

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

Service Title: Refugee Health Promotion (RHP)

RFP Number: RHP 25-9901

Anticipated Begin Date: 10/01/2024

End Date: 09/30/2027

Fiscal Years: 2025 – 2027

Estimated Average Award (first year): \$125,000 RHP
\$125,000 AHP

Award Ceiling (first year): \$200,000 RHP
\$200,000 AHP

Award Floor (first year): \$50,000 RHP
\$50,000 AHP

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. EDT, August 30th, 2024 (Section I.2).

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. EDT August 30th, 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. EDT August 9th, 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 I-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. EDT August 30th, 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. EDT August 9th, 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. Workplan: 65 points
 4. Budget: 20 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.
- f. 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

Physical and emotional wellness is a foundation for successful resettlement and integration. However, a myriad of pre-migration and post-resettlement stressors may contribute to newly arrived refugees' emotional and physical distress, which can lead to breakdown of family units and violence. Refugee Health Promotion (RHP) programs support a holistic approach to healthcare and emotional wellness while addressing health literacy and providing equitable access to ongoing health services for refugees and other ORR-eligible populations. RHP funding is intended to build capacity within communities to address all health and social service needs of refugee populations, including helping to overcome stigma associated with mental health care and domestic violence, and creating opportunities for social engagement to reduce isolation.

2. Eligible Populations

Populations eligible to be served with this agreement include individuals within their first five years of arrival who are eligible for services under ORR's Refugee Resettlement Program. The following website can be utilized for details and descriptions on client eligibility, <https://www.acf.hhs.gov/orr/policy-guidance/status-and-documentation-requirements-orr-refugee-resettlement-program>. For questions about eligibility email LEO-RefugeeServices@michigan.gov.

3. Program Design

RHP funding can be used to deliver a wide range of health services; bidders should use this opportunity to identify priority populations with health and wellbeing concerns, and design health promotion programs that coordinate and promote local health and mental health services. This RFP is intended to encourage partnerships and collaborations with community-based organizations and refugee service providers to complement, not duplicate, existing care coordination strategies. Awards will be granted for innovative proposals with approaches toward addressing unique health and mental health challenges identified in the Bidder's community. Consideration will be given to Bidders who propose programs that:

- a. Incorporate sustainable, community-backed practices for long term growth. Bidders should propose programs that:
 - i. Utilize already existing resources, programs, and technical assistance support, such as Switchboard, the Center for Adjustment, Resilience and Recovery, HealTorture.org, university research centers, etc.
 - ii. Collaborate with already existing health and mental health networks, such as Michigan Primary Care Association, National Alliance on Mental Illness - Michigan, local Community Mental Health Services (CMH), Michigan School Counselor Association, etc. Explore partnerships with health insurance companies, hospital systems, and private mental health practices/clinics.
 - iii. Propose collaborations with partners who may mutually benefit from and broaden the Bidder's own network, such as local school districts/individual schools, community

faith-based and/or ethnic organizations, Michigan [Victim Services organizations](#), youth sports teams, local CMH, etc.

- b. Are replicable, with minor adjustments, for use in other communities.
- c. Are client-centered and trauma-informed.
- d. Are culturally effective and linguistically informed.
 - i. Bidders should consider the National CLAS Standards, to advance health equity, improve quality, and help eliminate health care disparities by providing a blueprint to implement culturally and linguistically informed services.
- e. Have set program outcomes that are **Specific, Measurable, Achievable, Relevant, and Time-bound (SMART)**.
- f. Practice inclusion, through purposeful collaboration and engagement with ethnic communities to inform service design and delivery. Bidders should design programs that:
 - i. Ensure that all eligible participants, regardless of race, religion, gender identity, sexual orientation, disability, or other characteristic(s), receive fair treatment, access, and opportunity.
 - ii. Prioritize eligible individuals who have the most persistent, pressing, or underserved health and mental health needs for equitable access to services.
 - iii. Identify and eliminate barriers that may prevent the full participation of some groups.

4. Supported Activities

Proposed activities must contribute to one or more of the three target areas, listed below.

Suggested examples of supported activities are provided below each target area. Bidders are not required to design programs with the suggested examples and may propose other activities in their workplan.

a. Increase Health and Mental Health Literacy

- i. Proposed programs should:
 - Have a clear strategy for delivering appropriate health topics and selecting the target population, including deciding on group classes versus individual outreach.
 - Be use user-tested or validated curricula and materials.
 - Include pre- and post-assessments to gauge the level of knowledge gained by recipients.
- ii. Program examples include:
 - Conducting community outreach and engaging health and mental health providers interested in working with newcomer populations.
 - Develop a training curriculum and resources for interested providers on refugee health/mental health.
 - Increase the pool of Mental Health First Aid (MHFA) instructors in the resettlement network by sponsoring certification training fees; new MHFA instructors are expected to conduct trainings to build mental health capacity in refugee communities and refugee-serving providers.

