome from the project during the year.
  - If available, information about the practice location of resident(s) after graduation.

- Quarterly claims and support documentation (if applicable)

**E. Contract Performance Measures.** The Agency will include performance measure(s) in a successful applicant's contract that reflect the type of residency program proposed in the applicant's application.

- 1. Performance Measure Description:** The Contractor shall complete and submit an annual narrative performance measure report. This report must include:
  - a. An analysis of the Medical Residency Needs Assessment and identify any changes.
  - b. An updated Medical Residency Needs Assessment.
  - c. A description of the roles and responsibilities of all partnerships that play a role in the program.
  - d. One success story describing a positive outcome from the project during the year.
  - e. If available, information about the practice location of resident(s) after graduation.
- 2. Due date:** The report must be submitted in IowaGrants by July 15, 2025, July 15, 2026, and July 15, 2027.
- 3. Data to be used for the Measure:**
  - a. State and federal workforce data, including data from tracking databases
  - b. Population data, including community health needs assessments
  - c. Supply and demand data
  - d. Other related research, including unique community or state-level factors which establish a need for such a residency program
  - e. Qualitative data including partnership information and success stories
- 4. Monetary Incentive or Disincentive:** N/A
- 5. Agency Monitoring of Performance Measure:** The Agency will review this annual report for approval and or negotiation back to the Contractor for revisions.

#### **2.04 Contractor Budget(s) and Contract Payment Methodology**

**A. Contractor Payments.** The Agency anticipates that the contract amounts will vary based on application content. The Contractor shall invoice via IowaGrants claim submitted to the Agency quarterly for reimbursement of the costs associated with meeting the Deliverables of the Contract. This reimbursement shall be in accordance with the Agency approved budget. The Contractor shall complete and submit an Agency approved line-item budget in an Agency approved format for the term of the Contract, with this Application, see below and Section 3.

#### **B. Cost Restrictions.**

1. The Contractor shall only be eligible to receive reimbursement for services described within the Scope of Work, and for expenses as approved in the budget.
2. Indirect Costs or Administrative Costs Charges Limitations:

- a. **Indirect Cost Rate Charges:** Applicants may charge an indirect rate in accordance with their federally approved Negotiated Indirect Cost Rate Agreement (NICRA) (please see definitions section), or an Indirect Cost Plan (please see definitions section) recognized by a state cognizant agency (local governments). If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement or the Indirect Cost Plan recognized by a state cognizant agency must be submitted as an attachment to the application. The Agency reserves the right to negotiate the application of the Indirect Rate per individual contract.
- b. **Administrative Costs Charges:** Applicants may charge Administrative costs (please see definitions section for what constitutes “Administrative Costs”), only in the absence of a federally approved Negotiated Indirect Cost Rate Agreement or an Indirect Cost Plan recognized by a state cognizant agency (local governments). Administrative Costs are capped at (limited to) 15% of the direct costs proposed in the budget. The applicant shall maintain documentation to support the administrative cost allocation. The Agency reserves the right to request the documentation at any time.

3. **Equipment:**

Equipment is defined as any item with a cost or value of \$5,000 or more and with an anticipated useful life of one year or more. If the item does not meet this definition, it should be included in “other” costs.

4. **Other:**

This category may include items such as office supplies, educational supplies, project supplies, incentives, communication, rent and utilities (if not included in Administrative or Indirect Costs), training, information technology-related expense, travel\*, etc. and should reflect any major activities required to accomplish the action plan or work plan. This category also includes any items not meeting the above definition for equipment.

\*The Agency will not reimburse the Contractor travel amounts in excess of limits established by the [Iowa Department of Administrative Services](#).

Out of state maximum allowable amounts for meals are available upon request. There is no restriction on airfare or lodging but the incurred expenditures are to be reasonable (refer to the out-of-state limits established by Iowa Department of Administrative Services procedures 210.300 through 210.330).

- C. Budget.** Pursuant to Iowa Code section 135.176, “Medical Residency Training State Matching Grants Program,” the sponsor shall demonstrate through documented financial information that funds have been budgeted and will be expended in the amount required to provide matching funds for each residency proposed in the application. Iowa Code

135.176 also includes the following requirements for applicants proposing to use funds to support medical residency program liability costs:

- Provide documented financial information that funds have been budgeted and will be expended by the applicant in the amount required to provide dollar-for-dollar matching funds for the cost of the medical residency program liability.
- Demonstrate that the funding of the medical residency program liability costs falls within the period of July 1, 2024 through June 30, 2026.

