

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

Total Available	\$8,000,000	Estimated Number of Awards	30	RFP Number:	EMSWD-2024
Maximum Award:	\$350,000	Minimum Award	\$75,000	Department Bureau:	Bureau of Emergency Preparedness, EMS, and Systems of Care
Application Due Date:	Friday June 30, 2023 3:00 pm EST			Funding Source:	State General Funds
				ALN#:	N/A
Anticipated Begin and End Dates: October 1, 2023 through September 30, 2024					

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 EGrAMS website at <http://egramms-mi.com/mdhhs>, and click the link "About EGrAMS" on the left-side panel to access the manual.

Geographic Area: **Statewide**

Title: Emergency Medical Services Workforce Diversified - 2024**Program Purpose:**

The focus of the program is to continue and expand the workforce development program used for training people in emergency medical services. The intent is to address the critical shortage of paramedics statewide and increase accessibility (through barrier reduction) to and enrollment in EMS (Emergency Medical Service) education programming, specifically paramedic programs, in Michigan.

Disqualifying Criteria:

The applicant will be disqualified and the application will not be funded 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 grant application date and time deadline 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 funded.

Applications intended to start new EMS agencies will not be funded.

Applications for physical infrastructure such as building renovations, rent, or vehicles will not be funded.

Pre-Application Conference:

A pre-application conference will be held to provide instruction on using the EGrAMS system. The pre-application conference will be held on May 23, 2023, beginning at 1:00 pm EST, and will last approximately 90 minutes. The webinar can be accessed at <https://bit.ly/3L7qDkB>

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

Eligible Applicants: Applicants should be currently licensed municipal or private EMS agencies, including federally recognized tribes seeking to increase their workforce or their initial education, currently approved Michigan EMS education programs seeking increased enrollment or expansion, or programs seeking to be accredited or to become an approved education program. Fiduciaries may apply on behalf of these entities.

Application Submission: Applicants are encouraged to complete and submit the grant application in advance of the grant application deadline to allow enough time to complete the application process and to receive technical assistance if necessary. The EGrAMS system will not permit applicants to submit applications that contain validation errors. Applicants must correct all errors before the system will allow submission of the application. Failure to correct all errors is not justification for a deadline extension.

Technical Assistance Deadline: Technical assistance related to the submittal of the proposal and all attachments will be available until 12:00 pm EST on the day of the proposal deadline. This ensures equal access to technical assistance by preventing a first-come, first-served process for technical assistance. Responsibility for a complete submission lies with the applicant.

<p>Authority: P.A. 2080 of 1939. Completion: Mandatory. Penalty: Agreement Invalid</p>	<p>The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy. 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.</p>
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Table of Contents

This Request for Proposal (RFP) provides interested applicants with enough 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	May 23, 2023 1:00 pm EST
Deadline for submitting questions regarding the grant application	May 31, 2023
Q & A Posted on EGrAMS	Jun 6, 2023
Agency EGrAMS registration, agency profile and project director request deadline to gain access to Application	Jun 23, 2023 5:00 pm EST
EGrAMS technical assistance deadline	Jun 30, 2023 12:00 pm EST
Grant application deadline	Jun 30, 2023 3:00 pm EST
Notification of Award/Denial	August 2, 2023
Grants Awarded modification deadline	August 16, 2023

2. Application and Submission Information

a. Application Guide

Applicants are responsible for reading and complying with this RFP and Competitive Application Instructions, which can be found by visiting the EGrAMS website at <http://egramps-mi.com/mdhhs> under 'About EGrAMS'.

b. EGrAMS Registration

Applicants are responsible to visit the EGrAMS websites to create a user profile and submit a Project Director Request.

1) Registering an agency and creating a user profile through the EGrAMS Website at <https://egramps-mi.com/mdhhs>.

- Applicants **NEW** to EGrAMS must register their agency on or before June 23, 2023 5:00 pm EST by going to the EGrAMS Website.
 - a) Applicants must have a Unique Entity Identifier (UEI) registered at [SAM.gov | Home](https://sam.gov)
 - b) Applications must have a Vendor Customer Number registered at [SIGMA Vendor Self Service website](https://sigma.com)
- Applicants **NEW** to EGrAMS are required to create a user profile by going to the EGrAMS Website.

2) Submitting a Project Director Request through the EGrAMS website.

