

**Request for Proposals**

**TANF Funds**

**For**

**Alternatives to Abortion Initiative**

**July 1, 2009 through June 30, 2010**

**\*Closing Date: June 5, 2009**

*Proposals (an original and 5 copies) must be received by 4:30 p.m. on June 5, 2009 by Gwendolyn D. Brooks, Department of Social Services, Office of Family Support, 627 N. 4<sup>th</sup> Street, Baton Rouge, LA 70802*

**Department of Social Services**  
**Office of Family Support**

627 N. 4<sup>th</sup> Street  
Baton Rouge, LA 70802  
<http://www.dss.louisiana.gov/>



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State of Louisiana  
**Department of Social Services**  
**OFFICE OF THE SECRETARY**

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**Bobby Jindal**  
GOVERNOR

Kristy H. Nichols  
Secretary

### NOTICE TO PROPOSERS

The Louisiana Department of Social Services, Office of Family Support, hereby solicits proposals from qualified entities for an Alternatives to Abortion Initiative to provide intervention services to low income women who are pregnant or think they may be pregnant, their male partners and/or pregnant minors whose family is at or below 200 percent of the federal poverty level. Services include crisis intervention, counseling, mentoring, support services, and pre-natal care information, in addition to information and referrals regarding healthy childbirth, adoption, and parenting to help ensure healthy and full-term pregnancies as an alternative to abortion. The Department's preference is a statewide delivery approach; however, proposals will be considered that provide service delivery in a minimum of six of the nine regions listed on page seven of the Request For Proposals (RFP).

Request for proposals may be obtained by contacting **Gwendolyn D. Brooks, Office of Family Support, 627 N. 4<sup>th</sup> Street, Baton Rouge, LA 70802, Telephone (225) 342- 2511, Fax (225) 342-2536, E-mail: [gbrooks@dss.state.la.us](mailto:gbrooks@dss.state.la.us) or by-downloading the Request for Proposal packet from the DSS Website at <http://www.DSS.louisiana.gov/> (Select Service Providers, Request For Proposals).**

Completed proposals, including one original and 5 copies, must be physically in the possession of the **Office of Family Support, Attention: Gwendolyn D. Brooks, Office of Family Support, 627 North 4<sup>th</sup> Street, Baton Rouge, LA 70802 by 4:30 p.m.** on June 5, 2009. No proposals received after the specified date and time shall be considered. Any questions concerning the RFP must be made in writing and may be submitted by mail, fax, or email to Gwendolyn D. Brooks (address shown above) by 4:30 p.m. on May 28, 2009. All questions will be responded to on the website at <http://www.DSS.louisiana.gov/> by June 2, 2009. A **non-mandatory** Proposer's Conference will be held on May 26, 2009 from 9:30am until 11:00am at the following location: 627 North 4<sup>th</sup> Street, Room 129, Baton Rouge, LA 70802.

This announcement does not commit the Department of Social Services/Office of Family Support to award a contract or pay any costs incurred in the preparation of proposals. It is neither a contract nor an offer to contract, but rather a solicitation of proposals which, if accepted by the Department and approved in the manner required by law, may become the basis for a future contract. In the event of a conflict between any term or provision of the RFP and a term or provision in any proposal submitted in response, this RFP shall control. If a proposal alters or modifies any term or provision of this RFP, such changes must be clearly delineated and expressly approved by the Department of Social Services in writing before a contract is issued. A failure to comply with the provisions of this part shall render any such variant term absolutely null.

The Department of Social Services reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. A contract shall be awarded, if at all, to the proposal(s) deemed by the Department in its sole discretion to be the most advantageous to the Department and its clients based on quality of service, cost effectiveness and other considered factors. Any contract is subject to the availability of funds. No contract is final or enforceable until approved by the Department of Social Services and the Division of Administration, Office of Contractual Review. Should any protest or appeals be filed at any point in the procurement process, all activities must cease until all issues are resolved.

Kristy H Nichols  
Secretary  
Department of Social Services

VISIT OUR WEBSITE @<http://www.dss.louisiana.gov/>

“AN EQUAL OPPORTUNITY EMPLOYER”

**SCHEDULE OF EVENTS**

This Request for Proposals package contains all of the information and forms necessary to complete and submit a proposal to provide communities with funding opportunities through TANF to develop innovative, strategic programming solutions suited to the unique needs of Louisiana's families.

