



Aug. 4, 2020

Dear Potential Applicant:

You are invited to apply to the Pennsylvania Department of Health in accordance with the enclosed Request for Applications (RFA) #67-116.

All questions regarding this RFA must be directed by email to wbraund@pa.gov, no later than 12:00 p.m. on **Aug. 18, 2020**. All questions must include the specific section of the RFA about which the potential applicant is questioning. Answers to all questions will be posted at www.emarketplace.state.pa.us. Click on 'Solicitations' and search for the above RFA number.

Please submit one application, (Part 2 of this RFA) by email to RA-DHHEALTH_DEPT_DOC@pa.gov. Applications must be received no later than 1:30 p.m. on **Sept. 1, 2020**.

LATE APPLICATIONS WILL NOT BE ACCEPTED REGARDLESS OF THE REASON.

Please type "APPLICATION ENCLOSED RFA #67-116" as the subject line of your e-mail submission.

We expect that the evaluation of applications and the selection of Grantees will be completed within eight weeks of the submission due date.

Sincerely,

Lori Diehl
Director
Office of Procurement

Enclosure

Request for Application

Pennsylvania Approved COVID-19 Testing Sites (PaACTS)

RFA Number

67-116

Date of Issuance

Aug. 4, 2020

Issuing Office: Pennsylvania Department of Health
Office of Procurement
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Harrisburg, Pennsylvania 17120-0701

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Pennsylvania Approved COVID-19 Testing Sites (Pa. ACTS) Program

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Application Forms and Attachments

- I. Cover Page
- II. Certifications
- III. Work Statement
- IV. Budget Template is downloadable and is attached for completion of the budget request.

Any Grant Agreement resulting from this RFA will include certain standard terms and conditions, which will either be attached as paper appendices or incorporated by reference and may be found at <http://www.health.pa.gov/vendors>. These terms and conditions are listed below:

- Payment Provisions (Rev. 5/12)
- Program Specific Provisions
- Standard General Terms and Conditions (Rev. 2/15)
- Audit Requirements (Rev. 7/13)
- Commonwealth Travel and Subsistence Rates (Rev. 4/12)
- Federal Lobbying Certification and Disclosure (Rev. 12/05)
- Pro-Children Act of 1994 (Rev. 12/05)

PART ONE

Pennsylvania Approved COVID-19 Testing Sites (PaACTS)

General Information

A. Information for Applicants

The COVID-19 virus has been shown to spread quickly through communities within the Commonwealth as well as United States creating a disruption of community and business activities and impacting the delivery of care by our healthcare systems. Since the confirmation of the first case of COVID-19 in Pennsylvania, every county in the Commonwealth has been affected as COVID-19 has spread from person to person due to exposure to individuals that may be symptomatic (that is, having fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, and loss of taste or smell) or asymptomatic. Many areas of Pennsylvania are also experiencing “community spread”, which means that COVID-19 is being transmitted through unknown sources and not from a known infected area.

Through this RFA, the Pennsylvania Department of Health (Department) is soliciting applications for the Pennsylvania Approved COVID-19 Testing Sites (PaACTS) program from Pennsylvania institutions and organizations that shall create a Hub and Spoke network of approved testing sites within six regions. These networks will facilitate access for individuals to receive COVID-19 testing to rapidly detect and identify cases of COVID-19 infection that lead to implementing appropriate clinical and community mitigation efforts. At minimum, each PaACTS program shall include a Hub and network of Spokes. For the purposes of this program, a Hub is defined as an organization with a team of experts that shall oversee establishing approved testing sites (Spoke locations) within counties across a region and provide support to those Spoke locations. A Hub shall include, but not be limited to, a Clinical Laboratory Improvement Amendments (CLIA)-certified laboratory approved to conduct COVID-19 tests and laboratory personnel including an individual who meets the standard of a CLIA approved laboratory director of high complexity testing. At a minimum, the services provided by a Hub to each Spoke shall include the training of personnel to administer and oversee the quality of tests provided to individuals and the collection, maintenance and reporting of demographic and testing results for mitigation efforts and research purposes and technical assistance on billing and insurance reimbursement for COVID-19 tests. A Spoke is defined as a location within a region that can offer FDA approved COVID-19 diagnostic and/or antibody testing, including specimen collection, to individuals while being supported by the Hub. Spokes can include but are not limited to health care providers, civic and community groups, pharmacies and laboratories. Providers that are affiliated with academic institutes may also be used as Spokes. Each application must provide details on how the applicant shall develop and build Spokes that use either its existing network of health care providers, civic and community groups and laboratories, or create new relationships with health care providers, civic and community groups and laboratories within the region, or both. Each application must demonstrate the applicant’s ability to establish a Spoke or network of Spokes that shall increase access to approved COVID-19 testing. While staff time may be paid for by this Grant, the organization may not retain payment for what it billed commercial insurance or Medicaid.

The Pennsylvania Approved COVID-19 Testing Sites Program will be funded through the Epidemiology and Laboratory Capacity (ELC) Enhanced Detection Funding administered by the Centers for Disease Control and Prevention (CDC) under a cooperative agreement with the

Department of Health and Human Services. The Grant program aims to address the COVID-19 pandemic by using a Hub and Spoke model that when implemented will increase access to testing using COVID-19 diagnostic and antibody testing and other Food and Drug Administration (FDA)-approved testing methods.

The Department is interested in funding applications addressing the establishment of PaACTS in a Hub and Spoke in each of the six identified regions within the Commonwealth to provide COVID-19 diagnostic and antibody testing to people in Pennsylvania. The overall goal of this funding is to expand the detection, surveillance, mitigation and containment of the COVID-19 virus. The anticipated Grant Agreement term is Sept. 1, 2020 to June 30, 2022 subject to the availability of funding. If more funding becomes available from the Federal government, supplemental dollars could be provided to PaACTS Grantees.