An applicant shall document this requirement by providing a line item budget as part of the application, demonstrating the applicant's funding amounts and state matching funds requested.

### **Line Item Budget:**

An applicant must create a 3-year budget (project projections) for the Project Period (July 1, 2024 – June 30, 2027). Liability portions through June 30, 2026. The budget must support the type of programming sought. This budget shall also demonstrate the applicant match funds required. Refer to Section 1.05 Available Funds for details regarding the type of program, available funds and match requirements.

Applicants will demonstrate a budget adequate to support the work of the application based on the specific line item categories outlined below. A budget justification narrative shall describe how the budget was calculated and justify the expenses detailed.

### Direct Costs Categories

Allowable budget line categories for direct cost expenses include:

- Salary and Fringe Benefits
  - The applicant shall include all staff salary and fringe amounts directly funded, wholly or partially with these funds. A justification for each staff charged to this project shall include the staff position title, the annual salary and fringe for the position, and the full-time equivalent (FTE) portion to be charged to these funds. The budget may include the portion of teaching physician salaries and fringe benefits associated with teaching and supervision of residents and fellows; clerical salaries/fringe benefits; or stipends for residents and fellows. A justification for resident and fellow stipends must include the number of proposed positions and the stipend amount for each position.
- Medical residency program liability costs (if applicable)
- Subcontract
  - If services performed for any activities outlined in this RFP are to be subcontracted, the applicant must detail the anticipated subcontract expenses in this category.
- Equipment
  - List any equipment planned to be purchased with these funds. Equipment must meet the definition to be budgeted here, otherwise the costs must be included in "other" costs.

- Other
  - This category may include items such as office supplies, educational supplies, project supplies, incentives, communication, rent and utilities , training, information technology-related expense, travel\*, etc. ONLY if these expenses are not included in Administrative or Indirect Costs; and should reflect any major activities required to accomplish the action plan or work plan. This category also includes any items not meeting the above definition for equipment.

\*The Agency will not reimburse the Contractor travel amounts in excess of limits established by the Iowa Department of Administrative Services.

Current in-state travel maximum allowable reimbursement amounts:

- Food for in-state: \$12.00/breakfast, \$15.00/lunch and \$29.00/dinner
- Lodging: \$120.00 plus taxes per night
- Mileage: \$0.50 per mile

Out of state maximum allowable amounts for meals are available upon request. There is no restriction on airfare or lodging but the incurred expenditures are to be reasonable.

### **Unallowable Costs**

Administrative and federally-approved indirect costs are not allowed.

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## **SECTION 3 – APPLICATION CONTENT**

In compliance with the minimum requirements and scope outlined in Section 2 – Description of Work and Services, applicants must complete each form listed below from within IowaGrants for this Funding Opportunity.

### **3.01 Application Instructions**

Each user will complete the registration process, only if not already registered. Follow the steps outlined in the ‘New User Registration Instructions for IowaGrants.gov’ as posted under the Attachment section of the Funding Opportunity. New Users should allow at least a few days for the registration to be processed.

Refer to Section 1.06 (D) for instructions on Application Creation.

Note: IowaGrants will permit multiple users within the Applicant Organization to register and begin creation of an application for each funding opportunity. The applicant is responsible for ensuring **only one entire application is completed and submitted for the same service area** (refer to Sections 1.04, 1.06, and 1.14) in response to this RFP.

For general instructions on completing applications in IowaGrants, as well as how to copy previously created applications, refer to the ‘the Agency Application Instruction Guidance’ as posted under the Attachment section of the Funding Opportunity.

- Submitted applications must meet all minimum and eligibility requirements outlined in this RFP.
- Promotional materials or other items not required by this RFP will not be considered during the review process.
- Any information or materials not required to be submitted as an attachment by this RFP application will not be considered in the review process.

Upon starting an application, the first screen that appears is the General Information Form. This is where the applicant will title their application and identify the Organization they are representing. The registered applicant must be representing an eligible entity (refer to section 1.03). After clicking ‘Save’; the applicant can re-open and edit this form to add other users registered with the represented organization in IowaGrants.gov as ‘Additional Contacts’.

The saved **General Information** Form appears as the first form in your application.