- **ALL** applicants are required to submit a Project Director Request on or before June 23, 2023 5:00 pm EST
- Requests will be processed within two business days.

c. 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 [EGrAMS website](#) by the day of the proposal deadline. For technical assistance when entering the application, contact the EGrAMS Helpdesk at 517-335-3359. Technical assistance related to the submittal of the proposal and all attachments will be available until 12:00 pm EST on the day of the proposal deadline. This ensures equal access to technical assistance by preventing a first-come, first-served process for technical assistance. Responsibility for a complete submission lies with the applicant.

Applicants are encouraged to complete and submit the grant application in advance of the grant application deadline to allow enough time to complete the application process and to receive technical assistance if necessary. The EGrAMS system will not permit applicants to submit applications that contain validation errors. Applicants must correct all errors before the system will allow submission of the application. Failure to correct all errors is not justification for a deadline extension.

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the [EGrAMS website](#) and click the link "About EGrAMS" on the left-side panel to access Grantee Competitive Application Instructions.

d. Pre-Application Conference – Optional

A pre-application conference will be held to provide instruction on using the EGrAMS system. The pre-application conference will be held on May 23, 2023 beginning at 1:00 pm EST and will last approximately 90 minutes. The webinar can be accessed at <https://bit.ly/3L7qDkB>

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 MDHHS-EMS-Grants@Michigan.gov before May 31, 2023. 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 June 6, 2023 on the [EGrAMS website](#).

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 Grantee 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.

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

8. Evaluation Process

Only applications receiving a minimum of 75 points are eligible to receive funding through the grant program. An application will be evaluated based on 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
 - 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.

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 if: (i) no other applications are received or (ii) no complete applications are received.
- 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. 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.
- e. Consider prior performance with the State in making its award decision.
- f. 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.
- g. Consider total cost of ownership factors (e.g., transition and training costs) in the final award recommendation.
- h. Refuse to award an agreement to any applicant that has failed to pay State taxes or has outstanding debt with the State of Michigan.
- i. Enter into negotiations with one or more applicants on price, terms, technical requirements, or other deliverables.

- j. Award multiple agreements, or award by agreement activity.
- k. Evaluate the application outside the scope identified in Section I.8, Evaluation Process, if MDHHS receives only one application.
- l. Evaluate applications using a method that establishes the relative importance of each deliverable.

10. Award Procedure

MDHHS will notify applicants recommended for funding via the EGrAMS 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 EGrAMS system.

For any applications approved with revisions required, the applicant will be notified that the application is ready for revisions in the EGrAMS 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 EGrAMS system.

The Authorized Official for the applicant must electronically sign the agreement in EGrAMS.

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 the [EGrAMS website](#) for reference. All rights and responsibilities noted in the boilerplate agreement language will become the rights and responsibilities of the indicated parties if 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 award notification 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 on the [SIGMA Vendor Self Service website](#), which links to the Statewide 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 Emergency Medical Services Workforce Diversified grant program as described in this RFP and [section 507 of PA 166 of 2022](#). The specifications described in this RFP provide helpful information for developing the application. The documents required for the completion of this application are available on the [EGrAMS website](#).

1. Match Requirements

This program does not require matching funds

2. Purpose of the Emergency Medical Services Workforce Diversified

The focus of the program is to continue and expand the workforce development program used for training people in emergency medical services. The intent is to address the critical shortage of paramedics statewide and increase accessibility (through barrier reduction) to and enrollment in EMS education programming, specifically paramedic programs, in Michigan.

3. Definitions

Physical and durable program equipment - for the purposes of this grant, is any piece of equipment, technological resource, or other item that would remain the property of the program when a student leaves or graduates the program.

Geographic service area -is the covered area by a given licensed EMS agency.

All definitions are according to [PA 368 of 1978](#) as amended, and currently promulgated administrative rules.

4. Funding Priorities

The priority of this funding is to increase the number of people in the EMS workforce. Proposals should focus on increasing the workforce throughout the EMS system. Priority will be given to those areas of the state that have not been funded previously and to those that directly impact students (such as tuition and wages). Twenty percent of funding will be prioritized to applications that target rural areas of the state.

MDHHS has identified several potential uses for funding.

- A. Traditional grants, limited to \$20,000 per paramedic student to cover costs of tuition and associated fees for paramedic training at a Michigan approved education program.
- B. Hourly reimbursement for time spent in EMS training programs, at a rate of \$15/hour, to a maximum of \$16,000 per paramedic student.
- C. EMS Education Access grants may be funded in the following potential categories:
 - a. Expansion and increased access to EMS education to areas currently not served by initial education programs. Applicants will be responsible for demonstrating how their proposal increases access to an underserved area. This funding may be used for accreditation fees, administration cost, instructor salary (if the program is not also establishing scholarships as noted in 5, below), etc.

