BROAD AGENCY ANNOUNCEMENT (BAA)
Number DHAPP-BAA-15-002

"FY15 – FY16 Department of Defense HIV/AIDS Prevention Program: Military Specific HIV/AIDS Prevention, Care, and Treatment Program for PEPFAR (President's Emergency Plan for AIDS Relief) Funded Countries"

INTRODUCTION

This publication constitutes a Broad Agency Announcement (BAA) as contemplated in Federal Acquisition Regulation (FAR) 6.102(d)(2) and the Department of Defense Grants and Agreements (DoDGARS) Subpart 22.315(a). A formal Request for Proposals (RFP), solicitation, and/or additional information regarding this announcement will not be issued. Neither the Naval Health Research Center (NHRC) nor the Contracting Office (NAVSUP Fleet Logistics Center San Diego) will issue paper copies of this announcement. Interested parties are responsible to check www.grants.gov for possible amendments to this BAA.

The Naval Health Research Center (NHRC) reserves the right to select and fund for award all, some, or none of the proposals in response to this announcement. No funding shall be provided for direct reimbursement of proposal development costs. Technical and cost proposals (or any other material) submitted in response to this BAA will not be returned. It is the policy of NHRC and NAVSUP FLC San Diego to treat all proposals as sensitive competitive information and to disclose their contents only for the purposes of evaluation.

It is anticipated that awards will take the form of grants or cooperative agreements. Therefore, all proposals submitted as a result of this announcement will fall under the purview of (a) the Federal statute authorizing this award, or any other Federal statutes directly affecting the performance of this Grant and (b) Department of Defense Grants and Agreements Regulations (DoDGARs).

All prospective grantees for this BAA, Number 15-002, are on actual notice that the Department of Defense and the Department of the Navy (collectively referred to as "Grantor") rely on third-party contractor support. Consultant contractor employees, with appropriate

disclosure agreements and organizational conflicts of interest clauses in their respective contracts with the Grantor, will be reviewing grant proposals to assist the Government in determining technical merit. (Note: The Government will however be evaluating the grant proposal and making all award decisions. Contractors with the appropriate disclosure agreements/OCI clauses may also be involved in Grant administration for the life of any awarded grant. No additional notice to grantees or prospective grantees will be provided. Nothing herein will be construed to waive the rights of grantees or prospective grantees to challenge release of any grant proposal information to other than those contractors providing grant support services.

I. GENERAL INFORMATION

1. Agency Name:

Requiring Agency:
Naval Health Research Center (NHRC)
Department of Defense HIV/AIDS Prevention Program (DHAPP)

Contracting Agency:
Naval Supply System Command (NAVSUP)
Fleet Logistics Center San Diego (FLC San Diego)

2. Opportunity Title: FY15 – FY16 Department of Defense HIV/AIDS Prevention Program: Military Specific HIV/AIDS Prevention, Care, and Treatment Program for PEPFAR (President's Emergency Plan for AIDS Relief) Funded Countries

3. Opportunity Number: DHAPP-BAA-15-002

4. Catalog of Federal Domestic Assistance (CFDA) Number and Title:
12.350 - Department of Defense HIV/AIDS Prevention Program

5. Response Date: This BAA is a continuously open announcement and will remain open until **4:00 p.m. (PDST), 30 September 2016,** unless announced otherwise. Proposals received after this time will not be considered for award.

This announcement replaces DHAPP-BAA-13-002 (including all amendments)

Concept Papers may be submitted at any time during this period. Once notified that a full proposal is not desired from a Concept Paper, resubmission of the same Concept Paper is strongly discouraged. The actual number of evaluations will depend upon the availability of funds. Submitting within the first evaluation cycle is strongly encouraged due to the possible lack of funding for the later evaluation periods.

6. Opportunity Description:

6.1 Background

The United States Government has a long history of international collaboration and partnership in the fight against HIV/AIDS, providing funding, technical assistance, and program support. These collaborations have increased the fundamental understanding of HIV transmission and provided an evaluative basis for prevention and intervention success. The HIV/AIDS pandemic is devastating. Militaries, in particular, have been identified as a high-risk priority population. In order to target this population, the Naval Health Research Center (NHRC), San Diego, California, under the oversight of the Navy Surgeon General, has been tasked to serve as the U.S. Department of Defense (DoD) Executive Agent for the DoD HIV/AIDS Prevention Program (DHAPP).

DHAPP has successfully collaborated with over 80 countries in efforts to combat HIV/AIDS among their respective military services. DHAPP is a partner U. S. Government (USG) organization collaborating with the U.S. State Department, Health and Human Services, including the Centers for Disease Control and Prevention and US Agency for International Development (USAID). Working closely with U.S. Department of Defense, U.S. Unified Combatant Commands, Joint United Nations Program on HIV/AIDS (UNAIDS), university collaborators, and other nongovernmental organizations, DHAPP assists countries in establishing, strengthening, and monitoring HIV/AIDS prevention, care and treatment programs.

This BAA provides funding for DHAPP to assist countries where <u>militaries are funded under PEPFAR</u>.

More information about countries in which DHAPP currently operates and existing DHAPP programs can be found on the DHAPP website:
http://www.med.navy.mil/sites/nhrc/Pages/Research-DoD-Prevention-Program.aspx
DHAPP's goal is to maximize program impact by understanding and targeting military HIV/AIDS risk factors, by developing interventions and programs that address military HIV/AIDS risk. DHAPP works with militaries of foreign countries to devise plans based on the following process:

- Meet with key in country partners and stakeholders to determine provisional major program activities and other technical assistance needs.
- Adapt DHAPP HIV/AIDS support to the military's need for prevention, care and/or treatment of their situation based on an assessment of the military epidemic.
- Strengthen the military capacity to sustain their prevention, care, treatment, and strategic information programs
- Consider program design by leveraging assets with Ministry of Health, other country implementing partners, and other stakeholders and donors who have/had successful prevention, care, and/or treatment efforts.
- Focus on prevention, care and/or treatment impact aligned with national strategies and operational plans.

- Implement and monitor programs to ensure efficiency, accountability and sustainability.

Countries and their militaries need strong programs that demonstrate:

- Visible support from the military sector.
- Development of plans of action and policies.
- Alignment with Combatant Command (COCOM) blueprint, as well as national strategies and priorities.
- Increasing awareness within the military sector.
- Country military ownership of its activities.
- Prevention plans focusing on prevention of sexual transmission through voluntary counseling and testing, use of condoms, sexually transmitted infection (STI) prevention and management, behavioral interventions, reduction of high risk behavior, prevention and care of opportunistic infections, voluntary medical male circumcision in 13 target countries, changing male normative behaviors, reduction of sexual violence, and targeted prevention campaigns.
- Reduction of mother-to-child transmission, (The primary focus of these interventions is on behavior change to reduce the risks of sexual transmission, counseling, testing, diagnosis and proper linkages to care and support).
- HIV/AIDS stigma reduction
- Disease surveillance and infrastructure development through programs focusing on HIV/STI/tuberculosis surveillance, HIIV prevalence surveys, laboratory support, monitoring and evaluation, training and strategic information management.
- Increasing capacity building.
- Promoting sustainability by the partner country.

The DoD HIV/AIDS Prevention Program (DHAPP), based at the Naval Health Research Center (NHRC) in San Diego, California, provides technical assistance, management, and administrative support of the global HIV/AIDS prevention, care, and treatment for foreign militaries. DHAPP administers funding, conducts training, and provides technical assistance to participating militaries. DHAPP provides HIV program execution and monitors outcomes, with staff that includes active duty military, civil service, and contractor personnel.

6.2 Program Purpose and Plan

DHAPP continues to rely upon the vital support of various partners, such as governmental organizations (NGOs), in implementing HIV prevention, care and treatment programs across the globe. Each country has a customized plan to help the countries' militaries bring its HIV/AIDS programs to sufficient scale to help reduce the spread of the epidemic and mitigate its impact.

DHAPP's current priority activities include the following:

- Institutional capacity building and developing military specific HIV strategic and operational plans that incorporate effective monitoring and evaluation procedures.
- Sustainable programs over time that provide knowledge and then transfer knowledge to the militaries.
- Train-the-trainer programs for prevention and risk reduction for individual and group education
- Monitoring and evaluating specific prevention interventions in military contexts
- Providing infrastructure and equipment to support HIV testing, care and/or treatment.
- Ensuring that all military members, their families and the surrounding communities have access to quality condoms.
- Increase HIV testing of all military personnel especially those at higher risk and military personnel deploying or on peacekeeping missions.
- Positive Health Dignity and Prevention (PHDP) programs for all PLHIV seen at military instillation.
- Prevention of mother to child transmission
- Developing HIV laboratory diagnostic and monitoring capabilities.
- Increasing clinical capability and other human resources for health care of those infected with HIV.
- Increasing infection control procedures/processes throughout the military healthcare system.
- Support linkages between all HIV services to include but not limited to prevention, HTC, care and treatment.
- Developing or revising military specific HIV policies that specifically address leadership roles, gender norms, gender based violence, stigma and discrimination and structural components necessary for access to care.
- Increasing voluntary medical male circumcision (VMMC) 13 high prevalence countries as designated by WHO. Providing peacekeeping units with HIV prevention and care interventions in militaries that contribute significant peacekeepers.

This BAA is intended to solicit existing partners and establish new partners in furtherance of DHAPP and partner military program goals. Interested respondents should submit proposals identifying their plans and capabilities per information in Section IV, Application and Submission information.

Proposals should focus on rapidly extending HIV/AIDS services. Respondents are encouraged to target specific needs with a practical business plan, using small grass-roots organizations to provide community-based services as a way to enhance organic capabilities and sustainability.

7. Point(s) of Contact:
Questions or assistance needed ***regarding the grants.gov*** registration process, system requirements, or submittal process shall be directed to grants.gov by phone at 1-800-518-4726 or e-mail to support@grants.gov.

Questions of a **business** nature shall be directed to:

Janet Norton
Contract and Grant Officer
NAVSUP FLC San Diego
730 Enterprise Avenue
Wing 3, Room 003
NAS Lemoore, CA 93246
E-mail: Janet.Norton@navy.mil

Questions of a **technical/programmatic** shall be directed to:

CAPT (ret) Braden Hale, MD, MPH
Director, DHAPP Program
Naval Health Research Center
Department of Defense HIV/AIDS Prevention Program
140 Sylvester Road, Bldg 304
San Diego, CA 92106-3521
E-mail: NHRC-DHAPP@med.navy.mil

NOTE: Any questions regarding this announcement must be provided to the Points of Contact listed above. All questions shall be submitted in writing by electronic mail.

8. Instrument Type(s) – Assistance Awards

Awards will take the form of Grants. However, NHRC reserves the right to select and fund award of a Cooperative Agreement if deemed to be in the best interest of the Government.

