

REQUEST FOR APPLICATIONS



The Mississippi State Department of Health (MSDH) Office of STD/HIV is issuing this Request for Applications (RFA) for the purposes of entering into an agreement and awarding funds to eligible and qualified entities to Mississippi HIV Planning Body Coordination and Administrative Support. A more detailed description may be found in **Project Description and Requirements**.

RFA Release Date

Tuesday, September 15, 2026

Application Due Date

September 25, 2026

A copy of this RFA may be found online at the MSDH website at:
<https://procurement.opengov.com/portal/msdh/projects/299854>

SECTION 1 | RFA OVERVIEW

1.1 Funding Information

Federal Agency Name

Centers for Disease Control and Prevention

Assistance Listing Program Name

HIV Prevention Activities_Health Department Based

Assistance Listing Number

93.940

Federal Award Date

06/17/2026

Federal Award Identifier (FAIN)

NU62PS924852

The High Impact HIV Prevention, Surveillance and EHE Projects throughout Mississippi grant is authorized and funded in accordance with CDC guidelines.

A total of \$50,000.00 is available under this RFA. The total anticipated funds for subgrants under this RFA is \$50,000.00. A total award of this amount of funds is not guaranteed, but is subject to the applications received, the actual money awarded to MSDH from the Federal Awarding Agency, and MSDH's discretion. The total funds may be split among multiple subgrantees at the discretion of MSDH. MSDH reserves the right to restrict the number of awards based on the funding available and program resources available for subgrant administration and subrecipient monitoring.

All awards are subject to availability of funds.

1.2 Period of Performance

The Period of Performance is the time during which a successful Applicant may incur costs to carry out work authorized under this RFA and the resulting subgrant agreement. The Initial Period of Performance for this RFA is October 15, 2026 through May 31, 2027.

For the Initial Period of Performance, all costs must be spent by May 31, 2027. and invoiced to MSDH by June 15, 2027. These dates are dependent on federal periods of allowability and MSDH's ability to timely process payments. If an Applicant believes it cannot meet these deadlines, it should not apply for funding under this RFA. Obligation and liquidation deadlines may be extended as allowed by the Federal Funding Agency, but no extensions are guaranteed. Future Periods of Performance, as allowed by MSDH, may have different obligation and liquidation deadlines.

1.3 Matching Funds

There is no match or in-kind funding requirement under this RFA.

1.4 Applicable Law

Additional federal and or state statutes and regulations may apply to the funding contained herein if applicable. These may be included below, as well as in the Subgrant Agreement itself.

Further information about allowable costs and activities may be set forth herein.

1.5 Award of Funding

MSDH will evaluate Applications as described in the "Evaluations" Section of this RFA. Funds will be awarded through a written agreement, termed an Agreement. No promise for funds is binding on MSDH, and no funds will be paid to any Applicant until an Agreement has been executed and signed by both the Applicant's authorized signer and the State Health Officer. In the Evaluation of Applications,

Any work performed prior to execution is done at the vendor's own risk and may not be eligible for payment. MSDH reserves the right, in its sole discretion, to determine on a case-by-case basis whether payment is allowable based on the particular circumstances.

SECTION 2 | PROJECT DESCRIPTION AND REQUIREMENTS

2.1 Background and Purpose

Introduction and Background

The Mississippi State Department of Health (MSDH), Office of STD/HIV, is seeking applications from qualified organizations to provide coordination, administrative, logistical, facilitation, and technical support for the Mississippi HIV Planning Body (MHPB).

The MHPB serves as a statewide planning and advisory body that supports MSDH in the development, implementation, monitoring, and evaluation of coordinated STD/HIV prevention and care strategies. The MHPB provides a mechanism for meaningful participation by persons with lived experience, service providers, healthcare professionals, community-based organizations, governmental agencies, public health partners, and other stakeholders involved in Mississippi's STD/HIV response.

The MHPB is expected to support statewide planning by reviewing data, identifying community and service needs, providing recommendations regarding priorities and services, participating in the development and review of statewide plans, and advising MSDH regarding emerging STD/HIV-related issues.

MSDH seeks an organization capable of providing neutral, organized, responsive, and effective administrative coordination to ensure the MHPB can fulfill its planning and advisory responsibilities. The selected applicant will work under the direction of the MSDH Office of STD/HIV and in collaboration with MHPB leadership, members, committees, and other designated partners.

Purpose of the Request for Applications

The purpose of this RFA is to select a qualified organization to coordinate and support the activities of the Mississippi HIV Planning Body on behalf of MSDH.

The successful applicant will be responsible for establishing and maintaining the administrative infrastructure necessary for effective MHPB operations, including:

- Planning and coordinating MHPB meetings;
- Supporting the MHPB Executive Committee and other standing or ad hoc committees;
- Maintaining membership and attendance records;
- Supporting recruitment, orientation, training, and engagement of members;
- Managing meeting logistics and communications;
- Coordinating travel reimbursement and approved participant support;
- Supporting statewide needs assessment activities;
- Facilitating meaningful participation of persons with lived experience;
- Supporting strategic planning and review of the Integrated HIV Prevention and Care Plan;
- Maintaining relevant MHPB records and documentation;
- Coordinating an annual planning retreat;
- Evaluating MHPB operations and meeting effectiveness; and
- Providing routine reports and updates to MSDH.

The selected applicant will serve in a coordination and administrative support capacity. Final authority regarding MSDH programs, grant requirements, program policy, funding decisions, and official state planning documents remains with MSDH.

2.2 Eligibility Requirements

Any Applicant for this RFA must be a non-federal entity, as set forth in 45 CFR 75 or 2 CFR 200.69. Any application submitted by an Applicant who is ineligible shall be rejected without scoring.

APPLICANT QUALIFICATIONS

Applicants must demonstrate organizational capacity to successfully perform the scope of work.

Preferred qualifications include:

1. Experience coordinating statewide or regional advisory councils, planning bodies, coalitions, task forces, boards, or similar entities.
2. Experience in HIV, STI, public health, healthcare, community engagement, or related fields.
3. Demonstrated experience with meeting planning, facilitation, and project management.
4. Experience working with governmental agencies.
5. Experience engaging persons with lived experience and community stakeholders.
6. Experience managing participant travel reimbursement or similar financial transactions.
7. Demonstrated ability to maintain confidential and sensitive information.
8. Experience conducting or supporting needs assessments.
9. Experience preparing professional reports, meeting materials, and communication products.
10. Experience administering federal, state, or other grant-funded projects.
11. Sufficient financial and administrative capacity to manage the proposed award.
12. Demonstrated ability to provide services statewide.

