

## APPLICATION FOR GRANTS AND SUBSIDIES (PP OBJECT CLASS)

It is the responsibility of the prospective Bidder and awarded Contractor to maintain an active registration in COMMBUYS and to keep current the email address of the Bidder's contact person and prospective contract manager, if awarded a contract, and to monitor that email inbox for communications from the Purchasing Department, including requests for clarification. The Purchasing Department and the Commonwealth assume no responsibility if a prospective Bidder's/awarded Contractor's designated email address is not current, or if technical problems, including those with the prospective Bidder's/awarded Contractor's computer, network or internet service provider (ISP) cause email communications sent to/from the prospective Bidder/Awarded contractor and the Purchasing Department to be lost or rejected by any means including email or spam filtering. To register go to [www.COMMBUYS.com](http://www.COMMBUYS.com).

**Name/Title of Grant:** Massachusetts Municipal Public Health Shared Services Program

**COMMBUYS BID Number: BD-20-1031-OFFIC-OLRH-44212**  
(Provided by POS)

**DPH RFR Document File Number: 200624**  
(Provided by POS)

### 1. Description or Purpose of Grant:

The Office of Local and Regional Health (OLRH) of the Massachusetts Department of Public Health (MDPH) seeks proposals from qualified vendors to support public health cross-jurisdictional sharing arrangements across Massachusetts municipalities. The shared services will be provided through new formal cross-jurisdictional sharing arrangements (Option A) or the expansion of existing arrangements (Option B) in accordance with the recommendations of the Special Commission on Local and Regional Public Health (Commission). The report is available on COMMBUYS and at the following link: [www.mass.gov/orgs/special-commission-on-local-and-regional-public-health](http://www.mass.gov/orgs/special-commission-on-local-and-regional-public-health).

The Commission was convened in June 2017 to "assess the effectiveness and efficiency of municipal and regional public health systems and to make recommendations regarding how to strengthen the delivery of public health services and preventive measures". In its final report, the Commission recommended improved effectiveness and efficiency by:

- Enhancing the capacity of boards of health to carry out statutory powers and duties through shared public health services;
- Expanding the capacity of boards of health to provide a comprehensive set of public health services and protections;
- Strengthening the local public health workforce by implementing local workforce education, training, and credentialing requirements; and
- Building the capacity of local boards of health to report data on system performance.

The Massachusetts Municipal Public Health Shared Services Program (MMPHSSP) RFR is designed to address the Commission's recommendations for expanding opportunities for sharing of public health services, meeting proposed workforce standards, and improving LPH's data reporting capabilities. The Commission recommended that Massachusetts advance its standards for local public health practice to embrace the Foundational Public Health Services (FPHS) as part of a two-step process. This RFR addresses the first step – increasing the capacity of all local boards of health to carry out current statutory powers and duties. The capacity to address FPHS will be addressed through a separate process that has not been determined. The MMPHSSP is part of a longer range effort to build the capacity of the Massachusetts local public health system

to actively participate in local and regional efforts to address health disparities and the social determinants of health.

Only Massachusetts municipalities are eligible to receive these grant funds.

OLRH anticipates awarding approximately 6-8 contracts ranging from an annualized amount of \$40,000-\$80,000 each.

**2. Contact Information**

**Contact Person:** Ron O'Connor

**Title:** Director, Office of Local and Regional Health

**Address:** 5 Randolph Street, Canton, MA 02021

**Telephone #:** 781-774-6603

**Fax #:** 781-774-6700

**E-mail or Internet Address:** [ron.oconnor@state.ma.us](mailto:ron.oconnor@state.ma.us) | [www.mass.gov/dph](http://www.mass.gov/dph)