Offerors should familiarize themselves with these instrument types and the applicable regulations before submitting a proposal. The following are brief descriptions of the possible award instruments.

Grant – A legal instrument which, consistent with 31 U.S.C. 6304, is used to enter into a relationship:

(1) The principal purpose of which is to transfer a thing of value to the recipient to carry out a public purpose of support or stimulation authorized by a law of the United States, rather than to acquire property or services for the Department of Defense's direct benefit or use.

(2) In which substantial involvement is not expected between the Department of Defense and the recipient when carrying out the activity contemplated by the grant.

(3) No fee or profit is allowed.

Cooperative Agreement – A legal instrument which, consistent with 31 U.S.C. 6305, is used to enter into the same kind of relationship as a grant; except, when carrying out the activity contemplated by the cooperative agreement, DoD and the Recipient will be working together. The term does not include "cooperative research and development agreements" as defined in 15 U.S.C. 3710a. No fee or profit is allowed.

Anticipated substantial involvement elements for Cooperative Agreements are listed below:

- Review and approval of key personnel and changes in key personnel;
- Approval of annual implementation plans;
- Agency and recipient collaboration and joint participation in implementation, including, but not limited to participation in advisory committees and direction and/or redirection of activities specified in the program description due to Host National Military priorities and guidance as well as interrelationships with other programs;
- Approval of the Monitoring and Evaluation (M&E) Plan;
  The Recipient will work in consultation with the NHRC/DHAPP Program Manager/Desk Officer staff to develop and execute a final M&E plan including establishing a final list of indicators, baseline data and performance targets for each indicator. The M&E plan will be revised as appropriate on an ongoing basis in collaboration with NHRC and the Host National Military;
- Appropriate review and approval of subawards.

9. Catalog of Federal Domestic Assistance (CFDA) Number: 12.350

10. Catalog of Federal Domestic Assistance (CFDA) Title:

Department of Defense HIV/AIDS Prevention Program

11. Additional Information:

Proposals come from the following Program Areas, but should focus on the specific areas outlined in the narratives in Attachment 1. Each narrative is stand-alone effort and should not be combined with another narrative. All Program Areas in each specific narrative must be addressed in that concept paper submission.

Prevention

Prevention of Mother to Child Transmission (MTCT)
Abstinence/Be Faithful (HVAB)
Other Sexual Prevention (HVOP)

Injection Safety (HMIN)
Injecting and Non Injecting Drug Use (IDUP)
Voluntary Medical Male Circumcision (CIRC)
HIV Testing and Counseling (HVCT)
Prevention of Gender-based violence (SGBV)
Blood Safety (HMBL)

Care
Adult Care and Support (HBHC)
Orphans and Vulnerable Children (HKID)
TB/HIV (HVTB)
Pediatric Care and Support (PDCS)

Treatment
ARV Drugs (HTXD)
Adult Treatment (HTXS)
Pediatric Treatment (PDTX)

Other
Health Systems Strengthening (OHSS)
Laboratory Infrastructure (HLAB)
Strategic Information (HVSI)

Fiscal Reporting
Quarterly fiscal and activity status reports are required, but monthly submission is encouraged. Training to enable compliance will be provided by the DHAPP office.

Results Reporting
In alignment with the US Office of the Global AIDS Coordinator's reporting requirements, DHAPP utilizes the same reporting requirements. Therefore, semi-annual and annual Indicator Reports are required for all Level 1 indicators as outlined in the *PEPFAR Monitoring, Evaluation, and Reporting Indicator Reference Guide* which will be provided by DHAPP and can be found on PEPFAR.gov. Quarterly reporting is required on a small sub-set of indicators. Training will be provided by the DHAPP office as requested.

All human subject research conducted with PEPFAR funding shall comply with all applicable Federal, State, Department of Defense, and Navy statutes, regulations, and instructions governing human subject protections in research. This shall include that the Grant Recipient ensure that DHAPP supported human subject research only be conducted under a Federal Wide Assurance granted by DHHS (or an Assurance granted by other federal department) and that such research be approved by a properly-constituted and registered Institutional Review Board (IRB). All Grant Recipients shall provide documentation of their Assurance and IRB approval to DHAPP/NHRC IRB and Human Research Protection Official (HRPO) and ensure compliance with requests from the HRPO, before any human subject recruitment or enrollment.

Branding and Logos

Appropriate DHAPP and DoD logos should be included in any material deliverables that are developed through funding from DHAPP. The Department of Defense through its agent, DHAPP, will retain ownership of these deliverable products for reproduction and other purposes. The DHAPP Identity is available on the DHAPP website at http://www.med.navy.mil/sites/nhrc/Pages/Research-DoD-Prevention-Program.aspx and NHRC/DHAPP provides it without royalty, license, or other fee to recipients of DHAPP-funded grants or cooperative agreements.

II. AWARD INFORMATION

1. Amount and Period of Performance for Awards: There is no set limit to the number of proposals can submit to this BAA. The period of performance is generally one year from the effective date of award, with up to three additional years (phases) subject to availability of funding. Offerors are encouraged to propose additional phases in their submission, if appropriate.

2. For each country where funding is available, Attachment 1(narratives) will contain a description of the work that is needed, along with the program areas and an approximation of the available funding. It should be noted that while dollar amounts are listed, this should be taken as an estimate of the funding for an effort whether a single amount or range is listed. **Changes to Attachment 1 will be provided in the form of amendments to this announcement.**

3. Range of Approval/Disapproval Time:

Subject to the availability of funds, three evaluation cycles or more will be conducted during this BAA. The first round of full proposals will be selected approximately 45 days after the date of this BAA. Subsequent rounds of evaluations are anticipated based upon funding availability. PLEASE MONITOR www.grants.gov FOR AMENDMENTS TO THIS ANNOUNCEMENT.

Formal proposals are reviewed and selected within six months of submission. Subsequent awards are usually made within four months of notification.

This information is only an estimate and does not obligate the U.S. Government in any way. Estimated funding amounts may increase or decrease at any time based on current and future appropriations.

4. The notification of award selection must not be regarded as an authorization to begin performance or commit/expend funds. The Government is not obligated to provide any funding until a Government Contracting Officer/Grants Officer signs the respective award document.

5. The Recipient is reminded that U.S. Executive Orders and U.S. law prohibit transactions

with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with the Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this agreement.

III. ELIGIBILITY INFORMATION

All responsible sources from academia, industry, and governmental organizations may submit proposals under this BAA. No grants or cooperative agreements may be awarded directly to foreign military establishments**. All respondents must demonstrate the active support of the in-country military and the DoD representative in the corresponding U.S. Embassy in the planning and execution of their proposals.**

The Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by Section 6202 of Public Law 110-252, requires that all agencies establish requirements for recipient reporting information on sub-awards and executive total compensation as codified in 2 CFR 33.110. **Any company, profit agency, or university that applies for financial assistance (either grants or cooperative agreements) as either a prime or sub-recipient under this BAA must provide information in its proposal that describes the necessary processes and systems in place to comply with the reporting requirements identified in 2 CFR 33.220.**

An entity is **exempt** from this requirement **UNLESS** in the preceding fiscal year it received: a) 80 percent or more of its annual gross revenue in Federal contracts (and subcontracts), loans, grants (and sub-grants), and cooperative agreements; b) $25 million or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and sub-grants), and cooperative agreements; and c) the public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

IV. APPLICATION AND SUBMISSION INFORMATION

1. E-MAIL ADDRESS FOR SUBMISSION OF CONCEPT PAPER:

Concept Paper should not be submitted through the Grants.gov.
Concept paper submissions should be e-mailed directly to the following email addresses:

NHRC-DHAPP@med.navy.mil

Concept paper format requirements are found in Section IV, paragraph 6.

2. SUBMISSION OF FULL PROPOSAL THROUGH GRANTS.GOV:

For electronic submission of full proposals, there are several one-time actions that must be

completed in order to submit an application through Grants.gov. These include obtaining a Dun and Bradstreet Data Universal Numbering System (DUNS) number, registering with the System for Award Management (SAM), registering with the credential provider, and registering with Grants.gov. See www.grants.gov, specifically http://www.grants.gov/web/grants/applicants/organization-registration.html

Use the Grants.gov Organization Registration Checklist at: http://www.grants.gov/web/grants/applicants/applicant-resources.html which provides process guidance. Designating an E-Business Point of Contact (E-Biz POC) and obtaining a special password called 'MPIN' are important steps in the SAM registration process. Applicants not registered with SAM.gov and Grants.gov should allow at least 21 days to complete these requirements. The process should be started as soon as possible. Any questions relating to the registration process, system requirements, the application form, or the submittal process must be directed to Grants.gov at 1-800-518-4726 (1-606-545-5035 for foreign applicants) or support@grants.gov.

3. REQUIRED FORMS

All Applicants must submit the application using the SF-424 series, which includes the:

• **SF-424, Application for Federal Assistance -** (included in the application package available on grants.gov posted with this BAA).

• **SF-424A, Budget Information - Nonconstruction Programs -** (included in the application package available on grants.gov posted with this BAA).

• **SF-424B, Assurances - Nonconstruction Programs -** (included in the application package available on grants.gov posted with this BAA).

The program described in Section I above includes construction elements. Therefore, the mandatory forms for construction programs must be completed. construction activity costs should be included on the SF-424A.

4. PRE-AWARD CERTIFICATIONS, ASSURANCES AND OTHER STATEMENTS OF THE RECIPIENT

In addition to the certifications that are included in the SF 424, U.S. organizations (except as specified below) must provide the following certifications, assurances and other statements. Complete copies of these Certifications, Assurances, and Other Statements may be found as an Attachment 2 to this BAA.

5. CENTRAL CONTRACTOR REGISTRATION (CCR)/SYSTEM FOR AWARD MANAGEMENT (SAM) AND DATA UNIVERSAL NUMBERING SYSTEM (DUNS) REQUIREMENTS

a) System for Award Management (SAM): All Offerors submitting proposals or applications must:

(1) Be registered in the SAM prior to submission;
(2) Maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration by any agency; and
(3) Provide its DUNS number in each application or proposal submittal to the agency. The System for Award Management (SAM) is a free web site that consolidates the capabilities previously available in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes.

SAM may be accessed at: https://www.sam.gov/portal/public/SAM/

NOTE TO FORMER CCR REGISTRANTS: If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances occurs, therefore, requiring a change in SAM in order to process an award or payment. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to record expiration. You can search for registered entities in SAM by typing the DUNS number or business name into the search box.

b) Provide its DUNS number in each application or proposal it submits to the agency. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: http://www.dnb.com.

If an applicant fails to comply with these requirements, it will affect its ability to receive the award.

