



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center

Division of Acquisition Management, SAS  
Room 5-101, Parklawn Building  
5600 Fishers Lane  
Rockville, MD 20857

Date: August 11, 2008  
To: Prospective Quoters  
SUBJECT: Request for Quotation 08T080124

Enclosed is the Request for Quotation (RFQ) for the Department of Health and Human Services, Office on Women's Health to provide professional services to implement a program that provides prevention/intervention education, on a community level, to female youth that are putting themselves at greater risk for gang involvement and STD/HIV infection. Please submit your proposal in accordance with Attachment A- Statement of Work, Attachment C- Instructions to Quoters, and Attachment D – Evaluation Criteria.

Award shall be based on the Quoter's technical understanding of the requirement and the reasonableness of the proposed price and shall utilize FAR Subpart 13 Simplified Acquisition Procedures. The quote is due on or before September 3, 2008 at 5:00PM Eastern Standard Time and shall include an original and one (1) copy. The mailing address is shown above and shall be to the attention of Heather Harraf and cite the Request for Quotation number on the outside of the package. Please take into account that that mailing address is a secure building and mailing times are slowed by that fact. It would be in your best interest to submit your Quotation in a timely manner to ensure that all documents are received by the closing date and time.

Proposals shall be written in **English** and separated into a Technical Presentation and a Business Quote. Additionally, one complete copy of Attachment B, "Representations, Certifications, and Other Statements of Quoters" and the cover page of the Request for Quotation, Standard Form 18, with Block 13 signed and Blocks 14, 15, and 16 filled in shall also be submitted. Please provide an email address.

In order to receive an award, a contractor must be registered in the Central Contractor Registration database. Reference FAR clause 52.207 included in full text in Attachment C.

Please read the RFQ in its entirety and submit any questions, in writing, to the attention of Heather Harraf. No telephone calls concerning questions regarding the RFQ will be accepted regarding the RFQ. All questions must be sent via email to [heather.harraf@psc.gov](mailto:heather.harraf@psc.gov) and received on August 20, 2007 by 3:00 P.M. EST.

<b>REQUEST FOR QUOTATION</b> (THIS IS NOT AN ORDER)			THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET ASIDE		PAGE OF PAGES 1 1	
1. REQUEST NO. 08T080124		2. DATE ISSUED 08/11/2008	3. REQUISITION/PURCHASE REQUEST NO. 08T080124		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG.1	RATING
5a. ISSUED BY DHHS/PSC/SAS/DAM PARKLAWN BUILDING, ROOM 5-101 5600 FISHERS LANE ROCKVILLE MD 20857				6. DELIVERY BY (Date)		
				7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
				9. DESTINATION		
5b. FOR INFORMATION CALL: (No collect calls)				a. NAME OF CONSIGNEE OFFICE ON WOMEN'S HEALTH		
NAME HEATHER HARRAF		TELEPHONE NUMBER AREA CODE 301 NUMBER 443-6851		b. STREET ADDRESS		
8. TO:						
a. NAME		b. COMPANY				
c. STREET ADDRESS				c. CITY		
d. CITY		e. STATE	f. ZIP CODE	d. STATE	e. ZIP CODE	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 09/03/2008 1700 ES		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.				

11. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	<p>FOR QUESTIONS CONCERNING THIS CONTRACT, PLEASE CONTACT HEATHER HARRAF AT HEATHER.HARRAF@PSC.HHS.GOV OR 301-443-6851.</p> <p>Period of Performance: 09/25/2008 to 09/24/2009</p> <p>PROFESSIONAL SERVICES: "2008 HIV/AIDS PREVENTION AND INTERVENTION SERVICES FOR FEMALE YOUTH AT GREATER RISK FOR JUVENILE DELINQUENCY"</p>				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations  are  are not attached

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE	
b. STREET ADDRESS					AREA CODE	
c. COUNTY			a. NAME (Type or print)		NUMBER	
d. CITY		e. STATE	f. ZIP CODE	c. TITLE (Type or print)		

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STANDARD FORM 18 (REV. 6-95)  
Prescribed by GSA - FAR (48 CFR) 53.215-1(a)

## STATEMENT OF WORK

### **PROJECT TITLE:**

**“2008 HIV/AIDS Prevention and Intervention Services for Female Youth at Greater Risk for Juvenile Delinquency”**

### **PURPOSE:**

The Contractor shall implement a new program, or continue a program previously funded by the Office on Women’s Health, which provides realistic prevention and intervention services focused on the intersection between juvenile delinquency and STD/HIV infection for at-risk female youth (ages 9-17).

### **BACKGROUND:**

The U.S. Department of Health and Human Service’s (DHHS) Office on Women’s Health (OWH) has as its mission to improve women’s health across the lifespan. To do so, OWH coordinates women’s health programs, disseminates information about health-promoting behaviors and disease prevention, and works with a variety of agencies to eliminate health disparities. OWH’s mission extends through its office and across agencies and offices of the Department of Health and Human Service’s, other government agencies, public and private organizations, and consumer and health care professional groups. OWH achieves its mission by directing, developing, stimulating, and coordinating women’s health research, health care services, and public and health professional education and training. By doing so, OWH is leading the effort in addressing the most critical issues of women’s and girl’s health nationwide.