**3. Applicable Procurement Law**

Check Appropriate Box ("X"):	Type of Purchase	Applicable Laws
	<b>Executive Branch Goods and Services</b>	
<input type="checkbox"/>	Goods and Services	MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00
<input type="checkbox"/>	Human and Social Services	MGL c. 7, § 22, § 22N; c. 30, § 51, § 52; 801 CMR 21.00; 808 CMR 1.00
<input type="checkbox"/>	Legal Services	MGL c. 30, § 51, § 52 and § 65; c. 7, § 22; and 801 CMR 21.01(2) (b)
<input checked="" type="checkbox"/>	Grants	MGL c. 7A, § 7; St. 1986 c. 206, § 17; 815 CMR 2.00

**4. Anticipated Payment Methodology:**

Check One ("X"):	Category
<input type="checkbox"/>	Lump Sum
<input checked="" type="checkbox"/>	Periodic Scheduled Installments
<input type="checkbox"/>	Cost Reimbursement
<input type="checkbox"/>	Other:

**5. Whether Single Or Multiple Grantees Are Required For Grant(s)**

Check One ("X"):	
<input type="checkbox"/>	Single Grantee
<input checked="" type="checkbox"/>	Multiple Grantees

**6. Expected Duration Of Grant (Initial Duration and Any Options to Renew)**

(Subject to appropriation or the availability of sufficient non-appropriated funds under the grant funding authority)

Anticipated Initial Duration up to:  18\_\_\_months;  \_\_\_ year(s)

Anticipated Renewal Options: 3 options to renew for 1 year(s) each option

Final End Date of this Procurement: June 30, 2024

**7. Anticipated Expenditures, Funding or Compensation for Expected Duration**

**Please include the Estimated Value of the Grant (Including Anticipated Renewal Options)**

Estimated value of the grant: \$2,250,000

(Subject to appropriation or the availability of sufficient non-appropriated funds under the grant funding authority)

Will Federal Funds be used to fund any part of Grant(s)?  NO,  YES (If YES, to what extent?):

**Payment through [Electronic Funds Transfer](#) is required for any contract awarded through this solicitation. Please see the COMMBUYS Bid Solicitation; File Attachments Section for this form.**

Grantees receiving federal grant funds will be considered sub-recipients for federal grant purposes and will be required to comply with applicable federal requirements, including but not limited to sub-recipient audit requirements under OMB Circular A-133.

The funds received in advance of expenditure by a grantee for a capital budget item must be held in a segregated non-interest bearing account and must be expended within 60 days (for policy information on spending capital funds see: Office of the State Comptroller, State Grants and Federal Sub-grants:

[www.mass.gov/Aosc/docs/policies\\_procedures/contracts/po\\_procon\\_state\\_grants\\_fed\\_sub.doc](http://www.mass.gov/Aosc/docs/policies_procedures/contracts/po_procon_state_grants_fed_sub.doc)).

**Funds Balance Forward Requirement for Capital, Trust and Federal Accounts Only:** Any funds designated in the budget that are unspent in any fiscal year will not be available for expenditure in the subsequent fiscal year without a formal contract amendment re-authorizing these funds. The maximum obligation of the contract will automatically be reduced by the amount of the unspent funds from the prior fiscal year.

## 8. Scope of Services and Performance Requirements:

### Background

Massachusetts has 351 cities and towns, each of which has an autonomous Board of Health. Given the disparity in size and resources among municipalities, this has led to inequities in local public health resources available to smaller or less affluent communities. Despite its value, the use of shared services in Massachusetts has been limited. Only 20% of Massachusetts municipalities are in some form of shared public health services arrangement.

The Special Commission on Local and Regional Public Health recommended that the number of Massachusetts local boards of health utilizing cross-jurisdictional services or shared services be increased as part of its blueprint for a more effective and efficient local public health system. The Commission noted in its final report, “By pooling resources, functions, and expertise, a consortium of cities and towns, especially those that are smaller or less prosperous, can improve compliance with their statutory and regulatory mandates and expand the protections and opportunities they offer residents”. Shared services can be beneficial for health departments that believe by working together — pooling resources, sharing staff, expertise, funds and programs — across boundaries, they can accomplish more than they could do alone.

The national Center for Sharing Public Health Services has identified a spectrum of public health sharing arrangements ranging from as needed or limited shared service arrangements to full regionalization/consolidation of all health services (see Spectrum of Cross-jurisdictional Sharing Arrangements in COMMBUYS).

