

Michigan Department of Health and Human Services  
Bureau of Grants and Purchasing  
**GRANT REQUEST FOR PROPOSAL (RFP)**

|   |                 |   |                 |                    |  |
|---|-----------------|---|-----------------|--------------------|--|
| Total Available   | <b>\$50,000</b> | Estimated Number of Awards                | <b>4</b>        | RFP Number:        | <b>MHDP-2019</b>                               |
| Maximum Award:  | <b>\$20,000</b> | Minimum Award                             | <b>\$10,000</b> | Department Bureau: | <b>Health, Policy, and Legislative Affairs</b> |
| Year 1:   | <b>\$50,000</b> | Application Due Date: <b>June 7, 2018</b> |                 |                    |  |
| Year 2:   | <b>\$</b>       | Funding Source <b>Federal</b>             |                 |                    |  |
| Year 3:   | <b>\$</b>       | CFDA#: <b>93.758</b>                      |                 |                    |  |
| Anticipated Begin and End Dates: <b>October 1, 2018</b> through <b>September 30, 2019</b> |                 |   |                 |                    |  |

**Proposal Submission**

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the MI E-Grants website at <http://egramms-mi.com/dch>, and click the link "About EGrAMS" on the left-side panel to access the manual.

Geographic Area: **Statewide**

Title: **Minority Health Data Capacity Grant Program Data Project -2019**

**Disqualifying Criteria:**

The applicant will be disqualified and the application will not be reviewed if there is failure to:

- Submit a complete application, and a completed 12-month budget if required in the RFP, to the EGrAMS website on or before the bid closing date and time specified.
- Stay at or below the maximum award amount per agreement year, if provided.

Applications from applicants who are current state of Michigan employees are also disqualified and will not be reviewed.

**Pre-Application Conference:**

**A optional pre-application conference call will take place on May 7, 2017 (9:00 a.m. - 10:30 a.m.). The purpose of the pre-application conference call is to provide prospective applicants with an overview of the purpose and objectives of this funding opportunity. The conference call will include a Q & A period to allow prospective applicants to propose clarifying questions regarding the application and submission process.**

**Dial-In: 1-877-336-1829 Access Code: 8619905#**

**Additional Information (e.g., applicant eligibility criteria):**

**The Request for Proposal (RFP) is open to local public health departments and Tribal Health agencies that can demonstrate experience and relationships in working with one or more of Michigan's racial and ethnic minority populations: African Americans, American Indians/Alaska Natives, Arab and Chaldean Americans, Asian Americans and Pacific Islanders and Hispanics/Latinos. The goal of this funding is to support activities that improve data access and availability for racial and ethnic minority populations.**

**Authority:** P.A. 2080 of 1939.

**Completion:** Mandatory.

**Penalty:** Agreement Invalid

The Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a MDHHS office in your area.

**Table of Contents**

This Request for Proposal (RFP) provides interested applicants with sufficient information to prepare and submit applications for consideration by the Michigan Department of Health and Human Services (MDHHS) and contains the following sections:

Section I ..... Request for Proposal Policy

Section II ..... Grant Program Specifications

Section III ..... Evaluation Criteria

## Section I

### REQUEST FOR PROPOSAL POLICY

#### 1. RFP Timeline and Deadlines

|   |                             |
|---|-----------------------------|
| Pre-application conference (Optional)                             | <b>5/7/2018 (9:00 a.m.)</b> |
| Deadline for submitting questions regarding the grant application | <b>5/11/2018</b>            |
| Q & A Posted on MI E-Grants                                       | <b>5/16/2018</b>            |
| Grant application deadline  | <b>6/7/2018 (3:00 p.m.)</b> |
| Notification of Award/Denial                                      | <b>Week of 7/16/2018</b>    |
| Grants Awarded modification deadline                              | <b>8/6/2018</b>             |

#### 2. Application and Submission Information

##### A. Application Guide

Applicants are responsible for reading and complying with this RFP and the Competitive Application Instructions MI E-Grants Applicant Training Manual, which can be found by visiting the MI E-Grants website at <http://egrams-mi.com/dch/> under 'About EGrAMS'.