#### Female Youth: At Risk Factors for Juvenile Delinquency and Gang Involvement

The Surgeon General report on youth violence indicated that the behavioral patterns of youth alter throughout the lifespan. The report states “[a]dolescence is a time of tumultuous change and vulnerability, which can include an increase in the frequency and means of expression of violence and other risky behaviors” (DHHS, 2001, p. 41).

Gender Sensitive Factors in Female youth’ Delinquency<sup>1</sup> suggests there is a relationship between certain adolescent female youth’ disadvantages and delinquency. These significant disadvantages include:

- greater sensitivity to stressors, especially familial,
- greater incidence of sexual abuse,
- dysfunctional familial relationships,
- maltreatment and other stressors among antisocial females relative to males;
- cross-gender peer influence, and
- proneness to psychological and psychiatric illness (e.g. depression and anxiety).

Although female youth and boys experience many of the same risk factors, female youth differ in their sensitivity to these exposures. Female youth appear to seek a solution to such stressors by

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<sup>1</sup> This research study is supported by the Department of Justice, Office of Juvenile Justice and Delinquency Prevention (DOJ-OJJDP).

## Attachment A

participating in gang activities. Regardless of whether gangs actually fulfill these roles in young women's lives, it is clear that many female youth believe they will when they become involved.

A number of researchers have suggested that, "the gang can serve as a surrogate extended family for adolescents who do not see their own families as meeting their needs for belonging, nurturance, and acceptance" (Huff, 1993: 6; see also Campbell, 1990; Joe and Chesney-Lind, 1995; also see Decker and Van Winkle, 1996; Hunt, Mackenzie and Joe-Laidler, 2000). The gang can offer a network of friends for female youth whose parents are unable to provide stable family relations; moreover, female youth' friendships with other gang members may provide a support system for coping with family problems, abuse and other life problems (Fleisher and Krienert, 2004; Joe and Chesney-Lind, 1995).

### Female Youth and Gang Involvement: Increased Delinquency and Arrest Rates

At risk female youth appear to be moving from minor delinquent behaviors to more violent gang related crimes. Some female gang members have graduated from affiliate's status to membership. Many girl gangs are splinter organizations of male gangs and appear to be influenced by their male counterparts. For example, females now assist in the movement of drugs and weapons for male gang members, while others are committing drug sales robberies, assaults, and drive-by shootings on behalf of male gang members. Respondents to the 2005 National Gang Threat Assessment Survey reported that female gang members in their jurisdiction most often:

- Assist gang members in committing crime;
- Carry drugs and weapons and provide safe houses for contraband;
- Commit assaults and larcenies and intimidate other female students in schools;
- Engage in prostitutions;
- Engage in drug sales, vandalism and credit card identity theft." (2005 National Gang Threat Assessment. Federal Bureau of Investigation, National Drug Intelligence Center and the Bureau of Alcohol, Tobacco, Firearms, and Explosives.)

Supporting data collected between 1980 and 2003 by the Juvenile Justice Bulletin reveal that female and male arrest rates for aggravated assault increased by 96% & 13%, simple assault increased by 269% & 102%, and weapons law violations increased by 147% & 18% (DOJ-OJJDP). Between 1994 and 2003, arrests of juvenile females generally increased more than male arrests in most offense categories. In 2003 law enforcement agencies made 643,000 arrests of females under age 18 which is a 29% increase from 2002. (Snyder H, Additional stats from the Juvenile Justice Bulletin, Juvenile Arrests 2003, August 2005).

Furthermore, the Monitoring the Future Study (MTF), a national youth survey that offers long-term trends in self-reported violence behavior, showed that in 1983 and 1993, the ratios of male to female youths committing violent acts were 7.4 to 1 and 7.0 to 1, respectively<sup>2</sup>. By 1998, this ratio decreased to 3.5 to 1, signifying an increase in violent acts committed by female youth (DHHS, 2001, p. 25-28).

### Female Youth and Gang Involvement: Increased Risk of Contracting STDs/HIV

Although, females are taking more active roles in gangs they also continue to assume traditionally subordinate functions such as providing sexual support to male gang members. Respondents to the 2005 National Gang Threat Assessment Survey reported that female gang members in their jurisdiction often engage in prostitution. This type of risky sexual behavior puts female youth at risk for contracting STD/HIV.

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2 MTF can be found in the University of Michigan Institute for Social Research annual report.

In a press release dated March 11, 2008 the CDC estimated that one in four (26 percent) young women between the ages of 14 and 19 in the United States – or 3.2 million teenage female youth – are infected with at least one of the most common sexually transmitted diseases (human papillomavirus (HPV), chlamydia, herpes simplex virus, and trichomoniasis). The study, presented at the 2008 National STD Prevention Conference, was the first to examine the combined national prevalence of common STDs among adolescent women in the United States, and provides the clearest picture to date of the overall STD burden in adolescent women. This report revealed the need for STD screening and innovative solutions for STD prevention and treatment.