6. APPLICATION FORMAT GUIDELINES AND ASSUMPTIONS

For the purposes of this BAA, the term “applicant” is used to refer to the prime offeror. The application received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Applications that are incomplete or not directly responsive to the terms, conditions, specifications, and clauses of this BAA may be categorized as responsive and eliminated from further consideration.

Applications shall be prepared in English. Applications in any other language shall be treated as non-responsive and eliminated from further consideration.

The application should be specific, complete, and concise. The application should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program.

Applicant should retain for its records a copy of the application and all enclosures that accompany their application. Erasures or other changes must be initialed by the person signing the application.

Notification of formal invitation requests for full proposals is anticipated soon thereafter. The due date for receipt of full proposals is two weeks from receipt of the request for a full proposal from the Grants Officer.

Based on the availability of funds, two or more rounds of Concept Paper evaluations may occur. Details of the additional Concept Paper evaluations, should they occur, will be posted via an amendment to this BAA at www.grants.gov.

A Full Proposal shall be submitted only after a formal invitation has been received from the Grants Officer. Upon Completion of the final proposal evaluation process and final selections, the Offeror shall be notified via e-mail of its selection or selection for award. Assuming all needed documentation has been received by the grants office; grants are processed within four months of notification.

Offerors shall state that their Concept Papers and full proposals are valid for 240 days from the submission deadline.

STEP ONE: CONCEPT PAPER PROCESS AND FORMAT

OFFERORS ARE EXPECTED TO SUBMIT A CONCEPT PAPER IN ADVANCE OF A FULL PROPOSAL. A FULL PROPOSAL SHOULD ONLY BE SENT IF FORMALLY INVITED TO DO SO AFTER REVIEW OF THE CONCEPT PAPER.

Concept Papers shall only cover **one** country. Respondents submitting Concept Papers for more than one country shall submit separate proposals, **unless the program is severable** across multiple countries. severable programs would include programs that are regional in nature or have a targeted specific focus that is designed to provide benefit to multiple countries.

Eligible organizations interested in applying for an award in response to this BAA are invited to submit a program concept paper via e-mail to DHAPP Office, see Section IV.1 above for point of contact.

Proposed programs should have an estimated value and performance period. In developing the concept paper submission, the applicant should carefully consider all information contained in this BAA and must be within the parameters described in the Program Description section above, including the geographic areas. NHRC may opt to exclude from further consideration any submission which is not within these parameters. NHRC reserves the right to fund any or none of the applications received. Specifically, the concept paper must include the following:

Concept Papers shall consist of three sections: **(I) Executive Summary, (II) Proposed Activities and (III) Cost Summary.** The details of each section are described below.

Concept Paper Format

- Paper Size – 8.5 x 11 inch paper
- Font – Time New Roman, 12 point
- Margins – 1" inch
- Spacing – Single or double-spaced
- Number of Pages – No more than twelve (12) pages single-sided pages (excluding cover page, cost breakdown, Staffing Needs/Costs, and Timeline for Completion). Concept Papers exceeding the page limit may not be evaluated.
- Copies – one (1) electronic copy in Adobe PDF or Word delivered via e-mail, containing all of the required sections (see section IV). Electronic (e-mail) submissions should be sent to the attention of the e-mail address referenced in Section IV.1. above. The subject line of e-mail shall read **"DHAPP-BAA-15-002 CONCEPT PAPER APPLICATION."**

Concept Paper Content

- **Cover Page** (1 page) – The Cover page shall be labeled "**DHAPP-BAA-15-002 CONCEPT PAPER APPLICATION,**" proposed title, proposed date, Offeror's administrative and technical points of contact, with telephone numbers, facsimile numbers, and e-mail addresses. It shall be signed by an Authorized Officer.

- **Section I: Executive Summary** (1 page or less) –
  Briefly summarize the overall proposed program.

  Strategy – Explain the specific problem to be addressed, the expected goals to be achieved, how this program supports the areas of interest in this BAA, and a short description of the strategy to be used to achieve the proposed goals.

- **Section II: Proposed Activities** (not to exceed 8 pages) –
  Describe the proposed activities in more detail.

  Development Plan and Activity Description – Include a short description of the activities that will be undertaken to achieve the proposed objective and provide a general time line of activities and the transition plan to the partner military. Displaying knowledge of the needs of the partner military, how objectives will be met, and how you will evaluate the success of the program. A brief work plan and list of deliverables should be included.

Beneficiary Population, Geographic coverage of the Program, and Gender – Include a description of targeted beneficiaries.

Expected Impact – Outline expected results and impacts and the mechanisms proposed to measure and monitor progress, achievement and sustainability.

Timeline for completion – Outline of the estimated activities for each quarter with a schedule of milestones.

- **Section III: Cost Breakdown** (not to exceed 1 page)
  Provide a one-page budget summary which includes, at a minimum a total funding requested and, if applicable, any cost share contribution (e.g. in cash, in-kind), that may be contributed by the applicant from its own resources or other U.S. Government sources. Budgets should be in US Dollars (USD).

- **Technical / Administrative Capabilities in Proposed Work Area** (not to exceed 2 pages)

  Describe your organization's technical and administrative capabilities and past experience in conducting program similar to the one proposed. List all contracts,

  grants, or cooperative agreements involving (similar or related) programs conducted by the applicant (or consortium partners) over the past three years and include a brief statement of work performed. These other programs can be funded by any entity, public or private, and do not need to be NHRC-funded program.

- **Signed Standard Form 424, 424a and 424b**. Forms can be found at www.grants.gov.

Note: If any sections of the submitted concept paper exceed the designated page limit, NHRC reserves the right at its sole discretion to take appropriate action, including, but not limited to, excluding the pages in excess of the limit or eliminating the applicant from the competition.

STEP TWO: FULL PROPOSAL PROCESS AND FORMAT

If initial review by NHRC indicates the concept paper merits further consideration for funding, NHRC will request a full application. The full application must be in English. The full application should reflect full consideration of all the information provided in this BAA. Contents of a full proposal application are described below. Please note that a request for a full proposal application does not constitute a NHRC funding commitment. Once notified, the applicant shall submit a Technical and a Cost proposal with specifications outlined in the Request for Full Proposal notification e-mail.

Proposal submissions will be protected from unauthorized disclosure in accordance with applicable law, and DoD/DoN regulations. Respondents are expected to appropriately mark each page of their submission that contains proprietary information.

A Proposal shall consist of three sections: **(I) Technical Approach, (II) Management and Qualifications, and (III) Cost**. The details of each section are described below.

Full Proposal Format

- Paper Size – 8.5 x 11 inch paper
- Font – Times New Roman, 12 point
- Margins – 1" inch
- Spacing – Single or double-spaced
- Number of Pages – Sections I and II combined are limited to no more than 30 pages. Section III has no page limit. The cover page and table of contents are excluded from the page limitations. Proposals exceeding the page limit may not be evaluated (see note above).

Full Proposal Content

- **Cover Page** - Should include the words "Technical Proposal" as well as the following:
  (1) BAA Number **DHAPP-BAA-15-002**
  (2) Targeted Country;
  (3) Title of Proposal;
  (4) Identity of Prime Respondent and complete list of subcontractors, if applicable;
  (5) Technical Contact (name, title, address, phone, fax and e-mail);
  (6) Administrative/Business Contact (name, title, address, phone, fax and e-mail);
  (7) Duration of effort
  (8) Table of Contents: Section, Title and page numbers are required.
  (*Note: This cover page does not count against the total page count for the technical application.)*

- Signed Standard Form 424, 424a and 424b. Forms can be found at www.grants.gov.

- Signed Certifications (Attachment 2).

- **Section I: Technical Approach**. The following items shall be addressed:

  - **Executive Summary** (not to exceed 2 pages)**.** Brief description of proposed activities, goals, purposes, and anticipated results. Briefly describe technical and managerial resources of your organization. Describe how the overall program will be managed. State the bottom line funding request from NHRC.

  - **Background Information.** Provide general background information about the host country and its military, including conditions and issues that have

relevance to HIV transmission and HIV prevention programs. This information should include data on HIV prevalence. Other possible information to include: population size, economic conditions, political conditions, conflicts and border disputes, country infrastructure, and host nation military HIV program accomplishments or priorities to date and other donors, resources leveraged, etc. Information provided in this section should demonstrate awareness of the conditions and needs within the country and its military.

- **Goal and Objectives.** Describe (a) the overall program goal of your proposal and (b) the objectives that your program hopes to achieve. Priority activities for DHAPP can be found above in Section I. 6.2 “Program Purpose and Plan”.

- **Statement of Work.** In an Excel spreadsheet, provide a summary of your planned activities for each program area (an example is provided in Attachment 4). Use the following column headings: Country, Offeror, Program Area, Funds Requested, and brief Activity Narrative.

- **Work Plan**. Clearly detail the scope and plan of the effort. Describe the specific methods (e.g., surveys, interviews, surveillance, etc.) you will use to accomplish the proposed objectives. All anticipated work must be within the national guidelines of the host country. If your plan includes a training/education program or other intervention, please describe these in detail. Training should be aligned with national standards where possible. It is anticipated that the proposed plan will be incorporated as an attachment to the resultant award instrument. To this end, such proposals must include a severable self-standing plan without any proprietary restrictions that can be attached to the agreement award.

- **Deliverables**. Offerors should provide a detailed description of the results and products to be delivered. Appropriate DHAPP and DoD logos should be included in any material deliverables that are developed as a result of this BAA funding. The Department of Defense through its agent, DHAPP, will retain ownership of these deliverable products for reproduction and other purposes. It is understood that publications may occur based on program developments that are not necessarily research in nature. Nonetheless, DHAPP personnel should be consulted, directly involved, and share authorship in any publications that result from projects that are funded by this BAA. A copy of any and all publications, including appropriate acknowledgement language, that are funded by this BAA shall be provided to the NHRC PAO for approval and comment prior to release. The Grantee shall provide all technical data including reports, drawings and blueprints, all research data including data collected, data collection tools, data bases and data tables, and all computer software, that are a result of performance under this grant.

- **Monitoring and Evaluation**. State how you will demonstrate that the proposed program will have an impact on military members and/or their families and state

the indicators of performance that will be used. Indicators of performance need to be specific and measurable (e.g., 25 peer educators will be trained, 100 military members will receive VCT counseling, 2 laboratories will be established). Also, state how you will collect this information. Sources of global indicators can be found at:
http://www.pepfar.gov/documents/organization/206097.pdf and
http://data.unaids.org/pub/Manual/2009/JC1676_Core_Indicators_2009_en.pdf

- **Schedule and milestones**. Provide a schedule and description of major milestones or tasks to be accomplished in the proposed program by quarter (e.g., by 3-month period). No set number of milestones is required; the number and nature of the milestones will depend on your program and objectives.

