

**Michigan Department of Labor and Economic Opportunity (LEO)
Office of Global Michigan (OGM)
REQUEST FOR PROPOSAL (RFP)**

Service Title: Domestic Medical Exam Services (DME)

RFP Number: DME 25-9901

Anticipated Begin Date: 10/01/2024

End Date: 09/30/2027

Fiscal Years: 2025 – 2027

Estimated Average Award: \$470,000 (one year); \$1,410,000 (three years)

Award Ceiling: \$750,000 (one year); \$2,250,000 (three years)

Award Floor: \$45,000 (one year); \$135,000 (three years)

Agreement Type: Actual Cost Reimbursement

Proposal Submission: Proposals and subsequent attachments must be submitted via email to LEO-RefugeeServices@michigan.gov by **12:00 p.m. (noon) EDT, July 19th, 2024** (Section I.2).

Geographic Service Area: Bidders shall identify the proposed geographic service area (Section II.3).

Disqualifying Criteria:

The Bidder will be disqualified, and the proposal will not be reviewed if any of the following:

- Bidder does not submit a completed proposal on, or before, 12:00 p.m. (noon) EDT July 19th, 2024.
- Bidder does not stay at or below the estimated award amount (see above).
- Bidder's completed proposal exceeds 40 pages total, including responses to Section III.
- Bidder is determined to be ineligible for the funding (Section I.4).

Additional Information:

If your agency has questions, please email LEO-RefugeeServices@michigan.gov by 12:00 p.m. (noon) EDT June 28th, 2024. If you need an accommodation to complete this form, please email LEO-RefugeeServices@michigan.gov.

Authority: P.A. 2080 of 1939

Completion: Mandatory

Penalty: Agreement Invalid

The Michigan Department of Labor and Economic Opportunity (LEO) 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.

Section I: PROPOSAL OVERVIEW

1. Instructions for Bidders

Bidders shall complete the questions in Section III using the Proposal Template posted on the OGM website along with this RFP. Bidders can submit additional pages, if necessary, but the proposal should not exceed 40 pages (including Sections 1-III of this RFP). Bidders are expected to use the form and format provided in the Proposal Template. Bidders must submit their proposal in Microsoft Word format, and font size should be no smaller than 12-point.

2. Delivery of Proposal

The Bidder must submit their proposal, attachments (if any), and modifications or withdrawals via email to LEO-RefugeeServices@michigan.gov. Proposals submitted in person, by mail, or by fax will not be considered for award. The proposal and attachments must be emailed by **12:00 p.m. (noon) EDT July 19th, 2024**. Bidder's failure to submit a proposal as required may result in disqualification of proposal.

3. RFP Questions

Questions regarding the content of this RFP must be emailed to LEO-RefugeeServices@michigan.gov, on or before 12:00 p.m. (noon) EDT June 28th, 2024. No questions will be responded to if emailed after the deadline. LEO staff are not allowed to respond to questions regarding the content of the RFP that are made via telephone or virtual meeting.

4. Bidder Eligibility

Any organization or agency that serves or wishes to serve foreign-born populations may apply for this funding. The organization does not need to have a history of working with foreign-born populations. See Section II.2 for eligible populations. Non-governmental organizations must be a registered 501c3 nonprofit. Bidders are not required to have a history of funding with LEO-OGM to be eligible for this RFP.

State of Michigan employees may not act as Bidders. Proposals from Bidders 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.

5. Bidder Assurance

By submitting a proposal, the Bidder assures that:

- a. This RFP has been reviewed by the Bidder organization's governing body, and that body has authorized submission of the proposal.
- b. The person identified below as "Representative" has been authorized by the bidding organization's governing body to represent the organization for the purposes of the submission of a proposal and agreement negotiation.
- c. The bidding organization intends to provide services according to the information contained in this RFP, if selected and issued an agreement to do so.

6. Evaluation Criteria & Process

The maximum number of points that a proposal can receive is 100 points. The maximum number of points for each of the categories is as follows:

1. Bidder Information: Not Scored
 2. Bidder's Experience: 15 points
 3. Staffing, Location, and Workplan: 60 points
 4. Program Budget: 25 points
- Total Points Possible: 100 points

Proposals will be evaluated by a grant review committee. No information will be provided regarding the makeup of the grant review committee. Only those proposals receiving a score of 80 points or more will be considered for the award.