### **3.02 Application Forms:**

Applicants must complete each application form listed below following the instructions here and within the Electronic Grant Management System at [www.iowagrants.gov](http://www.iowagrants.gov). Each required field of each Application Form must be completed or the system will not allow the form to be saved. Once an application form is completed, the applicant must mark it as complete. All forms must

be marked as complete or IowaGrants will not permit the application to be submitted. Follow the instructions for each section and field within the form in IowaGrants. A summary of each Form's contents is listed below.

**Cover Sheet - General Information:** This form requires the applicant to identify the Authorized Official, the Fiscal Contact, and additional required information.

**Business Organization:** This form requires information about the applicant organization, including legal name, address, alternate mailing address for warrant/payments, business structure, history, table of organization, any pending or threatened litigation or investigation which may affect the Applicant's ability to perform the required services (refer to RFP Section 1.23), as well as identification of the applicant's accounting firm and reporting any irregularities discovered in any of the accounts maintained by the applicant (refer to RFP Section 1.24), and disclosure of history of contract default or terminations.

**Application Certification and Conditions:** This form provides for the certification and assurance of the Applicant's intent and commitment to provide the services included in the application if an award is issued. This form will also identify the individual designated as the Grantee Contact with full responsibility for assignment of individuals to a resulting grant site (if applicable) in IowaGrants. Optional sections of this form include a section for the request for confidentiality in compliance with section 1.28 of this RFP and upload field for transmittal letters and other applicable communications.

The Certification and Conditions Form is **required** to be completed, electronically signed and dated by the Executive Director (ED) or Chief Executive Officer (CEO) of the applicant.

- Iowa Code Section 554D.103 defines an electronic signature as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.

An applicant's submission of an application indicates the applicant's agreement to conduct this transaction by electronic means.

**Medical Residency Applicant Specialty and Selection (does not apply to medical residency program liability costs):** This form requires selection of the proposed residency program specialty. The applicant must specify the selection of the type of program they will support (this is for applicants who are expanding or starting a new residency program):

- The establishment of new or alternative campus-accredited medical residency training programs;
- The provision of new residency positions within existing accredited medical residency or fellowship training programs; or
- The funding of residency positions which are in excess of the federal residency cap.

**Medical Residency Program Liability Costs:** This form is for applicants who are applying for the payment of medical residency program liability costs. Applicants must:

- Upload documentation that includes the applicants annual cost of the medical liability for their medical residency program. Documented by budget and/or insurance forms.

**Medical Residency Background and Demonstrated Experience (does not apply to medical residency program liability costs):** This form requires information about the applicant organization's background, demonstrated experience in provision of services, and established community partnerships. The applicant must:

- Upload documentation of ACGME or AOA accreditation (e.g., accreditation certification or letter).
- Demonstrate their experience with provision of services for establishing or expanding medical residency training programs. The applicant must address the following items in this form:
  - Describe the graduate medical education currently provided by the applicant;
  - Describe the community outreach and educational programming services currently provided by the applicant;
  - Describe the number of years the applicant has provided graduate medical education and or medical residency programs; and
  - Describe the capacity of the applicant to establish and develop a medical residency program.
- Describe how safety net providers, including but not limited to local public health agencies, critical access hospitals, rural health clinics, community health centers and community mental health centers, will be engaged. Applicants shall demonstrate collaboration through indicating the following for each entity currently collaborating with the applicant:
  - Entity name;
  - Entity description;
  - Entity address; and
  - Description of how the entity assists in achieving the goals of this RFP.

**Medical Residency Needs Assessment (does not apply to medical residency program liability costs):** This form requires information/data about the need for residency training within the community or population to be served by the applicant. Pursuant to Iowa Code section 135.176, demonstrate a need for such residency program in Iowa by providing objective evidence of such need within the application, including:

- State and federal workforce data, including data from tracking databases;
- Population data, including community health needs assessments;
- Supply and demand data; and
- Other related research, including unique community or state-level factors which establish a need for such a residency program.