  Examples:

  Quarter 1:
  - Develop training materials (manuals, posters, drama video or other media) for an HIV prevention education program.
  - Train 50 master trainers to provide HIV prevention training.

  Quarter 2:
  - Administer knowledge/attitude/behavior pretest survey to 500 military members.
  - Refurbish 2 military health clinics to provide VCT services.
  - Quarter 3:
  - Master trainers will deliver training to 300 military members.
  - Train 10 laboratory technicians to support VCT services.
  - Quarter 4:
  - Administer knowledge/attitude/behavior posttest survey to 500 military members.
  - Provide counseling and testing to 150 military members at VCT centers.

- **In-Country Participation.** Describe the involvement of the host country's military and its leadership in: (a) the development of the proposal (and/or the ideas presented in the proposal), and in (b) the planned execution of the proposed program bearing in mind the long term sustainability and host country military ownership of the program.

- **Relevance of the Program.** (a) Describe the relevance of the proposed program to the needs, priorities and circumstances of the host country's military; (b) describe how the proposed program fits into the overall HIV strategy for the country and/or the country's military. If the respondent has previously performed and accomplished HIV prevention efforts involving the host country's military, it should describe its past and current efforts.

- **Section II: Management and Qualifications Approach**

(a) Offerors should provide a clear description of how the grant or cooperative agreement will be managed, including the approach to addressing potential problems. Offerors shall outline which organization/ sub-awardee will carry out the various tasks specified in the technical approach. The prime partner will be responsible for all technical activities regardless of the activities implemented by the sub-partner or other member of the team. Offerors shall specify the composition and organizational structure of the entire project team (including sub-partners) and describe the role of each staff member named under key personnel, technical expertise, and estimated amount of time he or she will devote to the program. Given the limited funding of the award and the broad scope, offerors may want to propose innovative ways to reduce managerial costs of sub-partners such as sharing office space, vehicles, etc. It is expected that sub-partners will not set up separate offices and separate managerial units, but instead offer specialized technical support under the prime partner.

(b) Offerors shall discuss proposed technical, managerial and other personnel as deemed appropriate to implement the tasks described above, inclusive of a coordination plan for other partners working in the district or sub-district. Such staff should have played important technical and country-level support roles in the past and current health and HIV and AIDS programs. The staffing plan shall elaborate what and how long-term and short term technical and management assistance will be provided to the program to accomplish tasks and objectives.

(c) Offerors shall provide summary roles descriptions, responsibilities and qualifications of all key personnel relevant to successful implementation of the proposed technical approach, as technical personnel will serve as technical assistants to the District Management Teams.

(d) Offerors shall also include, in an Attachment/Annex, resumes for all key personnel candidates. Resumes may not exceed three pages in length and shall be in chronological order starting with most recent experience. Letters of commitment from all key personnel to the effect that they will be available for the period of the agreement award, should the applicant receive an award. Finally, a list of 3 personal professional references should be included for each proposed key personnel. The reference information provided should consist of the following: full name and relationship, accurate and up to date email address and phone number. The U.S. Government retains the right to contact employment references for all key personnel (including those not provided by the Applicant), and to use this information in the rating of personnel proposed.

In proposing the overall staffing plan, the applicant should ensure that expertise in implementing similar programs of focus and scale in the country is represented. In particular, the application should consider:

Program Director: The applicant is required to appoint a Program Director. The Program Director should have demonstrated capabilities in management, institutional capacity building, high-level strategic visioning and leadership, and experience in working effectively with district, provincial and national government authorities. Prior experience in senior level management of similar programs is absolutely required. Demonstrated experience is required in coordination and collaboration with broad set of stakeholders, including multi-lateral and international donors and local and international NGOs. The Program Director must have background and experience in more than one technical area of the program and experience or familiarity in management in an integrated, comprehensive, clinic-based program environment. Exceptional written and oral communications skills in English must be demonstrated.
Other Personnel: Offerors has the discretion to determine the proper number and mix of additional key personnel, short-term technical staff, and others to meet award requirements.

Consultants: Offerors may propose a mix of international and local advisors and specialists to cover the full range of objectives and activities. The management plan shall also demonstrate how the applicant will use in-country experts and resources. All personnel must demonstrate exceptional written and oral communications skills in English. Familiarity and demonstrated experience with the political, social, economic and cultural context of the country is required.

Offerors should support its organization's effectiveness and provide partnership arrangements. Offerors should propose how they will coordinate with the host country military as well as with other district partners and/or PEPFAR partners working across program areas. If the applicant intends to develop institutional partnerships/teaming arrangements for implementation of the cooperative agreement (sub-recipients or alliances), the application must specify the nature of organizational linkages. This includes their relationships between each other, lines of authority and accountability, and patterns for utilizing and sharing resources. Offerors that intend to utilize sub-awards should indicate the extent intended, the method of identifying sub-awardees, and the tasks/functions they will be performing. Offerors that plan to team up with other organizations, or government agencies for the implementation of the agreement should outline the services to be provided by each such agency or organization and should discuss how the collaboration with these partners fits into the Applicant's proposed management plan. Offerors should state whether or not they have any existing relationships with the proposed partners and, if so, should include the Memoranda of Understanding (MOUs) in the Attachment/Annex. It is not expected at this time that offerors will include host country military letters of support or MOUs as these will be negotiated after award once district and sub-district allocation are finalized.

The Organization's Qualifications - In this section, the Offeror should describe its organizational knowledge, capability and experience in managing similar programs. This includes activities in institutional capacity building, HIV and AIDS policy development and implementation, delivery of integrated, comprehensive district-based HIV-related services for care and treatment and collaborations with donors, host country governments, and NGOs to strengthen health and HIV and AIDS systems. Offeror shall also describe their organizational capability in collaborating with the host country military, donors, and NGOs to strengthen health and HIV and AIDS systems, and to improve the quality and use of data for decision making and advance organizational capacity building. The Offeror should also describe the organizational knowledge, capability, and experience of the other proposed team members (sub-contractors and/or grantees) in successfully managing similar programs.
Current and Pending Support – Offerors are required to provide information on all current and pending projects, including subsequent funding in the case of continuing contracts, grants and other assistance agreements and proposals that involve the proposed Technical Program Manager. All current project support from whatever source (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations) must be listed.

The information must also be provided for all pending proposals already submitted concurrently to other possible sponsors, including NHRC. Concurrent submission of a proposal to other organizations will not prejudice its review by NHRC. Provide the following information:

- Title of award or project title;
- Source and amount of funding (annual direct costs; provide contract and/or grant numbers for current contracts/grants);
- Percentage effort devoted to each project;
- Technical contact (name, address, phone, e-mail);
- Administrative/Business contact (name, address, phone, e-mail);
- Period of performance;
- The proposed project and all other projects or activities requiring a portion of time of the proposed Technical Program Manager and other proposed senior personnel must be included, even if they receive no salary support from the project(s);
- The total award amount for the entire award period covered (including indirect costs) must be shown as well as the number of person-months or labor hours per year to be devoted to the project, regardless of the source of support;
- Commitment proposed Technical Program Manager in terms of person-months per year for each year.

- **Section III: Cost Application Format**

The Cost Application must be submitted separately from the Technical Application. While there is no page limit for this portion, Offerors are encouraged to be as concise as possible, but still provide the necessary details. The cost application shall include completed SF-424 forms and an accompanying budget narrative that provides in detail the total costs for implementation of the program your organization is proposing, other certifications and an accompanying budget narrative that provides in detail the total costs for implementation of the program your organization is proposing, other certifications assurances; other information as may be required by NHRC/FLC San Diego according to its policies and procedures and circumstances pertaining to the specific application. Budget detail is required for both the NHRC-funded portion of the program and cost share portions, if any, of the program.

A projected budget in excel format shall be provided that includes cost breakdowns by category and must provide accompany line item detail which explain the basis for how the individual line item costs were derived. While we do not require a specific format, a sufficiently detailed projected budget is required. Generally, costs for project management and administrative costs (e.g., salaries, overhead, and travel related to management and administration) shall generally be no more than 20% of the total budget. A minimum of 40% of the total budget should be for broadly defined HIV prevention/care activities (including the labor and materials needed for these activities). No more than 10% of the total budget shall be proposed for executive level workshops. If your budget deviates from these budget guidelines, provide sufficient justification**.**

The Offeror must use the Grants.gov budget forms from the application package template associated with this BAA on the Grants.gov website located at http://www.grants.gov/. If phases are proposed, the cost proposal must provide the pricing information for the phase periods. Failure to include the proposed costs for the phase periods will result in the phases not being included in the award. Assume that performance will start no earlier than three (3) months after the cost proposal submittal date.

A separate Adobe PDF document should be uploaded with the online application materials, providing appropriate verification and/or supporting documentation for each element of the costs proposed.

The cost proposal follows the technical proposal as one document and is uploaded to Grants.gov as one document. The cost proposal, which is a *narrative* explaining and justifying the budget figures in detail, must include all figures, calculations, and supporting documentation for determining cost *allowability, allocability and reasonableness*. Justifications for costs must be explicitly stated.

Costs proposed must conform to the following principles and procedures:

Educational Institutions: OMB Circular A-21, relocated to 2 CFR 220

Profit Organizations: OMB Circular A-122, relocated to 2 CFR 230*****

Commercial Organizations: FAR Part 31, DFARS Part 231, FAR Subsection

15.403-5 and DFARS Subsection 215.403-5.

***For those Profit Organizations specifically exempt from the provisions of OMB Circular A-122 (2CFR 230), FAR Part 31, and DFARS part 231 shall apply.*

REQUIRED BUDGET DETAILS SHALL INCLUDE THE FOLLOWING:

Direct Labor (Salaries and Wages) – List the number and titles of personnel, amounts of time to be devoted to the project (level of effort for each position), and rates of pay.
If proposal crosses fiscal years, then provide escalation rates for out years. The annual salary should be clearly noted for each position. Labor should be clearly broken out from fringe benefits. The fringe benefit rate/percent should be clearly noted on the budget for each labor category.

Administrative and clerical labors – Salaries of administrative and clerical staff are normally indirect costs (and included in an indirect cost rate). Direct charging of these costs may be appropriate when a major project requires an extensive amount of administrative or clerical support significantly greater than normal and routine levels of support. Budgets proposing direct charging of administrative or clerical salaries must be supported with a budget justification which adequately describes the major project and the administrative and/or clerical work to be performed. Direct salaries and wages should be proposed in accordance with the organization's personnel policies.