HIV/AIDS data shows that the rate of HIV infection is steadily increasing for female youth ages 13-18. The CDC report “HIV/AIDS among Youth” stated that during the early to mid-1990’s, the prevalence of HIV among disadvantaged youth was 50% higher for young women aged 16–21 than young men in that same age group (May, 2005). A Center for Disease Control and Prevention (CDC) HIV/AIDS Surveillance Report (2004) indicated that “[o]f the 48 US children (younger than 13 years of age) who had a new AIDS diagnosis, 29 were African American.” The demographic of AIDS cases for 2004 for adults and adolescents consisted mainly of people of color: (50%) African American; (18%) Hispanic; (1%) American Indian; and, (1%) Asian/Pacific Islander (CDC. Trends in HIV/AIDS diagnoses — 33 states, 2001 – 2004). (Department of Health and Human Services, CDC: 2005:1–46).

AIDS Cases and Rates for Female Adults and Adolescents, by Race/Ethnicity 2003—50 States and D.C. (CDC. HIV/AIDS Surveillance in Women)

- In 2003, an estimated 68% of female adult and adolescents with AIDS were African-American. The rate was 50.2 cases per 100,000 black female adults and adolescents.
- Although the estimated number of cases among Hispanic and white female adults and adolescents were similar, the rate for Hispanic female adults and adolescents was more than 6 times that for Whites.
- Among all female adults and adolescents, the estimated number of AIDS cases was lowest among Asians/Pacific Islanders and American Indians/Alaska Natives; however, the rate among American Indians/Alaska Natives was higher than among Asians/Pacific Islanders and Whites. The data have been adjusted for reporting delays.

**GENERAL REQUIREMENTS:**

Contractor General Knowledge and Expertise

- The contractor shall have knowledge about girl gang phenomena and the risky behaviors in which they engage.
- The contractor shall be knowledgeable about building partnerships and developing coalitions with members of advocacy groups that support female youth in vulnerable situations.
- The contractor shall be responsible for establishing collaborations and partnering with community and youth leaders who work with female youth, male gangs and HIV/AIDS service providers.
- The contractor shall be responsible for facilitating dynamic and innovative group sessions for female youth.
- The contractor shall submit five letters of support (LOS) on official letterhead with the proposal. The contractor shall submit to the Project Officer letters of support from community stakeholders/partners for approval by DHHS/OWH to participate in program events and group sessions.

**TASKS:**

**I. Overview**

- The contractor shall develop a prevention and intervention program designed for female youth which addresses the intersection between violent and sexually risky behavior among female youth. The program shall focus on identifying and addressing social and economic threats which contribute to the participation of female youth in sexually risky and delinquent behavior. The program shall also focus on building self-esteem and educate them on how to cope with adverse situations. The contractor shall be responsible for utilizing a combination of interactive approaches, which shall maximize the benefit to at-risk female youth. The 12-month period of performance shall include:
  - A preliminary planning and recruitment phase, i.e. development of the work plan, research gathering, development of evaluation plan,
  - A 8-month implementation phase (This time frame shall not include any preliminary planning or follow-up booster sessions), and
  - An evaluation phase.
- The contractor shall be responsible for conducting at a minimum, three group sessions and one event per month with the participants during the implantation phase. (Group sessions and events are defined later in this session.)
- The contractor shall formulate, discuss and implement achievable milestones and objectives for the participants to achieve while enrolled in the program.
- The contractor shall ensure the program targets the issues specific to the targeted population.
- Draft Work Plan shall be completed and submitted for approval to the Project Officer at the time of Orientation and the Final Work Plan shall be submitted 8 weeks from the date of the award.
- This targeted population shall be clearly defined in the work plan.
- The work plan shall include appropriate goals and objectives.
- The contractor shall have core modules or components in which to focus the development of the program and all subsequent group sessions, events, activities and booster sessions.
- The contractor shall secure locations all for activities. The contractor shall submit a list of locations in the work plan.

**II. Program Design and Development (Work plan)**

**A. Education Materials**

- The contractor shall gather educational materials on STD/HIV/AIDS awareness and positive legal activities. Literature can be obtained from the Department of Health and Human Services, non-profit organizations, and coalitions. The literature should be used to design the program, interventions, and services that will prevent at-risk female youth from STD/HIV infection and gang involvement. The literature obtained should also be used to motivate and educate the target population to increase their engagement in positive relationships. A reference list of education materials shall be included in the work plan.

**B. Resource Booklet**

- The contractor shall submit a list of local community resources to the Project Officer for review. The approved resource list shall be distributed to the participants in the form of a resource booklet. Community resources may include but are not limited to the following: support groups, hot lines, community health centers, and other national and local non-profit organization. The booklet should contain resources which service youth and provide educational awareness and

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knowledge on the topics of STD/HIV/AIDS and juvenile delinquency prevention. The list of community resources shall be submitted in the work plan.