##### B. Application Submission

Only one application will be accepted from each applicant. The application and any related materials and attachments must be submitted by the applicant's Authorized Official electronically using the MI E-Grants website at <http://egrams-mi.com/dch>. Applicants are encouraged to complete the grant application in advance of the grant application deadline to allow sufficient time to complete the application process and to receive technical assistance if necessary. For technical assistance when entering the application, contact the MI E-Grants Helpdesk at 517-335-3359.

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the MI E-Grants website and click the link "About EGrAMS" on the left-side panel to access the Competitive Application Instructions MI E-Grants Applicant Training Manual

#### 3. Questions/Inquiries

This solicitation is competitive; therefore, staff cannot have individual conversations with prospective applicants. Any questions concerning the content of this RFP must be sent via email to Heidi Neumayer, at [NeumayerH@michigan.gov](mailto:NeumayerH@michigan.gov) on or before May 11, 2018. Questions may be discussed verbally at the pre-application conference. MDHHS will compile all relevant questions and answers and post these as well as any other clarifications or revisions to the initial RFP by May 16, 21018 on MI E-Grants (<http://egrams-mi.com/dch>).

#### 4. Incurring Costs

The State of Michigan is not liable for any cost incurred by the applicants prior to issuance of an agreement.

#### 5. News Releases

News releases pertaining to this RFP on the service, study, or project to which it relates may not be made without prior MDHHS approval.

#### 6. Disclosure of Proposal Contents

Proposals are subject to disclosure under the Michigan Freedom of Information Act (PA No. 442 of 1976).

#### 7. Subcontracting

Subcontractors shall be subject to all conditions and provisions of any resulting agreement.

If subcontracting, the Applicant must obligate the subcontractors to maintain the confidentiality of MDHHS' client information in conformance with state and federal requirements.

If portions of the services are being subcontracted, the applicant must identify the services the subcontractor will perform and provide all information requested, as it applies to both the applicant and the subcontractor(s). A subcontractor budget and statement of work must be provided for subcontractor services for \$50,000 or more. If the subcontractor's price is based on a fee schedule, the fee schedule must be included.

MDHHS may, at its discretion, require information on the process of an awarded subcontractor application.

An Applicant is responsible for the performance of any subcontractors. Subcontractors shall be held to the same standard of quality and performance as the Applicant. Evaluators of applications will consider the qualifications of both the Applicant and subcontractor when making agreement award recommendations.

#### 8. Method of Evaluation

Only applications receiving a minimum of 75 points are eligible to receive funding through the grant program. An application will be evaluated on the basis of the evaluation criteria identified in the RFP.

- A committee will review, evaluate and score the applications against the RFP requirements.
- The applications are ranked by score.
- MDHHS reserves the right to establish the criteria by which it will evaluate each applicant's response, and by which it will determine the most responsive, capable, and qualified applicants. In addition to cost, other principal factors may be considered in evaluating applications relative to:

- Reliability
- Applicant's past performance
- Geographic Location/ Population Served
- Applicant's ability to respond to all requirements outlined in the RFP
- Applicant's ability to maintain a presence in providing services
- Financial stability
- Continuity and stability in provision of service
- Knowledge transfer activities

If MDHHS determines in its sole discretion that contracting with or awarding a grant to an applicant presents an unacceptable financial risk to MDHHS, MDHHS reserves the right to not award an agreement to that applicant.

### Clarifications

MDHHS may request clarifications from one or more applicants. MDHHS will document, in writing, clarifications being requested and forward to the applicants affected. This request may include any changes to the original application and will provide an opportunity to clarify the application submitted.

After reviewing the clarification responses, MDHHS will re-evaluate the applications using the original evaluation method.

If it is determined that an applicant purposely or willfully submitted false information, the applicant will not be considered for award, the State may pursue debarment of the applicant, and any resulting agreement that may have been established may be terminated.

## 9. Reservations

MDHHS reserves the right to:

- a. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation and submission of an application, and MDHHS's subsequent receipt and evaluation of an application does not commit MDHHS to award an agreement, even if all the requirements in the RFP are met.
- b. Consider late applications: (i) if no other applications are received; (ii) if there are no complete applications received; (iii) if MDHHS received complete applications, but they did not pass the evaluation process; or, (iv) if the award process fails to result in an award.
- c. Consider an otherwise disqualified application, if no other qualified applications are received.
- d. Disqualify an application if it is determined that an applicant purposely or willfully submitted false information in response to the RFP.
- e. Evaluate applications using a method that establishes the relative importance of each deliverable.