Fringe Benefits and Indirect Costs (i.e., F&A, Overhead, G&A, etc) – The most recent rates, dates of negotiation, the base(s) and periods to which the rates are applied must be disclosed and a statement included identifying whether the proposed rates are provisional or fixed. If the rates have been approved/negotiated by a Government agency, state when and by which agency. Provide a copy of the Negotiated Indirect Cost Rate Agreement (NICRA) memorandum. If negotiated forecast rates do not exist, offerors must provide sufficient detail to enable a determination that the costs included in the forecast rates are allocable according to the applicable OMB Circulars or FAR/DFARS provisions. An Offeror's disclosure should be sufficient to permit a full understanding of the content of the rate(s) and how it was established. As a minimum, the submission should identify:

(1) All individual cost elements included in the forecast rate(s);
(2) Bases used to prorate indirect expenses to cost pools, if any;
(3) How the rate(s) was calculated;
(4) Distribution basis of the developed rate(s);
(5) Bases on which the overhead rate is calculated, such as "salaries and wages" or "total costs", and
(6) The period of the Applicant's fiscal year.

Acquired Equipment or Facilities – Equipment and/or facilities are normally furnished by the Recipient. If facilities or equipment are required, a justification why this property should be furnished by the Government shall be submitted. State the organization's inability or unwillingness to furnish the facilities and/or equipment. Offerors must provide an itemized list of permanent equipment showing the cost for each item. Permanent equipment is any article or tangible nonexpendable property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. The basis for the cost of each item of permanent equipment included in the budget must be disclosed, such as:

(1) Vendor Quote: Show name of vendor, number of quotes received and justification, if intended award is to other than lowest bidder.

(2) Historical Cost: Identify vendor, date of purchase, and whether or not cost represents lowest bid. Include reason(s) for not soliciting current quotes.

(3) Engineering Estimate: Include rationale for quote and reason for not soliciting current quotes. If applicable, the following additional information shall be disclosed in the offerors' cost proposal:

(4) Special test equipment to be fabricated by the awardee for specific program purposes and its cost.

(5) Standard equipment to be acquired and modified to meet specific requirements, including acquisition and modification costs, listed separately.

(6) Existing equipment to be modified to meet specific research/program requirements, including modification costs. Do not include equipment the organization will purchase with its funds if the equipment will be capitalized for Federal income tax purposes. Proposed permanent equipment purchases during the final year of an award are limited and shall be fully justified.

(7) Grants and cooperative agreements may convey title to an institution for equipment purchased with project funds. At the discretion of the Grants Officer, the agreement may provide for retention of the title by the Government or may impose conditions governing the equipment conveyed to the organization. The Government will not convey title to commercial contractors.

(8) A written certification that the equipment will be used exclusively for the proposed research/program activities and not for business or administrative purposes.

Travel and Transportation – The application should indicate the number of trips, domestic and international, and their associated estimated costs. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. The estimated cost per trip must be justified based on the organization's historical average cost per trip or other reasonable basis for estimation. Such

estimates and the resultant costs claimed must conform to the applicable Federal cost principals.

Materials, Supplies, and Consumables: A general description and the total estimated cost of expendable equipment and supplies are required. The basis for developing the cost estimate (vendor quotes, invoice prices, engineering estimate, purchase order history, etc.) shall be included. A material list should be included.

Publication, Documentation, and Dissemination: The budget may request funds for the costs of preparing, publishing, or otherwise making available to others the findings and products of the work conducted under an agreement, including: costs of reports, reprints, page charges, or other journal costs (except costs for prior or early publication); necessary illustrations, cleanup, documentation, storage, and indexing of data and databases; and development, documentation, and debugging of software.
Subawards – (subcontracts or subgrants): A precise description of services or materials that are to be awarded as a subaward must be provided. For subawards totaling $10,000 or more, the following specific information shall be provided:

(1) A clear description of the work to be performed.
(2) If known, the identification of the proposed subawardee and an explanation of why and how the subawardee was selected or will be selected.
(3) The identification of the type of award to be used (cost reimbursement, fixed price, etc.).
(4) Specify if the award will be competitive or noncompetitive and, if noncompetitive, provide the rationale to justify the absence of competition.
(5) A detailed cost summary.

Consultants – Offerors normally are expected to utilize the services of their own staff to the maximum extent possible in managing and performing the project's effort. If the need for consultant services is anticipated, the nature of the proposed consultant services should be justified and included in the technical proposal narrative. The cost proposal should include the names of consultant(s), primary organizational affiliation, each individual's expertise, daily compensation rate, number of days of expected service, and estimated travel and per diem costs. A copy of the signed Consulting Agreement or other documentation supporting the proposed consultant rate/cost, and a copy of the consultant's proposed statement of work if it is not already separately identified in the prime Offeror's proposal.

Note: The Government reserves the right to determine if any consultant arrangement poses an organizational conflict of interest with those consultants that serve the Department of the Navy or Department of Navy Health Research Command (NHRC). On that basis alone, a grant may be rejected.

Materials, Supplies & Consumables – Provide an itemized list of all proposed materials and supplies including quantities, unit prices, proposed vendors (if known), and the basis for developing the cost estimate (vendor quotes, invoice prices,

engineering estimate, purchase order history, catalog price lists, etc.) must be included.

Computer Services - The cost of computer services, including computer-based retrieval of scientific, technical, and educational information, may be requested. A justification/explanation based on the established computer service rates at the proposing organization should be included. The budget also may request costs, which must be shown to be reasonable, for leasing automatic data processing equipment. The purchase of computers or associated hardware and software should be requested as items of equipment.

Other Direct Costs – Itemize and provide the basis for other anticipated proposed direct costs such as communications, transportation, insurance (other than insurance included in the Offeror's fringe benefits), and rental of equipment other than computer related items. Unusual or expensive items shall be fully explained and justified. The narrative should provide a breakdown and support for all and each other proposed direct cost.

Fee/Profit - Fee/profit is **unallowable** for assistance instruments (grants or cooperative agreement) at either the prime or subaward level but may be permitted on any subcontracts issued by the prime awardee.

NOTE: Your budget should clearly describe the personnel management and staffing costs by individual and further break down the percent of time each individual will be working on the project. Other administrative costs associated with project management should also be identified.

Separate from the budget discussed above, your statement of work (SOW), (see Attachment 4), shall distribute the management and staffing costs across the technical program areas other than HVMS.

Failure to adequately provide detailed cost data will require FLC San Diego Grants Officer to contact the proposing organization for the requisite information. This will result in a delay of the award. All Offerors are required to submit a thoroughly detailed cost breakdown. FLC San Diego Grants Officer must be able to determine that all proposed costs are allowable and reasonable. A detailed budget will facilitate this cost analysis.

V. EVALUATION INFORMATION

1. Evaluation Criteria

Proposals will be selected through a technical and business decision process with technical considerations being most important. Criteria are listed in descending order of importance. Any sub-criteria listed under a particular criterion are of equal importance to each other.

A. Technical Approach.

i. Goals and Objectives. The proposal clearly states the overall goal(s) of the program and has specific, measurable objectives. The proposal is relevant to established DHAPP priority activities (see section 6.2 above)

ii. Work Plan and Deliverables. The proposal contains sound scientific methods, an appropriate work plan described in sufficient detail and appropriate deliverables.

iii. Methodology for monitoring and evaluation procedures. The proposed plan includes a description of how the program will have an impact on the country's military and clearly states the indicators of performance that will be used to monitor effectiveness.

iv. Schedule and milestones. The proposed plan for HIV prevention efforts is feasible and contains concrete, achievable schedule and milestones.

v. Relevance to the host country's military. The proposal clearly describes the involvement of the host country military and the relevance of the proposed program to the needs, priorities, and circumstances of the host country's military.

B. Qualifications.
Primary staff members are eligible to perform the work.

C. Cost.
Cost will be evaluated for realism, reasonableness and eligibility. All costs must be listed, justified and match the scope of the effort.

2. Evaluation Panel

Technical and cost proposals submitted under this BAA will be protected from unauthorized disclosure in accordance with FAR 3.104-5 and 15.207. The cognizant NHRC/DHAPP Program Officer or other technical experts drawn from Government, with the assistance of industry and academia, will perform the evaluation of technical proposals. Cost proposals will be evaluated by Government business professionals. Restrictive notices notwithstanding, one or more support contractors may be utilized as subject-matter-expert technical or cost-pricing consultants. However, proposal selection and award decisions are solely the responsibility of Government personnel. Each support contractor's employee having access to technical and cost proposals submitted in response to this BAA will be required to sign a disclosure statement prior to receipt of any proposal submissions.

3. Evaluation Process.

3.0. Based upon receipt of promising Concept Paper(s), the DHAPP Desk Officer will request a full proposal using the appropriate rating sheet. The Offeror will receive a response either requesting a full proposal or noting the rationale for not requesting one.

3.1. *Step 1*. Full proposals will be reviewed by a primary reviewer (generally a member of DHAPP or a technical expert). Where available an appropriate point of contact at the cognizant US Embassy (for example: the in country DHAPP Program Manager, Defense

Attaché Office, Office of Defense Cooperation, or Military Liaison Office), and a representative from the applicable Combatant Command (COCOM) will be given the opportunity to review the proposal. The Embassy and COCOM reviewers will review the proposal's merit and confirm that the proposal(s) meets the applicable theatre security cooperation guidance and other relevant US DoD policies. An additional reviewer may be asked to review the proposal. Proposals will be reviewed by a minimum of two such experts (DHAPP representative, COCOM representative, embassy representative, or other reviewers) prior to review panel submittal.

3.2. *Step 2*. A team of Government technical experts, including experienced scientists, practitioners, and researchers working in the HIV field will evaluate the proposal's technical approach, qualifications and cost for realism and reasonableness. This Proposal Evaluation Panel shall include reviewers external to the DHAPP staff. The Government will use selected support contractor personnel as technical advisors to the Government evaluators. Contractor personnel may also provide administrative assistance in the handling of proposals. All contractor personnel will be bound by appropriate disclosure agreements to protect proprietary and source-selection sensitive information.

The Proposal Evaluation Panel will review all proposals, taking into consideration available input from the *Step 1* reviewers. Host nation military willingness to support and work with the offeror will be factored into the final selection decision.

Panel members will rate each proposal using a range from unsatisfactory to outstanding (see details on evaluation ratings below), as well as, provide a vote on an overall recommendation to fund the proposal.

3.3. The Grants Officer will ensure all evaluations are fair and reasonable, and ensure primary staff members are eligible to perform work with the U.S. Government. The Grants Officer will also review costs for realism, reasonableness and eligibility.

4. Evaluation Ratings

Proposals will be rated using the following adjectives and then ranked according to their ratings.

