FINAL APPLICATION KIT

for

JOINT VENTURE CONSTRUCTION PROGRAM

OCTOBER 2014

Indian Health Service
Department of Health and Human Services

JOINT VENTURE CONSTRUCTION PROGRAM
OCTOBER 2014

FINAL APPLICATION KIT INFORMATION

Thank you for your interest in the Indian Health Service (IHS) Joint Venture Construction Program (JVCP). Enclosed is the **Final Application** kit for JVCP. The ultimate selection of projects to participate in the JVCP involves four steps:

(1) Pre-application phase;
(2) Final application phase for selected applicants,
(3) Preparation and submission of planning documents for IHS approval; and
(4) Negotiation and execution of a JVCP agreement.

This Final Application kit contains four sections: (I) Program Announcement; (II) Selection Process; (III) Pre-Application Review Process; and (IV) Pre-Application Checklist.

The Final Application will be used by the applicants to provide documentation of their administrative and financial capabilities to accomplish the proposed JVCP project. This Final Application will be used by IHS to determine the priority of those projects selected in the Pre-Application Phase to begin the planning process leading to project execution

An **original** of the application must be submitted, with all required documentation and signatures. By the **CLOSE OF BUSINESS on November 25, 2014** the **Pre-Application** is to be **submitted to** the **IHS Area having jurisdiction** for the proposed project.

For questions, please contact CAPT John Longstaff, P.E., Joint Venture Construction Program Manager, Division of Facilities Planning and Construction, Office of Environmental Health and Engineering, IHS, by email at john.longstaff@ihs.gov, or by telephone at 301-443-1851. The appendix of this Application Kit contains contact information for each of the 12 IHS Areas. This final application package is also available for download online at www.dfpc.ihs.gov under *Programs*, then under *Joint Venture Construction Program*.

Thank you for your interest in the Indian Health Service Joint Venture Construction Program.

/Gary Hartz/
_____
Gary J. Hartz, P.E.
Director
Office of Environmental Health and Engineering
Indian Health Service

SECTION I

PROGRAM ANNOUNCEMENT

for

JOINT VENTURE CONSTRUCTION PROGRAM

OCTOBER 2014

SECTION I
PROGRAM ANNOUNCEMENT
JOINT VENTURE CONSTRUCTION PROGRAM
INDIAN HEALTH SERVICE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

ANNOUNCEMENT NO.: JVCP-2015-01

ANNOUNCEMENT DATE: OCTOBER, 2014

RESPONSIBLE OFFICE: Division of Facilities Planning and Construction, Office of Environmental Health and Engineering, Indian Health Service (IHS), U.S. Department of Health and Human Services (DHHS).

PROGRAM TITLE: Joint Venture Construction Program, August 2014

PURPOSE OF PROGRAM: Under the Joint Venture Construction Program (JVCP), federally recognized American Indian and Alaska Native Tribes use non-IHS funds to construct a Tribally-owned health care facility that meets IHS design criteria and approval. In exchange, IHS will enter into a 20 year nominal lease for the facility and agrees to request appropriations for the operation and maintenance of the facility during the lease period. **Additional priority is to be given to Tribes who agree to fund the initial equipment portion of the project themselves.**

PURPOSE OF ANNOUNCEMENT: This announcement provides notice of a new application period for the IHS JVCP and provides the Pre-Application Kit for eligible Tribes.

NUMBER OF PROJECTS ANTICIPATED FOR SELECTION: To be determined.

SUMMARY: The IHS is announcing the JVCP Solicitation, August, 2014.

This Program Announcement (PA) consists of four parts:

- **PART I - PROGRAM DESCRIPTION** provides the statutory authority for the program, describes what is authorized, provides the conditions of the authorizing legislation, and identifies the program concepts and competitive selection process.
- **Part II - APPLICATION PHASE** describes the Final Application phase and provides a tentative Program Schedule.
- **Part III - EVALUATION CRITERIA FOR APPLICATIONS** provides information about how the Final Applications will be evaluated.
- **Part IV - PROJECT SELECTION** describes the completion of the prioritization process. All forms necessary for the final application are to be completed by the applicant following the instructions provided.