Additional information about how to apply, relevant and specific restrictions, and stated preferences regarding applicants are noted and outlined in Section B. Applicants are encouraged to be innovative and creative in their approach.

This RFA provides interested Pennsylvania institutions and organizations with information to prepare and submit applications to the Department. Questions about this RFA can be directed to Dr. Wendy Braund at wbraund@pa.gov, no later than 12:00 p.m. on Aug. 18, 2020. Answers to all questions will be posted at www.emarketplace.state.pa.us. Each applicant shall be responsible to monitor the website for new or revised RFA information. The Department shall not be bound by any information that is not either contained within the RFA or formally issued as an addendum by the Department.

In order to do business with the Commonwealth of Pennsylvania providers are required to enroll in the SAP system. Applicants may enroll at www.vendorregistration.state.pa.us/ or by calling toll free at 1-877-435-7363 or locally at 717-346-2676.

B. Application Procedures

1. General

- a) Applications must be received by the Department by the time and date stated in the cover letter. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which applications are to be returned is closed on the application response date, the deadline for submission will be automatically extended until the next Commonwealth business day on which the office is open, unless the Department otherwise notifies Applicants. The hour for submission of applications shall remain the same. The Department will reject and will not open, read or otherwise view the contents of, any application that is submitted or received after the stated submission deadline.
- b) If it becomes necessary to revise any part of the application guidelines, an amendment will be posted on the DGS website.

- c) The decision of the Department with regard to selection of applicants is final. The Department reserves the right to reject any and all applications received as a result of this request and to negotiate separately with competing applicants.
- d) Awarded applicants shall not be permitted to issue news releases pertaining to this project prior to official written notification of award by the Department review committee. Any subsequent publication or media release issued by the Grantee throughout the life of the Grant using funding from this Grant must acknowledge the Department as the granting agency and be approved in writing by the Department.
- e) If an organization received dollars from any other Federal or state grants that assist in COVID-19 diagnostic and antibody testing, they are still eligible to submit an application for the PaACTS Program.

2. Evaluation of Applications

All applications meeting stated requirements in this RFA and received by the designated date and time, will be reviewed by a committee of qualified personnel selected by the Department. The Review Committee will recommend applications that most closely meet the evaluation criteria developed by the Department. If the Review Committee needs additional clarification of an application, Office of the Secretary staff and staff from the Office of Procurement will schedule an oral presentation, either in person or via a conference call, or assign a due date for the submission of a written clarification, or both. The evaluation criteria used by the Review Committee, includes Soundness of Approach and Feasibility.

a) Soundness of Approach

Understanding the objectives and scope of the work of the PaACTS Program: This refers to the applicant's understanding of the Department's needs that generated this RFA, of the Department's objectives in asking for the COVID-19 diagnostic and antibody testing and of the nature and scope of work involved. When a communicable disease outbreak begins, the ideal response is for public health officials to begin testing for the disease as early as possible. This action leads to quick identification of cases and is crucial of course to help treat, isolate or hospitalize people who are infected. Testing also is important in the bigger public health picture on mitigation efforts, helping investigators characterize the prevalence, spread and contagiousness of the disease. Early testing also helps to identify anyone who came into contact with infected people so they too can be quickly treated. The Commonwealth believes the rapid implementation of approved testing sites overseen by a healthcare system in collaboration with a network of health care providers and community groups within each of the designated regions offers individuals accurate and reliable testing that will significantly impact and slow the spread of the COVID-19 virus.

The experience, education, and training of the staff of the PaACTS Program: This refers to the competence and experience of professional personnel who would be assigned to the project by the applicant. Applicants must have a core team of at least two staff members who shall oversee the

operations of the Hub and the PaACTS program as a whole. At least one of these core staff members must be a physician who is board-certified in internal medicine, and one must be a practitioner, certified infection preventionist or epidemiologist with specialized training in implementing and maintaining infection prevention and control plans within a hospital or health system. The practitioners or epidemiologist must also provide documentation of experience in conducting disease surveillance and reporting disease surveillance data to the Commonwealth of Pennsylvania's Electronic Disease Reporting System commonly referred to as PA-NEDSS (Pennsylvania's version of the National Electronic Disease Surveillance System). Applicants should submit the Curriculum Vitae (CV) and anticipated role of all core Hub staff members and the amount of time they shall be dedicating to the program. CV's will not be counted in the application page limit and should be submitted as an appendix (not embedded in the work statement). Each application must also demonstrate how it will be able to dedicate appropriate staff support to provide ongoing technical assistance to the Spokes.

Funds may be used for training of staff designated to administer COVID-19 tests, including specimen collection, at Spoke locations. Each applicant must also explain the experience of the staff that shall be located at each Spoke, consisting of at least one health professional or someone with equivalent training, who have experience in administering nasal swab testing, oral swab testing, or both, or completing blood draws, and who shall be responsible for following quality testing procedures when administering COVID-19 tests. If an applicant's staff does not have experience in administering nasal swab testing, oral swab testing, or both, or completing blood draws, the applicant must explain their plan to train staff on administering these testing processes.

The ability to provide equal access to testing: This refers to the ability of an applicant to engage individuals across the region that may or may not have insurance coverage and conduct outreach to various ethnic and racial populations and individuals by sexual orientation and gender identity. All Pennsylvanians deserve equal access to care, especially during the COVID-19 pandemic. History shows that severe illness and death rates during public health emergencies tend to be higher for individuals who are uninsured or underinsured, especially if those individuals are part of racial and ethnic minority populations than for other populations. Each applicant must explain how it shall effectively engage patients who are uninsured, underinsured, and those who have private insurance. The applicant should include a description of a plan to conduct outreach efforts that engage individuals for testing based on race, minority status, sexual orientation and gender identity. An applicant may include shared faith, family, and cultural institutions as common sources of social support that have the potential of increasing the number of uninsured, underinsured and those with private health insurance to get tested.

