
Midwest Genetics Network
Request for Proposal
Administrative Information

Issued By
Michigan Public Health Institute



Section 1.0 Introduction and Background

1.1. Purpose of the Solicitation

MPHI (the Institute) is a Michigan non-profit 501(c)(3) Corporation authorized under Public Act 264 of 1989 as a cooperative venture of the State of Michigan Department of Health and Human Services (MDHHS), the University of Michigan, Michigan State University, and Wayne State University to plan, promote and coordinate all facets of health care services.

The Midwest Genetics Network (MGN) is a project of MPHI, funded through the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS).^{*} MGN is one of seven regional genetics networks focused on improving the availability, accessibility, and quality of genetic services and resources for medically underserved individuals having, or at risk for, genetic conditions and their families across the lifespan. The Midwest region is comprised of seven states which are: Kentucky, Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin. Program priorities for the 2018-2021 funding cycle include: provider education, health equity, and telegenetics.

The purpose of this Request for Proposal (RFP) is to contract with organizations seeking to utilize telemedicine in the provision of genetic services. Eligible organizations include hospitals, clinics, and private providers located in the seven state MGN region. Approved uses of funding awarded through this RFP are varied, and will be determined on a case-by-case basis; however, all funding should support the expansion of telegenetic services, in an amount not to exceed \$10,000.00. Examples of eligible uses may include: development of a needs assessment or business plan, equipment purchase, technical assistance, and/or staffing support. To be considered eligible, an individual or entity submitting a proposal in response to this solicitation must comply with all of the requirements and timelines contained herein this document.

Section 2.0 Official Means of Communication

2.1 Solicitation and Publication of Communications

The solicitation referenced on the cover page of this document is issued for the Midwest Genetics Network by the Michigan Public Health Institute (MPHI).

During this solicitation process official communication with Applicants will be via the MPHI e-mail address jpilditc@mphi.org. Communications may include modifications, addenda, responses to inquiries and the announcement of award.

^{}The Midwest Genetics Network is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number UH7MC30775, Midwest Genetics Network for \$1,800,000 (0% financed with nongovernmental sources). This information or content and conclusions are those of the author and should not be construed as the official position or policy of, not should any endorsements be inferred by HRSA, HHS, or the U.S. Government.*

2.2 Sole Point of Contact

The Institute's sole point of contact for this solicitation is:

Jane Pilditch
Michigan Public Health Institute
Senior Project Coordinator
2364 Woodlake Drive, Suite 180
Okemos, MI 48864
517-324-8391
jpilditc@mphi.org

Section 3.0 Schedule of Activities

The schedule of key activities for this solicitation is as follows:

ACTIVITY	DATE
Invitation to Bid Released	July 13, 2018
Questions Deadline	July 27, 2018
Answers to Questions Provided	August 3, 2018
Proposal Submission Deadline	August 15, 2018, 5:00 pm EST
Selection and Notification of Award	September 5, 2018
Start Date (Estimated)	October 1, 2018
Funding Period	October 1, 2018-May 31, 2019
The Institute reserves the right to revise the dates in this schedule.	

3.1 Questions

Prospective Applicant's questions must be received by the Institute by the Questions Deadline. Prospective Applicants must submit all inquiries by electronic mail (e-mail) to jpilditc@mphi.org. The e-mail should include the name of the Applicant and the organization for which the Applicant is submitting the proposal.

Inquiries received by the Institute by the Questions Deadline will be responded to by the Institute via e-mail. Questions received after the Question Deadline will not be included in the Institute's response.

3.2 Proposal Submission Deadline

Proposals must be received on or before the Proposal Submission Deadline.

It is the responsibility of the Applicant to ensure that the Institute receives the Applicant's complete proposal package on or before the Proposal Submission Deadline. All applications and attachments should be submitted via the email link jpilditc@mphi.org provided in the application.

Proposals received after the Proposal Submission Deadline will not be considered.

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Section 4.0 General Considerations

4.1 Disclaimer on Information in Solicitation

All statistical and fiscal information contained within this solicitation, and any amendments and modifications thereto reflect the best and most accurate information available to the Institute at the time of solicitation preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was a result of the intentional misrepresentation by the Institute.

4.2 Solicitation Cancellation

The Institute reserves the right to cancel this entire solicitation or individual phases at any time, without penalty.

4.3 Proposal and Pre-Contract Costs

The Institute is not liable for any costs incurred by Applicants prior to issuance of a legally executed contract or procurement document. No property interest of any nature shall occur until a contract is awarded and signed by all concerned parties.

4.4 Reporting Requirements

Acceptance of award confirms Applicant's willingness to comply with all reporting requirements as determined by Midwest Genetics Network.

Section 5.0 Proposal Requirements

5.1 Solicitation Compliance / Proposal Rejection

Proposals will be accepted only for the entire Proposal as described within this solicitation.