SECTION I - PROGRAM ANNOUNCEMENT

FINAL APPLICATION KITS: Final Application Kits will be **available for distribution** in October, 2014. Final Application Kits may be obtained by downloading the document from the IHS OEHE web site at **http://www.ihs.gov/dfpc/**. Click on *Programs*, then on *Joint Venture Construction Program*.

FINAL APPLICATION DEADLINE DATES: Final Applications in response to this PA are to be submitted to the local IHS Area Office by the close of business on November 25, 2014.

FINAL APPLICATION RECEIPT POINT: Pre-Applications are to be **sent to the respective IHS Area that has jurisdiction** for the proposed project. See the appendix for IHS Area JVCP Points of Contact information.

INFORMATION CONTACT AT IHS HEADQUARTERS: For further information about the JVCP, contact:

CAPT John Longstaff, P.E., Program Manager
IHS Joint Venture Construction Program
Division of Facilities Planning and Construction
Indian Health Service
801 Thompson Ave
TMP 600
Rockville, MD 20852.

TEL: 301-443-1851
FAX: 301-443-8405
E-MAIL: john.longstaff@ihs.gov

ENGLISH LANGUAGE REQUIREMENT: All documents used for this program are to be in the English language.

METRIC REQUIREMENT: The Metric Conversion Act of 1975, P.L. 94-168 (15 U.S.C. 205a et seq.), as amended by Section 5164 of the Omnibus Trade and Competitiveness Act of 1988, P.L. 100-418, requires the use of System International (SI) metric units for all Federally-assisted construction. However, in accordance with IHS Technical Handbook Chapter 21-8, “Metrication”, Tribally-owned facilities are exempted from the metric requirement.

SECTION I - PROGRAM ANNOUNCEMENT

PROGRAM INFORMATION

PART I - PROGRAM DESCRIPTION

Pursuant to all authorizing legislation, the IHS JVCP is being implemented as described below.

A. STATUTORY AUTHORITY

The statutory authority for the JVCP is contained in the Indian Health Care Improvement Act, Title III, Section 818(e), P.L. 94-437, as amended, and as codified and implemented by 25 U.S.C. 1636h(e).

B. AUTHORIZATION

The IHS is authorized to establish a Joint Venture Construction Program for projects in which American Indian and Alaska Native Tribes or Tribal organizations construct or acquire a Tribally owned health care facility and the IHS agrees to request appropriations from Congress for the initial equipment and for operating and maintaining the health care facility for 20 years under a no-cost lease. Additional priority in the application process is given to Tribes who agree to fund the equipment portion of the project.

C. CONDITIONS OF PARTICIPATION

- The Tribe must demonstrate that they possess the administrative and financial capabilities necessary to complete the facility in a timely manner.

- The Tribe must expend Tribal, private, or other available non-IHS funds to construct/complete the facility.

- The Tribe is to lease the Tribally-owned health care facility to the IHS for 20 years under a no-cost Government lease.

- In return, the IHS agrees to request appropriations for the additional equipment and staffing needs for the operation and maintenance of the health care facility for the lease period. IHS may provide the initial equipment for the facility if agreed to in the application process.

- IHS will request initial appropriations from Congress for an aggregate total, over one-or-more years, of 85 percent of the projected total staffing need, minus the existing staff, as determined using IHS Resource Requirements Methodology Needs Assessment (RRMNA) Criteria and the IHS approved User Population data. **IHS makes no guarantee of when new staffing funding will be provided since its appropriation is dependent on Congressional action and there is no guarantee that the full funding amount will be provided at one time or all in one appropriation year. Also please note that requests for staffing in advance of the facility lease date or date of beneficial occupancy will not be approved.**

- A Tribe that has entered into an agreement with the IHS under this program that breaches or terminates without cause such agreement, will be liable to the U.S. Government for the amount paid by the Government.