Outstanding – Proposal/factor demonstrates a thorough and detailed understanding of the requirements. Technical approach and capabilities significantly exceed performance and capability standards. Proposal/factor offers one or more strengths. Strengths significantly outweigh weaknesses, if any. The proposal/factor represents a high probability of success with no apparent risk in meeting the Government's requirements.

Above Average - Proposal/factor demonstrates good understanding of the requirements. Technical approach and capabilities exceed performance and capability standards. Proposal/factor offers one or more strengths. Strengths outweigh any weaknesses. The proposal/factor represents a strong probability of success with overall low degree of risk in meeting the Government's requirements.

Satisfactory - Proposal/factor demonstrates acceptable understanding of the requirements. Technical approach and capabilities meet performance and capability standards. Proposal/factor offers no strengths, or, if there are any strengths, these strengths are offset by weaknesses. The proposal/factor represents a reasonable probability of success with overall moderate degree of risk in meeting the Government's requirements.

Marginal - Proposal/factor demonstrates a limited understanding of the requirements. Technical approach and capabilities are questionable as to whether or not they meet performance and capability standards necessary for acceptable contract performance. Proposal/factor contains weaknesses and offers no strengths, or, if there are any strengths, these strengths are outweighed by weaknesses. The proposal/factor represents a low probability of success with overall high degree of risk in meeting the Government's requirements. Proposal/factor might be made satisfactory with additional information and without a major proposal revision.

Unsatisfactory - Proposal/factor demonstrates a lack of understanding of the requirements. Technical approach and capabilities do not meet performance and capability standards necessary for acceptable contract performance. Proposal/factor contains major errors, omissions, significant weaknesses and/or deficiencies. The proposal/factor represents a very low probability of success with an extremely high degree of risk in meeting the Government's requirements. Proposal/factor could only be made satisfactory with a major proposal revision.

Strengths, weaknesses and deficiencies are defined as:

> **Strength** - any aspect of a proposal which, when judged against a stated evaluation criterion, enhances the merit of the proposal or increases the probability of successful performance
>
> **Weakness** - a flaw in the proposal that increases the risk of unsuccessful performance
>
> **Deficiency** – a material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increase the risk of unsuccessful performance to an unacceptable level

VI. AWARD AND ADMINISTRATION INFORMATION

1. Policy Requirements –

Any award issued as a result of this announcement is subject to the following administrative, cost and national policy requirements contained therein.

- OMB Circular A-110, relocated to 2 CFR Part 215. "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other profit Organizations."

- Department of Defense Grant and Agreement Regulations (DoDGARS 3210.6-R)
- OMB Circular A-21, relocated to 2 CFR Part 220. “Cost Principles for Educational Institutions.”
- OMB Circular A-122, relocated to 2 CFR Part 230. “Cost Principles for Profit Organizations.”
- Federal Acquisition Regulation (FAR) Part 31.2, Contracts with Commercial Organizations.
- OMB Circular A-133. “Audits of States, Local Governments, and Profit Organizations.”

An electronic copy of OMB regulations may be found at:
http://www.whitehouse.gov/OMB/grants

An electronic copy of DoDGARs may be found at:
http://www.dtic.mil/whs/directives/corres/dir.html

2. Payment

Payment may be advance or reimbursable based on the guidelines found in the applicable DoD Grant and Agreement Regulation, DoD 3210.6-R#.

Respondents are required to provide information on their financial management systems at time of award in order to determine the method of payment to be utilized.

3. General Information on Program Deliverables and Reporting -

Compliance with reporting requirements may impact funding. Recommend frequent and continued coordination with the designated NHRC/DHAPP Desk Officer for host country.

The Grantee shall submit reports as set forth below. All reports and correspondence submitted under the Grant shall include the Grant award number.

1. FINANCIAL REPORTING

1.1 Financial Status Reports

(a) Interim Federal Financial Report (SF 425) shall be submitted within 30 days following the end of each calendar quarter and must include in the remarks the location of financial records and a point of contact for the Government to obtain access to the financial records associated with this Grant. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, and 12/31.

(b) Final Federal Financial Report (SF 425) is required within 90 calendar days of the

completion date for the term of this Grant and must include in the remarks the location of financial records and a point of contact for the Government to obtain access to the financial records associated with this Grant.

(c) Federal Financial Report (SF 425) is required if receiving Advance payments; the Grantee shall submit a Report of Federal Cash Transactions (SF 425) within 15 calendar days following the end of each quarter. The Grantee shall provide forecasts of Federal cash requirements in the "Remarks" section of the report

Financial Reporting Format Instruction:

- **Attach the Quarterly Fiscal Report Spreadsheet with the SF 425** Submit in excel format along with SF425 in order to monitor expenditures according to the program area(s) [HVAB; HVOP; etc]. The report template will be provided by the Government Program Office/NHRC. Submit 30 calendar days after each reporting period (3/31, 6/30, 9/30, and 12/31). The Recipient shall provide the Quarterly Fiscal Report Spreadsheet in accordance with the template provided by NHRC.

1.2 Payment Documentation

Payment Documentation - **In support of each request for payment (invoice or SF-270) the following information must be supplied to the Government Program Officer with a copy to the Administrative Grants Officer (AGO)/ Administrative Agreements Officer (AAO)**:

- A breakdown of the total requested payments by milestone or task;
- A breakdown of the cost sharing provided to date for each milestone or task;
- A copy of the Government Program Officer's certification that the milestone or task has been completed.

1.3 Audit Reports

The Recipient shall ensure that if an independent auditor is used for this Agreement, copies of any audits conducted shall be provided to the Government. At a minimum, the following shall be provided: (1) a certified statement from the independent auditor for the Recipient stating the amount of matching funds applicable for each Government Fiscal Year allotment and a summary of the source of such matching amounts and (2) a certified statement from the independent auditor evidencing that Recipient has complied with all requirements of this Agreement. Upon completion or termination of this Agreement, the Recipient shall provide a list of all audits conducted which reviewed expenditures under this Agreement.

2. INTERIM PROGRESS: INDICATOR REPORT

This report shall summarize progress in relation to the approved Work Plan as well as monitor grant deliverables. The Grantee shall submit semi-annual progress reports in

accordance with the format provided by the Program Office within 45 calendar days following the end of the reporting period: 3/31 and 9/30. The Recipient shall provide reports in accordance with the template provided by NHRC.

3. FINAL TECHNICAL REPORT

Within 90 calendar days of completion or termination of this Agreement, the Recipient shall submit a Final Report addressing the technical achievements of the program. The report should provide a synopsis of the research performed and accomplishments made under the Agreement. No proprietary or classified information shall be included in the final report as it is subject to public release.

4. PROPERTY REPORT

Recipients shall submit annually an inventory listing of federally-owned property in their custody using SF-428. Form can be found at: http://www.whitehouse.gov/omb/grants_forms Upon completion of the award, Title to all property and equipment acquired under this grant shall revert to the host nation at the end of the performance period.

VII. ATTACHMENTS

1. Narratives
2. Certifications
3. Program Areas and sample Statement of Work spreadsheet format

DHAPP-BAA 15-002
ATTACHMENT 2
Narratives

Ivory Coast (CI):

Year 1: HVOP, HMIN, HLAB, OHSS: $410,000
Year 2: HVOP, HMIN, HLAB, OHSS: $410,000
Year 3: HVOP, HMIN, HLAB, OHSS: $410,000
Year4: HVOP, HMIN, HLAB, OHSS: $410,000

Proposals are requested to implement activities targeting the priority population of military personnel in Ivory Coast and their families. Activities are to be implemented through the Director of the Military Health Department and the HIV/AIDS Focal Point for the Ministry of Defense of Ivory Coast National AIDS Prevention Defense Committee military relevant physician, local NGOs and/or local contractors. Department of Defense HIV/AIDS Prevention Program (DHAPP) programming to support the FRCI will focus on four OGAC funding areas: 1) HIV "Other Prevention", 2) Injection Safety, 3) Laboratory, and 4) Health System Strengthening. The partner must work in complete coordination with the military's HIV prevention and health services, as well as the DHAPP/DoD Program Manager based at the US Embassy in Abidjan and the DHAPP Headquarters Team. Within the proposal the partner will need to demonstrate transition of programmatic capabilities and capacity to the military over the life of the grant. The Grantee is the Implementing Partner and will be referred to as IP in this document.

HVOP –Prevention - $70,000

The MoD of Côte d'Ivoire has a Training School for Military Doctors and Nurses (CISSA – Centre d'Instruction des Services de Santé des Armées), based at the Akouedo Military Base in Abidjan. The school provides an annual training of 3 months (January to March) to Military Doctors and Nurses before they start their practice within the military context. In average of 25 physicians are trained each year. Including a strong curriculum on HIV/AIDS is of extreme importance to increase the capacity to identify and refer the military population and their families into follow up and care as needed.

The IP will be responsible for:

- Developing and implementing, working with the HIV/AIDS MoD Focal Point, a complete *curriculum* on HIV/AIDS to be included into the training of the Military Doctors and Nurses. The *curriculum* must be aligned with the National and International HIV/AIDS Guidelines, as well as with the PEPFAR and other international guidelines for HIV/AIDS, and must cover all relevant areas with a comprehensive package for health professionals including prevention, diagnosis, patient referral, care and treatment, positive health dignity and prevention, follow up, retention, etc.
- Providing training on the new HIV/AIDS *curriculum* to 40 professors and mentors to grant harmonized integration into the existing teaching *curriculum* and implementation of a standard teaching approach.
- Monitoring the accurate implementation of the *curriculum* during the full period of the grant, by doing site visits, including during the training periods, and adequate M&E.

The IP will work with CISSA, the HIV Focal Point, the MoD Health Directorate, and any other key players, so the CISSA HIV/AIDS *curriculum* is ready for implementation in December 2015, to be first used in the training of January to March 2016.

Country: Cote d'Ivoire

HLAB – Laboratory - $200,000

The Akouedo Medical Center, in Abidjan has been recently inaugurated after renovation with the support of DHAPP/DoD. An important component of the DHAPP support to the Akouedo Medical Center is the support of laboratory services.

IP will be responsible for:

- Procurement of remaining needs in laboratory equipment, aligned with the national and international laboratory standards and guidelines.
- Installation of equipment, procurement of service maintenance contracts (when applicable), and training of the Akouedo laboratory staff on the use of the equipment;
- Training 6 laboratory staff on technical Standard Operating Procedures (SOPs) and support their implementation;

IP will be responsible for:

- Organizing and implementing "on-the-job, hands-on" training on laboratory quality systems (ISO 15189) for 18 laboratory staff of 2 laboratories: Akouedo Medical Center and the Military Hospital of Abidjan.
- Monitoring implementation and adherence of those laboratories to the quality systems guidelines by doing monthly visits to each of the labs to access achievements, review/evaluate activities and provide recommendations, supporting development of improvement plans to correct identified problems.