The ability to collect demographic information: Each application must demonstrate the Hub's ability to collect, track and report testing results for individuals that will help inform public health policy decisions, drive mitigation efforts, and provide information for research purposes. The Hub is required to develop and implement an intake tool that shall collect demographic information, including data on sexual orientation and gender identity (SO/GI), for each individual that is administered a COVID-19 diagnostic and antibody testing. The requirement is that the applicant collect data through their own electronic medical record system to allow for evaluation and research. The applicant shall also have the ability to report client address, phone number, race and ethnicity on

laboratory results to be submitted to the Department via electronic laboratory reporting (ELR). An awarded applicant shall be required to send a monthly progress report and a quarterly quantitative report to the Department.

b) Feasibility:

The ability of the Hub to coordinate efforts that increase COVID-19 testing across a region: Each application must demonstrate the applicant's ability to establish a network of Spokes that can coordinate efforts to engage and increase access to approved high quality COVID-19 testing for individuals by June 30, 2022. The PaACTS Program shall include a Hub and a network of Spokes. Applicants are encouraged to be innovative and creative in their approach. An applicant must provide details on how the applicant shall develop and build a network of Spokes that uses either an existing network of health care providers, civic and community groups, pharmacies and laboratories, creates new relationships with health care providers, civic and community groups, pharmacies and laboratories within the region, or both. All laboratories providing testing must have a Pennsylvania Clinical Laboratory Permit issued by the Department of Health and have the appropriate federal Clinical Laboratory Improvement Amendments (CLIA) certificate from the Centers of Medicare and Medicaid Services (CMS). Each applicants must also demonstrate its ability to provide a process to manage the intake of individuals for testing, provide referrals to other Spokes when delays prevent individuals from receiving testing, provide testing information among and between the various Spokes to track individuals who have been tested or retested and at which Spoke, record the results of each test performed and note any referrals that were made for those a positive test result for COVID-19.

The ability of the Hub to meet testing goals across a region: There are two kinds of tests available for COVID-19: diagnostic tests and antibody tests. Each applicant must explain the types of tests that shall be offered to individuals at each Spoke location and the reasons why each test will or will not be available. An awarded applicant shall demonstrate how its network of Spokes can meet a testing goal of providing access to COVID-19 diagnostic and antibody testing to 90% of the people residing across the counties within a region using the Department guidelines for COVID-19 diagnostic testing above and CDC interim guidelines for testing of antibodies. To determine the testing goals of a region, the Hub shall develop a geographic radius of each Spoke location that can provide the two types of tests to at least 90% of the individuals within that area.

Each application must also include policies and procedures to be used to administer tests based on Department guidelines for COVID-19 diagnostic testing (<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Testing-Factsheet.aspx>) and CDC interim guidelines for testing of antibodies (<https://www.cdc.gov/coronavirus/2019-ncov/lab/resources/antibody-tests-guidelines.html>).

- i. **High Priority.** Diagnostic testing shall be considered a high priority testing for the following individuals:
 - a. Persons with symptoms of potential COVID-19 infection, including fever, cough, shortness of breath, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat.

- b. Hospitalized patients who have likely been exposed to COVID-19, regardless of symptoms.
- c. Residents in long-term care facilities or other congregate living settings, including prisons and shelters, regardless of symptoms.
- d. Persons >65 years of age, regardless of symptoms.
- e. Persons with underlying medical conditions, regardless of symptoms.
- f. Persons in critical and/or high-risk occupations, regardless of symptoms:
 - 1. Workers in inpatient and outpatient health care facilities.
 - 2. Workers in long term care facilities or congregate living settings.
 - 3. Emergency/first responders and public safety personnel, including child protective services, adult protective services, and domestic violence providers.
 - 4. Public health personnel.
 - 5. Food supply chain workers (including farmers, food processing facilities and warehouses, and grocery store workers).
 - 6. Workers in critical infrastructure occupations.
 - 7. Pharmacists and pharmacist technicians.
 - 8. Military personnel.

ii. Medium priority. Diagnostic testing shall be considered a medium priority testing for the following individuals:

- a. Persons likely to have been exposed to COVID-19 diagnosed individuals and identified through public health investigations (i.e., contact tracing)
- b. Asymptomatic individuals as determined by the individual’s attending health care provider for medical diagnostic purposes based on the provider’s medical judgment in providing direct care to the individual.

iii. Antibody Testing. The Commonwealth offers guidance regarding diagnostic tests only. Since it can take 1-3 weeks after infection to make antibodies, an antibody test may not be able to show if a person has a current infection. The Commonwealth does not know yet if having antibodies to the virus can protect a person from getting infected with the virus again, or how long that protection might last. At this time, the Commonwealth is working closely with the medical and scientific community to better understand the applicability and role of antibody testing. If the applicant is proposing to make antibody testing available, the applicant shall develop policies and procedures based on the CDC’s “Interim Guidelines for COVID-19 Antibody Testing in Clinical and Public Health Settings” (<https://www.cdc.gov/coronavirus/2019-ncov/lab/resources/antibody-tests-guidelines.html>).

The ability of the Hub to establish policies, procedures and best practices to be used by the Spokes: The Hub is required to establish policies, procedures and best practices for the Spokes to follow in administering COVID-19 tests to individuals. Policies and best practices, at a minimum, shall cover the following:

- a. Testing methods for the COVID-19 virus.
- b. Training of personnel to properly administer each different type of approved COVID-19 test.

- c. Screening of uninsured, underinsured, and those who have private insurance.
- d. Collection and reporting of personal information and testing data.