Estimated costs/prices will not be accepted. Proposed costs/prices must be firm.

Failure of an Applicant to comply with or meet all requirements, or respond to all requests for information within this solicitation, may result in Applicant's proposal being disqualified or determined not acceptable. The Institute reserves the right to reject any or all proposals for non-compliance, to waive informalities and minor irregularities in proposals received, and to accept any portion of a proposal or complete proposals if deemed in the best interest of the Institute. Such disqualification or determination may occur at any point following the Proposal Submission Deadline.

Best and final offers may be requested and considered, at the Institute's option and request.

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5.2 General Instructions

Applicants should adhere to the format prescribed and content required for proposal responses. Applicant's proposal response and attachments shall:

- Present writing that is responsive, succinct, self-explanatory and well organized on pages that are consecutively numbered and in a consistent numbering format.
- Be concise but provide complete responses.
- Present attachments that are labeled with wording related to the requirement or topic covered within the attachment.
- Provide a full and complete response to each numbered item in the solicitation.

5.3 Complete Proposal

A complete proposal shall include the following:

1. Executive Summary
 - a. Overview of Current Program
 - b. Statement of Need/Amount of Financing Requesting
 - c. Proposal Overview
 - (1) Target Population
 - (2) Outcomes, including goals and objectives
2. Work Plan
 - a. Timeline
 - b. Deliverables
3. Budget
4. Prospects/Plans for Sustainability
5. Information about organizational/individual experience with Midwest Genetics Network

Proposal packets should be no more than 5 pages, including attachments. Suggested Budget and Work Plan templates are attached for reference. Other formats may be used, but should contain all of the information outlined in the templates.

5.4 Proposal Submission

Applications will be accepted via the jpilditc@mphi.org link. Bids submitted in hard copy will not be considered.

5.5 Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn by the Applicant prior to the Proposal Submission Deadline.

5.6 Binding Offer

A proposal submitted in response to this solicitation shall constitute a binding offer.

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Section 6.0 Evaluation Methodology

6.1 Scoring Criteria

The Institute will evaluate each application based on the criteria listed below.

Scale (Max Score =28)

1	Poor
2	Fair
3	Good
4	Outstanding

Section	Score (1-4)
1. Experience/Involvement with Midwest Genetics Network (participation in work group, attendance at meetings, other contributions, etc.)	
2. Executive Summary – clearly defined proposal including a statement of need, and a plan for increasing the number of patients receiving genetic services via telehealth.	
3. Plan for engaging target population	
4. Budget – comprehensive and reasonable	
5. Work Plan – including goals and objectives, anticipated outcomes, and a timeline for achieving deliverables.	
6. Ability to sustain project beyond funding period	
7. Overall likelihood of work plan success	
Total Score	

Section 7.0 Award and Contract

7.1 Notice of Intent to Award

The winning Applicant will be notified via e-mail.

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7.2 Contract Terms and Conditions

By submitting a proposal, the Applicant confirms its willingness to enter into a contracting document and the requirements of this solicitation without exception, deletion, qualification or contingency.

7.3 News Releases

News releases pertaining to this solicitation or intent to award shall not be made prior to the execution of the contract or without prior written approval by the Institute.

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Attachment A

BUDGET JUSTIFICATION

Provide a narrative that fully supports and explains the basis for the information in the Budget using the following budget categories.

Personnel Expenses

Consultant/Contractor

Travel & Meeting Expenses

Other Expenses *(Include costs that do not fall into the categories noted above)*

Indirect Fees (Not to exceed 10% of the total direct costs):

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Attachment B

Work Plan Template

Goal:			
Objective 1	Key Activities	Expected Outcome	Completion Date
Objective 2			
Objective 3			

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Issue Date: July 13, 2018

All applications must be complete and respond to the following response items in order. Attachments should be included at the end of the document, which should be no more than 5 pages total. Refer to the Administrative Information document for guidance. Contact Jane Pilditch at jpilditc@mphi.org with any questions.

1. Name and full address (including zip code) of organization applying.
2. Name, title, telephone number, and email address of the individual acting as applicant's authorized contact.
3. Provide an Executive Summary which includes an overview of organization's current genetics program, a statement of need, amount of financing requested, and a proposal overview including a plan for reaching target population and anticipated outcomes.
4. Attach a Budget (**Attachment A**). See attached template in Administrative Guidance document for sample budget template.
5. Provide a Work Plan (**Attachment B**) which includes goals, activities, expected outcomes, and timeline. See Administrative Guidance document for sample work plan template.
6. Explain your plan for sustainability and continuation of the project beyond the funding period.
7. Describe the organization's experience/involvement with the Midwest Genetics Network.

Completed proposals are due August 15th at 5:00 pm EST. Incomplete proposals, or proposals received at the Submission Deadline will not be considered.