- The contractor shall disseminate pertinent information to participants that have been recruited into the program. Pertinent information includes but is not limited to information gathered from educational resources, collaborating partners, and other community resources.

**C. Recruitment and Retention Plan**

- The contractor shall develop a recruitment and sustainability strategy for the program. Contractor shall clearly define at-risk and the targeted risk factors using evidenced-based theories and rationales. The contractor shall describe the process for identifying participants as at-risk and all the methods included in the recruitment and phase. The strategy shall include incentives at a minimum of \$100 per girl (i.e. cash, gift cards, etc.). The recruitment and sustainability strategy shall be submitted in the work plan.
- The contractor shall recruit and retain at least forty-five female youth from the targeted population which are at-risk for juvenile delinquency and STD/HIV infection to participate in program. Proof of participants shall be provided in the form of an attendance log and submitted to the project officer in the quarterly progress reports.

**D. Program Content**

- A program is defined as a system of lessons, activities, projects, and other skill-based training provided through group sessions and events. This program should be designed to build self-esteem among at risk female youth; educating them on current information surrounding STD/HIV infections and provide them with how to cope with adverse situations surrounding delinquent behaviors and gang involvement.
- The contractor shall develop a program which is interactive in delivery and implementation, but focused in content. It should focus on developing the critical decision making skills of participants and enhancing additional protective factors of female youth at risk. A key component of a successful program is the ability of the contractor to appropriately identify and address the needs and co-occurring issues of the participants in a gender-specific, age-appropriate manner and approach.
- The contractor shall obtain formative information for program content through preliminary research surrounding current trends for services within the targeted population. Input from the participants should impact the program content and be incorporated throughout program delivery.

**E. Group sessions**

- Group sessions shall be continuous series meetings between the contractor and the participants based upon a designated or created curriculum. Preliminary sessions should be focused on gaining a better understanding of how participants are influenced by their relationships and surroundings.
- The contractor shall deliver all subject matter in a culturally competent, age-appropriate and gender-specific method. Program content shall include but is not limited to information regarding culture, coping skills, self-awareness, conflict resolution, communication, female hygiene, HIV/AIDS transmission and risk factors, with a special emphasis on providing practical skills which can be utilized by the participants in the day to day realities of their environment.

**F. Events**

- Events shall be planned opportunities and activities separate from the group sessions which provide exposure for participants to expand their realm of knowledge and experience, i.e. college tours, community service projects, educational fieldtrips, etc.
- The contractor shall develop and submit a schedule of events that meet the program objectives in the work plan. The contractor shall submit appropriate rationale for events selection in the work plan

**G. Graduation Ceremony**

- The contract shall plan and implement a graduation ceremony for the participants who successfully complete the program. This information shall be included in the program schedule and work plan.

**H. Supplemental Program**

This task is only applicable to contractors who were previously awarded a purchase order in 2006/2007 and does not need to meet the group session requirements stated above for new participants.

- The contractor shall include a supplemental program for previously recruited participants under the 2006 and 2007 OWH award contract. A separate curriculum, schedule of events, and goals/objectives with a list of previous participants must be included for the supplemental program in the work plan.
- The contractor shall meet with participants in the supplemental program at a minimum of once per month.
- The contractor shall consider any participants who were previously recruited and participated in more than ten percent of the 2006 or 2007 program as eligible for the supplemental program. This group shall not be counted towards the number of new recruits required for the current program (45 participants).

**I. Program Schedule**

- The contractor shall submit a program schedule to the Project Officer for review. The schedule should include the names of spokespersons, focus of the session, and a description of materials to be distributed to each participant. The schedule shall be submitted with the work plan along with a generic agenda.
- The contract shall adapt the approved program schedule to become a participant calendar which will be distributed at beginning of the program to ensure that the participants are aware of the program group sessions and events. This schedule should be updated as necessary. The contractor shall include in the schedule the time, date, and locations of group sessions and events.
  - If necessary the contractor shall pay travel costs and event fees for program participants.
  - Focus groups shall be considered a part of the planning phase

**J. Community Support:**

- The contractor shall initiate partnering agreements with a minimum of five community partners/stakeholders willing to participate in the program. The community partners involved in the program shall be organizations that provide services to female youth, gang members, and the community at large in addition to local STD/HIV service providers. One partner must be a



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local or state HIV/AIDS service provider. The role of each partner should be clearly defined in the proposal and work plan.

- The contractor shall ensure that each of the collaborating partners understands their role in the program and participates according to the parameters set forth in the MOA. At least one community partner in addition to the HIV/AIDS service provider must be involved in the implementation of program events and activities. The contractor shall submit summaries on the role of the community partners in quarterly reports that include: the name of each organization which participated and ways they were involved.
- Once the contract has been awarded, a minimum of five signed Memorandums of Agreement (MOA) must be submitted on official letterhead with the work plan. The MOA must clearly outline the roles and responsibilities of the community partners with the program.
- The contractor shall collaborate and conduct quarterly meetings with OWH approved community partners/stakeholders contributing and/or participating in program events. These meetings will be used to develop ideas for program activities, discuss the outcomes of executed activities, and implement ways to improve future scheduled activities or youth related problems within the community.
- The contractor shall submit to the Project Officer summaries of lessons learned in meetings with community partners/stakeholders and ways to integrate lessons learned into program events and group sessions. The summaries shall be included in the quarterly progress reports.