HMIN- Injection Safety - $70,000

Waste management plays a critical role at Akouedo Medical Center as in any other medical facility.

IP will be responsible for:

- Procurement of a PEPFAR approved incinerator and appropriate service maintenance contract
- Installation of the incinerator and
- Training a minimum 15 health professionals on adequate and safe manipulation of the incinerator and waste management.

IP will also support DHAPP, MoD and MoH to strengthen coordination in the area of waste management referral services, including incineration, in an effort to have MoD medical facilities fully integrated with MoH facilities in a overall health waste management system, maximizing resources in CI.

OHSS – Health System Strengthening - $70,000

To support strengthening the military health system in Côte d'Ivoire, the IP will be responsible for implementing:

- Two, 4 to 5 days, Workshops on HIV/AIDS Stigma and Discrimination for Military and Gendarmes in 2 different military zones; Each workshop must train 20 Military and/or Gendarmes Regional Leaders; The work shops will be also used to inform and disseminate the recently developed MoD HIV/AIDS Policy as well as the Resolutions

1820, 1888, 1960, of the United Nations Security Council; and the deployment of HIV positive military/gendarme personnel according to their physical and psychological health status and further disseminate the National MoD HIV/AIDS Policy previously developed

- Two, one week workshops, on Positive Health, Dignity and Prevention; The training will be provided by the Military Staff previously supported by DoD to attend a Training of Trainers in this matter; Each workshop will target 25-40 military/gendarme trainees;

- One, 4 days, programmatic Workshop for 20 Senior Level people – MoD Officers of the Military HIV/AIDS Program, relevant stakeholders of MoH and USG, representatives of the IP – to identify appropriate data driven prevention and other intervention strategies (based on SABERS results). Costing exercises and partner leveraging and sustainability planning will be included in the workshop.

- One to Two Workshops to train military/gendarme health personnel on the HIV/AIDS National Training Modules including Prevention, Care and Treatment; This activity aims to train a minimum of 40 health military/gendarme personnel;

- One, 3 days, Advocacy/Coordination Meeting to promote the synergy and standardized work approaches between Espoir FANCI and AEMCI-AEGCI, two military related NGO's. This activity aims to target around 25 people both from MoD and the NGOs involved.

- One, 2-3 days, Advocacy Meeting to promote the creation of Units of Awareness against Stigmatization and Discrimination in all the Training Facilities; This activity aims to target a minimum of 25 Military Leadership personnel;

The impact of the leadership and advocacy workshops will be measured by addressing MoD HIV work plans and activities on the addressed areas: increased in activities on Stigma and Discrimination, application of the developed National MoD HIV/AIDS Policy, data-driven strategies and work plans with appropriate budget estimations included; addressing coordination and synergy of different stakeholders within MoH HIV/AIDS operational plans and finally addressing the issuing of official notes that determine the implementation of creation of Units of Awareness against Stigmatization and Discrimination.

WORK PLANS:

- Grantee must submit annual, programmatic and financial, work plans to DHAPP Program Manager and DHAPP HQ (Budget breakdown per activity and for program management is required). Work plans include activities implementation timeline, including the M&E ones.

REPORTING:

- Grantee must present quarterly programmatic and financial reports to the DHAPP Program Manager in Country; Quarterly Reports are due on the 10th of the first month of the next quarter.
- Grantee must submit PEPFAR Semi Annual Progress Report and the Annual Progress Report to DHAPP Program Manager in CI and DHAPP Headquarters – following the dates established by OGAC and the PEPFAR Team in Country;
- Reports will follow DHAPP Headquarters and Cote d'Ivoire PEPFAR Team Templates.

El Salvador

Year 1: HVCT: $115,000
Year 2: HVCT: $115,000
Year 3: HVCT: $115,000
Year 4: HVCT: $115,000

Proposals are requested to work with the Armed Forces of El Salvador in strategic and operational planning for implementation of HIV counseling and testing of military personnel. The TBD partner will work with the military in identifying key geographical, occupational, and situational factors contributing to risk-taking behavior in the selection of military bases and/or military units for voluntary HIV counseling and testing activities. Bases or military units should be carefully selected based on available sub-national and military HIV/STI epidemiological surveillance data as well as gaps or lack of access to HIV counseling and testing for such pre-identified, high-risk groups. Within the provision of counseling and testing of key military personnel, the TBD partner will also work with the military to identify key entry points and opportunities for simultaneous delivery of key prevention messages tailored specifically to each target military population.

HVCT: $115,000

The TBD partner will screen previously trained facilitators and counselors according to a predefined set of selection criteria for their level of desire and ability in delivery of a tailored combination prevention package for behavior change. The TBD partner and military will tailor the prevention package based on both specific needs identified and the time available, which will likely vary in length depending on the situation. The TBD partner will coordinate HIV testing in the co-identified locales with the trained military facilitators and counselors delivering a tailored comprehensive prevention package and pre and post-test counseling. The military personnel selected will receive training in a combination prevention package which includes key elements such as: targeted risk assessment and risk reduction counseling and education to correctly identify HIV prevention methods, reject misconceptions about HIV transmission and accurately gauge and personalize risk for HIV infection, condom promotion, demonstration and practice (including correct and consistent condom use messaging and minimizing stigma surrounding accessing condoms), gender equitable principles including addressing harmful norms related to sex and gender and gender-based violence, BCC activities to reduce alcohol related inhibition, and active referral to specific services where appropriate (facilitated access to condoms, VICITS STI clinics, HCT, and substance abuse treatment services).

The partner will insure that the voluntary counseling and testing portion follows the gold standard of HIV testing and counseling, obtaining informed consent, ensuring confidentiality, assigning a unique identifier code, individualized pre and post-test counseling, provision of same day test results, and complete and proper documentation of procedures for each individual tested.

The partner will create a data tracking system and train the selected military facilitators and counselors on the data collection forms and tracking system and unique identifier codes. The

partner should provide technical assistance to the military in record keeping of both participant participation in the HIV prevention package and HIV testing and results for utilization within personnel health records. The TBD partner should explain how they plan to document and monitor progress at each military site in data collection, registration, and reporting. Partners should keep copies of the de-identified data via a unique identifier code for PEPFAR reporting purposes and for monitoring and reporting during the course of the project; however, the original data should be kept with the military for their records and promotion by the partner for safe storage and use in program monitoring, and patient tracking.

The TBD partner will also work with the military in Provider Initiated Testing and Counseling (PITC), including patient referrals, tracking, and registration of individuals receiving their test results and post-test counseling.

Program activities will seek to secure military leadership endorsement and support of interventions addressing important topics such as alcohol and substance abuse, gender norms, and gender based violence. Technical assistance and on-site mentorship will be provided to key military medical personnel in program monitoring and use of strategic information for program evaluation including progress towards the achievement of the *Armed Forces of El Salvador's Strategic Plan for HIV/AIDS, STIs, and Reproductive Health: 2013-2017* goals.

Quality Assurance and Improvement of this project will include technical assistance in the development of strategies to encourage staff retention, performance and promotion of trained counselors. The TBD partner should clearly explain how they will train key military leadership in quality assurance for monitoring sites via the implementation of quality assurance tools as well as how they will measure site performance and demonstrate a gradual transition of these supportive supervision, site performance improvement, and quality assurance activities to the Armed Forces of El Salvador.

WORK PLANS:

- Grantee must submit annual, programmatic and financial, work plans to DHAPP Program Manager and DHAPP HQ (Budget breakdown per activity and for program management is required). Work plans include activities implementation timeline, including M&E.

REPORTING:

- Grantee must present quarterly programmatic and financial reports to the DHAPP Program Manager in Country; Quarterly Reports are due on the 10th of the first month of each quarter.
- Grantee must submit PEPFAR Semi Annual Progress Report and the Annual Progress Report to DHAPP Program Manager in Malawi and DHAPP Headquarters – following the dates established by OGAC and the PEPFAR Team in Country

Malawi:

Year 1: CIRC: $450,000
Year 2: CIRC: $450,000
Year 3: CIRC: $450,000
Year 4: CIRC: $450,000

Proposals are requested to target male military personnel and male civilian community members who utilize MDF VMMC service provision to build capacity in Malawi Defense Force (MDF) in the VMMC program. The partner must work in complete coordination with the military's HIV program leadership and military NGO partners, as well as DoD representatives from the US Embassy Libreville and DHAPP headquarters so that all MC services are one fluid program. Within the proposal the partner will need to demonstrate transition of programmatic capabilities and capacity to the military over the life of the grant.

CIRC –$450,000

- The goal is to have 5000 males circumcised through the VMMC program each year for four years. The objective of this program is to support the provision of safe and comprehensive VMMC services at static and outreach sites. This objective will be achieved by providing a complete VMMC package with emphasis on the use of MOVE efficiencies. This comprehensive package includes: HIV education, testing and counseling; promotion of correct and consistent use and provision of male and female condoms; treatment and management of sexually transmitted infections; and promotion of safer sexual practices, such as avoidance of penetrative sex post-operative for six weeks. As well as provision of antiretroviral treatment for people living with HIV whom are eligible for treatment should also be considered as part of a combination prevention package to reduce HIV transmission in couples where one partner has HIV. Informed consent from patients, appropriate post-operative care, timely risk reduction counseling. Furthermore, partner will ensure that VMMC services actively link men who test positive to HIV care and treatment. The prospective partner will assist the MDF and DHAPP to coordinate and implement the following activities:

  1) Partner will train 16 VMMC providers and orient 14 Commanding Officers from all the barracks on VMMC. The providers are primarily from the four static sites, with a few from sites offering services on an outreach basis. DHAPP HQ to review all training materials prior to training for input.

  2) Partner will train 15 nurses in post-operative care VMMC service to reach 2500 patients.

  3) Partner will train 60 HTC counselors in VMMC counseling and generating demand and conducting one intensive VMMC campaign to reach 5000 men.

  4) Partner will achieve safety, quality, and compliance of programs with clinical standards of care, international best practices, by following PEPFAR Policy Guidance *and PEPFAR's Best Practices for Voluntary Medical Male Circumcision Site Operations: A Service Guide for Site Operations*. Partner will assist the MDF to adopt and adhere to WHO, UNAIDS recommended VMMC guidelines and PEPFAR VMMC technical considerations into their ongoing VMMC programming.

Country: Malawi

5) Partner to provide support of the four established VMMC sites for VMMC service delivery through ensuring appropriate and adequate training for health care workers and non-clinical staff providing VMMC services and include mechanisms for assuring initial and continued competency post-training. Health care providers designated to provide a higher volume of services or services at a fixed frequency should be prioritized for training.