7. LEO Reservations

LEO reserves the right to:

- a. Conduct an on-site visit to tour and inspect the Bidder's facilities, require an oral presentation of the Bidder's proposal, conduct interviews with Bidders, or request additional concessions at any point during the evaluation process. If it is determined that a Bidder purposely or willfully submitted false information, the Bidder will not be considered for award, LEO may pursue debarment of the Bidder, and any resulting agreement that may have been established may be terminated.
- b. Modify the RFP at any time prior to the deadline submission date. Changes will be posted on <https://www.michigan.gov/ogm> via a "proposal amendment." This is the only method by which the RFP may be modified. Amendments posted before the deadline submission date may include documentations such as questions and answers, revisions, and/or clarifications to the initial RFP. Amendments posted after the deadline submission date may include documentation such as the award recommendation letter.
- c. Issue a request ("Clarification Request") to the Bidder to clarify its proposal. Failure to respond to a Clarification Request by the deadline specified in the request may be cause for disqualification.
- d. Consider all proposals received property of LEO.
- e. Not award an agreement if it is determined in its sole discretion that contracting with or awarding a grant to a Bidder presents an unacceptable financial risk to LEO.

- f. Establish the criteria by which it will evaluate each Bidder's response, and by which it will determine the most responsive, capable, and qualified Bidder(s).
- g. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation, and submission of a proposal, and LEO's subsequent receipt and evaluation of a proposal does not commit LEO to award an agreement, even if all the requirements in the RFP are met.
- h. Consider late proposals: (i) if no other proposals are received; (ii) if there are no complete proposals received; (iii) if LEO received complete proposals, but they did not pass the evaluation process; or (iv) if the award process fails to result in an award.
- i. Consider an otherwise disqualified proposal if no other qualified proposals are received.
- j. Disqualify a proposal based on the information provided or if it is determined that a Bidder purposely or willfully submitted false information in response to the RFP.
- k. Consider Bidders' prior performance with the state of Michigan in making its award decision.
- l. Consider overall economic impact to the state of Michigan when evaluating the proposal 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, etc.
- m. Consider total cost of ownership factors (e.g., transaction costs, training costs, etc.) in the final award recommendation.
- n. Refuse to award an agreement to any Bidder that has failed to pay state of Michigan taxes or has any outstanding debt with the state of Michigan.
- o. Enter negotiations with one or more Bidders on price, terms, technical requirements, or other deliverables.
- p. Award multiple, optional use agreements, or award by agreement activity.
- q. Evaluate the proposal outside the scope identified in Section I.6 if LEO receives only one RFP response.

8. Proposal Protest

If a bidder wishes to initiate a protest of the award, they must submit a written protest to LEO-RefugeeServices@michigan.gov no later than 5:00 p.m., five business days after receiving the Award Announcement. The State reserves the right to adjust this timing and will publish any change. Additional information about the protest process is available at www.michigan.gov/micontractconnect under the "Programs and Policies" link.

9. General Proposal Conditions

The State of Michigan will not be liable for any costs incurred by the Bidder in preparation of its proposal, delivery of a proposal, and any follow-up discussions with the state of Michigan. The Bidder agrees that its proposal will be considered an offer to do business with the state of Michigan in accordance with the provisions of its proposal, including the Standard Terms, and that the

proposal will be irrevocable and binding for a period of 90 calendar days from date of submission. If a grant is awarded to the Bidder, the state of Michigan may, at its option, incorporate all or any part of the proposal into a grant. This RFP is not an offer to enter a grant. This RFP may not provide a complete understanding of the State of Michigan's environment or contain all matters upon which an agreement must be reached.

10. Freedom of Information Act

Under MCL 18.1261(13)(b), records containing "a trade secret as defined under section 2 of the uniform trade secrets act, 1998 PA 448, MCL 445.1902, or financial or proprietary information" are exempt from disclosure under FOIA. And under MCL 18.1470(3), "proprietary financial and accounting" information is also exempt from disclosure under FOIA. If information within a Bidder's proposal falls under the aforementioned exemptions, and the Bidder seeks to have it withheld from disclosure under FOIA, then by the proposal deadline, the Bidder must: (1) save exempt information in a separate file (i.e., document); (2) name the file/document "FOIA-EXEMPT"; (3) label the header of each page of the file/document "Confidential–Trade Secret," "Confidential–Financial," or "Confidential–Proprietary" as applicable; (4) clearly reference within the file/document the RFP schedule, section, and page number to which the exempt information applies; and (5) verify within the FOIA-EXEMPT file/document that the information meets the FOIA exemption criteria. The State reserves the right to determine whether information designated as exempt by a Bidder falls under the FOIA exemptions. Resumes, pricing, and marketing materials are not trade secrets or financial or proprietary information. Do not identify your entire proposal as "FOIA-EXEMPT," and do not label each page of your proposal "Confidential." If a Bidder does so, the State may require the Bidder to resubmit the proposal to comply with steps (1) – (5) above. The State reserves the right to disqualify a Bidder for failure to follow these instructions.