STAFFING REQUIREMENTS

Applicants shall identify the personnel who will be assigned to the project and describe the percentage of time each individual will devote to the project.

At minimum, the proposed staffing structure should provide sufficient capacity for:

- Project management;
- Meeting coordination;
- Member communications;
- Committee support;
- Recordkeeping;
- Logistics;
- Fiscal administration;
- Travel and participant reimbursement processing;
- Reporting; and
- Evaluation.

Applicants may propose employees, contractors, or a combination thereof.

The application must include resumes or curriculum vitae for key personnel.

Any substitution of key project personnel following award may require prior MSDH approval.

2.3 Project Activities and Performance Requirements

PROJECT GOALS

1. Maintain an effective, comprehensive, and results-oriented statewide planning body.
2. Ensure the MHPB has sufficient administrative, logistical, and technical support to conduct its business efficiently.
3. Increase meaningful and sustained participation among MHPB members, including persons with lived experience.
4. Ensure MHPB meetings, committees, records, and planning activities are conducted in accordance with applicable bylaws, policies, procedures, and MSDH expectations.
5. Strengthen coordination among prevention, care, treatment, surveillance, community, healthcare, and other public health partners.
6. Support the use of epidemiologic, programmatic, service utilization, needs assessment, and community input data in statewide planning.
7. Ensure timely communication between MSDH, MHPB leadership, MHPB members, committees, and community stakeholders.
8. Provide mechanisms for ongoing evaluation and continuous improvement of MHPB operations.

SCOPE OF WORK

The successful applicant shall provide, at a minimum, the services described below.

MHPB Operations and Administration

1. Coordinate the overall administrative operations of the MHPB in consultation with MSDH and MHPB leadership.

2. Ensure MHPB activities are conducted consistent with established bylaws, policies, procedures, meeting protocols, and recognized practices for effective advisory and planning bodies.
3. Support identifying goals, activities, responsible parties, timelines, and milestones.
4. Maintain a current membership roster that includes, as appropriate:
 - Member name;
 - Organization or affiliation;
 - Membership category;
 - Committee assignments;
 - Term of appointment;
 - Attendance information; and
 - Other information required by MSDH.
5. Monitor member participation and attendance in accordance with MHPB bylaws and conduct appropriate follow-up with members whose participation has declined.
6. Assist MSDH and MHPB leadership with application of attendance and membership provisions contained in MHPB bylaws or policies.
7. Maintain records of official MHPB documents, which may include:
 - Meeting agendas;
 - Meeting minutes;
 - Committee minutes;
 - Membership rosters;
 - Bylaws;
 - Policies and procedures;
 - Presentations;
 - Planning documents;
 - Meeting evaluations; and
 - Other official records.
8. Maintain regular communication with MSDH regarding the status of MHPB activities, emerging concerns, membership issues, deliverables, deadlines, and other relevant matters.

Meeting Coordination

The awardee shall coordinate regular meetings of the MHPB.

Unless otherwise directed by MSDH, the applicant should budget and plan for approximately six regular meetings annually, generally occurring every other month.

Responsibilities shall include:

1. Identifying and securing appropriate meeting facilities in coordination with MSDH.
2. Providing a hybrid participation option when required or approved by MSDH.
3. Coordinating virtual meeting platforms and technical support.
4. Developing proposed meeting agendas in collaboration with MSDH and MHPB leadership.
5. Distributing meeting notices, agendas, prior meeting minutes, reports, presentations, and supporting documents sufficiently in advance of each meeting.
6. Ensuring meeting dates, times, and other information designated by MSDH for public distribution are posted or otherwise communicated appropriately.
7. Support participant registration or attendance documentation.
8. Documenting attendance and quorum, when applicable.
9. Recording meeting discussions and actions sufficiently to support preparation of accurate minutes.
10. Reviewing draft minutes for completeness and accuracy prior to distribution, in collaboration with MHPB leadership.
11. Tracking action items, responsible parties, recommendations, and follow-up activities between meetings.
12. Maintaining communication with members before, between, and after meetings.
13. Coordinating refreshments or meals when approved by MSDH and allowable under the applicable funding source.
14. Conducting an evaluation of each regular MHPB meeting and summarizing findings for MSDH and MHPB leadership.

Executive Committee, Standing Committee, and Ad Hoc Committee Support

The awardee shall provide administrative support to MHPB committees as directed by MSDH.

Responsibilities may include:

- Scheduling meetings;

- Sending meeting notices and reminders;
- Preparing draft agendas;
- Recording attendance;
- Preparing meeting notes or minutes;
- Maintaining committee files;
- Tracking committee assignments and action items;
- Assisting committees with development of work products;
- Providing requested data or planning resources available through MSDH;
- Coordinating communication between committees and the full MHPB; and
- Assisting committee chairs with meeting management and facilitation.

The awardee shall not independently establish policy positions or recommendations on behalf of the MHPB.

Membership Recruitment, Engagement, and Retention

The awardee shall support MSDH and MHPB leadership in maintaining an engaged and representative planning body.

Activities shall include:

1. Assisting with implementation of an ongoing membership recruitment strategy.
2. Maintaining and periodically updating membership applications and recruitment materials, as approved by MSDH.
3. Identifying gaps in membership representation.
4. Conducting outreach to potential members and community partners.
5. Supporting recruitment processes designed to include various geographic, professional, programmatic, and community perspectives.
6. Supporting meaningful participation of persons with lived experience.
7. Monitoring member engagement and conducting follow-up with inactive members.
8. Supporting implementation of established attendance requirements.
9. Recognizing member accomplishments, milestones, awards, or contributions when appropriate.

Member Orientation, Training, and Professional Development

The awardee shall support the membership committee in orientation and ongoing education for MHPB members.

At a minimum, the awardee shall assist with the following:

1. Conduct or coordinate orientation for newly appointed members.
2. Coordinate training regarding effective meeting participation, committee responsibilities, planning processes, and other topics identified by MSDH.
3. Provide or coordinate education regarding relevant STD/HIV prevention and care programs.
4. Coordinate education regarding applicable STD/HIV prevention and care systems, as appropriate.
6. Work with MSDH to identify ongoing educational and technical assistance needs of MHPB members.

Bylaws, Governance, and Organizational Effectiveness

The awardee shall assist MSDH and MHPB leadership in maintaining effective organizational governance.

Activities shall include:

1. Monitoring adherence to approved MHPB bylaws.
2. Coordinating periodic review of MHPB bylaws in accordance with established requirements.
3. Assisting with proposed amendments when changes are identified as necessary.
4. Supporting periodic review of the MHPB mission, vision, values, structure, and operating procedures.
5. Providing training to MHPB officers and committee chairs regarding meeting procedures (Robert's Rules of Order), leadership responsibilities, and applicable governance requirements.
6. Conducting ongoing assessments of MHPB operational needs.
7. Developing recommendations to MSDH for improvements in MHPB operations.