- f. Consider applicants' prior performance with the State in making its award decision.
- g. Consider overall economic impact to the State when evaluating the application pricing and in the final award recommendation. This includes, but is not limited to: considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses, etc.
- h. Consider total cost of ownership factors (e.g., transaction costs, training costs, etc.) in the final award recommendation.
- i. Refuse to award an agreement to any applicant that has failed to pay State of Michigan taxes or has any outstanding debt with the State of Michigan.
- j. Enter into negotiations with one or more applicants on price, terms, technical requirements, or other deliverables.
- k. Award multiple agreements, or award by agreement activity.
- l. Evaluate the application outside the scope identified in Section 8, Method of Evaluation, in the event that MDHHS receives only one RFP response.

#### 10. Award Procedure

MDHHS will notify applicants recommended for funding via the MI E-Grants system. Applications selected for funding will either be approved as submitted or approved with revisions required.

For any applications approved as submitted, the applicant will be notified that the agreement document is available for signature in the MI E-Grants system.

For any applications approved with revisions required, the applicant will be notified that the application is ready for revisions in the MI E-Grants system. After successful completion of required revisions and subsequent review, the applicant will be notified that the agreement document is available for signature in the MI E-Grants system.

The Authorizing Official for the applicant must electronically sign the agreement in MI E-Grants.

#### 11. Protests

Award decisions are discretionary and are not subject to protest or appeal.

#### 12. Acceptance of Proposal Content

The contents of the application of the successful applicant may become contractual obligations if an agreement ensues. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

13. Standard Terms

Awards made as a result of this RFP will require execution of an agreement with MDHHS. A copy of the boilerplate agreement language for this program is available on MI E-Grants (<http://egram-mi.com/dch>) for reference. All rights and responsibilities noted in the boilerplate agreement language will become the rights and responsibilities of the indicated parties in the event that the application is approved for funding. Applicants should review this agreement in advance of submitting an application.

14. Options to Renew

At the discretion of MDHHS, an awarded agreement may be renewed in writing by an amendment not less than 30 days before its expiration.

15. Registering on the SIGMA Vendor Self Service Website

To receive payment from the State of Michigan, a Grantee must be registered as a vendor on the SIGMA Vendor Self Service website <http://www.michigan.gov/vsslogin> which links to the Michigan Integrated Governmental Management Application system (SIGMA).

16. State of Michigan Employees

State of Michigan employees may not act as applicants. Proposals from applicants who are current State of Michigan employees will be disqualified and will not be reviewed.

Policy in Civil Service Rule 2-8, Ethical Standards and Conduct, states an employee cannot represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the State has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official State responsibilities.

## Section II

# GRANT PROGRAM SPECIFICATIONS

### Introduction

This Request for Proposal (RFP) provides the information necessary to submit an application to the Health Disparities Reduction/ Minority Health Section (HDRMHS), Data Project Grant Program as described herein. The specifications described in this RFP provide helpful information for developing the application. The required documents for the completion of this application are available on MI E-Grants (<http://egrams-mi.com/dch>) and <http://Michigan.gov/minorityhealth> .

#### 1. Match Requirements

This RFP does not include match requirements.

#### 2. About the Health Disparities Reduction/Minority Health Data Grant

The HDRMHS Minority Health Data Grant will be a one-year grant and is designed to promote collaboration between Michigan Department of Health and Human Services (MDHHS) and local public health and tribal entities to achieve health equity for Michigan's racial and ethnic minority populations (African Americans, American Indians/Alaska Natives, Arab and Chaldean Americans, Asian Americans and Pacific Islanders and Hispanics/Latinos). HDRMHS expects to make up to four grant awards, for an amount up to \$20,000 (\$50,000 total), for the one year data project, that includes data collection, analysis, report and dissemination of findings.

#### 3. Purpose of the Health Disparities Reduction/Minority Health Grant

The purpose of the Health Disparities Reduction/Minority Health Grant is to support activities that improve data access and availability for racial and ethnic minority populations. The Health data can be used by local communities, local public health, tribal entities and other organizations that serve these populations.