There is no one size fits all approach to shared services. The municipal shared services program seeks to identify a variety of approaches to shared services that can service as replicable models.

### Scope of Service

**District Composition.** Funding is available for the formation of new public health shared services arrangements and the expansion of existing districts.

#### Option A: New Cross-jurisdictional Sharing Arrangement

A newly-formed cross-jurisdictional sharing arrangement (“district”) includes two or municipalities that have demonstrated interest in planning for shared services in order to increase the capacity to carry out the statutory powers and duties of boards of health.

#### Option B: Expansion of an Existing Cross-jurisdictional Sharing Arrangement

Existing cross-jurisdictional sharing arrangements may apply for funds to:

1. Add more municipalities to the shared services arrangement (“district”); or
2. Develop a tighter integration model as described in the *Spectrum of Cross-jurisdictional Sharing Arrangements*; or
3. Provide a more comprehensive set of services for one or more additional municipalities.

A municipality may apply as the lead municipality for either Option A or Option B but not both. Whether selecting Option A or B, municipalities funded under this RFR will be required to meet the following criteria and performance standards:

**Governance.** Cross-jurisdictional sharing arrangements funded under this initiative will establish or maintain governance structures involving representatives of all participating municipalities. Governance boards will be required to meet regularly under established rules of procedure to make democratic decisions about district policies, personnel, operations, and finances.

Each municipality shall retain its board of health legal authority unless a municipality votes to delegate part or all of its authority to the district governance board and the district board votes to accept it. Boards of health must approve agreements to delegate their legal authority.

**Deliverable.** Each cross-jurisdictional sharing arrangement must document within eighteen (18) months of receiving funds that all member municipalities have executed or renewed/updated an inter-municipal agreement for shared public health services as proposed in the grant application or that specific plans are being implemented to form a comprehensive district under MGL Chapter 111, Section 27A or 27B.

**Workforce Qualifications.** MDPH intends to use funds available under this initiative to strengthen the professional capacity of the Massachusetts local public health workforce by applying the local public health workforce standards recommended by the Special Commission on Local and Regional Public Health (see recommendations on COMMBUYS).

**Deliverable.** Within fifteen (15) months of funding, each grant recipient will develop a workforce development plan, according to a format provided by MDPH, that reflects the workforce development standards recommended by the Special Commission on Local and Regional Public Health.

**Data Collection.** MDPH intends to use funds available under this initiative to enhance public health capacity to acquire, store, and use data to improve population health as recommended by the Special Commission on Local and Regional Public Health.

**Deliverable.** Each grant recipient will certify that it will submit written compliance data to MDPH at the end of the grant year, in a manner to be prescribed by MDPH, including but not limited to reports of retail food inspections, state sanitary code inspections, and communicable disease surveillance and follow-up.

**Public Health Standards.** MDPH intends to use funds available under this initiative to elevate the standards for and improve the performance of local public health departments by supporting cities and towns to carry out statutory powers and duties.

**Deliverable.** Within fifteen (15) months of funding, grant recipients will complete a self-assessment (provided by MDPH) of its capacity to carry out statutory powers and duties.

**Sustainability.** MDPH intends to use funds available under this initiative to ensure cross-jurisdictional sharing arrangements (“districts”) supported through this program achieve long term sustainability.

**Deliverable.** Grant recipients will provide a plan for long-term sustainability of the proposed shared services program.

#### **Administrative Requirements:**

- Submit an annual work plan and quarterly reports and invoices to MDPH using OLRH-approved format.
- Participate in all data collection and evaluation activities as requested using required protocols and reporting systems.
- Participate in DPH site visits
- Staff must participate in all required training programs, meetings, and webinars.

- Receive approval from DPH prior to public presentations or the publication or dissemination of reports, white papers, manuals, and other technical documents produced with DPH funds.
- Comply with the requirements of the Americans with Disabilities Act regarding access to program services.