NEEDS ASSESSMENT SUPPORT

The awardee shall support MHPB participation in statewide needs assessment activities as directed by MSDH.

Activities may include:

1. Coordinating education for MHPB members regarding the purpose, methods, interpretation, and use of needs assessment data.

2. Assisting MSDH in obtaining MHPB and community input regarding needs assessment methodology and survey design.
3. Supporting dissemination of needs assessment surveys and other data collection instruments approved by MSDH.
4. Developing promotional and outreach materials for needs assessment activities, subject to MSDH approval.
5. Coordinating outreach to providers, community organizations, consumers, persons with lived experience, and other stakeholders.
6. Supporting MSDH or its designated data analyst in communicating findings to the MHPB.
7. Assisting with preparation, formatting, dissemination, or presentation of needs assessment findings as directed by MSDH.
8. Supporting MHPB review and discussion of needs assessment findings and documenting recommendations generated through the planning process.

Any needs assessment instrument, data collection methodology, analytic approach, final report, or dissemination product produced under this award shall be subject to prior MSDH review and approval.

PRIORITY SETTING AND PLANNING

The awardee shall provide administrative and facilitation support for MHPB participation in planning and priority-setting activities.

Activities may include:

1. Coordinating meetings or work sessions at which relevant epidemiologic, surveillance, programmatic, service, and community information is reviewed.
2. Facilitating structured discussions regarding identified STD/HIV prevention and care needs.
3. Supporting MHPB development of recommendations to MSDH regarding priorities.
4. Coordinating MHPB review of statewide planning documents.
5. Collecting and documenting MHPB comments and recommendations regarding applicable comprehensive or integrated plans.
6. Maintaining documentation supporting planning discussions, recommendations, and decisions.

The MHPB shall function in an advisory capacity to MSDH. The awardee shall not independently make resource allocation decisions or commitments on behalf of MSDH.

COORDINATION WITH PREVENTION AND CARE SYSTEMS

The awardee shall support coordination between the MHPB and organizations involved in prevention, testing, linkage, treatment, care, support services, and related activities.

The awardee shall:

1. Support engagement with STD/HIV partners and other service systems.
2. Coordinate opportunities for MHPB members to receive information regarding STD/HIV prevention, testing, treatment, care, support services, and related public health activities.
3. Facilitate presentations from MSDH programs and partner organizations when requested.
4. Encourage appropriate coordination across prevention and care planning activities.
5. Support exchange of information among MHPB members regarding programs, services, emerging needs, and community resources.

ANNUAL MHPB RETREAT

The awardee shall plan and coordinate an annual MHPB retreat, subject to MSDH approval.

The retreat should support activities such as:

- Strategic planning;
- Review of annual accomplishments;
- Development of priorities for the upcoming year;
- Review of MHPB performance;
- Team building;
- Member engagement;
- Committee planning;
- Leadership development;
- Review of statewide planning priorities; and
- Identification of opportunities for organizational improvement.

The applicant shall include anticipated retreat costs within its proposed budget.

Retreat expenses may include, when allowable and approved:

- Meeting space;
- Facilitation;
- Audiovisual support;
- Meeting materials;
- Meals or refreshments;
- Lodging;
- Mileage or other approved travel reimbursement; and
- Other reasonable and allowable costs.

PARTICIPANT TRAVEL AND SUPPORT

The selected applicant shall establish an MSDH-approved process for administering authorized travel reimbursements and other participant support.

Subject to MSDH approval and availability of funding, eligible costs may include:

- Mileage;
- Lodging;
- Other allowable travel expenses; and

All reimbursements shall comply with applicable state requirements, funding source requirements, MSDH policy, and award terms.

The applicant shall maintain complete documentation supporting all reimbursement transactions.

SUPPORT FOR PERSONS WITH LIVED EXPERIENCE

Meaningful participation of persons with lived experience is an important component of the MHPB.

The applicant shall describe how it will reduce barriers to meaningful participation and support sustained engagement of persons with lived experience.

No stipend or incentive structure may be implemented without prior MSDH approval.

COMMUNICATIONS AND PUBLIC-FACING MATERIALS

The awardee may be required to develop MHPB communication materials.

Such materials may include:

- Membership recruitment materials;
- Meeting announcements;
- MHPB orientation materials;
- Needs assessment promotional materials;
- Annual summaries;
- Presentations;
- Community engagement materials; and
- Other communications requested by MSDH.

All materials shall be submitted to MSDH for review and approval prior to public dissemination.

The awardee shall not issue press releases, public statements, policy statements, or official communications representing MSDH without written authorization.

PROGRAM EFFECTIVENESS AND EVALUATION

The awardee shall establish processes for monitoring MHPB effectiveness and identifying opportunities for continuous improvement.

At a minimum, the awardee shall:

1. Conduct an evaluation following each regular MHPB meeting.

2. Compile and summarize evaluation findings.
3. Conduct an annual assessment of overall MHPB operations.
4. Assess areas including:
 - Meeting effectiveness;
 - Member engagement;
 - Committee participation;
 - Timeliness of communications;
 - Member understanding of roles;
 - Satisfaction with meeting administration;
 - Progress toward objectives; and
 - Identified training or technical assistance needs.
5. Present findings and recommendations to MSDH.
6. Assist MSDH and MHPB leadership with development of corrective or improvement strategies when appropriate.

REQUIRED DELIVERABLES

The selected applicant shall be responsible for the following minimum deliverables:

Deliverable	Minimum Expectation
MHPB Membership Roster	Maintained continuously; updated version submitted at least quarterly
Regular MHPB Meetings	Approximately six annually unless otherwise directed
Meeting Notices and Materials	Distributed in advance of each meeting
Meeting Minutes	Drafted/reviewed and distributed within timeframe established by MSDH
Attendance Records	Maintained for all regular and committee meetings
Meeting Evaluations	Conducted following each regular meeting
Committee Support	Provided throughout the project period
Member Training	Provided in coordination with membership committee and based on identified needs
Needs Assessment Support	Provided as directed by MSDH
Planning/Plan Review Support	Provided according to MSDH planning timelines
Annual MHPB Retreat	One annually unless otherwise directed
Quarterly Performance Report	Submitted to MSDH
Annual MHPB Evaluation	Completed annually
Final Project Report	Submitted at conclusion of award period

MSDH reserves the right to modify deliverables based on federal requirements, programmatic priorities, planning timelines, or other operational needs.