D. JVCP PROGRAM CONCEPTS

- **INITIAL ELIGIBILITY:** All Federally recognized Tribes planning to construct or acquire an inpatient or outpatient health care facility are eligible. This includes:
  - Direct Services Tribes
  - Title I or V Tribes
  - Tribal Organizations
  - Tribes with projects already listed in the IHS Construction Priority System
  - All other Federally Recognized Tribes

- **FUNDING PLANS:** In accordance with Joint Venture Construction Program agreements entered into by IHS and approved Tribes and Tribal organizations, and with the construction schedule and projected facility completion dates, IHS will request appropriations to address the funding needs for additional staffing and operations of the health care facility being leased by the IHS. **IHS staffing and operations funding is not to be used as collateral in obtaining funding for facility construction**. Tribes should understand that doing so would be a great risk to the Tribe since construction progress and timing of Congressional appropriations are inherently unpredictable.

- **ACQUISITION:** The new health care facility acquired pursuant to the JVCP may be through new construction, renovation of an existing health care facility, or the acquisition and renovation of another suitable facility.

SECTION I - PROGRAM ANNOUNCEMENT

- **PROJECT PRIORITY:** Priority is to be given to Tribes that currently have no existing federally-owned health care facility, or currently have a facility listed in the IHS Health Care Facilities Construction priority system. Additional consideration is to be given to Tribes who agree to fund the equipment portion of the project.

- **NO RETROACTIVE PROJECTS:** Projects that have already been acquired by a Tribe will not be considered for the JCVP. A Tribe will be disqualified if they issue a Notice to Proceed with construction prior to a completed Joint Venture Agreement authorized by the IHS Director.

- **TRIBAL ABILITIES:** The Tribe must demonstrate to the IHS their capacity to manage and fund the construction of the proposed project in a timely manner.

- **CONFORMANCE WITH IHS AREA MASTER HEALTH PLAN:** The proposed project is to be consistent with the applicable IHS Area Health Services-Facilities Master Plan, in order to maximize the efficient use of the funding.

- **PJD AND POR REQUIREMENTS:** All JVCP Projects are required to use the planning criteria specified in the IHS health facilities planning process. These include a Program Justification Document (PJD), a Program of Requirements (POR), a combined Phases I and II Site Selection and Evaluation Report (SSER II), which includes full compliance with National Environmental Policy Act (NEPA) requirements, and a Government cost estimate prepared in accordance with the IHS Facilities Budget Estimating System (FBES). The projected workload must be validated by the IHS data system. The IHS supported staffing requirements will be determined in accordance with the IHS Resource Requirements Methodology (RRM). These approved planning documents will be the basis for providing the initial equipment funding and for the space, as well as for requesting appropriations as required for additional staffing, and operation of the health care facility under the lease.
-
- **STAFF QUARTERS:** A Tribe may be required to demonstrate that adequate housing is available for the staff required for the proposed facility. IHS may request a housing verification study be completed if not adequately determined in the PJD. If it is determined that staff quarters will be needed to support the health care facility, they are to be included in the planning documents as part of the project and are to be a part of the planning documents. All staff quarters approved in the planning documents are to be constructed and are to be available for use by health care staff when the health care facility is ready for operation. The Tribe will be the owner of the staff quarters and responsible for all costs for their construction and the subsequent operation and maintenance. Once constructed, staff quarters are to be self-supporting from revenues generated from the rental fees.

- **SUSTAINABILITY:** All JVCP facilities will comply with all requirements of the IHS Technical Handbook Chapter 33-2.4 “Lease Sustainability Requirements for GSA and IHS Direct Leases.”

E. SELECTION AND APPROVAL PROCESS

The selection of projects to participate in the IHS Joint Venture Construction Program (JVCP) involves (1) a Pre-Application phase; **(2) a Final Application phase**; (3) the preparation and submission of planning documents for IHS Headquarters approval; and (4) the negotiation and execution of a Joint Venture Agreement.