**Medical Residency Personnel:** This form requires specific information about the project personnel related to providing the services described in this RFP. Staffing must be sufficient to implement the project as described in this RFP. An applicant must ensure and demonstrate adequate staffing and personnel for the provision of the program. Key personnel will be required to be identified in the application and must include the following for all identified personnel:

- Title/position description
- Name
- Email address
- Role and responsibilities
- Experience and education
- Credential or license number, as applicable
- Time dedicated to this project (i.e., FTE)
- Resume or curriculum vitae (CV)

**Medical Residency Project Work Plan (does not apply to medical residency program liability costs):** This form requires the applicant to identify the details for implementing the work and services as described in this RFP. Applicants shall demonstrate within their work plan their capability to implement the minimum requirements as described in Section 2. Within this form, the applicant must indicate:

- Location(s) of the applicant’s worksite or other locations involved in provision of services under this application. This includes all training sites for the residency program. The applicant shall address and describe where and which services will be provided in the locations.
- The projected number of resident training slots added for the entire project period.
- Specific and detailed plans for the applicant’s proposed project including goals, activities planned, measurables, responsible person(s) and timeframes. The following must be addressed within the plan:
  - A plan for offering primary care residents, including psychiatry residents, the opportunity to participate in a rural rotation as part of their residency to expose the resident to rural areas of the state;
  - A plan to provide a preference for candidates who are residents of Iowa, attended and earned an undergraduate degree from an Iowa college or university, or attended and earned a medical degree from a medical school in Iowa; and
  - A plan for tracking graduates that enter into practice in Iowa.

**Medical Residency Recruitment and Retention Plan (does not apply to medical residency program liability costs):** In this form, describe how the applicant will recruit the medical residents to the medical residency training program and its work to assist them in transitioning to practice in Iowa following completion of the residency program. A recruitment and retention plan is required to encourage residents to enter practice in Iowa, with a preference for rural or underserved areas and demonstrate over time the impact on Iowa’s workforce.

Components of a recruitment and retention plan may include but are not limited to:

- Strategies to recruit residents with ties to Iowa that lead to the physician selecting an Iowa practice;
- Strategies to engage residents using innovative tools and technology such as telemedicine, Tele-informatics, and social media;
- Strategies for providing early and long term exposure to positive rural and underserved practicing physician role models;
- Strategies to reduce barriers such as professional isolation to practice in rural or

- underserved areas; and
- Selection of rotation sites that emphasize coordination and cooperation among providers, institutions and community-based organizations and leaders.

**HHS Subcontract Plan (does not apply to medical residency program liability costs):** This form requires specific information about the applicant's proposed plan for subcontracts. Applicant shall identify if subcontracts are proposed, and if so, the applicant shall include the scope of work of subcontracted services; anticipated amount for each proposed subcontract; the name, contact information, experience of subcontractor (if known at the time of application); and the delivery area(s) to be served through the subcontract. Subcontract Plan should consider strategies to ensure inequities are addressed, including subcontractor's community connections, relationships with marginalized or underserved populations, and geographic distribution.

**Medical Residency Budget Match \$1:\$1:** Only applicants proposing the establishment of new or alternative campus accredited medical residency training programs. The applicant must enter the budget for year 1 in the appropriate budget form. The applicant must create and upload a separate budget for year 2 and a separate budget for year 3. Liability portions through June 30, 2026.

**For the establishment of new or alternate campus accredited medical residency training program:** The applicant shall describe the details of proposed expenses to implement the project as described in the applicant's application to accomplish the work as described in this RFP. The applicant shall enter the amount of applicant funds proposed; the form will automatically calculate the corresponding State match amount per requirement (\$1 of funding for every \$1 of state matching grant funds awarded). Proposed expenses and budget details must be adequate, yet reasonable to support the work of the application, and must be in compliance with Sections 1.05 and 2.04 of this RFP.

**Medical Residency Budget Match \$4:\$1:** Only applicants proposing the provision of new residency positions within existing accredited medical residency or fellowship training programs OR the funding of residency positions which are in excess of the federal residency cap must complete this form. This form requires the applicant to describe the details of proposed expenses to implement the project as described in the applicant's application to accomplish the work as described in this RFP. The applicant shall enter the amount of applicant funds proposed; the form will automatically calculate the corresponding State match amount per requirement (\$4 of funding for every \$1 of state matching grant funds awarded). Proposed expenses and budget details must be adequate, yet reasonable to support the work of the application, and must be in compliance with Sections 1.05 and 2.04 of this RFP. The applicant must enter the budget for year 1 in the appropriate budget form. The applicant must create and upload a separate budget for year 2 and a separate budget for year 3. Liability portions through June 30, 2026.