11. Resulting Agreement

In the event of an agreement resulting from this RFP:

- a. Standard Terms: Awards made resulting from this RFP will require execution of an agreement with LEO. The agreement will contain standard terms. An example of Standard Terms can be found in the Appendix of this RFP.
- b. Audits: No financial audit is required under this Agreement by LEO. No financial audit costs should be billed to this Agreement. In the event the Grantee elects to have a financial audit performed, the submission of the report to LEO is not required nor desired unless there is a finding of a Going Concern. LEO has the option to perform audits, if requested.
- c. Criminal Background Check: If the resulting Agreement will be with an individual, LEO will complete the criminal background check on the Grantee, and the following language will be included in the Agreement:
 - *"As a condition of this Agreement, the Grantee shall notify LEO in writing of criminal convictions (felony or misdemeanor), pending felony charges, or*

placement on the Central Registry (CR) as a perpetrator, at hire or within 10 days of the event after hiring.”

Otherwise, the following language will be included in the Agreement:

- *“As a condition of this Agreement, the Grantee certifies that the Grantee shall, prior to any individual performing work under this Agreement, conduct or cause to be conducted an Internet Criminal History Access Tool (ICHAT) check and a national and state sex offender registry check for each new employee, employee, subgrantee, subgrantee employee or volunteer who, under this Agreement, works directly with clients or has access to client information.”*

The ICHAT website address is <http://apps.michigan.gov/ichat>. The Michigan Public Sex Offender Registry website address is <http://www.mipsor.state.mi.us>. The National Sex Offender Public website address is <http://www.nsopw.gov>.

Prior to any individual performing work under a resulting Agreement the Grantee must certify that they will conduct or cause to be conducted a Central Registry (CR) check for each new employee, employee, subgrantee, subgrantee employee, or volunteer who, would work directly with children. Information about CR can be found at http://www.mi.gov/dhs/0,1607,7-124-5452_7119_48330-180331--,00.html.

Prior to any individual performing work under a resulting Agreement the Grantee must require each new employee, employee, subgrantee, subgrantee employee, or volunteer who would work directly with clients or who would have access to client information, to notify the Grantee in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the CR as a perpetrator, at hire or within 10 days of the event after hiring.

Prior to any individual performing work under a resulting Agreement the Grantee must not submit claims for, or assign duties, under this Agreement to any new employee, employee, subgrantee, subgrantee employee, or volunteer based on a determination by the Grantee that the results of a positive ICHAT and/or a CR response or reported criminal felony conviction or perpetrator identification make the individual ineligible to provide the services.

The Grantee must have a written policy describing the criteria on which its determinations shall be made and must document the basis for each determination. The Grantee may consider the recency and type of crime when deciding. Failure to comply with this provision may be cause for immediate cancellation of this Agreement. In addition, the Grantee must further have a clearly defined written policy regarding acceptable screening practices of new staff members and volunteers who have direct access to clients and/or clients' personal information. These screening practices serve to protect the organization and its clients. The Grantee must also assure that any subgrantees have both written policies.

If LEO determines that an individual provided services under this Agreement for any period prior to completion of the required checks as described above, LEO may require repayment of that individual's salary, fringe benefits, and all related costs of employment for the period that the required checks had not been completed.