- b. Barrier reduction efforts, if the proposal specifically outlines how the funding request will decrease barriers to enrollment or student success.
- c. Outreach campaigns to increase student enrollment in EMS training programs.

5. Unallowable expenses

- Physical and durable program equipment .
- Any funding of physical items that would not normally be incurred by students in a program and remain property of the student (i.e. uniforms, books, etc).
- Rent for buildings and disposable equipment for programs
- Instructor salaries for current positions or those that are being funded through other grant funded student scholarships.
- Costs incurred before 10/01/2023 or after 9/30/2024 will not be funded.
- Any other items MDHHS determines to be unallowable

6. Program Requirements

In addition to the boilerplate agreement, successful applicants are required to comply with all requirements contained in Attachment E Program Specific Requirements.

7. Credentials

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

All initial education programs will be conducted by those approved by MDHHS, as outlined in [PA 368 of 1978](#), as amended and promulgated administrative rules. Entities submitting for reimbursement of hourly rates for class time must be currently licensed EMS agencies in the state of Michigan.

8. Expected Performance Outcomes

Performance outcomes should be included in the workplan section of the application. During the Agreement, the successful applicants shall demonstrate measurable progress toward the achievement of the outcomes.

Success of grant programs will be measured by:

- A. Enrollment of students in education programs (increasing, dependent on initiatives)
- B. Retention of students throughout education programs (low attrition)
- C. Success of students attempting licensing/certification exams
- D. Students/candidates/new licensees associating/working for an EMS agencies

9. Reporting Requirements

In addition to the boilerplate agreement, successful applicants are required to comply with all requirements contained in Attachment C Reporting Requirements.

10. Reference Documents

Reference documents for this RFP include:

There are no reference documents for this RFP.

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
Narrative	
Program Implementation	45 possible points
Experience and Past Performance	10 possible points
Education, Credentials & Qualifications	15 possible points
Staffing and Training	10 possible points
Work Plan	10 possible points
Budget	10 possible points
Total	100

Questions to be answered by the applicant, along with the criteria reviewers will use to evaluate the responses, are below. Unless otherwise specified, applicant responses are limited to 5,000 characters.

Program Implementation (Maximum 45 points)

- A. (10 points) Describe recent demographics (within the past three years) of the service area. Include statistical data including but not limited to population, age, income levels, racial and ethnic backgrounds, and cultural diversity. The definition of service area should be related to the proposal of the grant. If related to increasing EMS staffing for a specific EMS agency, it may be related to a 911 response area. For those writing for education expansion or barrier reduction, include the demographics that are attempting to be altered by expansion or diversification of student population. For proposals that include outreach initiatives include known current demographics of the EMS workforce/enrollment, as appropriate for the type of proposal.

Review Criteria:

- a. (10 points) Did the applicant describe the demographics with the expected detail and with information related to the project proposal?
- B. (10 points) Describe the needs of the target population to be served. This should include demonstrated need for staffing for EMS agencies, enrollment barriers for EMS education, or the intended enrollees for education or EMS workforce. This will also depend on what the specific application is requesting. (This is not the geographic service area, as the grant is not for service expansion)

Review Criteria:

- a. (5 points) How well has the applicant demonstrated an understanding of the service area and the needs of the target population?
 - b. (5 points) How well did the applicant tie the needs of the target population to the proposed project purpose.
- C. (5 points) Explain how the services provided in this RFP will address the needs of the target population with respect to:
- i. Disabilities (physical and mental)
 - ii. Language barriers
 - iii. Cultural barriers
 - iv. Transportation needs

Review Criteria:

- a. (5 points) Has the applicant provided a plan that is adequate to accommodate client needs as listed above?
- D. (5 points) Describe how your organization will deliver the proposed services to the target population without excluding from participation in, denying benefits of, or discriminating against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, partisan considerations, gender identification or expression, sexual orientation or a disability or genetic information that is unrelated to the person's circumstances. This answer should be specific to the grant request and not only an organizational mission statement.

Review Criteria:

- a. (5 points) How well has the applicant described how the organization will deliver the proposed services to the target population in a diverse, equitable and inclusive manner without excluding from participation in, denying the benefits of, or discriminating against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, disability or genetic information?
- E. (8 points) Provide a description of how the required service(s) will be provided. Include each step of the process, or activity that the applicant will perform to initiate and maintain the services identified in this RFP. This should give the details of the proposed program and its purpose.