PART II - APPLICATION/SELECTION PHASE

There are two steps in the application/selection phase.

A. PRE-APPLICATION

The Pre-Application will be used to determine if the proposed project is eligible for consideration and has the potential for successful competitive selection. Tribes determined to have the top ranking projects in the Pre-Application part of the application phase will be selected to complete and submit Final Applications.

B. FINAL APPLICATION

The Final Application will provide the opportunity for the applicant to submit documentation of their administrative and financial capabilities to accomplish the proposed JVCP project. Selected projects will be rank-ordered and annual project start notifications will commence.

TENTATIVE PROGRAM SCHEDULE (please note that all dates are estimated)

Issue Program Announcement	August, 2014
Application Kit available	August, 2014
Due date for Pre-Application to IHS Area	September 12, 2014
Due date for Pre-Application from IHS Area to IHS HQ	September 26, 2014
Candidates for Final Application selected and notified	October 14, 2014
Due date for Final Application to IHS Area	November 25, 2014
Due date for Final Application from IHS Area to IHS HQ	December 5, 2014
Complete evaluation of Final Applications	December, 2014
Candidates for Planning Docs Phase notified	January, 2015
Planning Documents (PJD/POR) due to IHS Area	March, 2015
SSER II approved by IHS Area with copy to IHS HQ	May, 2015
PJD and POR submitted by IHS Area to IHS HQ	May, 2015
PJD and POR approved by IHS HQ	June, 2015
Complete negotiation and execution of JVCP Agreement	To Be Determined

Note: A Tribal Entity failing to submit Project Planning Documents by the due date will be considered non-responsive and will be disqualified for the JVCP and IHS will proceed to the next-highest ranked Tribal Entity.

SSER Phase II approval by IHS Area includes NEPA approval. If an Environmental Assessment is required and is not complete, the Tribal Applicant must include all environmental compliance documentation completed to date and state when the Environmental Assessment is expected to be approved.

PART III - EVALUATION CRITERIA FOR APPLICATIONS

A. PRE-APPLICATION

The Pre-Application submittals will be reviewed by IHS for compliance with the eligibility requirements as outlined in this document. Using the scores recorded on the JVCP Phase I Data and Computation Forms, a rank order will be established for the Pre-Applications received, and the top-ranked applicants will be invited to submit Final Applications for consideration.

B. FINAL APPLICATION

An IHS - Tribal review panel will evaluate and rate all of the Final Applications using established rating factors. The applications will be rated on (1) relative need, (2) ability to fund project, (3) ability to manage project, and (4) ability to complete project on schedule.

PART IV - PROJECT SELECTION

Successful final applications will be prioritized as outlined in Section I, Part III.B above. As program capacity becomes available, applicants on the JVCP priority list will then be invited to commence the next phase, which includes development and completion of the planning documents.

SECTION II

FINAL APPLICATION PROCESS

for

JOINT VENTURE CONSTRUCTION PROGRAM

OCTOBER 2014

CONTENT OF FINAL APPLICATIONS

FINAL APPLICATION

Those projects selected in the Pre-Application Phase will be requested to submit Final Applications. The Final Application is to be submitted to the office of the IHS Area having jurisdiction for the proposed project. The due date for the Final Application will be prescribed when candidates are notified of their selection to proceed with the Final Application.

Each IHS Area has a JVCP Point-of-Contact (POC) available to assist the applicant with the preparation of the Final Application. The appendix contains the list of IHS Areas POCs.

IHS Area Review and Endorsement. The IHS Area Office is responsible for reviewing and validating the Final Application and will prepare a letter of endorsement certifying that the information in the Final Application has been reviewed and validated, and that the proposed project is consistent with the respective IHS Area's Health Facilities Master Plan. The Final Application and endorsement letter will then be forwarded to IHS Headquarters in Rockville MD.

An evaluation panel convened by the IHS Division of Facilities Planning and Construction (DFPC) will evaluate the Final Applications to establish a priority listing to proceed to the Planning Phase.