The ability of the Hub to collect and manage outcome data: Each application must demonstrate the Hub’s ability to collect, track and report testing results for individuals that will help inform public health policy decisions, drive mitigation efforts, and provide information for research purposes. The Hub is required to develop and implement an intake tool that shall collect demographic information, including data on sexual orientation and gender identity (SO/GI), for each individual that is administered a COVID-19 diagnostic and antibody testing. The requirement is that the applicant collect data through their own electronic medical record system to allow for evaluation and research. An awarded applicant shall be required to send a monthly progress report and a quarterly quantitative report to the Department.

The applicant must demonstrate that it shall be able to report all testing results through the Department’s Pennsylvania-Electronic Laboratory Reporting (PA-ELR) service. Information on how an awarded applicant can participate and enroll in the PA-ELR can be found at: <https://www.health.pa.gov/topics/Reporting-Registries/Pages/PA-ELR.aspx>. No paper reporting of test results shall be accepted by the Department under this program.

3. Awards

Grants will be administered through the Department.

All applicants will receive official written notification of the status of their applications from the Department. Unsuccessful applicants may request a debriefing. This request must be in writing and must be received by the Office of the Secretary within 30 calendar days of the written official notification of the status of the application. The Office of the Secretary will determine the time and place for the debriefing. The debriefing will be conducted individually by Office of the Secretary staff. Comparison of applications will not be provided. Applicants will not be given any information regarding the evaluation other than the position of their application in relation to all other applications and the strengths and weaknesses in their individual application.

The Department will make awards for one application per region that meets the requirements of this RFA for a Hub and Spoke model established in counties across each of the following six regions:

Region 1 – Southeast Counties – Berks, Bucks, Chester, Delaware, Lancaster, Montgomery, Philadelphia and Schuylkill.

Region 2 – Northeast Counties – Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Susquehanna, Wayne and Wyoming.

Region 3 – Southcentral Counties – Adams, Bedford, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lebanon, Mifflin, Perry and York.

Region 4 – Northcentral Counties – Bradford, Centre, Clinton, Columbia,

Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union.

Region 5 – Southwest Counties – Allegheny, Armstrong, Beaver, Butler, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland.

Region 6 – Northwest Counties – Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren.

An Applicant must submit a separate application for each region it proposes to cover.

4. Deliverables

- a. The awarded applicant shall establish a PaACTS program based on a Hub-and-Spoke model.
- b. The Hub shall consist of at least two core staff members, one of whom must be a physician who is board-certified in internal medicine and one must be a practitioner, certified infection preventionist or epidemiologist with specialized training in implementing and maintaining infection prevention and control plans within a hospital or health system.
- c. The awarded applicant shall establish a network of Spokes that can coordinate efforts to increase access to approved high quality COVID-19 testing for individuals. The Hub shall meet a testing goal of providing access to COVID-19 diagnostic and antibody testing to 90% of the people residing across the counties within a region using the Department guidelines for COVID-19 diagnostic testing above and CDC interim guidelines for testing of antibodies.
- d. The awarded applicant shall develop policies, procedures and best practices for the Spokes to follow in administering COVID-19 tests to individuals and shall provide these policies to the Department by Nov. 1, 2020.
- e. The awarded applicant shall provide a plan that will engage individuals across the region that may or may not have insurance coverage and conduct outreach to various vulnerable populations.
- f. The awarded applicant will enroll or be enrolled in the Department's Pennsylvania-Electronic Laboratory Reporting (PA-ELR) service by Oct. 1, 2020, including having been onboarded and successfully sending results to the Department.
- g. The awarded applicant shall develop and submit monthly and quarterly report as required under this RFA.

5. Reporting Requirements

- a) The awarded applicant(s) shall be required to submit a written mid-term report of

progress, issues, and activities to the Department within 180 days after the Grant effective date. The mid-term report shall, at a minimum, identify if activities are proceeding according to the project plan, and explain any deviations from the project plan.

- b) The awarded applicant(s) shall be required to submit a final written report within 30 days after the close of the Grant. The final report shall summarize the project and shall include the total number of each type of test provided and the total number of individuals tested with each type of test during the term of the Grant, demographic summaries of those tested by test type and result and any information on vulnerable populations and critical infrastructure workers. The final written report shall also present a forecast for how the PaACTS program shall continue operation.
- c) The awarded applicants shall be required to request written approval from the Department prior to making any changes in the project that include, at a minimum, the following: replacing key personnel identified in the application, closing or relocating a Spoke location, adding or discontinuing any new types of COVID-19 diagnostic and antibody testing that shall be administered to individuals, and enhancements that affect the scope or methodology of the project.
- d) The awarded applicant(s) shall develop a written report detailing the sustainability of the program and how it shall remain active and be funded after the terms of the Grant Agreement. This report shall be provided to the Department by Dec. 31, 2020.
- e) The awarded applicant(s) shall be required to submit a written monthly report of the progress, issues, and activities as determined by the Department for each month covered by Grant period. The monthly report is due to the Department no later than 15 calendar days following the end of the reporting month.

Each monthly report shall, at a minimum, contain the following information:

- 1. The name and location of each Spoke.
 - 2. An overview of the technical assistance the Hub has provided to each Spoke location.
 - 3. An overview of the community engagement efforts and inclusivity practices incorporated into Hub and Spoke activities.
 - 4. Whether any changes in the scope or methodology of testing within the program have been approved by the Department since the last monthly report was filed. The report should also include any proposed changes to scope or methodology of the program that is being considered in the future by the applicant.
- f) The awarded applicant(s) shall be required to submit quarterly quantitative reports to the Department. Quantitative information shall at a minimum include information on demographic data including race, ethnicity, gender, sexual orientation, gender identity, and age.