Proposers are encouraged to review the package in detail prior to beginning to prepare the proposals.

<b>Activity</b>	<b>Date</b>
1. Request for Proposals .....	May 18, 2009
2. Proposers Conference .....	May 26, 2009
3. Deadline to Receive Questions.....	May 28, 2009
4. Questions/Answers Posted on Website .....	June 2, 2009
5. Proposal Due Date.....	June 5, 2009
6. Proposal Review Committee Meets .....	June 11, 2009
7. Approved Recommendations Submitted to the Secretary .....	June 12, 2009
8. Successful/Unsuccessful Candidates Notified.....	June 16, 2009

The Louisiana Department of Social Services/Office of Family Support reserves the right to deviate from this schedule.

## 1.0 Overview of Alternatives to Abortion Initiative

Unplanned pregnancy for women and their male partners necessitates the delivery of clear and accurate information about their choices in ensuring a healthy and full-term pregnancy. The Department of Social Services is soliciting proposals from qualified entities for an Alternatives to Abortion Initiative to provide intervention services to low income women who are pregnant or think they may be pregnant, their male partners and/or pregnant minors whose family is at or below 200 percent of the federal poverty level. Services include crisis intervention, counseling, mentoring, support services, and pre-natal care information, in addition to information and referrals regarding healthy childbirth, adoption, and parenting to help ensure healthy and full-term pregnancies as an alternative to abortion. The Department's preference is a statewide delivery approach; however, proposals will be considered that provide service delivery in a minimum of six of the nine regions listed on page seven of the RFP.

There is approximately \$1,500,000 in TANF funds for this initiative. The TANF funds available for this initiative will address the following TANF goals:

- To provide assistance to needy families so children may be cared for in their own homes or in the homes of relatives.
- To encourage the formation and maintenance of two-parent families.

The contract for costs associated with operating services for the Alternatives to Abortion Initiative will fund the administrative costs through cost reimbursement and the program or service delivery costs via unit cost. Funding for this initiative is provided by Federal funds under the Temporary Assistance for Needy Families. In addition to submitting a budget summary and detailed budget, proposers must justify their unit costs by submitting calculations of all expenditures on which the unit cost is derived. Successful proposers may be required to travel to Baton Rouge for negotiation of contract at their own expense.

All proposals will become public record once the evaluations are completed and an award is made. Any technical data, financial information, overhead rates, or trade secrets protected from disclosure under LA R.S. 39:1490 and LAC 34:V:130, and designated as such in the proposal, shall be kept confidential as required by law. Materials submitted with the proposals become the property of Office of Family Support. The Office of Family Support has the right to use any or all ideas presented in any proposal. Selection or rejection of a proposal does not affect this right.

DSS will not furnish resources or materials to contractors, either during the initial stages or during contract performance itself, except as expressly provided herein.

**A non-mandatory proposer's conference is scheduled on May 26, 2009 from 9:30am until 11:00am at the following location: 627 North 4<sup>th</sup> Street, Room 129, Baton Rouge, LA 70802.**

## 2.0 General Information and Program Guidance

### 2.1 Purpose of the RFP

The Alternatives to Abortion Initiative is established to provide a system of pregnancy and parenting support to low-income women who are pregnant or think they may be pregnant, their male partners and/or pregnant minors whose family's income is at or below 200 percent of the federal poverty level. The program primarily provides information and counseling that promotes healthy childbirth and assists pregnant women in their decision regarding adoption or parenting. Other support includes information, education and referrals for other services for the needs of the women and newborn. The information and education provided can include topics regarding prenatal care, childbirth, adoption, parenting and the use of abstinence to avoid unplanned and out-of-wedlock pregnancies. All of these program services are provided free to women from the moment they are pregnant through 12 months after the birth of their child.

The Department of Social Services is seeking proposals from qualified entities to administer an Alternatives to Abortion Initiative. Programs being solicited under this initiative should address the TANF goals - to provide assistance to needy families so children may be cared for in their own homes or in the homes of relatives; to encourage the formation and maintenance of two-parent families.

### 2.2 Eligible Proposers

Those eligible to apply are local or statewide public or quasi-public agencies, non-profit (meeting the requirements of non-profit status as determined by the IRS) and for-profit organizations, including faith-based or other charitable organizations whose mission and service delivery is consistent with providing abortion alternatives, promoting healthy and full-term pregnancy. This initiative will allow organizations/agencies an opportunity to develop innovative and strategic programming solutions suited to the unique needs of Louisiana's communities. Faith-based organizations must have a non-faith-based alternative component to deliver the proposed services. Non-profits must be a 501(c) organization and must operate according to bylaws that define its operations and mission. Copies of the IRS determination of 501(c) status and bylaws must be included in the offer.