The Final Application is to contain, as a minimum, the following identified elements, and is to be assembled in the order shown below:

1. **Final Application Cover Sheet. The cover sheet is to identify that the document is a Final Application for the Joint Venture Construction Program, show the name of the applying Tribe, and reflect the submission date. See Exhibit I for a sample.**

2. **Signature Sheet.** A signature sheet is to be signed by the Tribal leader for the proposed project. This sheet is to be signed also by the applicable IHS Area Director, recommending consideration. See Exhibit II for a sample.

3. **Table of Contents.** All pages of the Final Application are to be numbered. The Table of Contents is to list all sections in the Final Application, with the corresponding starting page numbers.

4. **Project Summary.** A two-page project summary of "who-what-when-where-how-cost" is to be provided for the proposed project, including the project short and long term objectives. This Project Summary can be the same used in the

Pre-Application or can reflect any changes or updates needed for the Final Application.

5. **Project Narrative.** The proposed project is to be presented, including, as a minimum:

a. Name of Tribe sponsoring the proposed project.

b. Proposed geographic location of project. Supporting documents could include, for example, IHS Service Unit, IHS Service Area and general vicinity maps.

c. Estimated size in square meters of proposed new health care facility.

d. Description of proposed health care services to be provided in proposed new health care facility.

e. Certification that the proposed project is consistent with the applicable IHS Area Health Facilities Master Plan.

6. **Project Management Plan.** The administrative capabilities to complete the project in a timely manner are to be documented. This is to include the proposed method of managing the design and construction, with details about the proposed project management organization, including the design and construction managers, project team and other appropriate points of contact. Documentation could include resumes of proposed key staff members, position descriptions of proposed key staff positions, and a proposed organization chart for project administration.

7. **Project Budget Estimate.** The estimated cost for the proposed health care facility project is to be provided. The estimate is to include cost element summaries for site survey and appraisal, site acquisition, design fees, design contingency, design administration, building construction, site work, site utilities, construction administration and inspection, special purpose and moveable equipment, and construction contingency. Building service equipment costs are to be included with the building cost. If any existing IHS buildings are to be replaced, demolition must be included. Any anticipated demolition and/or removal costs associated with any existing facility to be replaced are to be identified separately and not included in the new construction costs. It is preferred that the abridged spreadsheet version of the IHS Facilities Budget Estimating System be used for the project budget estimate. A total cost (except any demolition costs) and the above listed cost element summaries are automatically calculated upon entry of the gross square meters of the facility in the spreadsheet. This spreadsheet is available from the Area JVCP POC

8. **Project Budget Estimate.** The estimated cost for the proposed health care

facility project is to be provided. The estimate is to include cost element summaries for site survey and appraisal, site acquisition, design fees, design contingency, design administration, building construction, site work, site utilities, construction administration and inspection, special purpose and moveable equipment, and construction contingency. Building service equipment costs are to be included with the building cost. If any existing IHS buildings are to be replaced, demolition must be included. Any anticipated demolition and/or removal costs associated with any existing facility to be replaced are to be identified separately and not included in the new construction costs. It is preferred that the abridged spreadsheet version of the IHS Facilities Budget Estimating System be used for the project budget estimate. A total cost (except any demolition costs) and the above listed cost element summaries are automatically calculated upon entry of the gross square meters of the facility in the spreadsheet. This spreadsheet is available from the Area JVCP POC.

9. **Financial Plan**. Provide documentation how the Tribe plans to finance the Tribal portion of the proposed project. This financial plan is to include details about applicable financial elements such as available funds, assets to be converted to cash, proposed loans (type and amount), proposed or existing grants, and any other proposed funding sources. To support the financial capability of the Tribe, the latest Single-Agency Audit Report is to be used as a measure. For this audit requirement, the Tribe is to not furnish the entire audit report, but is to furnish a copy of the letter from the National External Audit Review Center (NEARC), Office of Audit Services, Office of Inspector General, Department of Health and Human Services, which provides a review of the audit report. Also, provide a copy of the summary of the findings and recommendations that is attached to the NEARC letter. If material weaknesses or repeat findings are shown in this attachment, provide a brief addressing what the Tribe is doing to correct the items that would relate to the administration of the proposed joint venture construction project. **IHS staffing and operations funding is not to be used as collateral in obtaining funding for facility construction.**

10. **Schedule.** Provide a proposed time schedule (number of days planned for each major component of the project).