PERFORMANCE MEASURES

Applicants shall describe how they will meet and document the following minimum performance expectations:

1. Meeting Coordination: At least 95% of scheduled regular MHPB meetings are successfully coordinated.
2. Advance Distribution: At least 90% of regular meeting agendas and supporting materials are distributed by the deadline established by MSDH.
3. Meeting Documentation: At least 90% of draft meeting minutes are completed within the required timeframe.
4. Membership Records: A current MHPB membership roster is maintained throughout the project period.
5. Member Engagement: Follow-up is initiated with 100% of members meeting established criteria for inactive participation.
6. Orientation: 100% of newly appointed members complete an orientation session.

7. Meeting Evaluation: 100% of regular MHPB meetings include an opportunity for participant evaluation.
8. Committee Support: Administrative support is provided for 100% of MHPB committee meetings for which support is requested by MSDH or MHPB leadership.
9. Reporting: At least 95% of required programmatic reports are submitted by the established deadline.
10. Annual Retreat: One annual retreat is coordinated, unless waived or modified by MSDH.

MSDH may establish additional performance measures following award.

MSDH RESPONSIBILITIES

MSDH will:

1. Designate an MSDH project lead.
2. Provide overall programmatic direction and oversight.
3. Coordinate with the awardee regarding federal and state program requirements.
4. Provide relevant programmatic, surveillance, epidemiologic, and planning information as appropriate.
5. Review and approve meeting agendas, major communications, reports, public-facing materials, and other deliverables as appropriate.
6. Participate in MHPB meetings and planning activities.
7. Provide guidance regarding planning activities, needs assessment, and other federally supported activities.
8. Retain authority over official MSDH policy, programmatic decisions, funding decisions, grant requirements, and statewide plans.

2.4 Reporting Requirements

The selected applicant shall provide reports in a format approved by MSDH.

A. Quarterly Performance Reports

Quarterly reports shall summarize progress toward performance measures, work activities, deliverables, and expenditures.

B. Final Report

The final report shall summarize:

- Project activities;
- Deliverables completed;
- MHPB participation;
- Performance measure results;
- Accomplishments;
- Challenges;
- Recommendations;
- Outstanding activities; and
- Final expenditure information as requested.

2.5 Use of Grant Funds

As part of the Mississippi State Department of Health's commitment to outcome-driven public health practice, this solicitation incorporates a Pay for Performance structure. The selected recipient will be expected to achieve clearly defined public health outcomes—for example, improved access to care, increased immunization coverage, or reductions in disease burden—with payments tied to performance metrics. This approach ensures that funding supports strategies that demonstrate measurable impact, accountability, and effective use of public resources. Responses should detail how the recipient will track and report outcomes, adjust activities to improve results, and contribute to data-informed public health efforts.

Direct Costs

Under this Subgrant, MSDH shall only pay for actual and allowable direct costs incurred during the Period of Performance. To be allowable, all costs must be:

- Necessary for the performance of the Subgrant activities;
- Reasonable, as provided in 2 CFR § 200.404 or 45 CFR § 75.404;
- Allocable to the federal award, as provided in 2 CFR § 200.405 or 45 CFR § 75.405;
- Consistent with all other requirements of the Cost Principles in 2 CFR § 200 Subpart E or 45 CFR § 75 Subpart E; and
- Consistent with all other law, regulation, policy, or other requirements applicable to the state or federal funds involved.

To be actual, all costs must be finalized and spent by the appropriate dates set forth in the Subgrant Agreement. Particular Federal Funding Agencies may have additional requirements and stipulations regarding allowable costs under that particular funding.

Indirect Costs

Federal law defines indirect costs as “costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.” 2 CFR § 200.1 and 45 CFR § 75.2. All indirect costs may only be paid if they are consistent with the UGG or HHS GG, as applicable. As provided in 2 CFR § 200.414 and 45 CFR § 75.414, indirect costs may only be paid from a federal grant if paid through a federally-approved rate or a rate negotiated between MSDH and the Applicant. If the Applicant has never had a federally-approved indirect rate, it may charge indirect costs as consistent with the federal rules for de minimis indirect costs.

2.6 Debarment

MSDH will not consider responses to this solicitation from any applicant, offeror, or entity that is debarred, suspended, proposed for debarment, excluded, or declared ineligible by any federal or state agency to receive funding. Submissions from such entities will be deemed non-responsive and will not be evaluated or considered further. It is the responsibility of the applicant, offeror, or entity to ensure that they are in good standing and eligible to apply. By submitting a response to this solicitation, the applicant, offeror, or entity certifies compliance with all eligibility requirements, including that they are not subject to any of the conditions listed above.

In addition, by submitting an application in response to the RFA, the applicant certifies that it is not currently excluded or debarred from future contract awards by any political subdivision or agency of any state, federal, local, or county government.

Applicant further certifies that it is not an agent of any such person or entity. Applicant certifies that it has not, in the five-year period preceding its offer, been convicted of or had a civil judgment rendered against it for commission of a fraud or criminal offense in connection with obtaining, attempting to obtain, or performance of a public contract; violation of antitrust laws; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Applicant certifies that it is not presently indicted or otherwise criminally or civilly charged with the commission of any of the acts listed herein.

Applicant certifies that, within the past five years, it has not had a contract with a governmental entity terminated due to the applicant's failure to perform, default, or any other action or inaction by the applicant.

SECTION 3 | RFA PROCESS

This RFA seeks Applications to complete activities allowable under the funding source identified above in this RFA. All Applications must conform to the instructions, conditions, and requirements in this RFA. Applicants should carefully examine this RFA, as well as requirements on the state or federal funds involved. Applications that MSDH determines do not conform to the requirements of this RFA, or Applications from ineligible entities, may be rejected without scoring.

3.1 RFA Point of Contact

The Applicant should direct questions regarding the RFA to the Point of Contact listed below.

Qualandia Hooker
Grant Analyst
qualandia.hooker@msdh.ms.gov
(601) 576-7062

Questions regarding information needed for an Application, as well as the meaning or interpretation of any RFA provision, must be submitted in writing to the Question & Answer section of this RFA on MSDH's OpenGov Procurement portal. All questions are due before 11:55 pm on Sunday, September 20, 2026.

No member of state government, employee of the state, or member of the Evaluation Committee is empowered to make binding statements regarding this RFA. The POC will issue any clarifications or opinions regarding this RFA through MSDH's OpenGov Procurement portal. Only the POC has the authority to modify the RFA, answer questions, and render opinions, on behalf of MSDH.