## **9. Funding, Staffing, and Allowable Costs**

### Funding

Applicants may request between \$40,000.00 and \$80,000.00 (annualized amount).

OLRH anticipates awarding between 6-8 programs for cross-jurisdictional sharing of public health services. Future funding levels are dependent upon state appropriations.

### Staffing

Staffing patterns should be arranged to meet the needs of the proposed cross-jurisdictional sharing arrangement. Applicants must identify an individual who is responsible for grant deliverables, being the point of contact for the grant, and attending required meetings and trainings.

### Allowable Costs

Grant funds can be used for staff salaries, benefits, payroll taxes, consultants, facilities, travel, program supplies, and related expenses. The lead applicant may charge up to 15% to the grant for administrative costs. Funds cannot be used for equipment without prior written approval.

## **10. Criteria and Process for Evaluating Responses**

Each proposal will be evaluated according to the following criteria:

- The proposal is complete with all required attachments and forms received by the deadline.
- The proposal adheres to all requirements outlined in the RFR document.
- Applicant demonstrates the ability to carry out the scope of service and implement program.
- Proposed budget is clear and reflects the program being proposed.

**Technical Review:** A team of objective reviewers will assess the quality of responses to each question on the Application Response Form, according to criteria related to that question. Reviewers are instructed to evaluate each response for content, comprehensiveness, and clarity of each answer as well as making sure that all aspects of each question have been addressed in the response. Reviewers will also confirm the presence of all required forms and documents with the RFR application.

**Second Level Review:** During the second level review budget, geographic distribution, need, and other criteria relative to procured strategies and services are considered and scored. Past performance of applicant with managing MDPH contracts may be considered, if applicable.

Based on all review scores, OLRH will make recommendations to the MDPH Commissioner who makes the final funding determination.

11. DEADLINE FOR RESPONSES or Grant Procurement Calendar *(eliminate row if N/A):*

EVENT	DATE
<b>RFR Release Date</b>	Monday, September 23, 2019
<b>Bidders' Conference</b>	<p>There will be two bidders conference sessions:</p> <p><b><u>In person</u></b></p> <p>Wednesday, October 2, 2019 2:00 p.m. Massachusetts Department of Public Health, Marlborough Office, 67 Forest Street, Training Room 1021, Marlborough, MA</p> <p><b><u>Webinar</u></b></p> <p>October 10, 2019 10:00 a.m. Link for registration: <a href="https://statema.webex.com/statema/onstage/g.php?MTID=e83b861b14b1db3e0f8fdd962b52d7ad1">https://statema.webex.com/statema/onstage/g.php?MTID=e83b861b14b1db3e0f8fdd962b52d7ad1</a></p>
<p><b>Deadline for Questions and Answers</b></p> <p>All Questions must be received in writing. Questions can be sent by email no later than the date and time indicated in the Procurement Calendar. The issuing department reserves the right not to respond to questions submitted after this date. All Questions with answers will be posted on the COMMBUYS Attachment section for this procurement.</p>	<p><b>Friday, October 25, 2019 by 4:00 PM</b> submit to:</p> <p><a href="mailto:Ron.Oconnor@state.ma.us">Ron.Oconnor@state.ma.us</a></p>
<p><b>The BID opening date</b> <b>(Deadline for Submission of Response)</b></p>	<p><b>Tuesday, November 5, 2019 by 4:00 PM</b></p>
<p><b>Deadline for Forms that require Ink Signatures.</b></p> <p>(See Instructions for Submission of Responses above for further instruction.)</p>	<p>Tuesday November 12<sup>th</sup> 2019</p> <p>Mail form to</p> <p>Debra Dinkins 250 Washington St Boston MA 02108</p>
<b>Anticipated Contract Start Date</b>	<b>January 2020</b>

## 12. Instructions for Submission of Responses:

A municipality may apply as the lead municipality for either Option A or Option B but not both.