#### **K. Key Program Personnel:**

The contractor shall provide qualified key personnel to assist in the development and implementation of program events. These individuals shall be informed about gender specific programming as defined by the Office on Women's Health during the orientation meeting. The contractor shall provide an outline of the tasks that will be executed by key personnel and all supporting staff in the work plan. An update of any changes to the key personnel and staff should be included in the quarterly progress reports. Key personnel must attend all events. The contractor shall have enough onsite staff during group sessions to facilitate small groups in order to increase the possibility of communication and interaction among participants and staff.

- ***Program Manager*** shall demonstrate experience with planning, managing, and evaluating a community-based comprehensive health education and promotion program. The program manager (PM) shall demonstrate experience and skill in service coordination with local organizations and interpersonal relationships. The PM shall provide onsite leadership during some group sessions and all events.
- ***STD/HIV/AIDS and Youth Experts***- The youth expert shall demonstrate skill and ability in delivering health communications with young female youth and facilitation of group sessions. The STD/HIV/AIDS expert must have extensive knowledge of the risks and protective factors associated with STDs/HIV/AIDS. Skills shall be demonstrated in the background summary and resume of these individuals. These experts must be present at all group sessions and events.
- ***Juvenile Delinquency Prevention Specialist*** shall have an MSW or be a LSW and have demonstrated extensive experience in working with youth and families. They shall have experience and skill working with youth both in the juvenile justice system and at-risk for involvement in the system; additionally must be present at all group sessions and events.

#### **III. Program Implementation:**

- The contractor shall ensure that each participant is adequately informed on the program structure, themes, concepts, locations of each event, and group sessions. The contractor shall

provide appropriate educational and background materials to participants at each class, event, or activity.

- The contractor shall distribute a calendar to participants which includes the time, date, and locations of all group sessions, activities and events. **In addition, the contractor shall obtain appropriate guardian consent at the onset and throughout the duration of the program as needed.**
- The contractor shall distribute a compendium of local community resources (i.e. booklet) available to each participant (e.g., support groups, hot lines, community health centers, and other national and local non-profit organizations). The community resources included shall currently provide youth related services as well as offer educational awareness and knowledge on the topics of STD/HIV/AIDS and juvenile delinquency prevention.
- The contractor shall be in partnership with specialty health service providers (health clinics, mental health providers, etc...) to adequately prepare themselves to provide appropriate referrals for participants as necessary in accordance with state laws. As necessary and in special circumstances (i.e. disclosed sexual/physical abuse, suicide attempts, etc...), the contractor shall assist the participant in navigating the care system which is appropriate and necessary for the disclosed issue. A summary of referrals should be included in the quarterly report.
- The contractor shall prepare a monthly activity report, which consists of a summary of each group session and event. The monthly activity reports shall be included in the quarterly progress reports. The summaries shall include topics covered, lesson objectives, the names of spokespersons, participating community partners, participating key personnel and lessons learned for each activity.
- The contractor shall submit an attendance log of the participants in each quarterly report.
- The contractor shall provide program event support including AV equipment/slides if needed.

#### IV. Program Progress:

The DHHS/OWH intends to review the effectiveness of the program and its effect on participant knowledge, behavior and attitude over the period of performance.

- The contractor shall develop and/or adapt tools which assess satisfaction, knowledge and behavior impact of the targeted population. Copies of these tools shall be submitted in the work plan.
- The contractor shall obtain feedback from program participants throughout the duration of the program. This information can be used as rationale for changes to the curriculum or program. Participant feedback shall reflect their experiences with the program, including benefits from participating in program activities and receiving program information. The feedback shall be summarized in the quarterly progress reports. This information alone is **not** the basis for program effectiveness.
- The contractor shall submit to the Project Officer a method for measuring the effectiveness of the program as it specifically relates to processes and outcomes of the program. This method shall be submitted in the work plan. The results of this plan and an analysis of the information provided shall be included in the final report.
- The contractor shall include in the effectiveness plan how its organization will measure the overall impact of the program on participant knowledge, skill and ability. In addition, the contractor shall include information on how its organization will assess the risk level of its participants and the effect of the program on participant aptitude to engage in risky behavior.
- At a minimum, the contractor shall include specific indicators which quantify:
  - Sexually risky behavior,
  - Acts of juvenile delinquency,
  - Violent behavior,
  - Self-esteem and involvement in positive activities, and

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- Involvement in healthy and positive relationships.
- The contractor shall provide behavioral and knowledge based assessments of the participants at regular predefined intervals through out the program. The Project Officer and the contractor shall define the intervals as a condition of the work plan. A summary and analysis of this information shall be included in the final report.
- The contractor shall submit a list of venues (peer journals, conferences, speeches, etc...) where they will apply to present on the dynamic on the program to the public health field at large. The contractor shall acknowledge OWH as the primary funding source for this program.

