

State of California  
Office of Statewide Health Planning and Development  
Healthcare Workforce Development Division

Cal-SEARCH Trainers

Request for Application  
(RFA) 10-1307

October 21, 2010

Documents for reference only.



osbpd



CPCA  
California Primary  
Care Association



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Documents for reference only.

## You are Invited...

You are invited to submit an application in response to this Request for Application (RFA). To submit an application, you must comply with the instructions contained in this RFA. By submitting an application, you/your organization agree(s) to the RFA terms and conditions.

**The RFA application due date is: November 10, 2010 at 5:00 p.m.**

Your application can be submitted by email, fax, mail or hand delivered to the Department Contact (below) as follows:

[Cal-SEARCH@oshpd.state.ca.us](mailto:Cal-SEARCH@oshpd.state.ca.us)

FAX: (916) 322-2588

Office of Statewide Health Planning and Development

400 R Street, Room 330

Sacramento, CA 95811

Attention: Monique Voss, Program Coordinator

Cal-SEARCH RFA 10-1307

Note: If application is submitted by email, a scanned copy of the application form (including signature) must be included and the original application must follow by mail.

All application materials become property of the State and subject to the Public Records Act.

***Postmarked or late applications will not be accepted.***

## Department Contact

Monique Voss, Program Coordinator

Office of Statewide Health Planning and Development

Healthcare Workforce Development Division

Cal-SEARCH

400 R Street, Room 330

Sacramento, CA 95811

Telephone: (916) 326-3769

Fax: (916) 322-2588

[Cal-SEARCH@oshpd.state.ca.us](mailto:Cal-SEARCH@oshpd.state.ca.us)

## Background/Mission

This program is funded by U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA). The HRSA administers the National Health Service Corps Program (NHSC). The mission of the NHSC is to ensure access to primary health care services by

underserved communities and vulnerable populations through the recruitment and retention of primary health care professionals in federally designated primary care, dental, and mental Health Professional Shortage Areas. To aid in the recruitment efforts, the NHSC has established the SEARCH program to offer students and residents opportunities to have clinical experiences in underserved communities.

The Office of Statewide Health Planning and Development (OSHPD), in partnership and collaboration with the California Statewide Area Health Education Center Program Office and faculty (Statewide AHEC Faculty) and the California Primary Care Association (CPSA), has created California's first Student/Resident Experiences and Rotations in Community Health Program (Cal-SEARCH).

The Cal-SEARCH is designed to increase the recruitment and retention of culturally competent, community oriented health professionals in California's community clinics and health centers (CCHCs). Objectives include:

- Placing primary care students/residents in CCHCs throughout California for experiences which incorporate community public health and mentorship
- Selecting CCHCs throughout California to host primary care students/residents for their Cal-SEARCH experience
- Establishing and strengthening links between CCHCs and academic institutions
- Developing and implementing a standardized education component, including student/resident learning objectives and community project guidelines, preceptor/mentor training, student/resident training, and evaluation outcomes

The Cal-SEARCH program has completed its first year of implementing these objectives successfully. Leaders of the organizations administering the program have identified the need to strengthen the educational aspects of the program, specifically by fostering regional planning and partnerships between CCHCs and academic institutions that train primary care health professionals who would eventually support CCHC workforce needs. To accomplish this, Cal-SEARCH Trainers who are experienced with training are needed in different geographic areas of the state. These individuals would work with the Statewide AHEC faculty to identify and implement local strategies for recruiting and preparing preceptors/mentors and students/residents who participate in the Cal-SEARCH experiences.

Additional information regarding the Cal-SEARCH program can be found on our website at: <http://www.oshpd.ca.gov/HWDD/Cal-SEARCH/>

The Cal-SEARCH has \$40,000 available to award approximately five 2-year contracts. Funds will support time for one or more individuals within awarded organizations to serve as Cal-SEARCH Trainers. The Cal-SEARCH Trainers will be tasked with the following:

#### Support Educational Aspects of the Cal-SEARCH

- Work with the Statewide AHEC faculty to improve the educational focus of the program to develop approaches that support the Cal-SEARCH mission and objectives
- Participate in "train the trainer" training with the AHEC faculty to develop regional strategies to implement the Cal-SEARCH program and its learning objectives and to work with preceptors/mentors and students/residents in enhancing their knowledge about community

clinics and health centers, medically underserved communities and their experiences with clinical training and community projects

- Provide ongoing technical assistance to the Cal-SEARCH approved sites (preceptors/mentors) via phone, email, etc.
- Report to the Statewide AHEC faculty regarding training and interaction with Cal-SEARCH sites (preceptors/mentors) related to the educational aspects of the Cal-SEARCH.