3.2 Schedule of Events

Release RFA:	September 15, 2026
Question Submission Deadline:	September 20, 2026, 11:55pm
Question Response Deadline:	September 23, 2026, 5:00pm
Application Due Date:	September 25, 2026, 11:55pm
Period of Performance Start Date:	October 15, 2026

No binding agreement has been made between MSDH and any Applicant until a Subgrant Agreement is fully executed by both parties.

3.3 Preparing and Submitting the Application

The Application can be submitted electronically through [MSDH's OpenGov Procurement portal](#). The portal will guide you through submitting your Application including noting any required information. Applications are due prior to 11:55 pm on Friday, September 25, 2026 and late submittals will not be accepted. Applications that do not contain all required information or that are not in a submitted status prior to the deadline for Application submittals will be rejected. Submitting at the deadline will likely result in a late submittal as uploading and providing the necessary information takes time so please prepare your Application in a timely manner to avoid missing the deadline.

3.4 Evaluation Committee

Applications are evaluated by members of an Evaluation Committee, which will consist of individuals selected at the discretion of MSDH. All members of the Evaluation Committee will disclose to MSDH any potential conflicts of interest before evaluation. Members with a conflict will be removed from the Evaluation Committee before scoring.

Any attempt to influence an evaluator that is involved in this RFA may result in the rejection of the Application.

3.5 Evaluation of Applications

All complete Applications that are responsive to the RFA will be evaluated. MSDH reserves the right to evaluate Applications and award funds in a manner utilizing criteria selected at MSDH's discretion and in the best interest of meeting the objectives of the funding involved. The Evaluation will be conducted by the following method.

MSDH will initially evaluate all Applications to determine whether the Applicant is an eligible entity; whether the Application meets the minimum requirements of this RFA; and whether the Applicant poses risk of noncompliance with federal statutes, regulations, and the terms and conditions of the Subgrant, such that MSDH should not award funding.

MSDH will award to the top-scoring Applicant or Applicants, as MSDH determines and as funding allows. Applicants must score 70 out of 100 to be considered for an award.

MSDH will conduct a fair, impartial, and comprehensive evaluation of all Applications in accordance with the predetermined criteria based on the Application. The Applicant's responses to the Forms will be scored through a point method described below.

Evaluation Category	Points
Organizational Experience and Capacity	20
Understanding of the MHPB and Scope of Work	15
Proposed Approach	25
Staffing and Key Personnel	10
Work Plan and Performance Measurement	10
Community and Lived Experience Engagement Strategy	10
Budget and Cost Effectiveness	10
Total	100

MSDH may also request clarification, conduct interviews, request presentations, or enter negotiations with one or more applicants before making a final award decision.

3.6 Late Applications

All Applications must be electronically or physically received by the deadline listed in the Schedule of Events. The State is not responsible for Applications that are late or lost regardless of cause or fault. It is the Applicant's responsibility to ensure Applications are received timely.

3.7 Corrections

An Applicant may correct a mistake in an application prior to the deadline by "unsubmitting" their Application on MSDH's OpenGov Procurement portal and modifying the Application before submitting it again. Once the deadline for submitting Applications has passed, the system will no longer allow electronic submittals. Applications not submitted or re-submitted (if corrected) after the due date and time will not be considered as "submitted". Changes in an Application after the Evaluation Period has begun are acceptable only if the change is made to correct a minor error. Whether an error is minor shall be determined by MSDH.

3.8 MSDH Reservations of Authority During Application and Evaluation Process

After Evaluation of the Applications, or at any point in the RFA process, MSDH may take one or more of the following actions:

1. Amend the RFA
2. Extend the due date for Applications
3. Waive deviations or errors in the RFA process and in Applications that are not material, do not compromise the RFA process or an application, and do not improve an Applicant's position.
4. Accept or reject a portion of or all of an application.
5. Accept or reject all applications.
6. Withdraw the RFA.
7. Elect to reissue the RFA.

MSDH reserves the right to adjust the budget and work plan of the intended Subgrantee as considered necessary as a result of a decrease in the availability of funds or to meet the requirements of the grant, Federal Funding Agency, law, or MSDH programmatic needs.

MSDH also reserves the right to apply additional conditions based on the successful Application and the result of a subgrantee risk assessment.

3.9 Competition/Joint Efforts

Applicants may cooperate or submit Applications jointly, but all such Applications must clearly identify the Applicants involved, the roles each will have in administering the subgrant, and that they are eligible for the Subgrant, as set forth herein. Applicants may create a legal entity or describe a plan for the creation of a legal entity, as a cooperative or joint venture if the entity itself is eligible for the Subgrant and all Applicants are also eligible. MSDH shall determine the proper method for any resulting subgrant, should the joint Applicants be selected for funding.

SECTION 4 | EVALUATIONS

MSDH will evaluate on the following categories with a maximum point potential for each:

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Organizational Experience and Capacity Evaluate the applicant's demonstrated experience and organizational capacity to successfully coordinate a statewide planning or advisory body. Consider relevant experience in HIV/STI, public health, community engagement, governmental partnerships, grant or contract administration, meeting coordination, and fiscal management.	Points Based	20 <i>(20% of Total)</i>
2.	Understanding of the MHPB and Scope of Work Evaluate the applicant's understanding of the purpose, role, and responsibilities of the Mississippi HIV Planning Body and the requirements outlined in the Scope of Work. Consider the applicant's understanding of its role as a neutral administrative and coordination partner working under the direction of MSDH.	Points Based	15 <i>(15% of Total)</i>
3.	Proposed Approach Evaluate the quality, feasibility, and completeness of the applicant's proposed approach for carrying out the Scope of Work. Consider plans for meeting coordination, committee support, membership management, communications, needs assessment activities, planning support, annual retreat coordination, participant support, evaluation, and reporting.	Points Based	25 <i>(25% of Total)</i>
4.	Staffing and Key Personnel Evaluate whether the proposed staffing structure and key personnel have the qualifications, experience, and level of effort necessary to successfully perform the required activities. Consider relevant experience in project management, meeting facilitation, HIV/public health programming, community engagement, administrative support, and fiscal oversight.	Points Based	10 <i>(10% of Total)</i>

5.	Work Plan and Performance Measurement Evaluate whether the proposed work plan provides clear activities, deliverables, timelines, responsible staff, and measurable performance indicators that align with the Scope of Work. Consider whether the applicant demonstrates an effective process for monitoring progress, documenting performance, and addressing identified challenges.	Points Based	10 <i>(10% of Total)</i>
6.	Community and Lived Experience Engagement Strategy Evaluate the applicant's strategy for promoting meaningful participation of community stakeholders and persons with lived experience in MHPB activities. Consider approaches to recruitment, engagement, retention, reducing barriers to participation, and supporting an inclusive planning process.	Points Based	10 <i>(10% of Total)</i>
7.	Budget and Cost Effectiveness Evaluate whether the proposed budget is reasonable, necessary, adequately justified, and aligned with the proposed activities and Scope of Work. Consider overall cost effectiveness, appropriate allocation of resources, and whether costs appear sufficient to accomplish the required deliverables without unnecessary expenditures.	Points Based	10 <i>(10% of Total)</i>

SECTION 5 | APPLICATION

5.1 Applicant Organization Information

5.1.1 Applicant Organization Name*

Please provide the full legal name of the Applicant Organization that should be listed on an agreement or contract. Be sure to include any other "doing business as" names, or any previous names the organization used.