**V. Final Report & Draft White Paper**

- The contractor shall submit a final report describing and analyzing the overall effectiveness of the program on the knowledge and behavior of the participants. The final report shall be submitted to the Project Officer on or before the end of the performance year.
- The contractor shall submit a draft white paper to the Project Officer for approval. The parameters will be provided by the Project Officer. The draft paper will focus on the successes, lessons learned, participant outcomes, recommendations for improvements, and next steps.

**VI. Reports and Meetings:**

- The contractor shall participate in a contractor orientation sponsored by the Office on Women's Health (tentatively scheduled for Oct. 21-23, 2008 in Washington, DC.) The contractor shall be responsible for payment of travel and lodging to the orientation. The orientation will used as the platform to discuss all of duties, responsibilities, and requirements of the contract.
- The contractor shall participate in all teleconferences and activities, as needed by the Project Officer. The teleconferences will be used to provide certain information and provide technical assistance on program progress. The contractor shall provide an oral update on program progress during each teleconference unless instructed to the contrary. A toll-free number will be provided to the contractor at the time of each teleconference.
- The contractor shall participate in at least one onsite visit made by OWH during the contract year.
- The Contractor shall submit a progress report every three months for the previous three months of activity; the reports will be referred to as, "Progress Reports." At the minimum, the reports shall provide a detailed summary of major achievements, problems encountered, and actions taken to overcome them, names of organizations and how they were involved in program activities in addition to everything else identified in throughout this contract as necessary for the quarterly progress report.

**SCHEDULE OF DELIVERABLES**

Deliverable	Date of submission	Quantity	Contents
<b><u>Draft and Final Work Plan</u></b>	Draft -- due at orientation  Final - 8 weeks after award	1 Hard Copy and 1 Electronic Copy	a) Work Plan with Goals and target number of participants
<b><u>Program Implementation</u></b>	January 15, 2009	1 Hard Copy and 1 Electronic Copy	a) Information about Program Dissemination Activities b) Schedule of Events c) Baseline information for Participants

<b><u>Progress Reports</u></b>	March 15, 2009 June 15, 2009	1 Hard Copy and 1 electronic copy	a) Session Summaries b) Processes and Outcomes
<b><u>Draft and Final Report &amp; Draft White Paper</u></b>	Draft -August 15 <sup>h</sup> , 2009 and Final - End of award period	1 Hard Copy and 1 electronic copy	a) Analysis of Program Effectiveness b) Challenges and Successes c) Recommendations

**PERIOD OF PERFORMANCE:**

Date of award – 12 months

**PROJECT OFFICER:**

-TBA

The Project Officer is hereby designated to monitor the performance of this order on behalf of the Government. The Project Officer will provide no supervisory or instructional assistance to Contractor personnel. The Project Officer's function is primarily to provide the Contractor with working data. The Project Officer is not empowered to make any commitments, nor authorized to make any changes which affect prices, terms, or delivery as specified on this order. Any such proposed changes shall be brought to the immediate attention of the Ordering Officer for action. The acceptance of any change by the Contractor without specific approval and written consent of the Ordering Officer will be at the Contractor's own risk.

**PAYMENT SCHEDULE:**

The contractor shall receive payment after submission of the stated deliverables and acceptance by the Project Officer. Payments shall be divided into five (5) equal fixed payments

1. Final Work Plan
2. Program Implementation
3. Progress Report 1
4. Progress Report 2
5. Final Report & Draft White Paper

**INVOICE SUBMISSION:**

The Contractor shall submit an original and two (2) copies of its invoice to the Project Officer in accordance with the payment schedule at the following address:

TBA

After review and approval, the Project Officer shall forward the approved invoice to the Program Support Center, Financial Management Service, Room 16A-12, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857, (301) 443-3020, for payment.

The invoice shall include the following information:

1. Contractor's name and address;
2. Purchase Order number;
3. Description of services and the firm fixed price;
4. Invoice period; and

## Attachment A

5. Taxpayer Identification Number (TIN)
6. DUNS Number

**Invoice Information/Clauses Incorporated By Reference**

## 1. Invoice Information

In addition to the information required by 52.232-25 (Prompt Payment), your invoice must contain the following: Tax Identification Number (Employer's Identification Number) or Social Security Number.

## 2. Clauses incorporated by reference (FAR 52.252-2) (Feb 1998)

This contract incorporated one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.acqnet.gov/far>

Federal Acquisition Regulation (48 CFR Chapter 1) Clauses

FAR 52.204-7 Central Contractor Registration (Apr 2008)

FAR 52.213-4 Terms and Conditions – Simplified Acquisitions (Other than Commercial Items)  
(Feb 2008)

FAR 52.227-14 Rights in Data - General (Dec 2007)

FAR 52.232-33 Payment by Electronic Funds Transfer – Central Contractor Registration (Oct 2003)

FAR 52.243-1 Changes – Fixed Price (Aug 1987) – Alternate I (Apr 1984)

**REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF QUOTERS**

1. QUOTERS STATEMENTS

RFQ NUMBER: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

TIN NUMBER: \_\_\_\_\_

DUNS NUMBER: \_\_\_\_\_

2. THE QUOTER CERTIFIES THAT IT HAS REGISTERED AT WWW.CCR.GOV, AS REQUIRED BY FAR 52.204-7.

3. FAR 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2006)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 624190.

