

Contract/Leases/Agreements/Grants
Form

| | |
|--|---|
| Is this | New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> |
| Is this a Grant | Yes <input checked="" type="checkbox"/> (if yes, needs to go to grant review) No <input type="checkbox"/> |
| Is this an | Agreement: <input checked="" type="checkbox"/> Contract: <input type="checkbox"/> Lease: <input type="checkbox"/> Other: <input type="checkbox"/> |
| Name of who Contract/Lease/Agreement/Grant is with | <i>SHHS</i> |
| Project Name | <i>Navigator Pilot Program</i> |
| Attorney Review | All contracts/leases/agreements/grants must have attorney review and approval through the Commissioners' Office. |
| Insurance Review | All contracts/leases/agreements/grants must have appropriate insurance coverage per the attached list. It is the Department Head's responsibility to make sure that all requirements are met and listed on the insurance certificate. |
| Total Amount | \$ <i>100,000</i> |
| Organization Match | \$ <i>100%</i> |
| County's Match | \$ <i>0</i> |
| | |

I have reviewed and approved this contract/lease/agreement/grant and attached appropriate insurance:

Department Head requesting _____ Date signed _____

GRANT REVIEW COMMITTEE APPROVAL:

County Clerk _____ Date signed _____ I am requesting a meeting.

County Treasurer _____ Date signed _____ I am requesting a meeting.

Finance Chairman _____ Date signed _____ I am requesting a meeting.

Please do not mark below this line

INTEROFFICE USE ONLY

Date received _____ Date sent for Attorney Review _____

Attorney Approval received _____ Insurance received _____

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

| | | | | | |
|---|--------------------|----------------------------|-----------------|---------------------------|--|
| Total Available | \$2,100,000 | Estimated Number of Awards | 6 | RFP Number: | VRNPP-2020 |
| Maximum Award: | \$300,000 | Minimum Award | \$50,000 | Department Bureau: | Bureau of Community Services |
| Application Due Date: August 27, 2019 at 3:00 pm | | | | Funding Source | Crime Victim Rights Fund (State Restricted) |
| | | | | CFDA#: | N/A |
| Anticipated Begin and End Dates: October 1, 2019 | | | through | September 30, 2020 | |

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://egrans-mi.com/dch>, and click the link "About EGrAMS" on the left-side panel to access the manual.

Geographic Area: **All counties are eligible. Applications are open for counties that want to partner and create a regionalized position.**

Title: **Crime Victim Rights Navigator Pilot Program**

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 Pre-Application Conference will be available via webinar. Please see details in Section I., 2, d. for detailed information.

Additional Information (e.g., applicant eligibility criteria):
This RFP is open to all Prosecuting Attorney offices throughout Michigan. Counties that want to collaborate and apply for a regionalized position are allowed; however, only one county can be the primary grantee in that situation. The RFP is for a navigator position that would assist clients with completing their compensation applications. This position by no means would replace a crime victim advocate but would complement a crime victim advocate. The navigator would work in tandem with crime victim advocates on the staff to coordinate claims and prepare for the filing process. The navigator would follow-up with clients to ensure they have the appropriate information and documentation necessary to file a completed claim. The position would assist clients with obtaining police reports, medical receipts, pay stubs from a client's employer and other essential documents and forms needed for a complete and accurate application. This position would contact various local and/or public offices and organizations to help the client retrieve necessary documents.

| | |
|--------------------------------------|--|
| Authority: P.A. 2080 of 1939. | 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. |
| Completion: Mandatory. | |
| Penalty: Agreement Invalid | |

Regional?

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 | July 30, 2019 |
| Deadline for submitting questions regarding the grant application | August 8, 2019 |
| Q & A Posted on MI E-Grants | August 12, 2019 |
| Agency EGrAMS registration, agency profile and project director request deadline to gain access to Application | August 22, 2019 |
| Grant application deadline | August 27, 2019 at 3:00 pm |
| Notification of Award/Denial | September 19, 2019 |
| Grants Awarded modification deadline | September 23, 2019 |

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 MI E-Grants website at <http://egramms-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 PORTAL at <http://egramms-mi.com/portal>.