**Medical Residency Liability Costs Budget Match \$1:\$1.** This form is only for the reimbursement of medical residency liability costs. The applicant shall enter the amount of applicant funds proposed; the form will automatically calculate the corresponding State match

amount per requirement (\$1 of funding for every \$1 of state matching grant funds awarded). Liability costs will not be scored but will be added into the application total. The applicant must enter the budget for year 1 in the appropriate budget form. The applicant must create and upload a separate budget for year 2.

**Minority Impact Statement:** This form collects information about the potential impact of the project's proposed programs or policies on minority groups.

## **SECTION 4 – APPLICATION REVIEW PROCESS AND CRITERIA**

### **4.01 Overview of Review Process**

Review/evaluation of applications submitted under this RFP will be conducted in three phases.

Phase I -- Technical Review: The first phase will involve a preliminary review by the Agency staff of an applicant's compliance with the mandatory requirements, such as eligibility and application content for submitted applications. Applications which fail to satisfy technical requirements or application content may be eliminated from the application review. These applications may be rejected. The Agency will notify the applicant of a rejection that occurs during Phase I of the review process. The Agency reserves the right to waive minor variances at the sole discretion of the Agency.

Phase II – Review Committee: Applications determined to be compliant with technical requirements and application content will be accepted for the second phase of evaluation, which shall be completed by a review committee or committees established by the Agency. The membership of the review committee(s) shall be determined by the bureau chief with input and oversight from the respective division director. The review committee(s) shall evaluate applications in accordance with a point system. Each committee member will review the applications and the evaluation criteria outlined in this chapter and assign a point total for each criterion. If an applicant is requested to make an oral presentation of the application pursuant to RFP Section 1.15, the committee members may consider the oral presentation of the applicant in determining the points awarded.

The total score awarded by each committee member will be averaged to arrive at the final score for each application and the applications will then be ranked based on the average of the evaluation scores. The Agency staff may solicit additional input and recommendations from the review committee(s).

In the event competitive applications receive an equal number of points for when the Agency receives more applications than funding allows for (for example, the Agency receives 10 applications and has funding for 7 and there is a tie between 8 and 9)), a second review may be conducted utilizing the same scoring process. In the event a second review is conducted, the respective program's division director will designate two management employees and one non-management employee to conduct a second review.

Phase III -- Agency Review and Award: The third phase will be a final review. The Agency will consider the submitted applications and the review committee's scores and recommendations.

The Agency may also consider geographical distribution, budget information, any information received pursuant to Sections 1.19 - 1.24 of the RFP, and any other information received pursuant to the procurement process. The Agency reserves the right not to award the contract to the applicant with the highest point average.

## 4.02 Scoring of Applications

A maximum of 100 points may be awarded to each application. A minimum average score of 60 or greater is required for the application to be considered for funding. Applications scoring less than the minimum average score will be rejected.

Accepted applications will be evaluated based on the following criteria:

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized and understandable.
- C. Descriptions are responsive to the intent of the RFP objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors such as budget, project management plan and availability of staff.

Points will be assigned for each item listed as follows:

- 5 Applicant's application or capability is exceptional and exceeds expectations for this criterion.
- 4 Applicant's application or capability is superior and slightly exceeds expectations for this criterion.
- 3 Applicant's application or capability is satisfactory and meets expectations for this criterion.
- 2 Applicant's application or capability is unsatisfactory and contains numerous deficiencies for this criterion.
- 1 Applicant's application or capability is not acceptable or applicable for this criterion.

The maximum points to be awarded for each application section are as follows:

<b>Application Form</b>	<b>Weight</b>	<b>Potential Maximum Score</b>
Cover Sheet- General Information	N/A- Required	N/A
Business Organization	N/A- Required	N/A
Application Certification and Conditions	N/A- Required	N/A
Medical Residency Applicant Specialty and Selection (does not apply to medical residency program liability costs)	1	5
Medical Residency Program Liability Costs	N/A	N/A
Medical Residency Background and Demonstrated Experience (does not apply to medical residency program liability costs)	4	20
Medical Residency Needs Assessment (does not apply to medical residency program liability costs)	4	20
Medical Residency Personnel	2	10
Medical Residency Project Work Plan (does not apply to medical residency program liability costs)	6	30
Medical Residency Recruitment and Retention Plan (does not apply to medical residency program liability costs)	1	5
HHS Subcontract Plan (does not apply to medical residency program liability costs)	N/A- Required	N/A
Medical Residency Budget Match \$1:\$1 (the scoring applies to new or expanded residency program applications only) OR Medical Residency Budget Match \$4:\$1	2	10
Minority Impact Statement	N/A- Required	N/A
<b>Total Maximum Points:</b>		<b>100</b>