NOTE: Name must match the UEI Number

*Response required

5.1.2 Applicant Organization UEI Number*

Please enter the full EUI Number of the Applicant Organization here.

*Response required

5.1.3 UEI Number Upload*

Please upload a copy or printout of your registration from SAM.gov.

*Response required

5.1.4 Applicant Organization Address*

What is the full physical/mailling address of the Application Organization?

Please be sure to include the full street name and address (including floor or room number if applicable), City, State, and Zip Code.

*Response required

5.1.5 Applicant Contact Information - Name*

Please provide the full name of the Applicant's Point of Contact for this Application.

*Response required

5.1.6 Applicant Contact Information - Title*

Please provide the full title of the Applicant's Point of Contact for this Application.

*Response required

5.1.7 Applicant Contact Information - Telephone Number*

Please provide the full telephone number (including area code) of the Applicant's Point of Contact for this Application.

*Response required

5.1.8 Applicant Contact Information - Email Address*

Please provide the full email address of the Applicant's Point of Contact for this Application.

*Response required

5.1.9 Eligible Entity*

Party submitting this application certifies that Applicant Organization is an eligible entity as defined by this RFA.

☐ Please confirm

*Response required

5.1.10 Debarment or Suspension Confirmation*

Party submitting this application certifies that Applicant Organization is not presently debarred or suspended.

☐ Please confirm

*Response required

5.1.11 W9*

Upload a copy of your current W9 here.

*Response required

5.2 Executive Summary

5.2.1 Executive Summary Response*

Provide an executive summary of the applicant's proposed approach to coordinating and providing administrative support for the Mississippi HIV Planning Body (MHPB). The response should briefly describe the organization's relevant qualifications, proposed staffing approach, understanding of the project, and anticipated approach to accomplishing the Scope of Work.

*Response required

5.3 Organizational Experience and Capacity

5.3.1 Describe the history, mission, and primary functions of the applicant organization and explain how they align with the activities required under this RFA.*

*Response required

5.3.2 Describe the organization's experience in HIV, STI, public health, healthcare, community engagement, or other areas relevant to the Scope of Work.*

*Response required

5.3.3 Describe the organization's experience coordinating statewide or regional planning bodies, advisory councils, coalitions, boards, task forces, committees, or similar groups. Include examples of comparable projects and the organization's specific responsibilities.*

*Response required

5.3.4 Describe the organization's experience working with state agencies, local governmental entities, federally funded programs, or other public-sector partners.*

*Response required

5.3.5 Describe the organization's experience engaging community stakeholders, healthcare providers, community-based organizations, and persons with lived experience in planning, advisory, or programmatic activities.*

*Response required

5.3.6 Describe the organization's administrative and operational capacity to coordinate meetings, maintain records, manage communications, support committees, track deliverables, and provide statewide project management.*

*Response required

5.3.7 Describe the organization's fiscal management capacity, including experience managing grants, contracts, participant reimbursements, stipends, incentives, travel expenditures, or similar transactions.*

*Response required

5.3.8 Describe the organization's experience managing federal, state, or other grant-funded projects of similar size, scope, or complexity.*

*Response required

5.3.9 Organizational Chart*

Upload the applicant's current organizational chart.

*Response required

5.4 Understanding of the MHPB and Scope of Work

5.4.1 Describe the applicant's understanding of the purpose and role of the Mississippi HIV Planning Body and its relationship to the Mississippi State Department of Health.*

*Response required

5.4.2 Describe the applicant's understanding of its role as a neutral administrative, logistical, and coordination partner working under the direction of MSDH.*

*Response required

5.4.3 Describe how the applicant will maintain appropriate separation between its administrative coordination responsibilities and MSDH's authority over program policy, funding decisions, grant requirements, and official statewide HIV planning activities.*

*Response required

5.5 Proposed Approach

5.5.1 Meeting Coordination*

Describe the applicant's proposed approach to planning and coordinating regular MHPB meetings, including meeting scheduling, venue coordination, hybrid or virtual participation, meeting notices, agenda development, distribution of materials, attendance documentation, minutes, evaluation, and follow-up on action items.

*Response required

5.5.2 Committee Support*

Describe how the applicant will provide administrative support to the MHPB Executive Committee, standing committees, and ad hoc committees, including scheduling, communication, documentation, meeting support, and tracking of committee assignments and deliverables.

*Response required

5.5.3 Membership Management*

Describe the applicant's proposed process for maintaining the MHPB membership roster, tracking attendance and participation, monitoring member terms and committee assignments, and following up with members regarding participation requirements.

*Response required

5.5.4 Recruitment and Engagement*

Describe the applicant's strategy for supporting recruitment, engagement, and retention of MHPB members. Explain how the applicant will identify gaps in representation and support participation from diverse geographic, professional, programmatic, and community perspectives.

*Response required

5.5.5 Orientation and Training*

Describe the applicant's approach to orienting new MHPB members and providing ongoing training and professional development to members, officers, and committee chairs.

*Response required

5.5.6 Communications and Records*

Describe how the applicant will maintain timely and effective communication with MSDH, MHPB leadership, members, committees, and other stakeholders. Include the proposed approach for maintaining electronic records and providing members access to appropriate MHPB documents and resources.

*Response required

5.5.7 Needs Assessment Support*

Describe the applicant's approach to supporting statewide HIV needs assessment activities, including member education, stakeholder engagement, survey or data collection support, outreach, dissemination, coordination of approved incentives, and communication of findings.

*Response required

5.5.8 Planning and Priority-Setting Support*

Describe how the applicant will support MHPB participation in statewide HIV planning, review of relevant data, identification of needs, development of recommendations, review of planning documents, and documentation of member input.

*Response required

5.5.9 Coordination Across HIV Systems*

Describe how the applicant will support coordination and information exchange among HIV prevention, testing, care, treatment, Ryan White HIV/AIDS Program partners, community organizations, healthcare providers, and other relevant stakeholders.