### **A complete RFR Response includes:**

- An application response form for either Option A or Option B
- An organizational chart from the applying municipality
- Local Support Documentation form
- Job description(s)
- Resume(s) – if known
- A program budget

All responses are to be submitted electronically using the online submission tools available to Vendors registered in COMMBUYS. There is no charge to register in COMMBUYS. To Register go to [www.COMMBUYS.com](http://www.COMMBUYS.com) and click on the "Register" link on the front page.

**The forms listed on the COMMBUYS Bid Solicitation; File attachment section for this RFR must be submitted with your response where indicated.**

All Quotes must be received by the Department of Public Health before the specified date, month, year and time of the Bid Opening Date displayed on COMMBUYS. Times are Eastern Standard/Daylight Savings (US), as applicable.

**All Bidders are advised to allow adequate time for submission by considering potential online submission impediments like Internet traffic, Internet connection speed, file size, and file volume.** DPH is not responsible for delays encountered by Bidders or their agents, or for a Bidder's local hardware failures, such as computers or related networks, associated with bid compilation or submission. Bids submitted via COMMBUYS are time stamped by the COMMBUYS system clock which is considered the official time of record.

### **Electronic Signatures**

Quotes submitted via COMMBUYS must be signed electronically by the Bidder or the Bidder's Agent by accepting the terms and conditions of the bid on the "Terms & Conditions" tab in COMMBUYS. Bidders do this by selecting "Save & Continue" on the "Terms and Conditions" tab after accepting the terms and conditions of the bid. By agreeing to this the submitter attests that s/he is an agent of the Bidder with authority to sign on the Bidder's behalf, and that s/he has read and assented to each document's terms.

### **Ink Signatures**

The Commonwealth of Massachusetts requires Contractors to submit original ink-signature versions of the following forms:

- Commonwealth Terms and Conditions (If not already on file with the Comptroller)
- Request for Taxpayer Identification and Verification (Mass. Substitute W9 Form) (If not already on file with the Comptroller)
- Electronic Funds Transfer Sign Up Form (If not already on file with the Comptroller)

Bidders who agreed to the terms and conditions of these forms electronically via COMMBUYS online Quote submission tool must still submit the above forms with ink signatures within seven (7) calendar days of the Open date for this BID (See Procurement Calendar above). Successful bidders may have a delay in the execution of their contracts if the above forms are not received by DPH in timely manner.



### File Format and Naming Conventions

Scanned documents will be accepted and must be scanned in such a way that they can be read on a computer monitor and printed on 8 1/2" x 11" paper, unless otherwise specified. Attachments must be uploaded individually and cannot be combined in a zipped file.

DPH is requiring that all response attachments that are uploaded in COMMBUYS include the company name of the Bidder and the RFR number. For additional instructions about naming conventions and the document titles see the Checklist of Attachments found in the Application Response Form. The description entered during the file upload process ensures each file is readily identified by Company Name, RFR and content.

To assist bidders in identify the purpose of the attachments for this procurement; the forms posted on the COMMBUYS attachment section have a prefix according to the following chart:

REQ	Required	Must complete and return document with application
COMPREQ	Comptroller Required	If not already on file with the Comptroller complete and sign in blue ink and return with application
READ	Read Only	Read only documents that do not need to be returned with the application.
INFO	Informational	Document is for informational purposes and will be required at the time of contract/engagement

### 13. COMMBUYS Support

The following resources are provided to assist Bidders in submitting Quotes:

- An online job aid on “**Creating a Quote in COMMBUYS for DPH; POS RFRs**”

**Website:** Go to [www.mass.gov/osd/commbuys](http://www.mass.gov/osd/commbuys) and select the COMMBUYS Resource Center link offered under Key Resources.

**Email:** Send inquiries to the COMMBUYS Helpdesk at [COMMBUYS@mass.gov](mailto:COMMBUYS@mass.gov)

**Telephone:** Call the COMMBUYS Help Desk at 1-888-MA-STATE (1-888-627-8283). The Help Desk is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal and state holidays.

Technical assistance is available during the procurement process. Every effort is made to respond to inquiries within one business day.

Bidders are advised that COMMBUYS will be unavailable during regularly scheduled maintenance hours of which all users will be notified.