#### Market/Outreach the Cal-SEARCH

- Promote the Cal-SEARCH by engaging appropriate health professional academic institutions and potential sites within a geographic area throughout California
  - Marketing materials will be provided

#### Data Collection/Reporting on behalf of the Cal-SEARCH

- Collect data related to educational aspects of the Cal-SEARCH
- Report data quarterly or as needed for the Cal-SEARCH Steering Committee, HRSA reporting, and ongoing program evaluation

## Who Can Apply?

### Eligible Applicants:

Proposals will be accepted from public, private non-profit, and private for-profit organizations located within the State of California, specifically regionally located Area Health Education Centers, Clinic Consortia, and community clinics and health centers with multiple-sites. *Individuals are not eligible to apply.*

Applicants must clearly describe their abilities to support education/training, marketing/outreach, and data reporting components of the Cal-SEARCH. Applicants must be aware of the State and federal disability laws and procedures for ensuring universal access.

## Key Dates

RFA Released	October 21, 2010
<b>Technical Assistance Conference Call</b>	<b>November 2, 2010 at 10:00 a.m.</b>
<b>RFA Application Deadline</b>	<b>November 10, 2010 at 5:00 p.m.</b>
RFA Opening/Evaluations	November 15, 2010
Notice of Intent to Award Released	November 22, 2010
Last Date to Protest Intent to Award	November 29, 2010
Protest Resolution	December 6, 2010
Contract Period	December 15, 2010–October 31, 2012 (2 year contract)
Reporting Due From Contractor	Quarterly

## Technical Assistance Conference Call

You are invited to participate in a **Technical Assistance Conference Call** scheduled for November 2, 2010 at 10:00 a.m. Please use the following toll-free number **(888) 808-8526** to connect to the conference call. You will be asked to dial-in a **Participant Pass Code 233068**, which will allow you to join in the conference call.

## RFA Application Submission Requirements

It is the applicant's responsibility to provide all necessary information for the Cal-SEARCH to evaluate the application, verify information contained in the application, determine the applicant's ability to perform the tasks and activities as described in the application, and adhere to the proposed budget.

**The application must be received by the Department Contact by no later than November 10, 2010 at 5:00 p.m. Postmarked or late applications will not be accepted.**

### Application Format/Content:

The applicant must submit a complete application package, to include:

- Cover Letter
- Resume
- Completed Application Form (*Attachment A*)
- Support Letters/References

**NOTE:** The application form (starting on page 10) or an exact computer generated copy, must be used. An electronic version of the application form can be found on our website at:

<http://www.oshpd.ca.gov/NWDD/Cal-SEARCH/>

## Contract

Awarded contracts are limited to the availability of funds. This is a one-time contract opportunity. There is no implied or expressed guarantee of subsequent funding after the initial contract award as a result of this RFA.

Following the evaluation and selection process, the contract will be prepared between the contractor and OSHPD, based upon the criteria contained in the RFA. Funds are not available until the contract period begins. Contractors must submit deliverables as outlined in the contract.

### Contractor:

The contractor will be responsible for all tasks required to conduct contracted activities within their assigned geographic area. The contractor will submit required deliverables as specified and adhere

to the schedule. Anticipating potential overlaps, conflicts, and scheduling issues, to adhere to the terms of the contract, is the sole responsibility of the contractor.

All contract deliverables, including reporting, supporting documentation, and data collected during the funding period, shall become the property of the State and subject to the Public Records Act. Use of the findings and recommendations or conclusions of the report shall be at the sole discretion of OSHPD.

The contractor will submit any requests to change or extend the contract in writing to the Department Contact. There shall be no activity on a contract after its expiration date.

### **OSHPD:**

OSHPD will pay invoices quarterly. OSHPD will have ten percent (10%) of the full contract amount withheld pending satisfactory completion by the contractor of all the terms and conditions required by the contract.

## **Evaluation/Selection Procedures**

Each application will be evaluated in accordance with Federal Title V and VII policies, which states the following:

“No person shall, on the grounds of race, color, national origin, age, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving State financial assistance.”

### **Evaluation and Selection Committee:**

The Cal-SEARCH Evaluation and Selection Committee (ESC) will review applications for the determination of award recommendations. The ESC includes members of the Cal-SEARCH partnering organizations: OSHPD, AHEC, and CPCA.

### **Review Process:**

During the review process, the ESC will verify the presence of required information as specified in the RFA. Applications that are deemed complete will then be accepted and scored using only the established evaluation/scoring criteria contained in the RFA (see page 8). Applicants that are most consistent with the intent for the RFA will be considered most competitive.

If, in the opinion of OSHPD, an application contains false or misleading statements, or provides references which do not support an attribute or condition claimed, the application shall be rejected and withdrawn from the review process.