*Response required

5.5.10 Annual Retreat*

Describe the applicant's proposed approach to coordinating an annual MHPB retreat, including logistics, facilitation, strategic planning activities, member engagement, team building, evaluation, and follow-up.

*Response required

5.5.11 Participant Travel and Reimbursement*

Describe the applicant's proposed process for administering approved travel reimbursements and other participant support. Include how the applicant will ensure appropriate documentation, fiscal controls, timely processing, and compliance with applicable requirements.

*Response required

5.5.12 Persons With Lived Experience*

Describe how the applicant will promote meaningful and sustained participation of persons with lived experience in MHPB activities. Identify strategies for reducing barriers to participation.

*Response required

5.5.13 Program Evaluation and Reporting*

Describe how the applicant will evaluate the effectiveness of MHPB meetings and overall operations, document results, identify opportunities for improvement, and communicate findings and recommendations to MSDH.

*Response required

5.6 Staffing and Key Personnel

5.6.1 Describe the proposed staffing structure for this project. Identify each key position, the responsibilities assigned to the position, and the estimated percentage of effort devoted to the project.*

*Response required

5.6.2 Identify the individual who will serve as the primary Project Manager or Project Coordinator and describe their qualifications and relevant experience.*

*Response required

5.6.3 Describe the qualifications and relevant experience of other key personnel who will support meeting coordination, member communications, committee activities, fiscal administration, travel reimbursement, reporting, and evaluation.*

*Response required

5.6.4 Describe the supervisory structure that will be used to ensure appropriate oversight, accountability, and continuity of project operations.*

*Response required

5.6.5 Describe the applicant's plan for maintaining continuity of services if key personnel become unavailable or leave the organization during the project period.*

*Response required

5.6.6 Upload résumés or curriculum vitae for all proposed key personnel.*

*Response required

5.7 Work Plan and Performance Measurement

5.7.1 Upload a proposed work plan that identifies, at minimum, each major activity, associated deliverable, responsible staff member(s), anticipated timeline, performance measure, and method of documentation.*

*Response required

5.7.2 Describe how the applicant will ensure completion of required deliverables within established timelines.*

*Response required

5.7.3 Describe how the applicant will track and report performance against the performance measures established in the RFA.*

*Response required

5.7.4 Describe the tools, systems, or processes that will be used to track activities, deadlines, attendance, action items, deliverables, and performance measures.*

*Response required

5.8 Quality Management Approach

5.8.1 Describe the applicant's approach to monitoring the quality and effectiveness of activities conducted under this award.*

*Response required

5.8.2 Describe how the applicant will identify delays, deficiencies, or performance concerns and implement corrective actions.*

*Response required

5.8.3 Describe how feedback from MSDH, MHPB leadership, members, and other stakeholders will be collected and incorporated into project improvement activities.*

*Response required

5.8.4 Describe how meeting evaluations, performance data, and other information will be used for continuous quality improvement.*

*Response required

5.8.5 Describe the applicant's process for ensuring that required reports, meeting materials, records, and other deliverables are complete, accurate, and submitted timely.*

*Response required

5.9 Budget and Budget Narrative

5.9.1 Upload a detailed line-item budget for the proposed project period.*

The Applicant Budget should contain only allowable direct costs and indirect costs under the applicable federal statutes, regulations, terms and conditions of this RFA. The Applicant must include an accurate and detailed budget and budget justification that correlates to the work plan, noting line-item expenses with specific detail for understanding per-item costs. The direct costs in the Applicant's budget must be broken down into the required direct cost categories.

1. **Personnel.** The Personnel budget category includes costs of compensation for officers and employees of the Applicant and is based on the percentage of time dedicated to the subgrant. The Personnel budget category must contain the following information a line-item or listing of each position authorized and the salary amount to be paid to each full-time employee and/or the hourly rate authorized, and number of hours authorized for each part-time employee charged to the subgrant.
2. **Fringe Benefits.** The Fringe Benefits budget category consists of the subgrantee's share of applicable fringe benefits, such as social security (F.I.C.A. and Medicare), employee health/life/disability insurance premiums, worker's compensation insurance, unemployment insurance, and pension plan costs. The types and percentages of fringe benefits claimed must be documented in the budget.
3. **Travel.** The Travel budget category includes costs for transportation, lodging, and related costs to employees, officers, and volunteers who are in travel status on official business. Mileage and per diem rates should not be greater than the rates approved by the Mississippi Department of Finance and Administration on the date travel was performed.
4. **Commodities.** The Commodities budget category includes costs of materials and supplies consumed by the Applicant for the program. Items required on the inventory of fixed assets must not be included in the Commodities budget category.
5. **Contractual.** The Contractual budget category includes costs of services rendered by persons other than employees of the Applicant under contractual agreements.
6. **Equipment.** The Equipment budget category includes costs for the purchase of equipment, machinery, furniture and fixtures, and any items which are required to be reported on the fixed asset inventory regardless of cost.
7. **Subsidies, Loans, and Grants.** The Subsidies, Loans, and Grants budget category includes costs associated with direct assistance to clients or participants and/or lower-tier subgrantees.
8. **Other.** The Other budget category includes other direct costs that do not fit into the above classifications.

The indirect cost rate must be specified in the budget. MSDH allows a de minimis, or flat rate, of 15 percent for indirect costs if the subgrantee does not have a federally negotiated indirect cost rate. The negotiated indirect cost rate cannot be used if it is prohibited by the prime funder.

Applicants will not be allowed to change their budgets once submitted to MSDH, unless the POC specifically requests, in writing, budget changes. Budgets may be modified as required by MSDH or in agreement between MSDH and the Applicant after the Intent to Subaward is announced.

Applicants should not rely on budget changes or modifications in submitting their proposed budget, but should be able to perform the program activities consistent with their budget.

*Response required

5.10 Conflicts of Interest and Neutrality

5.10.1 Does the applicant have any actual, potential, or perceived organizational conflict of interest that could affect its ability to neutrally coordinate the Mississippi HIV Planning Body?*

☐ Yes

☐ No

*Response required

5.10.2 If yes, identify and describe each actual, potential, or perceived conflict and explain the measures the organization proposes to use to manage or mitigate the conflict. If not applicable, type "N/A."*

*Response required

5.10.3 Describe how the applicant will ensure neutral facilitation and equitable treatment of MHPB members, organizations, programs, and perspectives.*

*Response required

5.10.4 Other Current MSDH Contracts*

List all other current agreements/contracts with MSDH, including the dollar amount associated with the agreement/contract and the beginning and ending dates. If no other funds are received, please mark N/A.

