

# STATE OF OREGON



## COVER PAGE

OREGON HEALTH AUTHORITY

is issuing this Request for Grant Application (RFGA) under  
OHA #6036

for

## **PROMOTING HEALTHY OUTCOMES WITH CULTURALLY UNIQUE SOLUTIONS (PHOCUS)**

Date of Issue: October 1, 2024

Opening Date: October 18, 2024 – 3:00 p.m.

Single Point of Contact (SPC): Lisa Shields

Address: 500 Summer Street NE  
City, State, Zip Salem, Oregon 97301  
Phone (voice) 971-258-4995  
E-mail: [IVPP.General@oha.oregon.gov](mailto:IVPP.General@oha.oregon.gov)

You can get this document in other languages, large print, braille, or a format you prefer free of charge. Contact the Point of Contact for Technical Assistance Lisa Shields at [IVPP.General@oha.oregon.gov](mailto:IVPP.General@oha.oregon.gov). We accept all relay calls.

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## SECTION 1: GENERAL INFORMATION

### 1.1 INTRODUCTION

The State of Oregon, acting through its Oregon Health Authority (OHA), Public Health Division (PHD) requests Grant Applications from community-based organizations with an active agreement in good standing, through a [Public Health Equity Grant](#), (Cohort 1 or 2) or a [Measure 110 Behavioral Resource Network \(BHRN\) grant](#) (click on the drop-down list titled “BHRN Partner Allocation Amt Paid & % Paid to date – All Counties” to view list of grantees) and that has completed and submitted an Interest Survey, hereinafter referred to as “Applicants,” to implement a new program, PHOCUS: Promoting Healthy Outcomes with Culturally Unique Solutions.

Additional details on the activities are included in the Scope of Work section.

Project dates are January 1, 2024 through June 30, 2027. Awards will be between \$100,000 and \$200,000.

OHA anticipates the award of 15 Agreements from this application process. Awards will be made to eligible Existing CBOs.

### 1.2 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change. N/A denotes that event is not applicable to this Application.

Event	Date	Time
Pre-Application Webinar (English)	September 27, 2024	11a.m. -12p.m.
Pre-Application Webinar (Spanish)	September 30, 2024	1 – 2 p.m.
Pre-Application Webinar (English)	October 7, 2024	2 – 3 p.m.
OHA hosts virtual open office hours	October 8, 2024	9 – 11 a.m.
OHA hosts virtual open office hours	October 14, 2024	2 – 4 p.m.
Questions / Requests for Clarification Due	October 17, 2024	4:00 p.m.
Opening (Application Due)	October 18, 2024	11:00 p.m.
Issuance of Notice of Award (approx.)	November 4, 2024	4:00 p.m.

### 1.3 SINGLE POINT OF CONTACT (SPC)

The SPC for this Application is identified on the Cover Page, along with the SPC’s contact information. Applicant shall direct all communications related to any provision of the Application, whether about the technical requirements of the Application, contractual requirements, the Application process, or any other provision only to the SPC.

The point of contact for technical issues regarding anything with submission on the smart sheet shall be directed to: [Neal.Armstrong2@oha.oregon.gov](mailto:Neal.Armstrong2@oha.oregon.gov)

## SECTION 2: AUTHORITY, OVERVIEW, AND SCOPE

### 2.1 AUTHORITY AND METHOD

OHA issues this RFGA under the authority of Oregon Revised Statute (ORS) 413.033.

## 2.2 DEFINITION OF TERMS

For the purposes of this Application, capitalized words will refer to the following definitions.

## 2.3 OVERVIEW AND PURPOSE

PHOCUS's goal is to implement culturally and linguistically specific strategies to prevent initiation of substance use and substance use disorder. Funded by [Oregon opioid settlements](#), PHOCUS will build community-based strategies, partnerships, and programming to reduce and prevent initiation of substance use and substance use disorder in communities disproportionately impacted by harms related to opioids and other drugs.

OHA IVPP seeks applications from Existing eligible CBOs to work collaboratively with partners to develop programming that reduces or prevents initiation of substance use and substance use disorder in the following priority populations:

- Black, African, Pan-African, African American or Foundational Black American (FBA) persons
- American Indian or Alaska Native persons
- People who speak languages other than English

### **OHA IVPP will prioritize the following types of projects:**

- Collaborative projects with two or more organizations, each bringing a unique strength or perspective to address substance use and overdose within a priority population
- Projects that demonstrate alignment with their county's [Community Health Improvement Plan](#)
- Projects that address social determinants of health and root causes of substance use
- Projects that build community resilience, improve emotional wellbeing, or increase social connectedness
- Projects that create non-English, bilingual or culturally specific resources to improve community knowledge on substance use-related topics
- Projects that increase workforce development and training for prevention of substance use initiation and substance use disorder

Applicants should propose to work collaboratively with partners and OHA to identify and disseminate resources and programs that are tailored to the needs of priority populations. Applicants will develop solutions that are accessible, realistic, and make a difference in their communities.