- d. Subgrantees: If sub-granting:
 - i. The Bidder must identify the services the subgrantee will perform and provide all information requested, as it applies to both the Bidder and the subgrantee(s).
 - ii. Subgrantees shall be subject to all conditions and provisions of the agreement including Internet Criminal History Access Tool (ICHAT) and Central Registry background checks, when applicable.
 - iii. The Grantee must obligate the subgrantees to maintain the confidentiality of LEO client information in conformance with state and federal requirements.
 - iv. The Grantee is responsible for the performance of any subgrantees who are held to the same standard of quality and performance as the Grantee. Evaluators of proposals will consider the qualifications of both the Grantee and subgrantee when making agreement award recommendations.
 - v. LEO may, at its discretion, require information on the process of an awarded subgrantee proposal.
- e. E-Verify: Section 291 of the fiscal year 2017 Omnibus Budget, PA 268 of 2016, requires verification that all new employees of the Grantee and all new employees of any approved subgrantee, working under this agreement, are legally present to work in the United States. All Grantees shall perform this verification using the E-Verify system (<http://www.uscis.gov/portal/site/uscis>).
- f. State Administrative Board: The State Administrative Board must approve all grants more than \$500,000. The decision of the State Administrative Board is final; however, approval does not constitute a grant. The award process is not complete until the awarded Grantee receives a properly executed grant.

12. Non-Discrimination & Diversity, Equity, and Inclusion Practices

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., and per Executive Directive 2019-9, the Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Grant.

Additionally, OGM requires the following:

- a. When developing and implementing hiring policies, the grantee will create opportunities to employ staff that represent the cultural, national origin, and religions of the newcomer populations being served under this agreement.
- b. Provide DEI training opportunities for staff, volunteers, contractors, and subgrantees, and at minimum require every staff to complete the State of Michigan's Implicit Bias Training or comparable training approved by OGM.
- c. When developing new programming, ensure that all ORR-eligible populations, regardless of race, religion, gender identity, sexual orientation, disability, or other characteristic(s), receive fair treatment, access, and opportunity under this agreement.
- d. Review existing programming to identify and eliminate barriers that may prevent full participation in services under this agreement.
- e. Practice inclusion through purposeful collaboration and engagement with ethnic communities and stakeholders to create best practices and service design and delivery, through language, visual art, symbols, or any other methods of communication to ORR-eligible populations.
 - i. Welcoming spaces may include visuals of LGBTQ+ safe space symbols, flags from countries, cultural art, "You are welcome here" signs in multiple languages, etc.

Section II: DESCRIPTION OF SERVICE SPECIFICATIONS

1. Background and Purpose

The Centers for Disease Control (CDC) and the Office of Refugee Resettlement (ORR) recommend a [Domestic Medical Exam \(DME\)](#) for refugee and refugee-equivalent newcomers. Additionally, local refugee resettlement agencies are required to offer and support each of their clients in attending their DME. The Domestic Medical Exam should be completed no more than ninety (90) days after U.S. arrival, and ensures health issues are recognized, diagnosed, and treated, in addition to providing immunizations, arranging follow-up appointments and referrals, and establishing medical homes in Michigan. Due to the nature of the DME, close collaboration, and partnerships with local refugee resettlement agencies, local Michigan Department of Health and Human Services (MDHHS) offices, and Local Health Departments (LHDs) are essential. The purpose of this RFP is to invite health providers to provide a comprehensive DME for refugee and refugee-equivalent newcomers.

2. Eligible Populations

All [ORR-eligible](#) refugee and refugee-equivalent arrivals, up to ninety (90) days-post arrival. Eligible clients may include walk-ins, secondary migrants, or clients referred from a resettlement agency, given they have not received a prior DME.

3. Geographic Service Area

The Bidder must indicate which county/counties they propose to provide the required services (Section II.4). The Bidder may propose services in more than one county in one proposal.

4. Required Services

The Bidder must submit a proposal that details the provision of two main DME services, Administrative and Clinical. For the purposes of defining required and billable services for this RFP, DME services include all medical appointments and the administrative tasks necessary to complete all [CDC-recommended exam components](#). Both Administrative and Clinic services should be provided to the maximum extent feasible in a manner that is compatible with each client's language and cultural background. Services should also include the use of bilingual/bicultural women on service agency staff to ensure adequate service access by female clients.

DME ADMINISTRATIVE SERVICE

Upon Contract

i. Establish procedures for coordination of the DME with local partners.

