

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.

Name/Title of Grant: Local health support for COVID-19 case investigation and contact tracing

COMMBUYS BID Number: BD-21-1031-BID00-BID03-63767

DPH RFR Document File Number: 223127

1. Description or Purpose of Grant: This grant program is intended to build capacity in local boards of health, ideally through a shared services framework, to be able to fully assume COVID-19 case and cluster investigation, contact tracing, isolation and quarantine support, and associated public health reporting responsibilities starting Q2 of FY2022. Resources will be made available to local boards of health to build epidemiologic, clinical, and community health worker staff capacity to meet these responsibilities as the Community Tracing Collaborative scales down its staff complement between June and September 2021. These resources are expected to be available through June 30, 2023, with any extensions dependent on federal carryforward funds availability.

Only municipalities or regional planning agencies/regional government councils representing local boards of health are eligible to receive these grant funds. While selected municipalities (see below) are permitted to apply independently, most are required to apply as part of a shared services agreement with at least two other municipalities.

2. Contact Information

Contact Person: Kevin Cranston

Title: Assistant Commissioner; Director, Bureau of Infectious Disease and Laboratory Sciences

Address: 305 South Street
Jamaica Plain, MA 02130

Telephone #: 617-938-4014

Fax #: 617-624-5399

E-mail or Internet Address: kevin.cranston@mass.gov

3 Applicable Procurement Law

Check Appropriate Box ("X"):	Type of Purchase	Applicable Laws
	Executive Branch Goods and Services	
<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

3. 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:

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

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

5. 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: ___ months; __2__ year(s)

Anticipated Renewal Options: __2__ options to renew for __2__ year(s) each option

Final End Date of this Procurement: __June 30, 2027_____

6. Anticipated Expenditures, Funding Or Compensation For Expected Duration

Please include the Estimated Value of the Grant (Including Anticipated Renewal Options):
\$118,800,000

Will Federal Funds be used to fund any part of Grant(s)? NO, YES (If YES, to what extent?): 100%

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).

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.

7. Indicate Grant Scope and Performance Requirements: (include Scope of Service, Performance Measures, and Criteria for Evaluating Responses)

Background:

Response to the current COVID-19 pandemic has required vigorous application of core public health principles and practices. Among these are epidemiologic tracking of laboratory-confirmed cases, identification of close contacts of confirmed cases, investigation of clusters of cases and the contexts of clusters, application of science-based isolation and quarantine procedures, instruction and support for individuals subject to isolation and quarantine, and timely public health reporting. During the period April 2020 through May 2021 the Massachusetts Department of Public Health and local health departments who are the lead public health authorities for these practices have been able to rely, at their discretion and under their authority, on the capacity of the Community Tracing Collaborative to assist with case/cluster investigation, contact tracing, and isolation and quarantine supports.

As rates of completed vaccination against the SARS-CoV-2 virus have grown and daily COVID-19 case volumes have decreased, plans to scale back the staffing of the Community Tracing Collaborative have been operationalized. The Community Tracing Collaborative is slated to end new case investigation and contact tracing efforts by September 15, 2021 and to complete ongoing investigations and contact communications by September 30, 2021.

In order to enable local boards of health, regional planning agencies, and regional government councils and their associated health departments to assume full responsibility for these essential public health practices, the Department of Public Health is making \$19.8M in federal support over the first two years available to municipalities, ideally through a shared services framework, to build their epidemiologic, clinical, and community health worker staff capacity to fulfil these responsibilities.

In order to further support the creation and maintenance of shared services agreements consistent with the Special Commission on Local and Regional Public Health Blueprint (www.mass.gov/orgs/special-commission-on-local-and-regional-public-health) and the intent of RFR 214333 (Public Health Excellence Grant Program for Shared Services), applicants will be prioritized for funding if they present evidence of having entered into a shared services agreement with at least two other jurisdictions or plan to enter into such agreement as part of RFR 214333. A selected number of larger municipalities which have primarily relied on the Community Tracing Collaborative for case/cluster investigation and contact tracing are eligible to apply independently: Boston, Brockton, Fall River, Haverhill, Lawrence, Lowell, Lynn, Methuen, New Bedford, Quincy, Revere, Springfield, Taunton, and Worcester.

Due to the specific nature of COVID-19 case/cluster investigation and contact tracing, priority will be for the hiring of sufficient epidemiologic staffing to accomplish the scope of service outlined below. Jurisdictions may also expand their public health nursing staff capacity, but only once their core epidemiologic capacity target has been reached, generally in a ratio of

three epidemiologists for every one public health nurse. In order to promote social services coordination to support isolation and quarantine instructions, jurisdictions may use grant resource to create or expand their complement of community health workers.