The successful Applicants can expect to collaborate with the OHA IVPP team on program development and technical support. Together, we will protect Oregon communities most impacted by the opioid crisis.

## 2.4 SCOPE OF WORK/SPECIFICATIONS

### **Eligible Workplan Activities:**

Applicant may choose from the suggested activities that are listed below or come up with others that also support PHOCUS's overarching goal and strategies. Each of the three strategies must be addressed in the proposed workplan and supported by proposed activities.

**Strategy 1.** Engage programs and community to understand the array of substance use and substance use disorder prevention challenges that are most concerning to at least one of the PHOCUS grant priority populations:

- Black, African, Pan-African, African American or Foundational Black American (FBA) persons
- American Indian or Alaska Native persons
- People who speak languages other than English

**Strategy 2.** Assess resources, policies, and localized prevention strategies that can be adapted to accessible community-based programs that center community needs.

**Strategy 3.** Develop and deliver community programming that tailors and strengthens substance use prevention and resilience strategies to community needs.

In alignment with [Opioid Settlement Prevention, Treatment and Recovery \(OSPTR\) Board](#) priorities and the terms of the settlements ([Exhibit E Approved Uses](#)), **suggested activities to prevent initiation of substance use and substance use disorder can include, but are not limited to, the following:**

- Supporting community-based prevention strategies, education, or interventions (e.g., building community resilience, improving emotional wellbeing, increasing social connectedness)
- Improving access to community resources and supports for at-risk populations (e.g., mental health resources, access to healthy food, positive after school activities)
- Developing targeted outreach or media campaign
- Increasing workforce development and training for primary prevention
- Decreasing stigma towards people who use drugs
- Delivering medical provider education and outreach on best practices for pain management and opioid prescribing
- Providing information about evidence-based, evidence-informed, or culturally specific non-opioid pain treatment alternatives

**Example Deliverable(s):**

- Educational materials or curriculum
- Program presentation
- Report that captures program successes, challenges, or lessons learned
- Toolkits or program roadmap/plan

**Reporting:**

- Financial reports will be due quarterly.
- Progress reports will be due quarterly.

Failure to return required financial and progress reports may result in stopped monthly payments and impact future grant awards.

**Unallowable Expenses:**

Funds awarded may not be used for:

- Overdose reversal medications such as naloxone, or harm reduction supplies
- Direct medical or behavioral health services that could otherwise be billed to Medicaid/Oregon Health Plan (OHP) or other existing health insurance

- Buildings or capital improvements
- Political actions, including lobbying

## **SECTION 3: PROCUREMENT REQUIREMENTS AND EVALUATION**

### **3.1 MINIMUM APPLICATION REQUIREMENTS**

Applicants must meet the following requirements to be eligible to apply to this opportunity:

Must be an OHA Public Health Equity Funding grantee or an OHA Measure 110 BHRN grantee in good contract standing, i.e. submitted all reports, compliant with terms and conditions in its current grant agreement and who have submitted an eligibility survey confirming:

Can demonstrate experience and success in serving Black, African, Pan-African, African American or Foundational Black American (FBA) persons; or American Indian or Alaska Native persons; or people who speak languages other than English.

Can demonstrate experience or readiness to implement a culturally or linguistically appropriate primary prevention intervention to reach one or more of the priority populations.

Can commit to the ability to begin their PHOCUS project on January 1, 2025, and end their project activities by June 30, 2027.

Can commit to the ability to spend their full PHOCUS award (ranging from \$100,000 - \$200,000) by June 30, 2027

### **3.2 MINIMUM SUBMISSION REQUIREMENTS**

#### **3.2.1 Applicant Format and Quantity**

Applicants must submit Grant Applications electronically through OHA's web-based submission form at: [PHOCUS Application Page 6036](#).

#### **3.2.2 Authorized Representative**

A representative authorized to bind the Applicant shall sign the Application. Failure of the authorized representative to sign the Application may subject the Application to rejection by OHA.