Each quarterly report shall, at a minimum, contain the following information:

1. The number of individuals served at each Spoke location. This section shall include a total number of individuals served during the previous 3-months at each Spoke location covered by the report and shall at a minimum include information on demographic data including race, ethnicity, gender, sexual orientation, gender identity, and age.
 2. The projected number of individuals expected to be tested for the remainder of the year at each Spoke location for which the report is prepared.
 3. An evaluation of how testing services and activities are proceeding at each Spoke location.
 4. The number of individuals by populations served.
- g) All testing results shall be reported through the Department's Pennsylvania-Electronic Laboratory Reporting (PA-ELR) service. Information on how an awarded applicant can participate and enroll in the PA-ELR can be found at: <https://www.health.pa.gov/topics/Reporting-Registries/Pages/PA-ELR.aspx>. No paper reporting of test results shall be accepted by the Department under this program.

C. Application Instructions and Required Format

1. Application Instructions

The following is a list of requirements.

- a) The applicant must submit one application (Part Two of this RFA), by email to RA-DHHEALTH_DEPT_DOC@pa.gov.
- b) The application must be received by the date and time specified in the cover letter. Applicants should consider that technical difficulties could arise and allow sufficient time to ensure timely email receipt. **(Late applications will be rejected, regardless of the reason).**
- c) Please note there is a 10MB size limitation per email. If the application exceeds 10MB, zip the file to reduce the size or submit multiple emails so the entire application is able to be received.
- d) The application must be submitted using the format described in subsection 2, below – Application Format.
- d) The Certifications Form must be completed and signed by an official authorized to bind the organization to the application.

Applicants are strongly encouraged to be brief and clear in the presentation of ideas.

2. Application Format

Applicants must follow the format as described below to complete Part Two of this RFA. Applications must be typewritten on 8 ½” by 11” paper, with a font size no smaller than 10 point and margins of at least ½ inch.

- a) **Cover Page** – Complete the form.
- b) **Certifications Form** – The Certifications Form must be completed and signed by an official authorized to bind the organization to the application.
- c) **Work Statement** – Provide a narrative description of the proposed methodology addressing the following topics:
 - i. The application should not exceed 30 pages and must include the following:
 - A. Title of project
 - B. Objectives
 - C. Brief summary of project
 - D. Outline of anticipated results
 - E. Impact of project
 - ii. Objectives of the PaACTS Program to be addressed with Grant funding
 - iii. Location of the Hub and proposed location of Spokes, including the physical locations covered by the network of Spokes.
 - iv. Key personnel involved in the Hub, along with planned roles and qualifications. CVs should not be embedded in the work statement, please attach them at the end of the document. CVs will not count towards the page limit.
 - v. Outline the anticipated types of COVID-19 diagnostic and antibody testing that shall be administered in each Spoke location, the training that shall be provided for personnel to administer each type of test and the projected number of each test that shall be administered.
 - vi. A narrative on whether the applicant is currently participating in or shall participate in the Department’s PA-ELR for reporting of all test results.
 - vii. Project plan which lists the tasks to be performed and the timeline associated with each task.
 - viii. Planned methods to serve individuals across the region that may or may not have insurance coverage

- ix. Planned methods to conduct outreach to serve various ethnic and racial populations and individuals by sexual orientation and gender identity.
- x. Describe the Hub’s ability to collect, track and report testing results for individuals that will help inform public health policy decisions, drive mitigation efforts and provide information for research purposes
- xi. How the applicant plans to meet the above stated evaluation criteria
- xii. Statement of problem

Note: The Work Statement, Cover Page, Certifications Form, Budget and Budget Definitions are not counted in the 30-page limit.

d) **Budget** – Use the downloadable format to present the budget request. Instructions regarding completion of the budget can be found in the last worksheet of the downloadable excel budget file. The anticipated Grant Agreement term is Sept. 1, 2020 to June 30, 2022. The overall 22-month budget for the application shall not exceed the amount appropriated for each region including direct costs and overhead, and will be paid by monthly reimbursements. The budget needs to contain an Overall Summary in addition to a Summary with Budget Details for each year.

The following chart breaks down the award amounts to awarded applicant(s) in each region. Award amounts are calculated based on population size of the region.

Regions	Year 1 Sept. 1, 2020 to June 30, 2021	Year 2 July 1, 2021 to June 30, 2022
Region 1	\$ 11,610,000	\$ 8,610,000
Region 2	\$ 5,730,000	\$ 2,730,000
Region 3	\$ 5,730,000	\$ 2,730,000
Region 4	\$ 4,050,000	\$ 1,050,000
Region 5	\$ 7,410,000	\$ 4,410,000
Region 6	\$ 4,470,000	\$ 1,470,000
	\$ 39,000,000	\$ 21,000,000

See the Budget Definitions section below for more information.

3. Budget Definitions

Personnel: This budget category shall identify each position by job title, hourly rate, and the number of hours per year allocated to the project. Fringe benefits are to be shown as a separate line item by percentage and shall include a detailed listing of the benefits being covered.

Consultant Services: This budget category shall identify the services to be provided by each consultant including hourly rate and number of hours to be utilized under this Grant.

Subcontract Services: This budget category shall identify the services to be provided by each subcontractor under this Grant.

Patient Services: This budget category shall reflect funding dedicated for patient services.

Equipment: This budget category shall reflect the actual or projected cost of any equipment \$5,000 or greater. Justification for the purchase of any equipment must be included. Purchase of equipment is not a priority of the Department.

Supplies: This budget category shall reflect expected costs for general office supplies including personal computers and facsimile machines valued at less than \$5,000 and laboratory supplies which may include, but not be limited to, specimen collection supplies such as nasopharyngeal or anterior nares swabs, viral transport media and reagents and consumables for laboratory instruments needed to support this project.

Travel: This budget category shall include anticipated expenditures for travel including mileage, hotels and meals. Mileage between sites for staff coordination between the Hub and Spokes and to transport individuals to be tested is an allowed expense.