## **SECTION 5 – CONTRACT**

### **5.01 Contract Conditions**

**Contract Conditions:** Any contract awarded by the Agency shall include specific contract provisions including the General Terms and Contingent Terms as posted on the Agency’s website. Refer to the Attachments section on the Funding Opportunity page for the Draft Sample Contract Template. The Draft Sample Contract Template included is for reference only and is subject to change at the sole discretion of the Agency.

The contract terms contained in the general terms and contingent terms are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFP and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFP. All costs associated with complying with these requirements should be included in the application. If the contract exceeds \$500,000, or if the contract together with other contracts awarded to the Contractor by the Agency exceeds \$500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code chapter 8F.

The Agency requires Contractors to link with the local board of health when providing services supported by the Agency funding. In particular, Contractors are expected to assist the local board of health in carrying out the three core functions of public health as defined in 641 IAC 77.3 (137): assessment, policy development and assurance. Examples of linking with the board of health include, but are not limited to:

- Provide environmental and/or health data to the local board of health for the purposes of, and provide assistance in, assessing and analyzing the health status of the community.
- Submit reports to the local board of health on the effectiveness, accessibility, and quality of services provided.
- Include the local board of health in establishing policies and plans associated with the services provided. This can be accomplished by establishing a liaison between the contractor and the board of health or by attending regular meetings of the board of health.
- Educate the local board of health about the services provided and work with the board to identify target populations in need of the services provided.
- Be active in the Community Health Needs Assessment and Health Improvement Plan process.
- Provide the board of health expert input on the services provided and how those services relate to; the health priorities of the community and health improvement plans to address those priorities.

The contractor is expected to provide documentation of linkage efforts if requested by the Agency.

Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

### **5.02 Incorporation of Documents**

The RFP, any amendments and written responses to applicant questions, and the application submitted in response to the RFP form a part of the contract. The parties are obligated to perform all services described in the RFP and application unless the contract specifically directs otherwise.

### **5.03 Order of Priority**

In the event of a conflict between the contract, the RFP and the application, the conflict shall be resolved according to the following priorities, ranked in descending order:

1. the Contract;
2. the RFP;
3. the Application.

### **5.04 Contractual Payments**

The Agency provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514..

If the applicant is not a current contractor with the Agency, a completed current and accurate W-9 form will be requested by the Agency upon award of a contract. The Agency shall not provide any reimbursement of expenses until the W-9 is received and accepted.

### **5.05 Early Contract Termination**

If a contract awarded by the Agency pursuant to this RFP is terminated by either party prior to the end of the project period for any reason, the Agency may procure services for the remainder of the contract period or project period by (1) awarding the contract to a contractor from the same or a contiguous service area; (2) awarding the contract to another entity deemed appropriate by the Agency, or (3) issuing an RFP. An Applicant's submission of an application to this RFP constitutes mutual agreement among the Agency and the Applicant/Contractor pursuant to 641 IAC 176.3 that the Agency has sole discretion in procuring such services.

## **SECTION 6 – ATTACHMENTS**

The following reference documents are posted separately under the Attachment section of this Funding Opportunity.

- A- FY25 RFP 58825001 Medical Residency Training State Matching Grants
- B- New User Registration Instructions for IowaGrants.gov
- C- IowaGrants Application Forms Instruction Guidance
- D- FY25 RFP 58825001 Medical Residency Training State Matching Grants Draft Contract
- E- FY25 RFP 58825001 Medical Residency Training State Matching Grants Draft Score Tool

## **SECTION 7 – LINKS**

The following reference documents are available by clicking on the link provided in the website Links section of this Funding Opportunity.

- A. [General Terms and Contingent Terms](#)
- B. Iowa Code 135.176 Medical Residency Training State Matching Grants Program  
<https://www.legis.iowa.gov/docs/code/135.176.pdf>
- C. Iowa Administrative Rules  
<https://www.legis.iowa.gov/docs/aco/arc/1480C.pdf>