### **3.3 PROCUREMENT PROCESS**

#### **3.3.1 Questions / Requests for Clarification**

All inquiries, whether relating to the Application process, administration, deadline or method of award, or to the intent or technical aspects of the Application must:

- Be emailed to the SPC
- Reference the OHA RFGA number
- Identify Applicant's name and contact information
- Be sent by an authorized representative
- Refer to the specific area of the Application being questioned (i.e. page, section and paragraph number); and
- Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule

#### **3.3.2 Pre-qualification Process**

This RFGA requires Applicant be prequalified; Applicant must have returned an Interest Survey by September 24, 2024 to qualify to apply.

### 3.3.3 Pre-Application Webinar

**Pre-Application Webinars will be held as follows:**

- Friday, September 27: 11-12 – [Register here](#) (English webinar)
- Monday, September 30: 1-2pm – [Register here](#) (Spanish webinar)
- Monday, October 7: 2-3pm – [Register here](#) (English webinar)

**Virtual OHA open office hours will be held as follows:**

- October 8, 9 – 11am: Open office hours (Courtney) – [Meeting link here](#)
- October 14, 2 – 4pm: Open office hours (Lisa) – [Meeting link here](#)

**The purpose of the Webinars is to:**

- Provide additional description of the project;
- Explain the Application process; and
- Answer any questions Applicants may have related to the project or the process.

**The purpose of the Open Office Hours is to:**

- Provide drop-in time with OHA PHOCUS staff for questions and clarifications.

Statements made at the Webinars and Open Office Hours are not binding upon OHA. Applicants may be asked to submit questions in Writing.

## Attendance at Pre-Submittal Webinar

### 3.3.4 Application Submission

Applicant is solely responsible for ensuring its Application is received and complete in SmartSheet before Opening. OHA is not responsible for any delays or technical issues, OHA will email the Applicant to confirm receipt within 24 hours of submission. Applicant must confirm receipt.

### 3.3.5 Modification or Withdrawal of Quotes or Applications

Any Applicant who wishes to make modifications to an Application already received by OHA shall submit its modification in one of the manners listed in the Application Submission Options section and must denote the specific change(s) to the Application submission.

If an Applicant wishes to withdraw a submitted Application, it shall do so prior to Opening. The Applicant shall submit a Written notice Signed by an authorized representative of its intent to withdraw its Application.

### 3.3.6 Application Opening Date

Application and all required submittal items must be uploaded into SmartSheet on or before Opening. All Application modifications or withdrawals must be completed prior to Opening.

### 3.3.7 Required forms

Applicant **must** upload the following completed forms:

- Attachment 1 - Applicant Information Part 2
- Attachment 2 - Work Plan Template
- Attachment 3 - Proposed Budget
- Attachment 4 – Sample Agreement

### **3.3.8 Application Rejection**

OHA may reject an Application for any of the following reasons:

- Applicant fails to substantially comply with all prescribed Application procedures and requirements, including but not limited to the requirement that Applicant’s authorized representative sign the Application.
- Applicant fails to meet the responsibility requirements of ORS 279B.110.
- Applicant has undisclosed liquidated and delinquent debt owed to the State of Oregon or any of its agencies, boards, commissions, departments or divisions.
- Applicant makes any contact regarding this Application with State representatives such as State employees or officials other than the SPC or those the SPC authorizes, or inappropriate contact with the SPC.
- Applicant attempts to inappropriately influence a member of the Evaluation Committee.
- Applicant is conditioned on OHA’s acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the Application or Amendment.

### **3.3.9 Opening of Applications**

There will be no public Opening of Applications. Applications received will not be available for inspection until after the evaluation process has been completed and the Notice Award is issued. However, OHA will record and make available, upon request, the identity of all Applicants after Opening.

## **3.4 APPLICATIONS CONTENT REQUIREMENTS**

Applicant must each field in SmartSheet to be considered for evaluation. An Application does not address each field and upload all required documents will be considered non-Responsive to this Application and will not be considered further.

## **3.5 EVALUATION PROCESS**

### **3.5.1 Responsiveness and Responsibility Determination**

Applications received prior to Opening will be reviewed for Responsiveness to all Application requirements including compliance with Minimum Requirements section and Application Content Requirements section. If the Application is unclear, OHA may request clarification from Applicant. However, clarifications may not be used to rehabilitate a non-Responsive Application. If the OHA finds the Application non-Responsive, the Application may be rejected, however, OHA may waive mistakes in accordance with OAR 125-247-0470.

At any time prior to award, OHA may reject an Applicant found to be not Responsible.

### **3.5.2 Evaluation Criteria**

Applications must be complete at the time of submission. OHA review teams will review all Applications received by the Opening Date to determine who are the highest scored Applicants. Up to 15 Applicants with the highest scores will be offered a new PHOCUS Grant Agreement.