- Applicants **NEW** to EGrAMS must register their agency on or before August 22, 2019 by going to the EGrAMS portal website.
 - a) Applicants must also have a DUNS number.
- Applicants **NEW** to EGrAMS are required to create a user profile by going to the EGrAMS portal website.

2) Submitting a Project Director Request through the EGrAMS MDHHS site at <http://egramms-mi.com/mdhhs>.

- **ALL** applicants are required to submit a Project Director Request on or before August 22, 2019.
- 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 MI E-Grants website. For technical assistance when entering the application, contact the MI E-Grants Helpdesk at 517-335-3359.

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.

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 Competitive Application Instructions.

d. Pre-Application Conference – Optional

A pre-application conference call and webinar will be held to provide instruction on using the MI E-Grants system. The pre-application conference will be held on July 30, 2019, beginning at 1:30 pm, and will last approximately 90 minutes. Please call 1-877-820-7831, passcode 231160 to join the call. A simultaneous webinar will be held. The webinar can be accessed at: <http://breeze.mdch.train.org/miegrants>.

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 James McCurtis at McCurtisJ@michigan.gov on or before August 8, 2019. 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 August 12, 2019 on the MI E-Grants 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 80 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
 - 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 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 the MI E-Grants website 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 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 Crime Victim Rights Navigator Pilot grant program as described in this RFP. 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 [MI E-Grants website](#).

1. Match Requirements

There are no match requirements for this grant.

2. Purpose of the Crime Victim Rights Navigator Pilot Program

The navigator position would complement crime victim advocates by allowing advocates to focus on other equally important advocacy services such as notification, educating crime victims on the criminal justice process, courtroom accompaniment, and referring crime victims to local, state, and federal crime victim services resources. The navigator would act as a liaison and work with local law enforcement/police on behalf of the crime victims, also. More importantly, the navigator will provide one-on-one assistance to crime victims to help them receive compensation benefits, which include:

- Funeral and burial expenses;
- Loss of support for legal dependents of the person who died;
- Grief counseling for the family;
- Crime scene clean-up;
- Lost wages; and
- Hospital and medical bills for the person who died if the survivors must legally pay them.

A navigator providing one-on-one attention for crime victims benefits the public and the Compensation Program in the following ways: Increase the number of compensation applications, produces more accurate applications, decisions on eligibility and awards are completed more timely manner, and improves community awareness.

3. Definitions

Crime Victim Compensation Program: A program of the State of Michigan that provides compensation to victims of violent crime to assist in covering medical expenses, funeral and burial costs, grief counseling, crime scene clean-up, and lost wages.

Navigator: A navigator would assist clients with completing their compensation applications. This position by no means would replace a crime victim advocate but would complement a crime victim advocate. The navigator would work in tandem with crime victim advocates on the staff to coordinate claims and prepare for the filing process.

4. Funding Objectives

The Division of Victim Services (DVS) would provide \$2,100,000 annually for two fiscal years. Funding can be used for:

- Salary and benefits for each position in each county;
- The cost of remodeling office space if necessary.

A navigator providing one-on-one attention for crime victims benefits the public and the Compensation Program in the following ways: Increase the number of compensation applications, produces more accurate applications, decisions on eligibility and awards are completed more timely manner, and improves community awareness.

5. Allowable expenses

Funding can be used to cover salary and benefits for Crime Victim Navigator staff, in addition to mileage and supplies for these individuals. The cost of remodeling office space, if necessary, may also be included.

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

8. Expected Performance Outcomes

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

9. Reporting Requirements

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

Grantees are required to document the effectiveness of the program using an Excel spreadsheet or a software database system to record daily outcomes of the program using the following categories for data reports:

- application type
- crime type
- client's age
- completed accurate application

The program will provide an example spreadsheet to grantees to demonstrate how the data should be recorded.