- Receive referrals from providing partners to schedule the DME appointments within thirty (30) days of U.S. arrival. Information shared from partners should include (but is not limited to) family/case size, country of origin, ages, languages spoken, overseas medical exam

- documentation (if applicable), special requirements and conditions, those with Class A or Class B conditions (if applicable), and urgent medical needs.
- Schedule/arrange, track, and ensure follow-through for medical and social service referrals resulting from the DME.
 - Ensure client's consent is obtained prior sharing personal confidential information with referring/case managing partners.
- ii. Establish procedures in coordination with the LHD.
- Clients arriving with a notifiable Class A medical condition are reported to the LHD within twenty-four (24) hours of U.S. arrival (if applicable).
 - Clients arriving with a Class B TB medical condition (form DS-3030) are referred to the LHD within five (5) business days of U.S. arrival (if applicable).
 - Clients with a [notifiable disease](#) identified as a result from their DME are reported to the LHD within twenty-four (24) hours of identification/diagnosis.
 - Clients with high lead levels are notified and actively engaged with the LHD for follow-up.
 - TB/LTBI (latent TB infection) screening, evaluation, diagnosis, and referral procedures are in accordance with LHD expectations and CDC guidelines.
- iii. Create and maintain regular communications with partner agencies.
- Communicate as needed with referring/case managing, LHDs, and LEO-OGM.
 - Attend and provide DME updates at quarterly consultations or other meetings held by LEO-OGM, as requested.
 - Receive updates regarding new or changed federal DME recommendations, emergent disease trends, or notifications of abnormal test results.

Prior to the DME

- iv. Determine eligibility for DME services (Section II.2).
- v. Confirm health insurance coverage.
- vi. Prepare and securely maintain case files.
- Document client eligibility verification, including immigration status, date of U.S. entry, and alien number.
 - Overseas medical exam records provided either from the LRA or retrieved from the CDC Electronic Disease Notification (EDN) System (if applicable):
 - Form DS-2054 – Medical Exam
 - Form DS-3025 – Vaccination History
 - Form DS-3026 – Medical History
 - Form DS-3030 – Tuberculosis (TB) Worksheet

- vii. Schedule DME appointment(s).
- Consider the following when scheduling:
 - urgent and non-urgent medical needs,
 - whether a client was identified during their overseas medical exam as having a [Class A](#) or [Class B](#) medical condition,
 - available transportation, clinic staffing, and the client's schedule, family/case size, and
 - ensuring the DME is completed within ninety (90) days of U.S. arrival.
- viii. Provide or arrange for appropriate services.
- Linguistically appropriate translation and interpretation services,
 - culturally effective staffing and resources, and
 - reliable and safe transportation to and from all appointments.

After the DME

- ix. Provide referrals resulting from the DME.
- Provide both clients and partners/case managers with referral and follow-up appointment information and DME results.
- x. Continue to update and maintain case files.
- Documentation of provision of medical/social service referrals resulting from the DME.
 - Documentation of provision of interpretation, translation, transportation, and any other services and/or resources utilized for the DME.
 - If the DME cannot be completed within ninety (90) days of U.S. arrival, documentation of notification to the LRA.
 - Any other case notes related to the client's medical provisions.
- xi. Ensure timely and accurate data entry in State of Michigan databases.
- Utilize the Michigan Disease Surveillance System (MDSS) to create and maintain a Refugee Health Assessment (RHA) form for each client. Enter demographic information, DME results, and update the RHA form as final test results and/or diagnoses arrive. MDSS data entry must be completed within thirty (30) days of DME completion.
- xii. Prepare and submit reports.
- Semi-annual Narrative Reports - General program activities reported in narrative format, including identified progresses, client success stories, accomplishments and new initiatives, and challenges and emerging issues. Additional measures may be chosen by the Grant Administrator to evaluate the required services.
 - Quarterly Client Data Files (CDFs) - includes demographic data including name, county, gender, date of birth, date of entry, DME date, etc.
- i. Participate in monitoring.

LEO-OGM will evaluate the Required Services through routine monitoring to ensure Grantees follow federal requirements, and the services provided are in alignment with funding requirements. During monitoring, LEO-OGM will assess how services are provided, identify promising practices, and observe trends for further analysis and information sharing. CDFs will also be assessed as indicated in Section II.4.xii.

ii. Invoice for the Administrative Service.

- Invoice for the Administrative Service in the Data Management System (DMS).
- Submit Financial Status Reports (FSR), which reflect the actual total costs for the Administrative Service. Include general ledgers as supporting documentation of expenses incurred and invoiced.
- FSRs must be submitted to LEO-OGM within thirty (30) days from the end of the monthly billing period. FSRs submitted more than ninety (90) days after the end of a billing period will not be reimbursed.

iii. Bill for the Clinical Service.