Please provide each entry in the following format:

MSDH Program or Agreement/Contract Name #1

- Dollar Amount
- Contract Beginning Date
- Contract Ending Date

*Response required

5.10.5 Organization Governing Body*

Please list the name of each member of your organization's Board of Directors or other governing body (i.e., trustee, alderman, partner, owner).

*Response required

5.10.6 Governing Body or Project Staff Affiliations*

Are any members of the governing body or project staff also MSDH employees, MSDH Board Members, or spouses, parents, or children of MSDH employees?

☐ Yes

☐ No

*Response required

When equals "Yes"

5.10.7 Governing Body or Staff Affiliations - Explanation*

You have indicated that one or more members of your governing body or project staff are also MSDH employees, MSDH Board Members, or spouses, parents, or children of MSDH employees.

Please provide the following for all such individuals:

- Name of Individual
- Indicate if individual is an MSDH Employee, MSDH Board Member, or relative type of MSDH employee.
- Applicable position held with MSDH

*Response required

When equals "Yes"

5.10.8 Income From Business*

Does the MSDH Board Member, Employee, or Relative receive more than \$2,500.00 per year in income from the business?

- ☐ Yes
☐ No

*Response required

When equals "Yes"

5.10.9 Ownership Status - Percentage*

Does the MSDH Board Member, Employee, or Relative own ten (10%) percent or more of the fair market value in the business, either directly or indirectly through another business?

- ☐ Yes
☐ No

*Response required

When equals "Yes"

5.10.10 Ownership Status - Amount

Does the MSDH Board Member, Employee, or Relative have ownership interest in the business, in which the fair market value exceeds \$5,000.00?

- ☐ Yes
☐ No

When equals "Yes"

5.10.11 Position Within Business*

Is the MSDH Board Member, Employee, or Relative a director, officer, or employee of the business?

- ☐ Yes
☐ No

*Response required

5.10.12 Conflict of Interest Certification*

I hereby certify that the information set forth above is true and complete to the best of my knowledge and that no MSDH employee, spouse, parent, or child of an MSDH employee, serves as a member of the governing body, project staff, or has an ownership or pecuniary interest in the agreement/contract or organization. I agree to notify MSDH within thirty (30) days if any of these conditions change during the agreement/contract.

☐ Please confirm

*Response required

5.11 Contractors and Consultants

5.11.1 Does the applicant anticipate using contractors, consultants, or other third parties to perform any portion of the proposed Scope of Work?*

☐ Yes

☐ No

*Response required

5.11.2 If yes, identify each anticipated contractor or consultant, the services to be provided, anticipated cost, and the rationale for using the contractor or consultant. If no, type "N/A."*

*Response required

5.12 Other

5.12.1 Debarment, Suspension, and Eligibility*

The applicant certifies that they or any of its principals _____ presently debarred, suspended, proposed for debarment, or declared ineligible for award of federal or state contracts.

Select the answer which best fills in the blank for the applicant.

☐ are

☐ are not

*Response required

5.12.2 Charges From A Government Agency*

The applicant certifies that they or any of its principals _____ presently indicted for, or otherwise criminally or civilly charged by a government entity.

Select the answer which best fills in the blank for the applicant.

☐ are

☐ are not

*Response required

5.12.3 Conviction or Acknowledgment of Fault*

The applicant certifies that they or any of its principals _____ within the last five (5) years, been the subject of a federal or state criminal proceeding resulting in a conviction or other acknowledgment of fault, been the subject of a federal or

state civil or administrative proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000 or other acknowledgment of fault; convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

Select the answer which best fills in the blank for the applicant.

- ☐ have
- ☐ have not

*Response required

5.12.4 Contract Termination By Default*

The applicant certifies that they or any of its principals _____ within the last five (5) years preceding this offer, had one or more contracts terminated for default by any federal agency.

Select the answer which best fills in the blank for the applicant.

- ☐ have
- ☐ have not

*Response required

5.12.5 Felony Criminal Violations*

The applicant certifies that they or any of its principals _____ within the last five (5) years, been convicted of a felony criminal violation under federal or state law.

Select the answer which best fills in the blank for the applicant.

- ☐ have
- ☐ have not

*Response required

5.12.6 Financial Records*

Does the applicant have a financial management system that provides records that can identify the source and award-supported activities and provides control and accountability of project funds, property, and other assets?

- ☐ Yes
- ☐ No

*Response required

5.12.7 Audit Status / Fiscal Responsibility*

Does the applicant receive an annual audit in accordance with Uniform Guidance §200.514 (formerly A-133)?

- ☐ Yes
- ☐ No

*Response required

When equals "Yes"

5.12.8 Most Recent Audit*

What is the most recent fiscal year for which this audit was completed?

- ☐ Yes
☐ No

*Response required

When equals "Yes"

5.12.9 Report Findings*

Were there any audit findings in the most recent report?

If "Yes", please be sure to provide an explanation in the applicable upcoming question. Failure to provide an explanation may cause your submittal to be deemed non-responsive.

- ☐ Yes
☐ No

*Response required

When equals "Yes"

5.12.10 Recent Audit Report

Please upload a copy of your most recent Uniform Guidance §200.514 (formerly A-133) Audit Report.

When equals "Yes"

5.12.11 Explanation or Other Information*

Please provide any additional information around your Audit Status that you feel is necessary here. This includes an explanation regarding any audit findings in your most recent audit.

If you have nothing to add here, please state that you have no additional information to provide.

*Response required

When equals "No"

5.12.12 No Annual Audit*

You have stated that the applicant does not receive an annual audit in accordance with Uniform Guidance §200.514 (formerly A-133).

Please select the option which best fits the reason why.

- ☐ Non-Profit Entity (under Federal Funding Threshold)
☐ For Profit Entity
☐ Other

*Response required

When equals "No"

5.12.13 No Annual Audit - Other*

If you selected "Other" in the previous question regarding why you do not receive an annual audit in accordance with Uniform Guidance §200.514 (formerly A-133) please specify here.

If your answer to the previous question was not "Other", please respond here with "N/A".

*Response required

5.12.14 Supplemental Information

Applicant will provide any required supplemental materials as outlined in this Request or the applicant believes are necessary to demonstrate its qualifications or capacity to perform the Scope of Work to be submitted with the Application.

5.12.15 Please acknowledge that any work performed prior to execution is done at the vendor's own risk and may not be eligible for payment. MSDH reserves the right, in its sole discretion, to determine on a case-by-case basis whether payment is allowable based on the particular circumstances.*

☐ Please confirm

*Response required