SECTION II EXHIBITS:

Exhibit I - Sample Cover Sheet

Exhibit II - Sample of Signature Page.

EXHIBIT I - SAMPLE FINAL APPLICATION COVER SHEET

A PROPOSAL TO PARTICIPATE
IN
INDIAN HEALTH SERVICE
JOINT VENTURE CONSTRUCTION PROGRAM

November 2014

****

FINAL APPLICATION

*** * * ***

[Name of Tribe]

[Name of Facility] Health Care Facility

[Location], [State]

[Month] [Day], [Year]

EXHIBIT II - SAMPLE FINAL APPLICATION SIGNATURE PAGE

FINAL APPLICATION
INDIAN HEALTH SERVICE
JOINT VENTURE CONSTRUCTION PROGRAM

November 2014

*** * * ***

[Name of Tribe]

[Name of Facility] Health Care Facility

[Location], [State]

PROPOSED:

_____ _____

[Name] **[Date]**
[Title]
[Name of Tribe]

RECOMMEND FOR CONSIDERATION:

_____ _____

[Name] **[Date]**
Director
[Name] Area
Indian Health Service

COMPLETING AND SUBMITTING THE APPLICATION

PREPARATION AND ASSEMBLING

The Final Application is to be prepared in the English language. Avoid jargon and do not use abbreviations until they have been spelled out first in the text. To facilitate review, validation and selection, both parts of the application are to be prepared and submitted conforming to the below requirements:

a. Standard size, 8-1/2" x 11," white paper is to be used.
b. All parts of the application are to be typewritten, single spaced where possible, with a regular font style and not smaller than12 pt font size.
c. All four border margins are to be one inch.
d. All documents are to be printed on one side only, with black ink.
e. Application documents are to be loose and not bound or stapled.
f. The Cover Sheet should identify that the Pre-Application or Final Application is for the "Joint Venture Construction Program." Show the name of the applying Tribe, and the submission date.
g. All pages are to have a header or footer identifying the name of the applicant.
h. All pages are to be consecutively numbered.
i. The application components are to be arranged in the same sequence as listed above.
j. The completed applications should be signed in black ink by an authorized official of the applying organization.
k. An ORIGINAL is to be clearly marked as such and submitted.

MAILING

Mail the completed **Final Application** to the IHS Area having jurisdiction for the project. The appendix contains applicable mailing addresses and points of contact.

Mark on the Final Application envelope:

"Attention: JVCP FINAL APPLICATION"

The Final Application is to be mailed to meet the established deadline dates. The deadline date for the Final Application will be provided with the notice of acceptance of the Pre-Application, following the processing of the Pre-Application.

LATE APPLICATION

Each part of the application will be considered to be "on time" if it is: (1) received by the applicable IHS Area on or before the established deadline date; or, (2) sent with a legibly dated U.S. Postal Service postmark on the envelope on or before the established

deadline date. Private metered mail postmark will **not** be accepted as proof of timely mailing. A late application will **not** be accepted for processing and will be returned to the applicant.

NONCONFORMING APPLICATION

An application which is determined to be nonconforming will **not** be accepted for processing and will be returned to the applicant. An application may be classified as nonconforming if it does not meet the requirements of the Program Announcement and the submission requirements provided in this Application Kit.

APPLICATION REVIEW

An application will be reviewed, evaluated and processed in accordance with the criteria and priorities established for each application part. The Final Application will be rated and ranked in accordance with the criteria provided in Part III of this Kit.