(2) The small business size standard is 6.5 million dollars.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (c) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (c) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

(i) Paragraph (c) applies.

(ii) Paragraph (c) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted

electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR CLAUSE #	TITLE	DATE	CHANGE
_____	_____	_____	_____

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

## Instructions to Quoters

Your attention is directed to the requirements for submitting a quotation in response to this request for quotation. The following instructions establish the acceptable minimum requirements for the content of the quotation.

**The Quoter's submission shall be prepared and submitted in two parts: Part I – Technical and Part II – Price.** The total number of pages for both the technical and pricing proposal shall not exceed 25<sup>1</sup> single-spaced 8 ½ by 11 pages with font size 12 type. Any additional appendices shall not exceed 10 pages and shall not be bound in any form. Proposals and appendices shall be in a format that can be easily duplicated. Each of these parts shall be separate and complete in itself so that evaluation of one may be accomplished independently of evaluation of the other.

The Request for Quotation (RFQ) does not commit the Government to pay any cost for preparation and submission of a proposal. In addition, the Contracting officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this propose acquisition.

The quote shall be signed by an official authorized to bind the Quoter's organization to perform if a contract is awarded in response to the proposal. The quoter shall sign Block 14 and complete Blocks 13, 15, and 16 of the Standard Form 18, "Request for Quotation" and Representations and Certifications (Attachment B) and include it with the proposal.

**The complete originally signed quote and 1 copy, Standard Form 18, and Attachment B must be submitted by mail by the closing date/time (located in Block 10 of Standard Form 18).**

Please send the proposals to the attention of Heather Harraf, Contract Specialist.

DHHS / Program Support Center  
Division of Acquisition Management  
Attn: Heather Harraf  
Parklawn Building, Room 5-101  
5600 Fishers lane  
Rockville, MD 20857  
RFQ: 08T080122

### Part I – Technical Proposal

The technical presentation shall begin with a summary of the proposed project, no more than 1 page in length.

The technical presentation must discuss the quoter's understanding of the purpose of the requirement and approach to accomplishing the requirement as specified in Attachment A, Statement of Work and Attachment D, Evaluation Criteria. The Government shall evaluate the technical presentation in accordance with the evaluation criteria set forth in Attachment D. It is essential that the Quoter explicitly address all evaluation criteria including subjective factors in the written proposal.

Technical quotes will be evaluated utilizing the weighted factors below. Quoters should consider the technical evaluation factors when preparing quotes. The scoring for each evaluation factor will be

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<sup>1</sup> The 25-page limitation is exclusive of the Representations and Certifications (Attachment B) that must be completed and returned.



based on the Government's determination of the degree to which the quote satisfies the requirements of the factor. There are a total of 100 technical points. The technical factors are described in Attachment D.

The technical proposal shall not contain price information; however, resource information such as data concerning labor hours and categories, materials, subcontracts, etc., must be contained in the technical proposal so that the Quoter's understanding of the detail and complexity of the requirements may be evaluated.

#### Part II – Price Quotation

The pricing quotation shall provide a budget for providing the stated services. The Government anticipates making up to ten (10) awards not to exceed **\$100,000.00** per award. The budget shall provide a detailed explanation of the labor categories proposed and hours, as well as any other direct costs that will make up the total price proposal. Food, equipment, personal property and printing are not allowable budget items.

The quoted price/cost will be evaluated in terms of completeness and accuracy. It will also be evaluated to determine the Quoter's ability to project costs which are realistic for the work to be performed, and reflects the Quoter's understanding of the nature and extent of the work to be performed. The price/cost shall be consistent with the various elements of the Quoter's technical proposal.

**NOTE: On the cover page of the price proposal, please provide the name, telephone and facsimile number and e-mail address of a contact person.**