#### 4. Definitions

- a. **Health Disparities**- differences in the overall rate of disease in a population as compared to the general population.
- b. **Health Inequities**- differences in health across population groups that are systemic, unnecessary and avoidable, and are therefore considered unfair and unjust.
- c. **Health Equity** - fair, just access to opportunities and social resources needed to achieve well being.
- d. **Social Determinants of Health** - social, economic, and environmental factors that contribute to the overall health of individuals and communities, such as access to quality education, healthcare, and healthy living and working conditions.

## 5. Funding Priorities

To the extent possible HDRMHS Minority Health Grants will be awarded to organizations that:

- a. Are representative of, or have experience working with, racial and ethnic minority populations: African Americans, Asian Americans and Pacific Islanders, Hispanics/Latinos, Arab/Chaldean Americans and/or Native Americans and American Indians served by HDRMHS.
- b. Have, or are partnering with, an organization that has prior experience conducting racial and ethnic minority data collection and/or analysis, outreach and intervention.
- c. Submit proposals that demonstrate strong partnerships/collaborations with other agencies/organizations. Collaborative proposals must designate a lead organization that serves as the fiduciary for the grant.
- d. Have the ability to demonstrate successful relationships and/or outreach to the identified target group(s).

## 6. Allowable expenses

Funding awarded under this RFP may be used to pay for the following

### a. Direct Costs

- Salary and Wages
- Fringe Benefits
- Travel
- Supplies and Materials
- Contractual (Subcontracts/Sub-recipients)
- Equipment
- Other Expenses

### b. Indirect Costs

- Indirect costs can only be applied if an approved indirect costs rate has been established or an actual rate has been approved by a State of Michigan department or the applicable federal cognizant agency and is accepted by the Department or use a 10% de Minimis Rate. **Attach a current copy of the letter stating the applicable indirect costs rate.**

## 7. Program Requirements

In addition to the boilerplate agreement, successful applicants are required to:

- a. Convene a project management team that includes but is not limited to an epidemiologist and/or data analyst. The epidemiologist and/or data analyst is required to participate in quarterly phone conferences facilitated by the Health Disparities Reduction/Minority Health epidemiologist.
- b. Adhere to timelines and work plans, budgets, and staffing plans submitted and approved by MDHHS/HDRMHS. Deviations from approved timelines, work plans, budgets and staffing plans must receive advance authorization from MDHHS/HDRMHS. Failure to make reasonable progress in program development may result in revocation or reduction of the grant award.

- c. Adhere to MDHHS policies and standards related to Institutional Review Board and Data Usage Agreements.

The grantee has two options for obtaining IRB approval: (1) The grantee may utilize their own internal IRB process. In this case they would need to submit the approval letter obtained from their IRB and all supporting documents that were submitted for approval with their internal application (e.g., study plan, surveys). This process may qualify for expedited approval of MDHHS IRB. (2) The grantee may utilize the MDHHS IRB process by submitting the full MDHHS IRB application with all supporting documentation as referenced above for MDHHS approval.

- d. Ensure that services and materials are culturally and linguistically appropriate to meet the needs of the respective client populations.
- e. Provide MDHHS at least thirty days to review and provide comments on final papers, publications, or presentations. Grantee agrees that it will not publish or disseminate any protected health information, personally identifiable information, or data that might make it possible, directly or indirectly, to identify an individual. Grantee must acknowledge the MDHHS program as appropriate (e.g., source of data), assume full responsibility for the analysis and interpretation of the data, and provide a copy of the publication or presentation to MDHHS. To the extent data the grantee requires technical assistance from MDHHS in analyzing or interpreting the data and when such assistance goes beyond providing non-manipulated data, MDHHS reserves the right to request that these activities be considered a substantial contribution to the work being conducted and that the provision of such assistance may warrant MDHHS be considered as a collaborator or co-author in any resulting publications or presentations.

#### 8. Program Restrictions

Applicants must abide by the following restrictions:

- a. Funding should be utilized to support the program as outlined in the approved application. These funds are not intended to supplant funding for projects/programs that are currently being implemented by the organization.

#### 9. Geographic Area

The Applicant shall provide services described herein in the following geographic area: Statewide.

#### 10. Credentials

The Applicant shall assure that appropriately credentialed or trained staff under its control, including Applicant employees and/or subcontractors, shall perform functions under this Agreement.

Project plan must identify an epidemiologist and/or data analyst as a member of the program implementation team.