- Bill to Medicaid (if eligible, as determined by MDHHS).
- Bill to Refugee Medical Assistance (RMA) if client is ineligible for Medicaid (as determined by MDHHS) and is within their first twelve (12) months of U.S. arrival.
- Invoice LEO-OGM only if a client is determined ineligible for Medicaid by MDHHS and are not active on RMA. Services provided to individuals ineligible for Medicaid will be reimbursed at the current Medicare rate in place at the time-of-service provision.

DME CLINICAL SERVICE

iv. Employ or subcontract credentialed staff to administer the DME Clinical Service.

- Medical physician (MD, DO), Nurse Practitioner (NP), and/or a Physician Assistance (PA) currently licensed by Michigan Department of Licensing and Regulatory Affairs (LARA).

v. Follow and remain up to date on the most current recommendations for DME.

- The Centers for Disease Control and Prevention's (CDC) [Guidance for the U.S. Domestic Medical Examination for Newly Arriving Refugees](#), and
- [CareRef: Clinical Assessment for Refugees](#).

vi. Prior to the DME, thoroughly review case files and overseas medical exam records (Section II.4.vi).

vii. Provide a DME in accordance with [CDC guidelines](#).

- Immunizations**

- Offer age-appropriate, ACIP (Advisory Committee on Immunization Practices) [recommended](#) immunizations in accordance with Michigan school enrollment [requirements](#).
- Provide additional immunizations, as identified by local public health, to address specific populations and health needs.
- **Laboratory Testing**
 - Provide population-specific laboratory examination services, including, but not limited to urinalysis, complete blood count, metabolic screening (infant), serum lipid profiles, cancer screening, uric acid (Hmong clients), lead levels (infants, children < 16 years old, and pregnant or lactating women), and pregnancy testing (urine).
- **Viral Hepatitis Screening & Vaccination**
 - Provide age- and pregnancy-appropriate screening for viral hepatitis B (HBV) and C (HCV) based on country of origin, vaccination status, and individual risk factors. Provide subsequent vaccination against HBV if hepatitis B infection is not found.
 - Screen for HDV if client is HBsAg-positive.
 - Provide HAV vaccination in accordance with ACIP recommendations.
- **Sexually Transmitted Infection (STI) Screening**
 - Review and practice local confidentiality laws with respect to adult and adolescent patients' sexual and reproductive health histories, examinations, and testing.
 - Provide or test as appropriate for the following: syphilis, other skin-to-skin contact *T. pallidum* subspecies, chlamydia, gonorrhea, chancroid, granuloma inguinale/donovanosis, lymphogranuloma venereum, genital herpes, genital warts, trichomoniasis, and counseling and testing for HIV (Human Immunodeficiency Virus).
- **Parasite Screening & Presumptive Treatment**
 - Provide presumptive treatment and screening for strongyloidiasis, infections caused by other soil-transmitted helminths, and schistosomiasis, based on region of origin.
 - For clients relocating from Sub-Saharan Africa, provide presumptive treatment of *P. falciparum* for malaria.
- **Mental & Behavioral Health Screening**
 - Review overseas medical exam records (form DS-3026) for documentation of trauma, harmful behaviors, and substance-use disorders.
 - Ask directly about symptomology and functionality; look for signs and symptoms of adjustment disorder as the client adjusts to new situations and settings.
 - Screen clients for depression, substance abuse, post-traumatic stress disorder, and other mental health disorders using the standardized [RHS-15 mental health screening tool](#). More information about the RHS-15 can be found at the [Refugee Health Technical Assistance Center](#).
 - Provide the client with a list of local mental health providers that includes contact numbers for suicidal prevention, medical emergencies, and your local [Community Mental Health Agency](#).

- Provide support and referrals for those in need of mental health assistance.
- **Child Growth & Development**
 - For child clients, provide a complete evaluation of their nutritional status and growth through history and physical examination, laboratory testing, education, and counseling.
- **TB Classification & Screening**
 - Review the DS-3030 form and identify the pre-departure TB classification for each client.
 - Provide CDC recommended, age-appropriate TB testing (PPD skin test or an IGRA blood test) and follow-up exams, as necessary.
 - Refer clients with Class A or B waivers to the appropriate LHD.
- Provide **additional laboratory examination** services if the client’s health history reveals that the client is at high risk for communicable diseases of potential public health importance or additional chronic diseases not addressed in CDC recommendations.
 - [Report notifiable diseases](#) to the appropriate LHD.
- Provide **recommended referrals**, as appropriate, (e.g., primary medical care, dental care provider, or mental health provider) for further evaluation if any screening tests are significantly abnormal.