6) Partner will provide ongoing technical support through mentoring and quarterly supportive supervision and coaching to the personnel at the four static sites and to the MDF as a whole to ensure quality services. Partner should monitor how many VMMCs are actually conducted by each provider trained following his/her training. Those performing a "low" number in specific periods and/or cumulatively, as determined in conjunction with the training programs, may be prioritized for supportive supervision, competency assessment, or retraining.

7) Partner will coordinate with the MDF and DoD to implement proven monitoring and evaluation (M&E) methods. This will ensure timely data collection efforts are streamlined using national standards. This will be ensured through supervision and data quality assessments on a quarterly basis. Partner must include systems for monitoring and reporting of VMMC indicators so that progress towards established targets can be tracked. (For more information, please see the *PEPFAR Guidance for Monitoring and Reporting VMMC Indicators*, the *PEPFAR Monitoring, Evaluation and Reporting Operational Guidance* and *PEPFAR's Best Practices for Voluntary Medical Male Circumcision Site Operations: A Service Guide for Site Operations)*.

8) The partner, in collaboration with the MDF, will visit all static sites and at least 25% of mobile outreach services to observe the trained providers, provide technical assistance, supervision and coach them accordingly. The partner will identify service providers in need of one-to-one mentoring in order to improve their skills. Partner will identify, in collaboration with the MDF, those providers in the static sites who are experts in VMMC service provision. Those experts will be coached to become VMMC mentors to fellow VMMC service providers.

10) Partner and MDF will also conduct supportive supervision and coaching for the HTC counselors who have recently been oriented to VMMC. This supervision and coaching will be done alongside supervision of service providers to ensure continuum of care.

11) Partner will support the MDF through procurement and distribution of MC supplies to all static and outreach sites.

12) Partner will emphasize appropriate infection prevention (IP) practices throughout the entire process (5000 procedures).

13) Partner will collaborate with other partners working with the MDF to utilize existing IEC materials and tools for reproduction. Partner will assist the MDF in actively engaging in demand creation within the MDF and with the civilian community utilizing VMMC service provision.

Country: Malawi

14) Support the MDF to include circumcision screening and appropriate referrals as part of the entrance exam for new MDF recruits. Partner must develop systems to monitor their activities to assure that newly recruited patients are well-informed about the risks and benefits of VMMC and have not been pressured to attend the program.

15) Support the MDF to provide a minimum of 15 outreach VMMC services using the mobile unit.

WORK PLANS:

- Grantee must submit annual, programmatic and financial, work plans to DHAPP Program Manager and DHAPP HQ (Budget breakdown per activity and for program management is required). Work plans include activities implementation timeline, including M&E.

REPORTING:

- Grantee must present quarterly programmatic and financial reports to the DHAPP Program Manager in Country; Quarterly Reports are due on the 10th of the first month of each quarter.

- Grantee must submit PEPFAR Semi Annual Progress Report and the Annual Progress Report to DHAPP Program Manager in Malawi and DHAPP Headquarters – following the dates established by OGAC and the PEPFAR Team in Country;

Namibia

Year 1: HVOP: $700,000
Year 2: HVOP: $700,000
Year 3: HVOP: $700,000
Year 4: HVOP: $700,000

Proposals are requested to implement activities targeting the priority population of military personnel in Namibia and their families. Activities are to be implemented through the Ministry of Defense/Namibian Defense Force and the U.S. Department of Defense HIV/AIDS Prevention Program (DHAPP) program. Support will focus on HIV "other prevention."

The partner must work in complete coordination with the military's HIV prevention and health services, as well as the DHAPP/DoD Program Manager based at the US Embassy in Windhoek and the DHAPP Headquarters Team in San Diego, California. Within the proposal the partner will need to demonstrate transition of programmatic capabilities and capacity to the military over the life of the grant.

The Grantee is the Implementing Partner and will be referred to as IP in this document.

Objective: IP will assist the MoD/NDF in condom procurement and distribution and the provision of HIV risk reduction education and outreach to support HIV testing and counseling. Support HIV education as a linkage to other HIV services. Develop monitoring and tracking system.

Target population: Military members at 23 installations, targeting new recruits (young men and women) and older populations never tested.

Geographic focus: Erongo, Kavango, Khomas, Oshana, Oshikoto, Otjozondjupa, Zambezi for all activities except condom promotion. Condom promotion and distribution should target all regions.

Activities:

1. Procurement and distribution of 3,000,000 camouflage condoms to all regions
2. Provide MOD with technical assistance in developing a forecasting and distribution plan for military condoms to all bases in the country
3. Strengthen linkages to HIV services, e.g. VMMC, HTC, TB, care and support to decrease loss to follow-up
4. Develop referral and tracking system for all HIV related services at 13 bases in seven priority regions
5. Production and distribution of 90 training manuals for HIV educators
6. Training of 80 HIV educators to deliver a tailored standard package of HIV prevention interventions to include prevention messages, condom demonstration and distrobution,

linkages to HTC, etc. at 13 bases in seven priority regions (Average of 6 HIV educators per base and 1 training per region)

7. Conduct monthly supervision of the 80 HIV educators providing a tailored standard package of HIV prevention interventions to reach 6,000 members (once a month at 13 bases) in group settings
8. Provide technical assistance, management and supervision to HIV/AIDS Unit coordinators on collection and reporting of applicable PEPFAR, U.S. DoD and national indicators to relevant authorities. Provide technical assistance on the use of data for program planning, targeting and implementation.

WORK PLANS:

- Grantee must submit annual, programmatic and financial work plans to DHAPP Program Manager and DHAPP HQ (Budget breakdown per activity and for program management is required). Work plans include activities implementation timeline, including activities to monitor and evaluate.

REPORTING:

- Grantee must present quarterly programmatic and financial reports to the DHAPP Program Manager in Country; Quarterly Reports are due on the 10th of the first month of the next quarter.
- Grantee must submit PEPFAR Semi Annual Progress Report and the Annual Progress Report to DHAPP Program Manager in CI and DHAPP Headquarters – following the dates established by OGAC and the PEPFAR Team in Country.
- Reports will follow DHAPP Headquarters and PEPFAR Team Templates.

DHAPP-BAA 15-002 ATTACHMENT 2

CERTIFICATIONS

Respondent: _____
Country: _____
Program Title: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition:

(b) Establishing an ongoing drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance:

_____

_____

[Street address] [City, County, State] Zip Code]

Check if there are workplaces on file that are not identified here.

LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____

[Typed Name and Title of Official] [Name of Organization/Institution]

_____

[Signature of Official responsible for this transaction] [Date]

STATEMENT ON CONDOMS

CONDOMS
Information provided about the use of condoms as part of projects or activities that are funded under this Grant shall be medically accurate and shall include the public health benefits and failure rates of such use and shall be consistent with USAID's fact sheet entitled, "USAID: HIV/STI Prevention and Condoms." This fact sheet may be accessed at: http://www.usaid.gov/our_work/global_health/aids/TechAreas/prevention/condomfactsheet.html

[Name of Organization/Institution] hereby complies as applicable with the above Statements.

_____

[Typed Name and Title of Official] [Name of Organization/Institution]

_____

[Signature of Official responsible for this transaction] [Date]

CERTIFICATION REGARDING TERRORIST FINANCING

PREVENTING TERRORIST FINANCING -- IMPLEMENTATION OF E.O. 13224 (JUNE 2012)

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
    a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the United States Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by United States Government (USG) to the Recipient.
    b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm.
    c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
    d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-
    a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: http://untreaty.un.org/English/Terrorism.asp); or (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USG funds or USG-financed commodities to the ultimate beneficiaries of USG assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by UNITED STATES GOVERNMENT prior to the end of its term.

APPLICANT:

Name: _____Signature: _____

Title: _____ Date: _____

Prohibition on Assistance to Drug Traffickers for Key Individuals

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

2. I am not and have not been an illicit trafficker in any such drug or controlled substance.

3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____ Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____
_____

Date of Birth: _____

NOTICE:
1. Your organization is required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

2. If your organization makes a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

RECIPIENT CERTIFICATION OF COMPLIANCE

To: Executive Director/CFO
Name of Grantee

I,_____, _____, as a legally authorized
Name (Printed or Typed) Title

representative of _____
Organization Name

do hereby certify that, to the best of my knowledge and belief, this organization's management and other employees responsible for their implementation are aware of the requirements placed on the organization by OMB Circulars, Federal, and U.S. Government regulations with respect to the management of, among other things, personnel policies (including salaries), travel, indirect costs, and procurement under this agreement and I further certify that the organization is in compliance with those requirements.

I, we, understand that a false, or intentionally misleading, certification could be the cause for possible actions ranging from being found not responsible for this award to suspension or debarment of this organization.

I, we, further agree to instruct the accounting firm that this organization retains to perform its annual audits, as required by OMB 2 CFR 215 and DoD Grant and Agreement Regulations, DoD 3210.6#, to include in their review of our internal controls sufficient testing of the implementation of our personnel, travel and procurement policies to confirm compliance with Federal and U.S. Government requirements. The conclusions of that compliance review will be included in the A-133 audit reports or the incurred cost audit reports submitted to the government.

I declare under penalty of perjury that the foregoing is true and correct.

_____
Signature

_____
Type or Print Name

_____
Position Title

_____
Date of Execution

DHAPP-BAA-15-002 ATTACHMENT 3

(Excel Spreadsheet Example of a Statement of Work)

Country*	Offerer*	Program Area Budget Code**	Funds Requested	Activities
				Activities should attempt to answer who, what, when, where in a succinct manner to provide description of deliverables.
XXXXXX	XYZ	14-HVCT	$150,000	Purchase of 50,000 HIV rapid test kits at 3 military bases(base X, base Y and base Z) and provide infection control materials (e.g., sharps containers, biohazardous waste containers, gloves) for counseling and testing. Training of 30 military counselors as master trainers for VCT (10 per base) who will then train 300 military counselors. Desired goal of 35,000 military members tested in one year.
XXXXXX	XYZ	17-HVSI	$100,000	Initial preparation and delivery of a knowledge, attitudes and behavior survey linked to biologic testing for a sample size of 400 military members. Training for 20 military individuals on information management systems for the assurance of linkages between counseling, testing and care HIV services. Monitoring and evaluation of all HIV program activities with compliance to O/GAC reporting requirements.
XXXXXX	XYZ	03-HVOP	$150,000	1) Development (Including pre-testing) and distribution of 20,000 copies of informational and educational materials on HIV prevention (e.g., booklets, flyers), 5 billboards, material for drama and small group discussions 2) Training for 20 master trainers and 200 peer educators from 5 bases (base a, base b, base x, base y, and base z) who will conduct monthly integrated HIV trainings at all bases.
TOTAL			**$400,000**	

* Fictitious country and offeror

** See page 6 of 18 for program area budget codes