11. Expected Performance Outcomes

During the Agreement, the Grantee shall demonstrate measurable progress toward the achievement of the outcomes listed below:

- Convene a project management team that includes but is not limited to an epidemiologist and/or data analyst. The epidemiologist and/or data analyst is required to participate in quarterly phone conferences facilitated by the Health Disparities Reduction/Minority Health epidemiologist.
- Document data sources on one or more needs relevant to addressing minority health. Grantee will collaborate with the HDRMHS epidemiologist to determine available secondary data sources.
- Develop a data collection plan that identifies one or more social determinants that impact health outcomes for racial and ethnic minority populations. If primary data collection is necessary, determine budget and methodology and have approved by HDRMHS epidemiologist and the MDHHS or organization’s Institutional Review Board (IRB). Data collection can be qualitative or quantitative.
- Conduct data analysis.
- Develop/Submit final report that includes: summary of population and data project, summary of data collection methodology, and results of analysis. Report should also include recommendations to address the findings and next steps.
- Develop a plan for dissemination and implementation of the program.

12. Reporting Requirements

Organizations awarded funding under the HDRMHS, Minority Health Grant program will be required to submit financial/performance reports, according to the format and guidelines established by both MDHHS/HDRMHS and the MI E-Grants website at <http://egrans-mi.com/dch>

a. Monthly Financial Status Reports (FSR)

FSRs should be submitted no later than 30 days after the close of the calendar month and must reflect actual program expenditures, regardless of the source of funds.

b. Quarterly narrative progress reports should be submitted in accordance with the following schedule according to the format and guidelines established by the MI E-Grants website at <http://egrans-mi.com/dch>.

| <u>Quarterly Reporting Time Period</u> | <u>MI E-Grants Due Date</u> |
|--|-----------------------------|
| October 1, 2018 – December 31, 2018    | January 31, 2019            |
| January 1, 2019 – March 31, 2019       | April 30, 2019              |
| April 1, 2019 – June 30, 2019          | July 31, 2019               |
| July 1, 2019 – September 30, 2019      | October 31, 2019            |

c. Financial Status Reports (FSR) and Narrative progress reports shall be evaluated by the Contract Manager for their completeness and adherence to reporting requirements.

## Section III

### EVALUATION CRITERIA

The total maximum number of points that an application can receive equals 100 points. Only those applications receiving a score of 75 points or more will be considered for award. The maximum number of points for each of the categories is as follows:

| Category                       | Total Points Possible |
|--------------------------------|-----------------------|
| <b>Narrative</b>               |                       |
| Organizational Background (10) |                       |
| Problem Statement (10)         | 50                    |
| Program Description (30)       |                       |
| <b>Work Plan</b>               | 35                    |
| <b>Budget</b>                  | 15                    |
| <b>Total</b>                   | <b>100</b>            |

Evaluators will score applications using the following review questions:

#### **Organizational Background (10), Problem Statement (10), & Program Description (30) (Maximum 50 points)**

Is the program as described consistent with the overall goals of the program/funding?

**Organizational Background:** The applicant clearly describes the organization's history, capacity, and evidence of three or more years of successful outreach and implementation of activities that focus on addressing racial and ethnic disparities with one or more of the five identified racial/ethnic populations.

**Asset/Problem Statement:** The applicant clearly identifies the community assets and need, how a new and/or existing community assessments will be used, staff and community training and skills building needs, and the anticipated gap in resources to assist in addressing the identified community need.

**Program Description:** The applicant clearly identifies the goals and objectives consistent with the overall goals of the program/funding, describes the program and how it will be carried out, describes the geographic area/community in which the program will be implemented, and describes the racial/ethnic minority, or tribal population(s) of focus and outreach and recruitment activities to include a broad section of the targeted population. Should also discuss how the project will be managed.

#### **Work Plan (Maximum 35 points)**

Are the objectives consistent with the program goal(s)?

Do the activities clearly describe what actions or steps will be taken to accomplish each objective?

Are the responsible staff listed consistent with the program contacts and/or budgeted staff?

Does at least one activity extend across the full program period?

**Budget (Maximum 15 points)**

Are the line items requested allowable and reasonably adequate to provide consistent service during the program period?

Are the funds allocated in the budget categories consistent with the scope of service delivery?

Do the line items support the application plan, objectives, and activities of the program?