UNSUCCESSFUL APPLICANT

After a decision has been reached to not fund the project proposed in an application, a written notice will be sent to the unsuccessful applicant within 30 days after the decision.

INABILITY TO AWARD

If a selected Tribe elects not to proceed with the JVCP project, regardless of the reason, JVCP participation shall be offered to the next highest ranking applicant.

PRIVACY ACT

The Privacy Act of 1974 (5 U.S.C. § 552a), with certain exceptions, permits individuals (U.S. citizens or permanent resident aliens) to gain access to information pertaining to themselves in Federal agency records, to have a copy made of all or any part thereof, to correct or amend such records, and to permit individuals to make requests concerning what records pertaining to themselves, are collected, maintained, used or disseminated. The Act also prohibits disclosure of individuals' records without their written consent, except under certain circumstances as prescribed by the Privacy Act.

FREEDOM OF INFORMATION ACT

The Freedom of Information Act (5 U.S.C. § 552) allows requesters to have access to Federal agency records, except those which have been exempted by the Act.

SECTION III

APPLICATION REVIEW PROCESS

for

JOINT VENTURE CONSTRUCTION PROGRAM

JULY 2014

SECTION III
APPLICATION REVIEW PROCESS
JOINT VENTURE CONSTRUCTION PROGRAM
INDIAN HEALTH SERVICE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

PRE-APPLICATION

The Pre-Applications were reviewed and validated for compliance with the eligibility requirements as shown in Section I and the submission requirements as shown in Section II. Using the scores recorded on all of the JVCP Phase I Data and Computation Forms, a rank order was established for the Pre-Applications received, and the top-ranked submissions have been invited to prepare and submit Final Applications.

FINAL APPLICATION

The Office of Environmental Health and Engineering at IHS Headquarters will establish a review panel to evaluate the Final Applications. This review panel will be chaired by a representative of the IHS Headquarters Division of Facilities Planning and Construction and have a membership consisting of one representative from the program services components of IHS Headquarters, one representative from the Division of Engineering Services, three representatives from three separate IHS Areas, and three representatives from three separate federally recognized Tribes, for a total of nine.

Rating and Scoring Procedures

The four rating elements to be used to rate the Final Applications are: (1) Relative Need, (2) Ability to Fund Project, (3) Ability to Manage Project, and (4) Ability to Complete Project on Schedule. Below are the rating criteria to be followed:

SECTION III – PRE-APPLICATION REVIEW PROCESS

1. **Relative Need:** Using the Need Score reflected in Line M of the IHS JVCP Phase I Data and Computation Form submitted with the Pre-Application, rank the projects from the highest score down. The Relative Need Score for each application becomes the basis for this Final Application Rating Factor; i.e., the applicant with the highest score for Line M will have a Rating Factor of 5. The remaining applicants will receive a Rating Factor calculated according to the following formula: [Relative Need = (Applicants score from Line M) ÷ (Score from Line M of highest ranking applicant) x 5].

The remaining three rating elements (2) Ability to Fund Project, (3) Ability to Manage Project, and (4) Ability to Complete Project on Schedule, are to be rated based on a one to five scoring system with one being the lowest score and five being the highest. Scores in this range may also be developed to one decimal place (tenths; e. g., 2.2 or 3.5, etc.) A general description of the rating elements is offered in the following table.

RATING FACTOR	DEGREE OF EFFORT OR PRIORITY	QUALITATIVE DESCRIPTION
1	Minimal	Fair
2	Moderately more than minimal	Good
3	Moderate	Excellent
4	Moderately less than high	Superior
5	High	Outstanding

2. **Ability to Fund Project:** Evaluate the information provided for the Project Budget Estimate and Financial Plan components of the Final Application, determine the applicant's ability to fund the project, and assign a rating factor between one and five.

3. **Ability to Manage Project:** Evaluate the information provided in the Project Management Plan component of the Final Application, determine the applicant's ability to manage the proposed project, and assign a rating factor between one and five.