Other: This budget category shall be used for anticipated expenditures that do not fit into any of the other budget categories such as telephone, printing, postage, outreach efforts, and indirect costs (overhead, general, and administrative). Indirect rates cannot exceed the provider's Federally approved indirect cost rate schedule. In the description area under OTHER COSTS include the % that the rate reflects, identify the budget categories to which the rate was applied, and list the specific items that the indirect is paying for.

Note: A budget justification is not required for this RFA. If it is provided, there is not a page limit. Also, please note that PaACTS Program funds can be used for several of the following frequently asked services:

- Purchase, administration and processing of approved diagnostic and antibody tests.
- New staff training at a Spoke location.
- Existing staff who work on PaACTS Program activities (Payment should only be used for PaACTS Program activities).
- Rent for physical space for PaACTS Program activities.
- IT costs.
- Technical assistance and support provided to the Spokes.
- Community outreach and engagement efforts associated with testing.

PART TWO

Pennsylvania Department of Health
Office of the COVID-19 Response

Pa. Approved COVID-19 Testing Sites (Pa. ACTS)

Request for Applications (RFA) #67-116



COVER PAGE
Insert Title of Application
RFA #67-116

Applicant Name: _____
(*Organization or Institution*)

Type of Legal Entity _____
(*Corporation, Partnership, Professional Corporation, Sole Proprietorship, etc.*)

Federal I.D.#: _____ **Grant Amount:** \$ _____

SAP Vendor #: _____

Address: _____

City _____ **County** _____ **State** _____ **Zip Code** _____

Application Contact Person: _____

Title: _____

Telephone No.: _____ **Fax:** _____ **E-mail:** _____

Title of Project: _____

Region Applying For: _____

CERTIFICATIONS

1. Certification Regarding Debarment and Suspension

- a. The Contractor certifies, in writing, for itself and all its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made.
- b. The Contractor also certifies, in writing, that as of the date of its execution of this Bid/Contract it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.
- c. The Contractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best knowledge of the Contractor, any of its subcontractors are suspended or debarred by the Commonwealth, the Federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.
- d. The failure of the Contractor to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the Federal government shall constitute an event of default of the Contract with the Commonwealth.
- e. The Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this or any other Agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.
- f. The Contractor may obtain a current list of suspended and debarred Commonwealth Contractors by either searching the Internet at <http://www.dgs.state.pa.us/> or contacting the:

Department of General Services
Office of Chief Counsel
603 North Office Building
Harrisburg, PA 17125
Telephone No: (717) 783-6472
FAX No: (717) 787-9138

IF THE CONTRACTOR INTENDS TO USE ANY SUBCONTRACTORS, LIST THEIR NAMES(S), ADDRESS(ES), AND FEDERAL IDENTIFICATION OR SOCIAL SECURITY NUMBER(S) IN THE SPACE BELOW.

2. Certification Regarding Application/Proposal/Bid Validity

This application/proposal/bid shall be valid for a period of 60 days following the time and date designated for bid opening of applications/proposals/bids received in response to this Request for Application/Request for Proposal/Invitation for Bid #67-116.

BY SIGNING BELOW, THE APPLICANT, BY ITS AUTHORIZED SIGNATORY, IS BINDING ITSELF TO THE ABOVE TWO CERTIFICATIONS.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	ADDRESS OF ORGANIZATION
DATE SUBMITTED	CONTRACTOR'S FEDERAL I.D. OR S.S. NUMBER

Work Statement

See Part One, General Information; Section C, Application Instructions and Required Format; Subsection 2c Work Statement for completion instructions.

Budget Template

See Part One, General Information; Section C, Application Instructions and Required Format; Subsection 2d Budget for completion instructions.

RFA # 67-116**PAYMENT PROVISIONS**

The Department agrees to pay the Contractor for services rendered pursuant to this Contract as follows:

- A. Subject to the availability of state and Federal funds and the other terms and conditions of this Contract, the Department will reimburse Contractor in accordance with Appendix C, and any subsequent amendments thereto, for the costs incurred in providing the services described in this Contract.
- B. This Contract may span several state fiscal periods; therefore, the Department is obligated to pay no more than the dollar amounts for each state fiscal year (SFY), for the periods of time indicated on the Budget, Appendix C. This shall not prohibit the Department from exercising its discretion to move funds unspent at the end of the SFY from one SFY to another to pay for services provided with separate written Department approval and in accordance with this Contract.
- C. Payment to the Contractor shall be made in accordance with the Budget set forth in Appendix C, and any subsequent amendments thereto, as follows:
 1. The Department shall have the right to disapprove any expenditure made by the Contractor that is not in accordance with the terms of this Contract and adjust any payment to the Contractor accordingly.
 2. Payments will be made monthly upon submission of an itemized invoice for services rendered pursuant to this Contract using the invoice format in Attachment 1 to this Appendix.
 3. An original invoice shall be sent by the Contractor directly to the address as listed in Attachment 1 to this Appendix. Documentation supporting that expenditures were made in accordance with the Contract Budget shall be sent by the Contractor to the Department's Project Officer.
 4. The Contractor has the option to reallocate funds between and within budget categories (Budget Revision), subject to the following criteria:
 - a. General Conditions for Budget Revisions
 - i. *Budget Revisions At or Exceeding 20%.*
 - A. The Contractor shall not reallocate funds between budget categories in an amount at or exceeding 20% of the total amount of the Contract per budget year as set forth in Appendix C Budget, and any subsequent amendments thereto, without prior written approval of the Department's Project Officer.
 - B. The Contractor shall request prior written approval from the Department's Project Officer when the cumulative total of all prior Budget revisions in the budget year is 20% or greater of the total amount of the Contract per budget year.
 - C. Reallocations at or exceeding 20% of the total amount of the Contract per budget year may not occur more than once per budget year unless the Department's Project Officer finds that there is good cause for approving one additional request. The Project Officer's determination of good cause shall be final.
 - ii. *Budget Revisions Under 20%.* The Contractor shall notify the Department's Project Officer of any Budget Revision under 20% of the total amount of the Contract per budget year in writing, but need not request Department approval, except as provided for in Paragraph 4(a)(i)(B) above.
 - iii. The Contractor shall obtain written approval from the Department's Project Officer prior to reallocating funding into a previously unfunded budget category or prior to eliminating all funding from an existing budget category, regardless of the percentage amount.
 - iv. The Contractor shall provide the Department's Project Officer with notice or make a request for

approval prior to the submission of the next invoice based on these changes.