**Entities who perform or refer for abortions are not eligible for funding directly or through a subcontractor.**

**The Department's preference is a statewide delivery approach; however, proposals will be considered that provide service delivery in a minimum of six of the nine regions listed on page 7 of the RFP.**

In accordance with the Louisiana Administrative Code at Title 34, Part V, §136 to make a determination of responsibility with respect to each proposer, the proposer must meet the following standards as they relate to this procurement:

- Have adequate financial resources for performance, or has the ability to obtain such resources as required during performance;

- Have the necessary experience, organizations, technical qualifications, skills, and facilities, or has the ability to obtain them (including probable subcontractor arrangements); if a proposer intends to use a subcontractor to meet this requirement then the proposer should produce a letter from the probable subcontractor stating that they are willing to provide the required services contingent upon a contract award.
- Be able to comply with the proposed or required time of delivery or performance schedule;
- Have a satisfactory record of integrity, judgment and performance (contractors who are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absence of evidence to the contrary or evidence of compelling circumstance, be presumed to be unable to fulfill the requirement);
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Organizations, which are barred from receiving state or federal funds, may not participate in this initiative, directly or indirectly, nor may a proposing organization utilize such ineligible organizations in providing services under any contract awarded as a result of this RFP.

The selected contractor should have sound business management capability. It must also have adequate liability insurance and adopt referral procedures that limit liability risks. The Office of Risk Management recommends a minimum of \$1,000,000 in coverage.

## 2.3 Required/Allowed Program Activities

Contract funds will be expended to administer core and support services for low income women who are pregnant or think they may be pregnant, their male partners, and/or pregnant minors whose family's income is at or below 200 percent of the federal poverty level.

1. **Core services** are the provision of information and counseling that promotes healthy childbirth, full-term pregnancy, and assists pregnant women in their decision regarding adoption or parenting as an alternative to abortion.
2. **Support services** are additional services designed to assist eligible individuals and may include information and education, including classes regarding prenatal care, childbirth, adoption, parenting or abstinence; referrals to other organizations for on-going basic needs; and referrals for services consistent with the purposes of this program.

Contractor must perform on-going monitoring of program activities, including services performed through the use of subcontracts, to ensure progress towards meeting the expected goals and outcomes.

Contractors **are required** to recognize the funding agency (DSS) on all outreach material. Any media releases must be coordinated with the DSS Communications Director. The contractor shall have the DSS logo on all media and published materials including but not limited to brochures, posters and training booklets that are purchased with Agency funds.

**Proposals must demonstrate effective collaborations aimed at serving a broad population base statewide. A higher number of points under Section 4.2 Criteria for Selection, D. Service Delivery Area, will be given to proposers who plan to provide services in each of the nine (9) DSS/OFS Regions. (See chart below.)**

### **DSS/OFS REGIONAL CHART**

<b>REGION NUMBER</b>	<b>REGION NAME</b>	<b>PARISHES</b>	
1	ORLEANS	Jefferson	Plaquemines
		St. Bernard	Orleans
2	BATON ROUGE	East Baton Rouge	Pointe Coupee
		East Feliciana	Iberville
		West Baton Rouge	West Feliciana
3	COVINGTON	Livingston	St. Helena
		St. Tammany	Tangipahoa
		Washington	
4	THIBODAUX	Ascension	Assumption
		Lafourche	St. Charles
		St. James	St. John
		Terrebonne	
5	LAFAYETTE	Acadia	Evangeline
		Iberia	Lafayette
		St. Landry	St. Martin
		St. Mary	Vermilion
6	LAKE CHARLES	Allen	Beauregard
		Calcasieu	Cameron
		Jefferson Davis	
7	ALEXANDRIA	Avoyelles	Catahoula
		Concordia	Grant
		LaSalle	Rapides
		Vernon	Winn
8	SHREVEPORT	Bienville	Bossier
		Caddo	Claiborne
		DeSoto	Jackson
		Natchitoches	Red River
		Sabine	Webster
9	MONROE	Caldwell	East Carroll
		Franklin	Lincoln
		Madison	Morehouse
		Ouachita	Richland
		Tensas	Union
		West Carroll	



## 2.4 Performance Measures

### **Services should be developed to achieve the following OUTCOMES:**

- Improved health and well-being of women experiencing unplanned pregnancy
- Increased number of healthy full-term unplanned pregnancies

Proposals must include year-end program participation targets for each service delivery program component. This year-end target should be a projection of monthly targets to demonstrate how the year-end outcomes and goals will be met. If 80% of the monthly target for program participation, as set in the contract is not achieved, a performance enhancement plan will be required. If the performance enhancement plan is inadequate, the contractor is unresponsive, or if performance does not improve after performance enhancement plan implementation, contract termination will be considered.

Monthly performance measures shall be projected for each component.

Recommended examples of performance indicators for this initiative are listed below. In addition to addressing these performance indicators, proposers may develop other measures specific to their unique services.

#### Performance Indicator Examples

- Number of clients receiving support services to address basic needs
- Number of clients engaged in parenting education
- Number of clients engaged in pre-natal care
- % of clients who demonstrate an increased understanding of the effects of health-related behaviors, as evidenced by pre and post tests
- 50% increase of clients who have full-term pregnancies
- 80% increase of clients engaged in ongoing monthly case management

## 2.5 Reporting Requirement

The selected contractor will be required to report monthly performance data via a monitoring tool established by the Department of Social Services.

## 2.6 Monitoring/Evaluation of TANF Services

All contracts awarded through this RFP must grant to the State of Louisiana, through the Department of Social Services, the Office of the Legislative Auditor, Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under the contract. The

contractor must cooperate with any monitoring/evaluation site visits or requests for information from the above-mentioned entities.

## 2.7 Type/Period of Contract

Funding for this initiative is provided by Federal funds under the Temporary Assistance to Needy Families Fund. Under no circumstances will the contractor be reimbursed in excess of the amount specified in the proposal. Services proposed should be performed unless excused in writing by the Department and any cost overruns are solely at the expense of the contractor. The contract term extends from July 1, 2009 until June 30, 2010. At the end of the contract term, the Office of Family Support reserves the right to renew the contract for up to an additional 24 months, if funding is available and performance is acceptable based on reasonable and ongoing progress and satisfactory management of the project.

After an entity has been notified of its selection to receive a contract, the entity shall enter into a performance-based contract for the services outlined in the proposal and may provide funding to subcontractors who will perform the service delivery. Contractors will receive payment for services rendered according to the submitted budget.

## 2.8 Billing

**Administrative costs** will be paid on a cost reimbursement basis. Billing for expenses must conform to practices and procedures set forth in the Social Services Procurement Code.

**Program costs** will be paid on a unit-cost reimbursement basis with the submittal of verification and documentation mandated by the Department of Social Services and State and Federal regulations.

## 2.9 Ownership of Equipment and Materials (cost reimbursement only)

Administrative cost will be paid on a cost reimbursement basis, therefore all equipment purchased as an administrative cost with funds awarded under the contract shall vest in the Contractor upon acquisition. When such equipment or capital assets is (1) no longer used in the furtherance of this agreement, or (2) used for a purpose not authorized by this agreement, or (3) upon termination of this contract, the Contractor may either retain the equipment or other capital assets and pay to the State that portion of the item's fair market value proportionate to the Federal funds used for the acquisition of the item or tender the equipment or capital assets to the State. The Contractor shall either return or purchase the equipment or other capital assets within thirty days of the occurrence of any of the above noted conditions. (Such equipment shall include, but not be limited to computers, printers, copy machines, office furniture, unused supplies etc.). All records, reports, files, data, software and any other materials or information related to this contract or purchased with funds awarded under it may upon completion or termination of the contract become the property of the State of Louisiana and be delivered upon demand to the State or its designee in the manner in which the reports, files, etc. are kept in the ordinary course of business.

### **3.0 Narrative**

The following sections are required elements of the proposal. Proposals that do not contain these elements will not be considered. Applicants need to respond in clear writing to the following sections, or criteria, reviewing these directions carefully and the points affixed to each scoring element.

#### **3.1 Abstract**

Give an overview or summary of your proposal, a maximum of one page that tells who you are, what service delivery area and population you will serve, how many you will serve, what services your organization will provide, amount of funds you are requesting and how will you measure outcomes.

#### **3.2 Exhibit A – Statement of Work**

Proposer must use the Exhibit A –Statement of Work template provided with this RRP to describe services. Proposals submitted in any other format will not be considered for funding. Applicants should complete each section of the Statement of Work.

### **4.0 Proposal Evaluation Criteria**

#### **4.1 Review Process**

All proposals will be reviewed and evaluated by a committee consisting of Department of Social Services personnel and/or other qualified professionals. The committee will recommend for selection the proposal which most closely meets the requirements of the RFP and the needs and expectations of the Department of Social Services. The final decision will be made by the Assistant Secretary, Office of Family Support, with concurrence of the Secretary of the Department of Social Services. The State reserves the right to award without discussion based on initial proposals received.

#### **4.2 Criteria for Selection**

With a 100 point scale, each proposer will be graded on demonstrated ability regarding:

- A. Methodology and Quality of Program Design
- B. Experience and Capacity of Organization
- C. Cost Effectiveness
- D. Service Delivery Area
- E. Personnel

**A. Methodology and Quality of Program Design (30 Points) The proposal should:**

- address the required components of the RFP,
- detail how the project will be accomplished, including schedules, data collection and analysis, deliverables, quality assurance, coordination of a broad service delivery area, reporting, use of key personnel,

- indicate ability to produce measurable gains toward meeting proposed outcomes and performance indicator targets; clarity to which project outcomes are defined, measurable and relevant to goals; extent to which programming is based on recognized models of service delivery,
- clarify rationale with which both problem and solution are defined,
- describe how the use of qualified subcontractors will be determined and used to meet the stated goals, objectives and requirements of proposed services delivery,
- detail how the project will ensure subcontractors are providing new and expanded services rather than supplanting existing funds,
- detail how subcontractors will be monitored to ensure terms of subcontracts are being met, service delivery is appropriate and program performance is adequate,
- describe linkages or partnerships that will help you to accomplish your service goals,
- describe the services to be provided and how they are directed towards low-income women who are pregnant or think they may be pregnant, their male partners and/or pregnant minors whose family's income is at or below 200 percentage of the federal poverty level, and
- describe the process for verifying and documenting eligibility.

**B. Experience and Capability of Organization (20 Points) The proposal should:**

- describe the professional qualifications of the organization or entity; experience providing services to targeted population; capacity to build or maintain community networks,
- provide evidence of your capacity to plan and implement a sound program within the contract timeframe,
- describe your facilities, equipment, community partnerships or other relevant information,
- provide credentials of the staff that will oversee administrative, budget and financial duties as well as program staff for the delivery of services (If staff are not currently employed with your organization, provided detailed job descriptions for the positions),
- provide information on how will you be able to document your program's success,
- provide specific information on the impact and outcomes on similar services delivered by your organization,
- demonstrate that your mission is consistent with promoting childbirth rather than abortion, and
- describe partnerships and/or collaborations with other entities within the community.
- provide letters of agreement with any organization you are proposing to subcontract with for direct service delivery, if applicable.
- Copy of most recent audit (if your organization is not required to submit an audit, or your agency has not performed an audit, please submit an explanation to this effect).

**C. Cost Effectiveness (15 Points) The proposal should:**

- provide itemized budget, budget narrative and cost allocation plan, if applicable, detailing proposed cost components,
- demonstrate extent to which cost is proportional to established need and client service,
- demonstrate financial stability without regard to TANF funding,
- adhere to the attached guidelines on expenditures and administrative costs, and
- include detailed explanation on how the unit cost was derived.

**D. Service Delivery Area (25 Points) The proposal should:**

- describe how services are targeted in high-risk areas,
- describe demographics and economics of community as well as ability to target participants, and
- demonstrate effective collaborations aimed at serving a broad population base. (See DSS/OFS Regional Chart, page 7.) **Note:** A higher number of points will be given to proposers who plan to provide services in each of the nine (9) DSS/OFS regions.

**E. Personnel (10 Points) The proposal should:**

- include job descriptions and qualifications of key personnel who will direct program and provide service delivery to clients,
- include resumes of key personnel, and
- detail adequate number of staff to deliver services.

## **5.0 Instructions for Completing the Budget and Billing Methods**

The PRIME Contractor may accomplish delivery of the requested services through one of three methods:

- A) All service delivery to participants performed by the proposing organization (PRIME)
- B) All service delivery to participants performed through subcontractor(s)
- C) A portion of the service delivery to participants performed by the proposing organization (PRIME) and a portion of the service delivery to participants performed through subcontractor(s).

### **5.1 Budget - Required forms – Budget, Budget Narrative, Cost Allocation (if applicable) and Unit Cost Methodology.**

**Budget** - The budget must be completed using the attached budget form. Budget items should be itemized according to Administrative costs, Program costs for direct services provided by PRIME contractor and /or Subcontractor costs. The Total Budget column is automatically calculated.

- Administrative (Reimbursed through cost reimbursement) - All expenses associated with the managerial functions of the program by the PRIME Contractor. This will **not** include any expense associated with direct service delivery. See Clarification of

Administrative and Allowable Costs, page 19. **Administrative costs should not exceed 10% of the Total Budget.**

- Program (Reimbursed through unit cost) – Expenses associated with direct service delivery by PRIME Contractor.
- Subcontractors (Reimbursed through unit cost) – Total subcontracted amount for direct service delivery. Each subcontractor should be listed separately.
- **Total Budget – Automatically calculated**

**Budget and billing methods should be developed based on PRIME Contractor's service delivery method as follows:**

- 1) All service delivery to participants performed by the proposing organization (PRIME):  
Complete Administrative column (reimbursed through cost reimbursement)  
Complete Program column (used to develop unit cost)
- 2) All service delivery to participants performed through subcontractor(s):  
Complete Administrative column for PRIME Contractor costs (reimbursed through cost reimbursement)  
Complete Subcontractors column (PRIME Contractor reimburses Subcontractor through unit cost developed in subcontract)
- 3) Service delivery to participants provided through a combination of (1) and (2):  
Complete Administrative column for PRIME Contractor (reimbursed through cost reimbursement)  
Complete Program column for direct service delivery performed by the PRIME (used to develop unit cost)  
Complete Subcontractors column (PRIME Contractor reimburses Subcontractor through unit cost developed in subcontract)

**Budget Narrative** – The Budget Narrative should be completed on a separate sheet of paper titled "Budget Narrative" and should detail all Budget Line Items under each Expenditure Category. For example, the Salaries Category should outline each salaried position including title and monthly or hourly salary.

Salaries - List the name(s), position(s), total salary, percentage of compensation requested and full/part-time status of staff actually working on this program. Give length of employment, number of months (weeks, hours) to be paid, and amount per month (week, hour).

Salaries should be in line with those in similar positions within the community. Be sure to only include the salaries as they relate to the proposed service. An Executive Director may also have responsibilities in other program areas, only the time spent on proposed service is allowable. Indicate administrative or direct nature of salary.

NOTE: Salary and Employee Benefits for direct service delivery staff should be shown in the Program Column and do not apply to the 10% administrative cap.

**Fringe Salaries** - **List only the employer's share for funded salaries.** If employee is only spending a percentage of time working on this program, include only the percentage requested for this proposal. Fringe benefits may not exceed 25% of the total salary. The rate or expense used for calculations must be shown for each type:

- Social Security (FICA): 6.2%
- Medicare – 1.45%
- Health/Life Insurance
- Workers' Compensation
- Unemployment
- Public/Private Retirement
- Liability/Malpractice Insurance (if part of an employee benefit package)

**Travel** – Indicate the individuals, purpose and itemized listing of travel costs. Travel funded must be in accordance with State Travel Regulations which may be accessed at <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>.

**Operating Services** – List expenses associated with services needed to operate the program. This may include, but is not limited to, the items listed on the Budget form.

**Operating Supplies** – List supply items that are consumable and have a life expectancy of less than one year. This may include, but is not limited to, the items listed on the Budget form.

**Professional Services** – Professional Services may include legal, consulting, counseling services procured from contractors, or accounting. All professional services should list the service provider name and title, description of the services provided, rate of pay and the annual dollar amount of the contract/agreement.

**Acquisitions** – List the proposed acquisitions/equipment requested. The list should include a description of each item, purpose within the program and its acquisition cost. NOTE: All acquisitions require written approval from DSS, after approval of the contract, to ensure State purchasing procedures and property control guidelines are adhered to.

**Other** - Other expenses should list the type, purpose, method of computation, quantity, etc.

**Subcontractors** – Projected subcontract amount for each subcontractor.

**Cost Allocation** – A cost allocation plan should be included for all costs that are shared between programs.

**Unit Cost Methodology** – The unit for each component of the program must be clearly defined. Detail the calculation methodology used to derive the unit cost of each component of the program. The unit cost is normally determined by dividing the total program costs to provide the service by the total number of projected units for the service.

#### BUDGET NOTES:

- Any deviation of the approved budget should have DSS approval prior to incurring the expense.

- Expenditures not in the approved budget or over the budgeted amount will be disallowed, unless prior DSS approval has been obtained.
- All expenses must be pro-rated for this program. Expenses incurred outside the dates of the contract awarded are not reimbursable and may not include retroactive pay increases.
- All expenses must be reasonable and necessary.

## 5.2 Billing Methods

The funds awarded through this RFP process are not grant funds, they are contracted services. Contractors will receive payment for services rendered according to the approved budget and submittal of appropriate documentation. Monthly invoices must be submitted by the 15<sup>th</sup> of the month for all services rendered (provided) in the previous month using OFS billing forms.

**Administrative costs** will be paid on a cost reimbursement basis. Contractor will bill monthly, in arrears, for actual expenditures for services rendered. Verification of expenditures must accompany the monthly bill for reimbursement. Billing for expenses must conform to practices and procedures set forth in the Social Services Procurement Code.

**Program costs** will be paid on a unit-cost reimbursement basis with the submittal of verification and documentation mandated by the Department of Social Services and State and Federal regulations.



**Application Checklist****Alternatives to Abortion Initiative**

Hand deliver or mail to be received by 4:30 p.m. on June 5, 2009 to:

***Department of Social Services  
Office of Family Support  
Gwendolyn D. Brooks  
627 N. 4<sup>th</sup> Street  
Baton Rouge LA 70802***

***NO FAXED COPIES WILL BE ACCEPTED  
ALL SIGNATURES MUST BE ORIGINAL***

**CHECKLIST OF REQUIRED SECTIONS**

**Without the following,  
Your application may not be considered for funding.**

PLEASE INCLUDE CHECK LIST WITH YOUR PROPOSAL THAT INDICATES YOU HAVE INCLUDED ALL ELEMENTS

- ☐ Original and 5 copies (including completed set of attachments)

**PROPOSERS SHOULD ASSEMBLE THE PROPOSALS IN THE FOLLOWING ORDER:**

- ☐ Signed Cover Page (See attached form page 17)
- ☐ 1-page Abstract
- ☐ Exhibit A – Statement of Work
- ☐ Budget Summary
- ☐ Budget Narrative (Should be completed on a blank page titled "Budget Narrative.")
- ☐ Cost Allocation Plan (if applicable)
- ☐ Unit Cost Methodology (Should be completed on a blank page titled "Unit Cost Methodology.")
- ☐ Signed Board Resolution for State Contract Providers (See attached form page 18)
- ☐ Resumes and position descriptions for staff
- ☐ Copy of most recent audit (If your organization is not required to submit an audit, or your agency has not performed an audit, please submit an explanation to this effect.)
- ☐ Financial statement (Financial statement be clearly labeled and should cover the latest annual fiscal year of the proposer (organization) or the latest 12 month period.
- ☐ IRS 501 © status (See page 5, Section 2.2 – Eligible Proposers)
- ☐ Disclosure of Ownership that has been filed with and stamped by the Secretary of State – This is for FOR-PROFIT CORPORATIONS only.
- ☐ Completed W-9 ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)).
- ☐ Copies of subcontracts
- ☐ Letter of agreement from subcontractor(s), if applicable.

**Proposal Cover Page**

PLEASE DO NOT WRITE IN THIS  
SECTION.

Name of Applicant Organization

Federal ID Number

Program Name

Applicant's Mailing Address:

City

State

Zip

Name of Program Director

Telephone No.

Fax No.

Email address

**TYPE OF AGENCY**

- ( ) Public Non-Profit Community-Based Organization
- ( ) Private Non-Profit Community-Based Organization
- ( ) Faith-Based Organization
- ( ) Public Agency
- ( ) Other \_\_\_\_\_

**RECEIPT OF ALL OTHER FUNDS BY APPLICANT:****TOTAL FUNDS REQUESTED:**

\$ \_\_\_\_\_

**PROPOSED NUMBER TO BE SERVED:**

\_\_\_\_\_

**CERTIFICATION**

I (We) hereby certify that \_\_\_\_\_ on behalf of \_\_\_\_\_ is fully authorized, by  
(Name of Individual) (Agency Submitting Application)  
law or by corporate resolution (attached) to submit the following Application for Funds, that the information contained herein is true and accurate to the best of my (our) knowledge and belief; and that I (we) am (are) fully authorized to submit said application on behalf of said agency.

Official Authorized to Submit Application

Title

Date

**HAND DELIVERY PROPOSAL TO:**

Gwendolyn D. Brooks  
Department of Social Services  
Office of Family Support  
627 N.4<sup>th</sup> Street  
Baton Rouge LA 70802

**OR MAIL PROPOSAL TO:**

Gwendolyn D. Brooks  
Department of Social Services  
Office of Family Support  
P O Box 94065  
Baton Rouge, LA 70804-9065

**BOARD RESOLUTION FOR STATE CONTRACT PROVIDERS**

State of Louisiana

Parish of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at a meeting of the Board of  
Directors of \_\_\_\_\_, with a quorum of the directors

Present, the following business was conducted:

It was duly moved and seconded that the following resolution be adopted:

BE IT RESOLVED that the Board of Directors of the above corporation does hereby authorize  
\_\_\_\_\_ (name and title) and his/her successor in  
office to negotiate terms and conditions that he/she may deem advisable, contract(s) with the  
Louisiana Department of Social Services, and to bind this organization to execute said  
documents on behalf of the corporation, and further we do hereby give him/her the power and  
authority to do all things necessary to implement, maintain, and/or review said documents.

The above resolution was passed by a majority of those present and voting in accordance with  
the by-laws and articles of incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the  
minutes of the meeting of the Board of Directors of \_\_\_\_\_,  
held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

## TANF Funded Alternatives to Abortion Program

### Clarification on Administrative and Allowable Costs



As a general rule, administrative costs for TANF-funded services should be no more than 10 percent of an entity's total allocation. **Agencies who receive TANF funding shall ensure that any contractors adhere to these specifications.** The examples below should help illustrate the types of cost allocations that would generally be considered to be administrative or non-administrative costs and identified costs that are would not be considered allowable even if otherwise related to service delivery.

The cost of salaries and related benefits should be calculated only for the percentage of time personnel works on TANF-funded activities. For example, a project director may be employed full time, but only 4 hours per week is allocated for TANF-funded activities. Only that portion of salary and benefits should be considered as an allowable cost, not the entire annual salary. Recipient agencies shall also ensure that any building costs related to program operation charge only the percentage of time that the facility is utilized for operations related to a TANF activity. For example, a program may receive funding from multiple sources, only the amount of time the building is used to provide TANF services should be considered a TANF expense. TANF shall not be used to subsidize building operations for other services.

#### The following are guidelines as to what is considered an administrative cost:

- ✓ General administration or coordination of program, including accounting and payroll functions;
- ✓ Salaries and indirect costs associated with performing administrative functions;
- ✓ Supplies, equipment, travel, postage, utilities and office space related to the administration of a program;
- ✓ Activities related to eligibility determinations;
- ✓ Preparation of program plan, budget and schedules; and
- ✓ Program monitoring and audits of service functions.

#### The following are guidelines as to what is considered a non-administrative cost:

- ✓ Direct cost of providing program services including client activities, assessment, case management, etc.;
- ✓ Salaries and indirect costs associates with performing services functions;
- ✓ Supplies, equipment, travel, postage, utilities and office space related to the performing of services functions;
- ✓ Evaluations of service functions;
- ✓ Technology/management information systems (including data tracking for performance) not related to payroll, personnel or other administrative functions.

**The following are not generally considered allowable costs under TANF, even if they are related to program operations:**

- ✓ Purchase of vehicles;
- ✓ Renovation, construction or purchase (including payment of a mortgage) of a building used for program operation;
- ✓ Payment of bad debts, or interest payments as a result of credit agreements;
- ✓ Medical services;
- ✓ Payment of stipends to program participants without prior authorization from DSS;
- ✓ Payment of on-going basic needs (cash, food or housing) beyond four months;
- ✓ Services provided to elderly adults without minor children and single adults without children;
- ✓ Payment of basic needs (housing, beds, etc.) for minors and adults in secure facilities;
- ✓ Payment of equipment costs that exceed or are disproportionate in relation to the cost of service delivery;
- ✓ Purchase of alcohol; and
- ✓ Services/materials determined to be inappropriate in their relation to program delivery.