During the review process, OHA reserves the right to obtain clarification from Applicants regarding their Application information. Only Applicants determined by OHA to be qualified to provide Grant Program Activities pursuant to this opportunity will move to the evaluation process.

SCORE	EXPLANATION
90 – 100%	OUTSTANDING - Response meets all the requirements and has demonstrated in a clear and concise manner thorough knowledge and understanding of the subject matter and project goal and strategies. The Applicant provides insight into its expertise, knowledge, and understanding of the subject matter.
60 – 89%	VERY GOOD – Response provides useful information, while showing experience and knowledge within the category. Response demonstrates above average knowledge and ability with no apparent deficiencies noted.
50 – 59%	ADEQUATE – Response meets all requirements in an adequate manner. Response demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the Applicant.
11 – 49%	FAIR – Applicant meets minimum requirements but does not demonstrate sufficient knowledge of the subject matter.
0-10%	RESPONSE OF NO VALUE – An unacceptable response that does not meet the requirements set forth in the Application. Applicant has not demonstrated knowledge of the subject matter.

**3.5.2.1. Evaluation Item 1 - Application Questions (maximum 45 points)**

**a. Community Need**

- Clearly defines and describes demographics or other descriptors of community served
- Demonstrates an understanding of substance use disorder and harms related to opioids and other drugs in their community; describes disproportionate impacts including the role of systemic and social vulnerabilities or injustices
- Provides examples of substance use and/or overdose challenges faced by community

**b. Strategy Planning Approaches and Activities**

- Proposed activities align closely with PHOCUS program goals
- Responses demonstrate commitment to building community-based strategies, partnerships, or programming that reduces the impact of opioids and other drugs

- Proposed activities address community accessibility, including culturally and linguistically specific strategies
- Planning strategies demonstrate a commitment to representing the people most impacted by harms related to opioids and other drugs

**c. Outcomes and Impact**

- Proposed activities align closely with PHOCUS program goal and strategies
- Proposed activities relate to one or more of the following PHOCUS program outcomes:
  - Increased resources, services, or programming that prevent substance use, substance use disorder, and drug overdose
  - Increased knowledge or action among communities disproportionately impacted by substance use, substance use-related harms, overdose, or other health inequities
  - Increased partnerships across programs and organizations that operate at the intersection of public health, behavioral health, and community health
  - Increased workforce capacity or training for primary prevention

**d. Experience and Partnerships**

- Demonstrates experience developing successful community-based programming that includes strategies that specifically address challenges/needs that have been informed by community needs
- Demonstrates experience providing culturally or linguistically services to one or more of the PHOCUS priority populations
- Demonstrates established partnerships and programming that can help advance proposed project activities and goals; demonstrated strength, variety, or health equity challenges addressed partnerships or programs may be considered

**3.5.2.2. Evaluation Item 2 - Work Plan (maximum 35 points)**

- Major activities are detailed sufficiently to reflect that PHOCUS program goals are followed through.
- Workplan activities reflect collaborative intent with OHA IVPP team.
- Activities clearly support prevention of substance use or substance use disorder in priority populations.
- One or more deliverables are described as a product of program activities.

**3.5.2.3. Evaluation Item 3 - Budget (maximum 20 points)**

- Budget (no less than \$100,000 and no more than \$200,000 total budget for Jan 2025 – June 2027) reasonably reflects program activities and aligns with OHA budget guidance.
- Budget follows budget template guidelines

- Budget aligns with proposed workplan activities

### 3.6 POINT AND SCORE CALCULATIONS

Points are the total possible value for each section as listed in the table below.

POINTS POSSIBLE		100
3.5.2.1	Evaluation Item 1 Application Questions	45
3.5.2.2	Evaluation item 2 Work Plan	35
3.5.2.3	Evaluation Item 3 Budget	20

### 3.7 RANKING OF APPLICANTS

OHA will total the final average score (calculated by totaling the points awarded by each Evaluation Committee member and dividing by the number of members), together with references, and final price. After each applicable preference has been applied, SPC will determine rank order for each respective Application and Applicant, with the highest score receiving the highest rank, and successive rank order determined by the next highest score.

## SECTION 4: AWARD AND NEGOTIATION

### 4.1 AWARD NOTIFICATION PROCESS

#### 4.1.1 Award Consideration

OHA, if it awards a Grant Agreement, shall award a Grant Agreement to the highest ranking Responsible Applicant(s) based upon the scoring methodology and process described in Section 3. OHA may award less than the full Scope defined in this Application. OHA will award up to 15 Applicants, based on the need in the Applicants area.

#### 4.1.2 Notice of Award

OHA will notify all Applicants in Writing that OHA has awarded a Grant Agreement to the selected Applicant(s) subject to successful negotiation of any negotiable provisions.

### 4.2 SUCCESSFUL APPLICANT SUBMISSION REQUIREMENTS

#### 4.2.1 Insurance

Prior to execution of the Grant Agreement, the apparent successful Applicant shall secure and demonstrate to OHA proof of insurance coverage meeting the requirements identified in the Application or as otherwise negotiated.

Failure to demonstrate coverage may result in OHA terminating Negotiations and commencing Negotiations with the next highest ranking Applicant. Applicant is encouraged to consult its insurance agent about the insurance requirements contained in Insurance Requirements (Exhibit C of Attachment 4) prior to Application submission.

#### 4.2.2 Taxpayer Identification Number

The apparent successful Applicant shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed [W-9 form](#) if either of the following applies:

- When requested by OHA (normally in an intent to award notice), or
- When the backup withholding status or any other information of Applicant has changed since the last submitted W-9 form, if any.

OHA will not make any payment until OHA has a properly completed W-9.

#### **4.2.3 Business Registry**

If selected for award, Applicant shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Grant Agreement. The selected Applicant shall submit a current Oregon Secretary of State Business Registry number, or an explanation if not applicable.

All Corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. See requirements and exceptions regarding Registered Agents. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules. The titles in this subsection are available at the following Internet site:  
<http://www.filinginoregon.com/index.htm>.

### **4.3 GRANT AGREEMENT NEGOTIATION**

#### **4.3.1 Negotiation**

After selection of a successful Applicant, OHA may negotiate the Work Plan and Budget. These are the only items negotiable.

In the event that the parties have not reached mutually agreeable terms within 30 calendar days, OHA, at its discretion, may terminate Negotiations and commence Negotiations with the next highest ranking Applicant.

## **SECTION 5: ADDITIONAL INFORMATION**

### **5.1 COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

The State of Oregon is committed to taking active steps toward increasing and promoting diversity, equity, and inclusion values across procurement processes for minority, women, emerging small, and service-disabled veteran owned businesses by reducing barriers to compete for and be awarded state contracts. All interested businesses are encouraged to submit proposals for this contracting opportunity.

### **5.2 CERTIFIED FIRM PARTICIPATION**

Pursuant to Oregon Revised Statute (ORS) Chapter 200, OHA encourages the participation of small businesses, certified by the Oregon Certification Office for Business Inclusion and Diversity ("COBID") in all contracting opportunities. This includes certified small businesses in the following categories: disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns or an emerging small business. OHA also encourages joint ventures or subcontracting with certified small business enterprises. For more information, visit: [Business Oregon : Home : State of Oregon](http://BusinessOregon:Home:StateofOregon) or email: [COBID Biz\\*Bizhttps://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp?XID=6787&TN=oregon4biz](mailto:COBIDBiz*Bizhttps://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp?XID=6787&TN=oregon4biz)

### **5.3 GOVERNING LAWS AND REGULATIONS**

This intermediate procurement is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this intermediate procurement, evaluation and award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the

Constitution of the United States or otherwise, to or from any Claim or consent to the jurisdiction of any court.

#### **5.4 OWNERSHIP/PERMISSION TO USE MATERIALS**

All Applications submitted in response to this Application become the property of OHA. By submitting an Application in response to this Application, Applicant grants the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Application solely for the purpose of evaluating the Application, negotiating a Grant Agreement, if awarded to Applicant, or as otherwise needed to administer the intermediate procurement process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478).

#### **5.5 CANCELLATION OF APPLICATION; REJECTION OF APPLICATIONS; NO DAMAGES.**

Pursuant to ORS 279B.100, OHA may reject any or all Applications in-whole or in-part, or may cancel this Application at any time when the rejection or cancellation is in the best interest of the State or OHA, as determined by OHA. Neither the State nor OHA is liable to any Applicant for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the Application, award, or rejection of any Application.

#### **5.6 COST OF SUBMITTING AN APPLICATION**

Applicant shall pay all the costs in submitting its Application, including, but not limited to, the costs to prepare and submit the Application, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

### **SECTION 6: LIST OF ATTACHMENTS**

- ATTACHMENT 1    APPLICANT INFO PART 2 TEMPLATE
- ATTACHMENT 2    WORK PLAN TEMPLATE
- ATTACHMENT 3    PROPOSED BUDGET WORKSHEET
- ATTACHMENT 4    SAMPLE GRANT AGREEMENT