- v. At no time can Administrative/Indirect cost rates be increased via a Budget Revision.
- b. Budget Revisions Relating to Personnel
- i. Any change to funds in the Personnel Category requires the approval of the Department's Project Officer, and any such change at 20% or over as set forth in Paragraph 4(a) shall be counted as one Budget Revision under that paragraph.
 - ii. The Contractor may not reallocate funds to, or move funds within, the Personnel Services Category of the Budget (Appendix C), and any subsequent amendments thereto, to increase staff personnel or fringe benefit line items unless one of the following circumstances apply:
 - A. The Contractor is subject to a collective bargaining agreement or other union agreement and, during the term of this Contract, salaries, hourly wages, or fringe benefits under this Contract are increased because of a renegotiation of that collective bargaining agreement or other union agreement. The Contractor shall submit to the Department's Project Officer written documentation of the new collective bargaining or other union agreement, which necessitates such reallocation.
 - B. The Contractor is unable to fill a position that is vacant or becomes vacant at or after the effective date of this Contract. The Contractor shall submit to the Department's Project Officer written justification for the request to increase rates and reallocation of funds in connection with filling such a position in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the Contract, as well as the Contractor's inability to fill the position at the existing rates. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area. No increase relating to a position may exceed 10% of the original rate.
 - C. The Contractor is unable to perform the work of the Contract with the existing positions, titles or classifications of staff. The Contractor may add or change a position, title or classification in order to perform work that is already required. The Contractor shall submit to the Department's Project Officer for his or her approval written justification for the request to increase rates and reallocation of funds in connection with changing or adding a position, title or classification, in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the contract, as well as the Contractor's inability to fill current position. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area. No increase relating to an addition or change may exceed 10% of the rate for the original position.
 - iii. The Department's determination regarding the validity of any justification is final.
 - iv. All increases are subject to the availability of funds awarded under this Contract. The Commonwealth is not obligated to increase the amount of award.
 - v. This paragraph is not intended to restrict any employee from receiving an increase in salary based on the employer's fee schedule for the job classification.
5. Unless otherwise specified elsewhere in this Contract, the following shall apply. Contractor shall submit monthly invoices within 30 days from the last day of the month within which the work is performed. The final invoice shall be submitted within 45 days of the Contract's termination date. The Department will neither honor nor be liable for invoices not submitted in compliance with the time requirements in this paragraph unless the Department agrees to an extension of these requirements in writing. The Contractor shall be reimbursed only for services acceptable to the Department.
6. The Department, at its option, may withhold the last 20 percent of reimbursement due under this Contract, until the Project Officer has determined that all work and services required under this Contract

have been performed or delivered in a manner acceptable to the Department.

7. The Commonwealth will make payments through the Automated Clearing House (ACH) Network. The Pennsylvania Electronic Payment Program (PEPP) establishes the Automated Clearing House Network as the preferred method of payment in lieu of issuing checks. The PEPP enrollment form may be obtained at: www.vendorregistration.state.pa.us/cvmu/paper/Forms/ACH-EFTenrollmentform.pdf and can be completed online, as applicable.
 - a. Within 10 days of award of the Contract or Purchase Order, the Contractor must submit or must have submitted its ACH information within its user profile in the Commonwealth's procurement system (SRM). At the time of submitting ACH information, the Contractor will also be able to enroll to receive remittances via electronic addenda. Within 10 days of award of the Grant Agreement, the Contractor must submit or must have already submitted its ACH information and electronic addenda information, if desired, to the Commonwealth's Payable Service Center, Vendor Data Management Unit at 717-214-0140 (FAX) or by mail to the Office of Comptroller Operations, Bureau of Payable Services, Payable Service Center, Vendor Data Management Unit, 555 Walnut Street – 9th Floor, Harrisburg, PA 17101.
 - b. The Contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth of Pennsylvania's ACH remittance advice to enable the Contractor to properly apply the state agency's payment to the invoice submitted.
 - c. It is the responsibility of the Contractor to ensure that the ACH information contained in SRM (for Contracts or Purchase Orders) or in the Commonwealth's Central Vendor Master File (for Grant Agreements) is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.
 - d. In the event this language conflicts with language contained elsewhere in this agreement, the language contained herein shall control.

PROGRAM SPECIFIC PROVISIONS**I. NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE.**

The following language replaces Paragraph 35 of the Standard General Terms and Conditions (Rev. 2/15) in its entirety:

The Grantee agrees:

- A. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the Grant Agreement or any subgrant Agreement, Contract, or subcontract, the Grantee, a subgrantee, a Contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable Federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
- B. The Grantee, any subgrantee, Contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable Federal laws, against or intimidate any of its employees.
- C. Neither the Grantee nor any subgrantee nor any Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable Federal laws, in the provision of services under the Grant Agreement, subgrant Agreement, Contract or subcontract.
- D. Neither the Grantee nor any subgrantee nor any Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
- E. The Grantee, any subgrantee, Contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the Grant services are performed shall satisfy this requirement for employees with an established work site.
- F. The Grantee, any subgrantee, Contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable Federal laws, against any subgrantee, Contractor, subcontractor or supplier who is qualified to perform the work to which the Grant relates.
- G. The Grantee and each subgrantee, Contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable Federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, Contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to *Title VII* of the *Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have Federal government Contracts of first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any Contractor or any subcontractor shall, upon request and within the time periods requested by the

Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

- H. The Grantee, any subgrantee, Contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant Agreement, Contract or subcontract so that those provisions applicable to subgrantees, Contractors or subcontractors will be binding upon each subgrantee, Contractor or subcontractor.
- I. The Granter's and each subgrantee's, Contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Grant Agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, Contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Grant Agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
- J. The Commonwealth may cancel or terminate the Grant Agreement and all money due or to become due under the Grant Agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, Contractor, or subcontractor in the Contractor Responsibility File.