4. Budget

- a. The overall agreement will be up to 3 years total. See funding amounts for each county below for estimated fiscal year 2025 and total estimated amount for the 3-year grant period.
- b. Funds shall be used in accordance with the latest regulations published by ORR in the Federal Register, [45 CFR Parts 400 – 401](#).
- c. For budget changes less than 5% of the total line-item amount, the Grantee must provide notice to the Grant Administrator. For budget changes greater than or equal to 5% of the total line-item amount the Grantee must obtain prior approval from the Grant Administrator and a line-item transfer request must be submitted.
- d. The Grantee cannot charge LEO-OGM more for a provision of service than is charged to other entities for whom the Grantee provides services.
- e. Costs incurred outside of the term of the contract are not eligible for reimbursement.

Section III: PROPOSAL

a. Bidder Information

Representative's¹ Name:

Representative's Phone Number:

Representative's email address:

Bidding Organization's Name:

Bidding Organization's address:

Bidding Organization is licensed to practice law in what state?

Bidding Organization's SIGMA address code²:

Bidding Organization's Unique Entity ID Number³:

Number of years practicing law:

Number of employees and/or organization members:

Type of Organization (Private, non-profit; Private, proprietary; Public; University)⁴:

Bidding Organization's Fiscal Year Begin Date:

Name of Parent Organization, if applicable:

Address of Parent Organization, if applicable:

Does the bidding organization represent an Iran-linked business, as defined in MCL 129.312? (Yes or No)

¹ Authorized by the organization's governing body to represent the organization for the purposes of the submission of a proposal and agreement negotiation.

² Identified when registering in the state of Michigan's Statewide Integrated Governmental Management Application (SIGMA) system. Write "N/A" if bidding organization does not have a SIGMA address code. To register and receive a SIGMA address code, please visit the following website: [Welcome to CGI Advantage Vendor Self Service Portal: Home \(michigan.gov\)](https://www.michigan.gov/cgiadvantage)

³ Write "N/A" if bidding organization does not have a UEI number. Visit <https://sam.gov/content/home> to get a UEI.

⁴ Individuals are private proprietary.

- a. Has there been a recent change in the organizational structure (e.g. management team) or a change of control (merger or acquisition)? (Yes or No)

If yes, why? How has it affected the bidding organization?

- b. Has the bidding organization ever been debarred, suspended, or otherwise disqualified from bidding, proposing, or contracting with any governmental entity, including the State of Michigan? (Yes or No)

If yes, provide the date, governmental entity, and details surrounding the action
Has the bidding organization ever been sued by the State of Michigan?

If yes, provide the date, case caption, case number, and identify the court in which the case was filed.

- c. Has the bidding organization ever sued the State of Michigan?

If yes, provide the date, case caption, case number, and identify the court in which the case was filed.

- d. Within the past five years, has the bidding organization defaulted on a government contract or been terminated for cause by any governmental entity, including the State of Michigan? (Yes or No)

If yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.

- e. Within the past five years, has the bidding organization defaulted on a contract or been terminated for cause by any private entity in which similar service or products were being provided by the bidder organization? (Yes or No)

If yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.

- f. Is the bidding organization a disabled veteran-owned business/organization⁵? (Yes⁶ or No)

- g. Did the representative, or an employee of the bidding organization, participate in developing any component of this RFP? (Yes or No)

If yes, describe how the representative, or an employee of the bidding organization participated.

- h. Will the representative, or an employee of the bidding organization, participate in the evaluation of the proposals received in response to this RFP? (Yes or No)

If yes, describe how the representative, or an employee of the bidding organization will participate in the evaluation process.

- i. If selected and issued an agreement, does the bidding organization affirm that it agrees with the attached Standard Terms⁷? (Yes or No)

⁵ “Qualified Disabled Veteran,” as defined by Public Act 431 of 1984, means a business entity that is at least 51% owned by one or more veterans with a service-connected disability. The Act defines “Service-Connected Disability” as a disability incurred or aggravated in the line of active military, naval, or air service as defined in 38 USC 101 (16).