Review Criteria:

- a. (8 points) How well has the applicant demonstrated their ability to fully implement and maintain the services(s) within the RFP?
- F. (5 points) Describe how it will be determined whether the program is successful in that it meets the expected performance outcomes. Then describe the steps that will be taken if the program is not initially successful. Outcomes should be related to the proposed project specifically and tied to dates within the workplan.

Review Criteria:

- a. (5 points) Did the applicant describe how they will determine whether the program is successful (based on the expected performance outcomes) and what steps would be taken if it is not successful?
- G. (2 points) Describe any plans to collaborate with other agencies or entities for program success, if applicable. If collaborations are included, please attach any agreements between entities. EMS agencies should include what education programs they plan to utilize for paramedic training. If no collaboration is needed, please explain the self-contained nature of the proposal.

Review Criteria:

- a. (2 point) Did the applicant describe the collaboration or ability to maintain the program as a single entity?
- b. (0 point) Did the applicant include the agreements between entities?

Experience and Past Performance (Maximum 10 points)

- A. (7 points) Describe experience in providing EMS Workforce services similar in size or scope to those in this RFP. Include current or previously held grants if applicable. Identify the performance outcomes measured to ensure service provided was successful. Include data to support this description. This could include activities related to this project that were NOT grant funded, including self-funded initiatives and efforts.

Review Criteria:

- a. (7 points) Did the applicant provide a description of services provided similar in size or scope to those in this RFP? Was performance data for the services provided? Were the performance outcomes met?
- B. (3 points) Describe the principal characteristics for the target population(s) for whom services were provided.

Review Criteria:

- a. (1 points) Did the applicant describe the principal characteristics for the target population(s) served?
- b. (2 points) Are the principal characteristics comparable to the population to be served?

Education, Credentials & Qualifications (Maximum 15 points)

- A. (15 points) Qualifications of program, agency, or organization. Please provide information for all partners involved in the project, including licensing or course approvals, if applicable. Describe the relationship between these entities and how each will interact with the grant funds. This should include license numbers, program approvals, accreditation information, etc.

Review Criteria:

- a. (15 points) Has the applicant provided information on the partners involved in the grant? Do they have current and appropriate credentials, as described?

Staffing and Training (Maximum 10 points)

- A. (5 points) Describe the need for increased staffing, training, outreach, or barrier reduction, depending on the purpose. This could include low enrollment number, underserved population, current staffing levels, etc.

Review Criteria:

- a. (5 points) Did the applicant detail need for increased staffing or access?
- B. (5 points) Describe applicant's plan to address retention/attrition of students/staff utilizing grant funding. This should include organizational initiatives, but not employment contracts tied to grant funding.

Review Criteria:

- a. (5 points) Has the applicant described how they will address retention/attrition?

Work Plan (Maximum 10 points)

Review Criteria:

- a. (4 points) Are the objectives consistent with the program goal(s)?
- b. (2 points) Do the activities clearly describe what actions or steps will be taken to accomplish each objective?
- c. (2 points) Are the responsible staff listed consistent with the project contacts and/or budgeted staff?
- d. (2 points) Does at least one activity extend across the full project period?

Budget (Maximum 10 points)

Budget Entry (3 points)

- A. (3 points) The budget should be for expenses during period of this grant October 1, 2023 – September 30, 2024

Review Criteria:

- a. (2 points) Are the resources identified in the narrative consistent with those in the budget?
- b. (1 points) Are the line items requested allowable?

Budget Narrative (7 points) – The budget narrative needs to be entered in EGrAMS on the budget entry screen in the peach box that says “Narrative” for each budget category that has expenses.

B. (7 points) Provide a budget narrative that describes the uses, need and purpose for the resources and costs included in the project budget. Please explain why each of the requested items is necessary to accomplish the supported project activity(s). Ensure that the resources and costs are allowable, reasonable and necessary to accomplish the work plan and terms of the agreement. Please be sure to include anticipated cost per grant funded student/staff.

Review Criteria:

a. (7 points) Are the resources (budgeted details such as occupancy, communication, supplies and equipment, transportation, contracted services and miscellaneous) allowable and reasonable to accomplish applicant’s work plan, and reasonably adequate to provide a consistent level of service throughout the term of the grant?