II. ADDITIONAL PROVISIONS RELATING TO NONDISCRIMINATION/SEXUAL HARASSMENT.

The following language replaces Paragraph 36 of the Standard General Terms and Conditions (Rev. 2/15) in its entirety:

The Grantee agrees:

- A. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the Contract or any subcontract, the Contractor, each subcontractor, or any person acting on behalf of the Contractor or subcontractor shall not discriminate by reason of religion, age, handicap or national origin, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
- B. Neither the Contractor nor any subcontractor or any person on their behalf shall in any manner discriminate against or intimidate any of its employees on account of religion, age, handicap or national origin.
- C. The Grantee, any subgrantee, Contractor or any subcontractor shall not discriminate by reason of religion, age, handicap or national origin against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the contracts relates.
- D. The Contractor and any subcontractors shall ensure that any services or benefits available to the public or other third parties by way of this Contract shall not be denied or restricted for such persons due to race, creed, color, religion, gender, sexual orientation, gender identity or expression, age, handicap, or national origin (national origin protections include persons who are limited English proficient) consistent with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, The Age Discrimination Act of 1975, applicable provisions of the Omnibus Reconciliation Act of 1981 and Pennsylvania Management Directive 215.16.
- E. The Contractor and each subcontractor shall furnish all necessary employment documents and records to and permit access to its books, records, and accounts by the contracting officer and the Department of General Services' Bureau of Diversity,

Inclusion and Small Business Opportunities for purposes of investigation to ascertain compliance with the provisions of this Additional Provisions relating to Nondiscrimination/Sexual Harassment Clause. If the Contractor or any subcontractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting officer or the Bureau of Diversity, Inclusion and Small Business Opportunities.

- F. The Commonwealth may cancel or terminate the Grant Agreement and all money due or to become due under the Grant Agreement may be forfeited for a violation of the terms and conditions of this Section II, Additional Provisions Relating To Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, Contractor, or subcontractor in the Contractor Responsibility File.

III. MINIMUM PERSONAL COMPUTER HARDWARE, SOFTWARE, AND PERIPHERALS REQUIREMENTS (REV. 1/19)

In accordance with the Department's Bureau of Informatics and Information Technology standards:

- A. The Contractor shall adhere to the minimum specifications for all personal Computer purchases or leases made with funds involved with this Contract. The Department's standards are specifically addressed in paragraph D below.
- B. If the Contractor has an exclusive vendor, obtained through a competitive bidding process, from whom all office equipment and related items are purchased, the Contractor shall utilize said vendor. If such exclusive vendor is not used by the Contractor, then three competitive price estimates shall be procured and documented by the Contractor before the personal computer hardware and software shall be purchased. A letter stating which of the above methods is used to satisfy this requirement shall be forwarded to the program staff at the Department within 30 days of the aforementioned purchase. This section supersedes Paragraph 37A of the incorporated document entitled, "Standard General Terms and Conditions" (Grant Agreement) or Paragraph 24A of the incorporated document entitled, "Additional Contract Terms and Conditions" (Contract Agreement).
- C. The Contractor shall be responsible for returning any personal computer hardware, software, and peripherals to the Department within 120 days of the Contract's termination. Should the parties agree to extend the Contract term, or enter into a new Contract, either of which shall only be evidenced by further written agreement, the Contractor may be allowed to continue to maintain possession of said equipment at the Department's discretion.
- D. The parties agree that during the Contract term, the minimum computer configurations shall be in accordance with the current Commonwealth minimum personal computer configurations in effect at the time of the computer purchase to ensure compatibility with the Commonwealth network. The minimum personal computer configurations are as follows:

Intel Core i7-7700 Processor (8M Cache, up to 4.20 GHz)
8 Gigabytes (GB) of RAM
256 Gigabytes (GB) Solid State Drive
23" FP Monitor
Intel Gigabit LAN 10/100/1000 Network Interface Card (NIC)
USB Windows keyboard
USB Optical mouse
Sound bar
Windows 10
64-bit Operating System

- E. Contractor shall use Industry Best Practices to secure and protect personal computer systems including but not limited to the use of virus protection, firewall, spyware and intrusion detection software and keep such software up to date with current recommended updates.
- F. Contractor shall keep all Personal Computer Operating Systems and third (3rd) Party Personal Computer Software patched with manufacturer recommended critical security patches.
- G. Contractor shall use Industry Best Practices to backup, secure and protect all data collected on personal computer systems on behalf of the Commonwealth. Contractor shall ensure that for all confidential or protected data that the Commonwealth requirements for encryption of data are met. Refer to Commonwealth Information Technology Policies Bulletins for Security at:

<https://itcentral.pa.gov/Pages/IT-Policies.aspx>

- H. Personal Computers under this Contract that connect with Commonwealth Information Technology systems or that may during their lifecycles connect with those systems must comply with applicable standards published by the Commonwealth in their Information Technology Bulletins (IFBs) which can be found at the following location:

<https://itcentral.pa.gov/Pages/IT-Policies.aspx>

If there is a need to deviate from these standards/policies, Contractor seeking a waiver must contact the Project Officer.