Scope of Service

Funded entities will expand their epidemiologic staffing, and to the degree necessary their public health nursing and other staff, to accomplish the following public health responsibilities:

1. Investigation of 100% of laboratory-confirmed cases of COVID-19 among their residents
2. Investigation, with DPH support, of 100% of cluster of cases of COVID-19 among their residents or occurring within their jurisdiction
3. Identification of 100% of close contacts as defined by DPH
4. Communication by phone, in person, or by electronic means with 100% of cases and close contacts to provide instruction in isolation and quarantine requirements as indicated
5. Timely reporting of the status of case/cluster investigation and contact tracing efforts per current public health regulations (105 CMR 300.000) to the Massachusetts Virtual Epidemiologic Network (MAVEN)
6. Support for individuals with expressed challenges observing isolation and quarantine instructions, to be coordinated with social services, childcare, nutritional, transportation, housing, mental health, and other practical supports at the local level.
7. Conducting of timely and complete analyses of case/cluster data to describe local COVID-19 epidemiology
8. Maintaining current staff training and proficiency in MAVEN

Performance Measures

Funded entities will demonstrate on a quarterly basis the hiring, contracting, or progress toward hiring and contracting of sufficient epidemiologic and, as indicated, clinical and community health worker staff capacity to meet the scope of services outlined above, as well as the maintenance of this capacity for the duration of the grant program.

Funded entities will demonstrate through timely MAVEN reporting their fulfillment of the scope of services outlined above. Supplementary reporting of social services support coordination may be required on a periodic basis.

Funded entities will report their expenditures of grant resources on a quarterly basis and justify these expenditures according to the terms of this RFR in order to remain eligible for further installment payments of grant resources.

Criteria for Evaluating Response

Awards will average \$300,000 per year per awardee, but will be adjusted proportionally according to the size of the covered jurisdiction(s), their historic and current relative burden of COVID-19, and their risk of COVID-19 due to social vulnerability. Approximately 33 awards across shared services collaboratives and independent municipalities are anticipated. Expected range of awards: \$50,000 to \$600,000.

Proposals will be evaluated according to the following criteria:

- The proposal is complete including all required attachments and forms being received prior to the deadline
- Proposal presents a clear and specific plan for expanding the jurisdiction's epidemiologic staff, and as indicated clinical and community health worker staff capacity (note: existing staffing pattern and any staff expansion under RFR 214333 [Public Health Excellence Grant Program for Shared Services] will be taken into consideration)
- With the exception of those municipalities listed above which may apply independently, entities selected for funding have demonstrated their intent to establish shared services agreements with at least two other local public health authorities
- Proposals have clearly stated their intent and planned capacity to meet the terms of the scope of services outlined above

Applications will undergo two levels of review: Level I Technical Review and Level II Review. Level II review will take into consideration the clarity and appropriateness of staffing plan, commitment to assuming full responsibility for COVID-19 epidemiologic response, and budget.

Based on review scores, Department staff will make recommendations to the DPH Commissioner who makes the final funding determination.

8. DEADLINE FOR RESPONSES or Grant Procurement Calendar:

EVENT	DATE
RFR Release Date	June 11, 2021
Bidders' Conference	June 17, 2021 3:00-4:00 PM (via WebEx) https://statema.webex.com/statema/j.php?MTID=ma976a9ccfb4c507fa73f96fc799a43f6
Deadline for Questions and Answers 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 his date. All Questions with answers will be posted on the COMMBUYS Attachment section for this procurement.	June 17, 2021 by 12:00 PM Email questions to: ceci.dunn@mass.gov
The BID opening date (Deadline for Submission of Response)	July 1, 2021 at 12:00 PM Email responses to: ceci.dunn@mass.gov
Anticipated Contract Start Date	August 15, 2021

9. Instructions for Submission of Responses:

A complete RFR Response includes:

- An application response form
- Signed attestation
- Staffing plan response form
- 12 month Program budget July 1, 2021 through June 30, 2022

Submitting Responses

Responses should be submitted electronically to ceci.dunn@mass.gov by **July 1, 2021 at 12:00PM**. Please put **RFR 223127 Response** in the subject line. **Responses must be received by 12pm on Thursday, July 1, 2021 for consideration.**

Ink Signatures

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

- 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)

Vendors who do not already have these forms on file with the Comptroller complete and sign in blue ink and return by mail to within 7 days of the Bid Opening date for this RFR:

Ceci Dunn
 Deputy Director, Bureau of Infectious Disease and Laboratory Sciences
 DPH Jamaica Plain Campus/State Public Health Laboratory
 305 South Street
 Jamaica Plain, MA 02130

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

COMMBUYS is the official source of information for this Bid and is publicly accessible at no charge at www.commbuys.com. Information contained in this document and in COMMBUYS, including file attachments, and information contained in the related Bid Questions and Answers (Q&A), are all components of the Bid, as referenced in COMMBUYS, and are incorporated into the Bid and any resulting contract.

Bidders are solely responsible for obtaining all information distributed for this Bid via COMMBUYS. Bid Q&A supports Bidder submission of written questions associated with a Bid and publication of official answers.

It is each Bidder's responsibility to check COMMBUYS for:

- Any amendments, addenda or modifications to this Bid, and
- Any Bid Q&A records related to this Bid.

The Commonwealth accepts no responsibility and will provide no accommodation to Bidders who submit a Quote based on an out-of-date Bid or on information received from a source other than COMMBUYS.