OSHPD reserves the right to reject any or all applications.

## Final Selections:

Final selections will be made by the ESC on the basis of which applications best meet the Cal-SEARCH mission and objectives. Geographic distribution of awards will also be considered when making final selections. Once the final selections have been made, a Notice of Intent to Award will be released by the date listed in the RFA.

## Protests:

Protests stating the reason, law or rule, regulation, or practice violated in regard to the evaluation or awarding of contracts or other aspects of the review/award process must be sent in writing to the Department Contact by no later than the date listed in the RFA.

Protests shall be limited to the following grounds: OSHPD failed to correctly apply the standards for reviewing format requirements or evaluating the application as specified in the RFA.

## Evaluation/Scoring Criteria

Applications will be scored using the following evaluation criteria:

Evaluation Criteria	Maximum Points = 70
<b>COVER LETTER</b> A. Includes Cover Letter B. Cover Letter expresses applicant's reasons for interest in serving as a Cal-SEARCH Trainer	Possible Points for this section: 10  Points for each identified criteria (A= Pass/Fail, B=0-5)
<b>ORGANIZATIONAL DESCRIPTION</b> C. Includes organizational description and resumes of organization leadership to be designated as Cal-SEARCH Trainer D. Experience of organization and individual(s) working with community clinics and health centers in medically underserved communities	Possible Points for this section: 50  Points for each identified criteria (C= 0-25, D= 0-25)
<b>SUPPORT LETTERS/REFERENCES</b> E. Support letters/references from partnering entities are included F. Support letters confirm interest/experience G. References confirm interest/experience	Possible Points for this section: 10  Points for each identified criteria (E= Pass/Fail, F=0-5, G=0-5)
<b>OTHER FACTORS CONSIDERED</b> <ul style="list-style-type: none"> <li>County/ies normally served by the organization and any additional county/ies the organization has expressed an interest in serving</li> <li>Description of how organization plans to serve additional county/ies (outside of those normally served)</li> </ul>	

## Application Form

The application form (starting on page 10) or an exact computer generated copy, must be submitted as part of the complete application package. An electronic version of the application form can be found on our website at:

<http://www.oshpd.ca.gov/HWDD/Cal-SEARCH/>

*Note: Please complete Application form in its entirety using 12 point font.*

Documents for reference only.

## Cal-SEARCH Trainer Application Form

(Print) Name(s) of Individual(s) who will serve as the Cal-SEARCH Trainer(s):
Name of Organization/Department:
Type of Organization (Non-profit, Profit, Government, AHEC, Clinic Consortia, CCHC with multiple sites, etc.):
Geographic Location served by organization (County or Counties):
List additional county/ies organization is willing to serve (outside those normally served)
Physical/Street Address:
Phone Number and Extension:
Fax Number:
Email Address:
Mailing Address:

### Contract and Contact Information

Please fill in the information below to indicate which individual(s) and contact information should be named in the contract, if awarded:

Federal Employer Identification Number (FEIN):
Name of Organization and Address:

Organization Director Name and Title:
Phone Number and Extension and Fax Number:
Email Address:
Mailing Address:

<b>Primary Cal-SEARCH Trainer</b> Name and Title (if different from above):
Phone Number and Extension and Fax Number:
Email Address:
Mailing Address (if different from above):

<b>Additional Cal-SEARCH Trainer</b> Name and Title (if different from above):
Phone Number and Extension and Fax Number:
Email Address:
Mailing Address (if different from above):

<b>Name/Title of Grants/Contracts Officer and/or Company Officer</b> Name and Title (if different from above):
Phone Number and Extension and Fax Number:
Email Address:
Mailing Address:

<b>Contract Coordinator</b> Name and Title (if different from above):
Phone Number and Extension and Fax Number:
Email Address:
Mailing Address (if different from above):

Documents for reference only.

**Official Authorized to Sign for Applicant Organization:**

Name and Title of Official Authorized to Sign for Applicant Organization:
Phone Number and Extension and Fax Number:
Email Address:
Mailing Address:

**Program Director Assurance:**

I agree to accept responsibility to complete contract deliverables if an award is made as a result of this application.

Signature of official authorized to sign for applicant organization:	Date:
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**Certification of Acceptance/Statement of Compliance:**

The applicant's signature affixed hereon and dated shall constitute a certification, under the penalty of perjury under the laws of the State of California, that the applicant has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 (a-f) and of Title 2, California Code of Regulations, Section 8113. See State Contracting Manual, Chapter 4.

Signature of official authorized to sign for applicant organization:	Date:
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Documents for reference only.

Contact Information for up to 3 References:

1.

2.

3.

Limit to 1 page: Description of how organization plans to serve additional county/ies (outside those normally served)

Documents for reference only.