**NOTE: BECAUSE OF THE INCREASED SECURITY AT FEDERAL BUILDINGS, PLEASE ALLOW EXTRA TIME FOR YOUR QUOTE TO BE DELIVERED TO THE CONTRACTING OFFICE AS ADDRESSED ABOVE. FAILURE TO USE THE SPECIFIED ADDRESS COULD RESULT IN YOUR QUOTE BEING DELIVERED LATE. DUE TO SECURITY CONCERNS, HAND CARRIED QUOTES WILL NOT BE ACCEPTED, UNLESS THE PERSON HAND CARRYING THE PROPOSAL HAS A VALID FEDERAL GOVERNMENT ID BADGE WHICH ALLOWS THEM ACCESS TO THE PARKLAWN BUILDING. THIS PROHIBITION INCLUDES COURIER SERVICES. PLEASE NOTE, WHEN USING COURIER SERVICES IT IS RECOMMENDED THAT YOU INITIATE YOUR MAILING REQUEST TWO (2) BUSINESS DAYS PRIOR TO THE SPECIFIED DUE DATE OF QUOTE TO ENSURE THAT IT ARRIVES IN A TIMELY MANNER. PACKAGES MAILED BY "24 HOURS NEXT DAY EXPRESS SERVICE" DO NOT ALWAYS ARRIVE AT THE EXACT LOCATION BY THE TIME REQUIRED. QUOTES MUST BE RECEIVED IN ROOM 5-101 BY THE SPECIFIED TIME TO NOT BE CONSIDERED LATE. QUOTES THAT ARE RECEIVED LATE IN THE CONTRACTING OFFICE DUE TO A DELAY CAUSED BY THESE SECURITY MEASURES ARE CONSIDERED LATE UNDER FAR CLAUSE 52.215-1, INSTRUCTIONS TO OFFERORS – COMPETITIVE ACQUISITIONS.**

**IF YOU HAVE ANY QUESTIONS REGARDING THE SECURITY PROCEDURES FOR THE PARKLAWN BUILDING, YOU MAY CONTACT THE GUARDS OFFICE ON (301) 443-4144. IF QUESTIONS STILL REMAIN, PLEASE CONTACT THE CONTRACT SPECIALIST FOR THIS SOLICITATION.**

## **EVALUATION CRITERIA**

### **1. Summary of the Proposed Program (0 Points)**

The program summary should be no more than 1-page in length

### **2. Understanding of the Problem (15 Points)**

**Describe how the program addresses the mission of the Office on Women's Health and the goals of the U.S. Department of Health and Human Services.**

**In this section also describe:**

- The sexual risk factors and co-occurring issues (social and economic threats) for female youth which are identified as at-risk for juvenile delinquent behavior.
- How the proposed program will address the intersection between acts of juvenile delinquency and the increased risks of STD/HIV infection, and incarceration because of the participation in gang activities?
- The protective factors for at-risk female youth (i.e. self-esteem, outside activities, and parental involvement).
- Evidenced based theories for intervention and prevention programs to educate female youth.

### **2. Plan for Implementation (25 Points)**

**Outline your agency's plan for implementation including, but not limited to:**

- Goals and Objectives
- Role of community partners
- Recruitment and Sustainability strategy
- Proposed curriculum
- Community Resources
- Timeline

**\*\*The contractor's proposed plan for implementation. Please provide at least five letters of support or MOAs from potential community partners. .**

### **3. Soundness of Approach (15 Points)**

**Describe your agency/organization's understanding of the requirements and tasks listed in the statement of work by addressing the following:**

- Rationale for the targeted population (include any local, regional, state, and national statistics)
- Rationale and evidenced-based theory for proposed curriculum
- Rationale for evaluation methodology (for process and outcome measures)
- Rationale for specific community organizations as community partners

## Attachment D

- Rationale for process of identifying at-risk female youth

**4. Management and Key Personnel - Project Employees (10 points)**

**Describe the program-related experience and qualifications of Key Personnel by addressing the following:**

- Prior experiences in performing similar tasks, noted accomplishments and recognition, and
- Management of key personnel roles, program duties and activities

**5. Organization/Agency Qualifications (10 Points)**

**Respond to the following:**

- How does your agency/organization meet the qualifications to receive this contract award? Specifically, does your agency/organization have a positive history of working with female youth, juvenile delinquency prevention, and STD/HIV/AIDS prevention? If so, please describe in detail.
- How knowledgeable is your staff about the risks of HIV/AIDS infection in coercive relationships and involvement in acts of juvenile delinquency by female youth?
- What prior experience does your staff have in performing health education services, activities, or programs targeting female youth?
- What is your agency/organization's ability and history with developing collaborative relationships? Specifically, has your agency/organization collaborated to disseminate information about the intersection between gang-related activity and the increased risks of HIV/AIDS infection, and incarceration resulting from involvement in acts of juvenile delinquency?
- Please describe your organizations' successes and experiences in providing dynamic and interactive training to female youth.

**6. Program Effectiveness (25 points)**

**Describe the tools and procedures for measuring strengths and weaknesses of: (include copies of the tools in an appendix)**

- The program implementation process,
- The program activities designed to raise awareness about the risks of HIV/AIDS infection in coercive relationships and involvement in acts of juvenile delinquency through gang-related activity,
- The impact and/or outcomes of the overall program,
- Participant satisfaction, and
- Participant knowledge skills and abilities
- How the information collected will be used to determine the overall effectiveness of the program.

**AWARD**

## Attachment D

Award will be made to the Quoter whose proposal contains the combination of those factors representing the best overall value to the Government. This will be determined by comparing differences in technical merit with differences in price/cost to the Government. In making this comparison the Government is more concerned with obtaining superior technical merit. However, the Government will not make an award at a significantly higher price/cost to the Government to achieve slightly superior technical merit.

Award shall be made on a fixed price basis, in accordance with Federal Acquisition