⁶ If **yes**, the representative warrants that the bidding organization meets the above criteria and has provided the following supportive documentation: 1) Proof of service and conditions of discharge: DD214 or equivalent; 2) Proof of service-connected disability: DD214 if the disability was documented at discharge or Veterans Administration (VA) Rating Decision Letter or equivalent if the disability was documented after discharge; 3) Proof of ownership: Appropriate legal documents setting forth the ownership of the business entity. In lieu of the documentation identified above, the representative may also provide a copy of the business entities National Veterans Business Development Council (NVBDC) certification.

⁷ LEO strongly encourages strict adherence to the standard terms. Nevertheless, the Bidder may submit proposed changes to the standard terms accompanied by a detailed explanation as to each change for LEO consideration; failure to do so will constitute the Bidder’s acceptance of the standard terms. General statements, such as “the Bidder reserves the right to negotiate the standard terms”, may also be considered non-responsive.

b. Bidder's Experience

2.1 Bidder's Experience: Program History (5 points)

Describe the bidding organization's experience from the past three years with providing services that are most relevant to the required services in this RFP (Section II.4).

2.2 Bidder's Experience: Populations Served (5 points)

List the principal characteristics of the populations for whom the services listed in question 2.1 were provided. Include:

- Patient characteristics, including language(s) spoken, adult and pediatric makeup (estimate), and primary health concerns.
- History of serving refugee and refugee-like populations.

2.3 Bidder's Experience – Collaborations (5 points)

List community organizations with which the Bidder has partnered during the last three years. Examples include ethnic community-based organizations (ECBOs), faith-based organizations (FBOs), local refugee resettlement agencies (LRAs), local health departments (LHDs), local Michigan Works Agencies (MWAs), local government offices, employers, etc. Include the organization type and a description of the collaborative programs.

c. Staffing, Location, and Workplan

3.0 Service Counties (0 points)

Which county/counties does the Bidder propose to serve?

3.1 Location(s) (5 points)

Identify each location (if planning to use more than one clinic and/or subcontracting services) where the DME services will be provided. Include the organization/clinic name, address, and the service type (administrative, clinical, or both) for each location.

3.2 Transportation and Access (10 points)

Are the locations listed in Question 3.1 accessible to public transportation? If so, describe the type of public transportation (i.e., bus, trolley, train, ride share, etc.), proximity, and frequency of the routes. Describe whether public transportation is available to all clients within the geographic service area (Section II.3). Describe if the building facilities listed in Question 3.1 are accessible to persons with disabilities.

3.3 Estimated Number of Clients (10 points)

Estimate the anticipated number of clients for each county the Bidder plan to serve in fiscal year 2025 alone. Provide justification for your estimate.

3.4 Staffing (15 points)

List each staff member who will be assigned to both DME services (Administrative and Clinical). Include their names (if currently employed at your organization) or position titles (if not currently employed), a short summary of their job duties, and the estimated number of hours per week you expect the staff member to spend on the DME services. For staff doing the DME Clinical Service, include their credentials. Describe your plan to continue providing services should staff turnover occur.

3.5 Administrative Service (10 points)

Describe the bidding agency's plan and process for completing the DME Administrative Service, as described in this RFP. Please include the names of the employees and their roles/responsibilities for each step of the DME Administrative process. Include details of how the employees will collaborate with local community partners, CBOs, clinics/hospitals, and resettlement agencies.

3.6 Referrals (10 points)

For medical referrals and follow-up appointments resulting from the DME, describe how the bidding organization plans to engage their clients in the referral process. Include details of which medical partners the bidding organization plans to refer clients to.

d. Program Budget

4.1 Budget (10 points)

Provide an estimated program budget for the first fiscal year (10/01/2024 – 9/30/2025). Please provide individual budgets for each county the Bidder is proposing to serve.

Salaries/Fringe:

Occupancy:

Communication:

Supplies/Equipment:

Transportation:

Contractual Services:

Specific Assistance:

Miscellaneous:

Other:

TOTAL:

4.2 Budget Narrative (15 points)

Provide a narrative description for all categories listed in Question 4.1.

Salaries/Fringe:

Occupancy:

Communication:

Supplies/Equipment:

Transportation:

Contractual Services:

Specific Assistance:

Other: