

REQUEST FOR APPLICATIONS

RFA # _____

TITLE: _____
FUNDING AGENCY: _____
ISSUE DATE: _____, 200_

FUNDING AGENCY: (Address)
(Address)
(Address)

IMPORTANT NOTE: Indicate agency or organization name and RFA number on the front of each application envelope or package, along with the date for receipt of applications specified below.

Applications, subject to the conditions made a part of hereof, will be received until 5:00 p.m., (day, date) 200_, for furnishing services described herein.

SEND ALL APPLICATIONS DIRECTLY TO THE FUNDING AGENCY ADDRESS SHOWN ABOVE.

Direct all inquiries concerning this RFA to: (Funding Agency Official)
(Address)
(Address)
(Telephone #)
(FAX #)

NOTE: All prospective applicants are ENCOURAGED to attend a BIDDER'S CONFERENCE on (day, date at time) in (location). A summary of all questions and answers will be mailed to agencies and organizations sent a copy of this Request for Applications.

OR

NOTE: Questions concerning the specifications in this Request for Applications will be received until (date). A summary of all questions and answers will be mailed to all agencies and organizations sent a copy of this Request for Applications.

INTRODUCTION

Give a brief description of RFA goals and objectives. This section should allow potential agencies and organizations to judge whether they are interested in this RFA.

BACKGROUND

Describe how the goals and objectives fit into the funding agency's function, legislation or new initiatives that necessitate these services. Reference to attachments may be helpful here.

SCOPE OF SERVICES

Describe the services required using narrative or outline as appropriate. Include: tasks, schedule, funding levels, environmental or regulatory constraints, state interfaces, etc. Be as specific as possible, since this will be the basis for evaluating applications and monitoring the selected contractor's

performance. Give beginning and ending date and/or length of funding period (including any renewal options). Also include statement that travel cost should be computed at rates up to the current State regulations.

The Procurement Process

The following is a general description of the process by which an agency or organization will be selected to complete the goal or objective.

1. RFAs are being sent to prospective agencies and organizations.
2. All prospective agencies and organizations are ENCOURAGED to attend the BIDDER'S CONFERENCE. A written summary of all questions and answers will be mailed to all agencies and organizations sent a copy of the RFA.

OR

2. Written questions concerning the RFA specifications will be received until the date specified on the cover sheet of this RFA. A summary of all questions and answers will be mailed to all agencies and organizations sent a copy of the RFA.
3. Applications in one original and (*at least two*) copies will be received from each agency or organization. The original must be signed and dated by an official authorized to bind the agency or organization.
4. All applications must be received by the funding agency not later than the date and time specified on the cover sheet of the RFA. Faxed applications will not be accepted.
5. At that date and time the applications from each responding agency and organization will be logged in. Budgets will be included as part of the application.
6. At their option, the evaluators may request additional information from any or all applicants for the purpose of clarification or to amplify the materials presented in any part of the application. However, agencies and organizations are cautioned that the evaluators are not required to request clarification: therefore, all applications should be complete and reflect the most favorable terms available from the agency or organization.
7. Applications will be evaluated according to completeness, content, experience with similar projects, ability of the agency's or organization's staff, cost, etc. The award of a grant to one agency and organization does not mean that the other applications lacked merit, but that, all facts considered, the selected application was deemed to provide the best service to the State.
8. Agencies and organizations are cautioned that this is a request for applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.

General Information on Submitting Applications

1. Award or Rejection

All qualified applications will be evaluated and award made to that agency or organization whose combination of budget and service capabilities is deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest. Successful applicants will be notified by (mth/day/yr).

2. Decline to Offer

Any agency or organization that receives a copy of the RFA but declines to make an offer is requested to send a written "Decline to Offer" to the funding agency. Failure to respond as requested may subject the agency or organization to removal from consideration of future RFAs.

3. Cost of Application Preparation

Any cost incurred by an agency or organization in preparing or submitting an application is the agency's or organization's sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.

4. Elaborate Applications

Elaborate applications in the form of brochures or other presentations beyond that necessary to present a complete and effective application are not desired.

5. Oral Explanations

The funding agency will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.

6. Reference to Other Data.

Only information that is received in response to this RFA will be evaluated; reference to information previously submitted will not suffice.

7. Titles

Titles and headings in this RFA and any subsequent RFA are for convenience only and shall have no binding force or effect.

8. Form of Application

Each application must be submitted on the form provided by the funding agency, and will be incorporated into the funding agency's Performance Agreement (contract).

9. Exceptions

All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and condition by any agency and

organization may be grounds for rejection of that agency or organization's application. Funded agencies and organizations specifically agree to the conditions set forth in the Performance Agreement (contract).

10. Advertising

In submitting its application, agencies and organizations agrees not to use the results therefrom or as part of any news release or commercial advertising without prior written approval of the funding agency.

11. Right to Submitted Material

All responses, inquiries, or correspondence relating to or in reference to the RFA, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the agency or organization will become the property of the funding agency when received.

12. Competitive Offer

Pursuant to the provision of G.S. 143-54, and under penalty of perjury, the signer of any application submitted in response to this RFA thereby certifies that this application has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.

13. Agency and organization's Representative

Each agency or organization shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions or provide clarification concerning the application.

14. Subcontracting

Agencies and organizations may propose to subcontract portions of work provided that their applications clearly indicate the scope of the work to be subcontracted, and to whom. All information required about the prime grantee is also required for each proposed subcontractor.

15. Proprietary Information

Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1: 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the application that is to remain confidential shall also be so marked in boldface on the title page of that section.

16. Participation Encouraged

Pursuant to Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 77, the funding agency invites and encourages participation in this RFA by businesses owned by minorities, women and the disabled including utilization as subcontractor(s) to perform functions under this Request for Applications.

17. Contract

The Division will issue a contract to the recipient of the grant that will include their application. Expenditures can begin immediately upon receipt of a completely signed contract.

Please be advised that successful applicants may be required to have an audit in accordance with G. S. 143-6.1 as applicable to the agency or organization's status. Also, the contract may include assurances the successful applicant would be required to execute when signing the contract. Agencies or organizations receiving Federal funds would be required to execute a certification regarding Lobbying and Debarment, and if applicable a Drug Free Workplace Requirements and/or Environmental Tobacco Smoke assurance. Private not for profit agency contracts would also include a conflict of interest policy statement.

Use the list below as a guideline for additional items to be included and how you want the format to be received from potential contractors. The list below is not complete – you must complete as needed for your Division.

Assemble the Application in the following order. Use a binder clip at top left corner on each copy of the application. Number each page consecutively beginning with the Application Face Sheet.

Application Face Sheet

*
*
*
*

Verification of IRS status, if applicable to the status of the agency/organization.

Budget

Budget narrative/summary

Attachments

*
*
*

Indirect Cost Approval Letter if charge is included in Indirect Cost section (L) of Budget

* Other examples might include statement of need, program plan, program narrative, program timeline, etc. Complete as required per RFA.

APPLICATION FACE SHEET

Name of Agency: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Agency Status: () Public () Private , Non-Profit () Private, For Profit

Agency Federal Tax ID Number: _____

Agency's Financial Reporting Year _____ through _____

Name and Title of Contract Administrator: _____

Name of Program (s): _____

SERVICE DELIVERY SITE(S):

AREA TO BE SERVED: _____

(Vice) President

Date