- Provide training, curriculum, and resources for refugees to learn about the U.S. healthcare system, individual health, and emotional wellbeing.
- Raise awareness about local and state resources and program available for women, children, families, and vulnerable individuals who may be victims of domestic and sexual violence.
- Community Health Worker home visiting and home hygiene programs.

b. Provide Medical and Mental Health Navigation and Support

i. Proposed programs should:

- Develop a method to identify individuals most in need of health, mental health, and social service navigation.
- Strengthen currently existing, or build robust, medical, mental health, and social support referral systems.
- Encourage independent, successful navigation of the U.S. health care system.
- Enable clients to identify and address personal health concerns.
- Establish and maintain productive primary care (physical, dental, mental, etc.) relationships between client and provider.
- Develop a plan of care (POC) for each client that includes clearly defined referrals and support accessing medical assistance to sufficiently address the unique health needs of the individual. POCs should identify goals based on the individual's need and track progress towards these goals. POCs must complement any health care plan established by medical professionals for the client; to avoid duplication of activities, such assistance should only be provided where Preferred Communities (PC) services are unavailable.

ii. Program examples include:

- Develop direct linkages and referral plans between medical, mental health, and community-based social service organizations and refugee-serving organizations.
- Develop and implement strategies to mitigate language barriers to medical and mental health services. For example, training community health workers medical interpretation.
- Recruitment and training of previously resettled refugee community members for Community Health Worker or Peer Support positions.

c. Organizing Wellness Groups

i. Proposed programs should:

- Encourage healthy relationship building, family strengthening, and development of social skills.
- Have a clear strategy for choosing the wellness group activities that would be most beneficial to the community and selecting the target population most in need.
- Use evidence-based interventions or methods which use promising practices.
- Conduct pre- and post-assessments to gauge the value of the activity.

ii. Program examples include:

- Host, facilitate, or support community adjustment groups, skill-building networks, and peer support systems, targeted wellness group activities for specific interests and populations (e.g., meditation group, women’s sewing circles, exercise goal group, cooking or book clubs, etc.).
- Consider evidence-based therapeutic practices outside of traditional counseling, such as community gardens, animal husbandry, art, music, dance, sports teams/athletic activities, therapeutic horse riding, etc.

5. Budget

The overall agreement will be for three years. Total award amounts will be contingent on the number of selected proposals. Within their proposals, Bidders are required to submit a line-item budget with a narrative justification.

There will be Afghan Health Promotion (AHP) funding available for programs serving eligible Afghan clients. Bidders should indicate populations they intend to serve in their proposal and budgets should be separated by RHP and AHP funds, if bidding for both funding types.

Bidders can request up to \$200,000 for the first fiscal year (October 2024 – September 2025), per funding type (i.e., \$200,000 RHP and \$200,000 AHP for a total of \$400,000). The estimated average award is \$125,000 for the 2025 fiscal year. Fiscal years 2026 and 2027 funding will be contingent on federal funding.

Section III: PROPOSAL

1. Bidder Information

- a. Representative's¹ name:
- b. Representative's phone number:
- c. Representative's email address:
- d. Bidding organization's name:
- e. Bidding organization's address:
- f. Bidding organization's SIGMA address code²:
- g. Bidding organization's Unique Entity ID (UEI) number³:
- h. Number of employees and/or organization members:
- i. Type of organization (private, non-profit; private, proprietary; public; university)⁴:
- j. Bidding organization's fiscal year begin date:
- k. Parent organization name, if applicable:
- l. Parent organization address, if applicable:
- m. Does the bidding organization represent an Iran-linked business, as defined in MCL 129.312?
(Yes or No)
- n. 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?

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 \(michigan.gov\)](#)

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.

- o. 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.

- p. 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.

- q. 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.

- r. 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.

- s. Is the bidding organization a disabled veteran-owned business/organization⁵? (Yes⁶ 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.

- t. 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.

- u. 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.

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

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.

2. 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 supported activities 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), school districts, local government offices, employers, etc. Include the organization type and a description of the collaborative programs. You may add letters of support here, though they are not required.

3. Program Design

3.1 Identified Need (10 points)

Describe the need for health promotion programming in the community. physical, economic, social, cultural, and linguistic barriers which prevent community members from accessing mental health services. Provide citations to backup claims (i.e., published and non-published information such as interviews with community members and stakeholders, community listening sessions, local reports and news, literature reviews, etc.)

3.2 Program Description (25 points)

Provide a description of the proposed program(s). Include the proposed: 1) target population(s); 2) activities; and 3) outcomes or metrics you plan to track during the life of the program(s). Describe how your program will be designed to address the identified need from Question 3.1.

3.3 Program Implementation (30 points)

Provide a description of how the proposed program(s) will be implemented. Include: 1) the hiring plan, or redistribution of staff, including a description of staff roles within the program; 2) timeline for the proposed activities; 3) plans for community outreach and engagement, including a list of organizations, collaborating partners, or consultants and a short description of their contribution, and 4) measurement and evaluation plans for future growth.

4. Program Budget

4.1 Budget (10 points)

Provide an estimated program budget for the first fiscal year (10/01/2024 – 9/30/2025). Calculate totals for each category. If bidding for RHP and ASA funding, the budgets should be separate.

Salaries/Fringe:

Occupancy:

Communication:

Supplies/Equipment:

Transportation:

Contractual Services:

Specific Assistance:

Miscellaneous:

Other:

TOTAL:

4.2 Budget Narrative (10 points)

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

Salaries/Fringe:

List positions funded by the grant. Include % FTE, salary, health insurance, FICA, life insurance, etc.

Occupancy:

Rent, mortgage, utilities, etc.

Communication:

Internet, mobile phones, advertising costs, etc.

Supplies/Equipment:

Paper, pens, paper clips, printers, computers, mobile phones, rented equipment, etc.

Transportation:

Mileage, van leases, etc.

Contractual Services:

Compensation paid by the contractor to a third party.

Specific Assistance:

Funding used for a specific client and for a specific purpose. Including payment for skills training, certifications, etc.

Other:

Any costs that are not represented by the above categories. Examples include human resources, accounting, IT costs, etc.