4. **Ability to Complete Project on Schedule:** Evaluate the information provided for the Project Management Plan and Schedule components of the Final Application, determine the applicant's ability to complete the project on schedule, and assign a rating factor between one and five.

SECTION III – PRE-APPLICATION REVIEW PROCESS

Calculating Final Scores

After rating the proposals, the review team will apply a weight factor to each assigned rating to come up with the final ranking for this phase of the selection process, as follows:

RATING ELEMENT	WEIGHT FACTOR (%)
1. Relative Need	40
2. Ability to Fund Project	30
3. Ability to Manage Project	20
4. Ability to Complete Project on Schedule	10

After coming up with a weighted rating for each project, the review team members will provide the original rating sheets for each project to the team leader, who will rank the results and provide all documentation to the IHS Headquarters Division of Facilities Planning and Construction. Section III, Exhibit I, contains the format for a suggested Rating Sheets to be used by the team members. Section III, Exhibit II, contains the format for a suggested summary ranking sheet to be prepared by the team leader.

SECTION III EXHIBITS:

Exhibit I - JVCP Proposal Evaluation Rating Sheet

Exhibit II - JVCP Proposal Evaluation Ranking Sheet

EXHIBIT I - JVCP PROPOSAL EVALUATION RATING SHEET

* *

INDIAN HEALTH SERVICE
JOINT VENTURE CONSTRUCTION PROGRAM
PROPOSAL EVALUATION RATING SHEET

Page ____ of ____

Rater's ID CODE: _____ **Date: _____**

RATING ELEMENT	PROJECT NO. _____			PROJECT NO. _____		
	RATING	WEIGHT FACTOR	WEIGHTED RATING	RATING	WEIGHT FACTOR	WEIGHTED RATING
A. Relative Need		40			40	
B. Ability to Fund		30			30	
C. Ability to Manage		20			20	
D. Ability to Timely Do		10			10	
TOTALS						

Note: The Evaluation Team Leader will assign temporary Project Numbers for each submitted proposed project for use in the proposal evaluation process.

EXHIBIT II - JVCP PROPOSAL EVALUATION RANKING SHEET

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INDIAN HEALTH SERVICE
JOINT VENTURE CONSTRUCTION PROGRAM
PROPOSAL EVALUATION RANKING SHEET

Page ____ of ____

Date: _____

RATER NO.	WEIGHTED RATING BY PROJECT						
	NO. ____	NO. ____	NO. ____	NO. ____	NO. ____	NO. ____	NO. ____
1							
2							
3							
4							
5							
6							
7							
8							
LEADER							
TOTALS							
RANKING							

SECTION IV

FINAL APPLICATION CHECKLIST

for

JOINT VENTURE CONSTRUCTION PROGRAM

OCTOBER 2014

SECTION IV
FINAL APPLICATION CHECKLIST
JOINT VENTURE CONSTRUCTION PROGRAM
INDIAN HEALTH SERVICE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

To assist the applicant in submitting the Final Application for the Joint Venture Construction Program, and to assist the IHS review process, the applicant should prepare and submit a Checklist for the application. See Section II for the specific requirements. The suggested contents for the checklist are on the following pages.

SECTION IV – FINAL APPLICATION CHECKLIST

FINAL APPLICATION CHECKLIST:

ITEM NO.	ITEM	APPLICANT CHECK-OFF	IHS AREA CHECK-OFF	IHS HQ CHECK-OFF
1	Final Application Cover Sheet			
2	Signature Sheet			
3	Table of Contents			
4	Project Summary			
5	Project Narrative			
6	Project Management Plan			
7	Project Budget Estimate (FBES spreadsheet)			
8	Financial Plan			
9	Schedule			
ATTACHMENTS:				

Name of Applicant's Preparer: _____ Date: _____

Name of IHS Area Reviewer: _____ Date: _____

Name of IHS Reviewer: _____ Date: _____

APPENDIX
JVCP POINTS-OF-CONTACT FOR IHS AREAS

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