Section III**EVALUATION CRITERIA**

The total maximum number of points that an application can receive equals 100 points. An additional 10 bonus points will be awarded to agencies that regionalize the navigator position. Only those applications receiving a score of 80 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 | |
| Demonstration of Need and Caseload | 15 possible points |
| Education, Credentials & Qualifications | 10 possible points |
| Staffing and Training | 10 possible points |
| Program Implementation | 25 possible points |
| Budget Narrative | 10 possible points |
| * Regionalization | 10 possible points |
| Work Plan | 10 possible points |
| Budget | 10 possible points |
| Total | 100 |
| Total with bonus | 110 |

*Bonus points awarded to counties that propose a regionalized navigator. While open to all counties, regionalization is targeted for counties that have an advocate staff of fewer than two or a small population. Counties that do not regionalize will not be penalized in the application process.

Evaluators will score application questions, as noted below, using the review questions provided in italics:

Demonstration of Need and Caseload (Maximum 15 points)

1. Demonstrate the need for a crime victim rights navigator. How will it improve the services for crime victims in the prosecuting attorney office? Include data such as current caseload to support this description.

Did the applicant demonstrate the need for the crime victim rights navigator? Was data provided sufficient to demonstrate the need?

2. Describe the principal characteristics for the target population(s) for whom services would be provided.

Did the applicant provide sufficient detail on the target population to be served?

Education, Credentials & Qualifications (Maximum 10 points)

1. Provide a position description for each position that will be funded by the grant. The position description should contain educational credentials, knowledge, skills, abilities and other characteristics that demonstrate qualifications to provide the proposed services. Position titles must match those listed in the organization chart and budget. Do not provide resumes.

Does the position description appear sufficient to meet the needs of crime victims in the target population?

Staffing and Training (Maximum 10 points)

1. Describe the training plan for the navigator position, including:
 - a. Number of hours of training,
 - b. The training curriculum,
 - c. Frequency of training,
 - d. How it prepares navigator for providing the proposed services, and
 - e. The minimum number of training hours required before staff are approved to work with clients.

Does the description of training appear sufficient to ensure that crime victims receive the necessary services to meet their needs?

2. Provide an agency-wide organization chart. Position titles in the narrative and budget must match those in the organization chart. The organization chart must include all organizational units supervised by positions included in this narrative.

Was the organizational chart provided?

3. Describe applicant's plan to continue to provide services if staff turnover occurs.

Is the organization's plan sufficient to ensure that crime victim needs will be met during times of transition?

Program Implementation (Maximum 25 points)

1. 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.

Did the applicant provide sufficient demographic information?

2. Describe the needs of the targeted population to be served.

Were the needs of the target population provided?

3. Explain how the services provided in this RFP will address the needs of the target population with respect to:
 - a. Disabilities (physical and mental)
 - b. Language barriers

- c. Cultural barriers
- d. Transportation needs

Has the applicant provided sufficient information regarding how specific needs of the target population will be addressed?

4. 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.

Has the applicant provided a clear description of the services that will be provided to crime victims?

5. 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.

Is the description adequate to ensure that the applicant can make an assessment of program success?

6. Describe how collaboration will be developed and maintained with relevant organizations and resources within the local community that will assist with successful implementation of this service including:

- a. Identifying specific resources within the identified service area(s) that are available to assist the family.
- b. The process for connecting the family to identified resources.
- c. Advocating with the client for needed services or resources.
- d. Creating and maintaining formal and informal working relationships with relevant community agencies and staff.
- e. Coordination of services for clients served by multiple systems.

Has the applicant provided sufficient detail regarding the implementation plan and collaboration with others in the community?

7. (IF APPLICABLE) Describe any plans to collaborate with other prosecuting attorney offices to regionalize this program.

Has the applicant described the regionalization efforts it plan to undertake?

Budget Narrative (Maximum 10 points)

1. 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.

Does the budget narrative provide sufficient justification for the costs being included in the program budget?

Work Plan (Maximum 10 points)

Please provide the objectives and activities anticipated for completion under this program, using the format provided in the application.

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 project contacts and/or budgeted staff?

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

Budget (Maximum 10 points)

Provide a detailed budget for the program, using the format provided in the application.

Are the resources identified in the narrative consistent with those in the budget?

Are the line items requested allowable?