

**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

REQUEST FOR APPLICATION

FOR

**LONG TERM CARE FACILITIES REIMBURSEMENT OF COVID-19 SUPPLIES FOR
SOCIAL VOLNERABILITY INDEX COUNTIES**

RFA # 34349-04123

REQUEST FOR APPLICATION

STATE OF TENNESSEE

DEPARTMENT OF HEALTH

I. Introduction:

To assist with the unavoidable costs of keeping residents and staff safe, Healthcare Associated Infections and Antimicrobial Assistance (HAI/AR) will establish a reimbursement process for approved COVID-19 related testing, cleaning, and Personal Protective Equipment (PPE) supplies. To address inequalities, HAI will reimburse Long Term Care Facilities (LTCF), 200 facilities in the high Social Vulnerability Index (SVI) counties and 175 counties in the non-high SVI counties that participate in this activity annually.

The State is seeking applications to provide the services outlined in this RFA. The State will offer **375** grant(s) with 200 receiving \$4000.00 each year in high SVI counties and 175 will receive \$2000.00 each year in non-high SVI counties, for a total of **\$2,650,000.00**. The project period is expected to begin on **December 1, 2022** and will last for 20 months. At this time, no additional funding is expected beyond the 20 month project period. The number and amount of grants awarded will depend on the number and budgets of the **Applications** received.

II. APPLICATIONS:

To respond to this Request for Application, please complete the **Application and Competitive Requirements**. See also IRS Form W9 and State of Tennessee, Department of Finance and Administration ACH (Automated Clearing House) Credits and Instructions for completion. The **Application** contains detailed questions about your organization's background and the specifics of your proposed project.

III. Schedule of Events

The following is the anticipated schedule for awarding grants for the LTCF Reimbursement of COVID-19 Supplies for SVI Counties. The State reserves the right to adjust the schedule as it deems necessary.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		September 30, 2022

2. Pre-response Teleconference	10:00 a.m.	October 13, 2022
3. Written “Questions & Comments” Deadline	2:00 p.m.	October 17, 2022
4. State Response to Written “Questions & Comments”		October 21, 2022
5. Deadline for Applications	2:00 p.m.	October 28, 2022
6. Evaluation Notice Released		November 16, 2022
7. Effective Start Date of Contract		December 1, 2022

Pre-response Teleconference:

A Pre-response Teleconference will be held at the time and date detailed in the RFA Schedule of Events to answer questions concerning the funding opportunity. The information for the Pre-response Teleconference is as follows:

Meeting Name: RFA 34349-04123 Teleconference
 Meeting number (access code): 2313 044 9402
 Meeting password: 3q5pFK2eP84
 Meeting Link:
<https://tn.webex.com/tn/j.php?MTID=mf3085ce7da25bf2a05b7b65e5a463ff3>
 Join by phone: +1-415-655-0003 US TOLL

Any applicant desiring to submit an application in response to this RFA is encouraged to have at least one (1) representative on the teleconference, however attendance is not mandatory. If you cannot participate, please direct your questions by the scheduled deadline as indicated above, to Melissa Painter, Competitive Procurement Coordinator, listed below in Section IV.

Questions and Answers:

All questions concerning this RFA must be presented to the Competitive Procurement Coordinator shown in Section IV., in writing, on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions may be emailed to the Competitive Procurement Coordinator. The State’s responses will be emailed and posted as an Amendment to the following website:
<https://www.tn.gov/health/funding-opportunities.html>.

Deadlines stated above are critical. If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the

time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

IV. Submission of APPLICATIONS:

Please submit the completed application with all attachments by online submission via the following link no later than the deadline specified in Section III, Schedule of Events in the form and detail specified in this RFA.

Web Link: <https://www.tn.gov/health/funding-opportunities.html>

The Competitive Procurement Coordinator at the address shown is the sole point of contact for this competitive process. **The APPLICATION and all attachments must use 12-point font.**

Melissa Painter
Competitive Procurement Coordinator
Service Procurement Program
Division of Administrative Services
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-0285
Fax: (615) 741-3840
Email: Competitive.Health@tn.gov

Checklist for Submission of Applications:

- Application (**Attachment 1**)
- Competitive Requirements
- State of Tennessee, Department of Finance and Administration ACH (Automated Clearing House) Credits and Instructions (**Mailed per instructions of form.**)
- Form W-9, Request for Taxpayer Identification Number (TIN) and Certification (**Mailed with ACH form.**)

V. Application Evaluation:

An evaluation committee made up of at least three (3) representatives of the Department of Health will be established to judge the merit of eligible applications.

- A. The committee shall review applications on the basis of the information requested in the RFA. Applications will be evaluated based on the following criteria:

- Facilities located in a High SVI Counties
- Facilities located in Non-High SVI Counties
- Proposed expenses and cost effectiveness

The committee will evaluate and recommend for selection to the Commissioner of the Department of Health, the applications(s) which is(are) most responsive to the State's needs.

- B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.

VI. Sample Terms and Conditions:

Following the State's evaluation, Terms and Conditions will be prepared as shown in the **Sample Terms and Conditions**.

It is imperative that each applicant review the entire Sample Terms and Conditions with their legal counsel prior to submitting an application for a LTCF Reimbursement of COVID-19 Supplies for SVI Counties grant award and notify the State *in advance* if it cannot accept any terms or conditions. Please submit any exceptions to terms and conditions language with the Application for LTCF Reimbursement of COVID-19 Supplies for SVI Counties. **Taking any exceptions to State terms and conditions language may result in the Application being deemed non-responsive and rejected. Any later requests for terms and conditions changes will not be considered.**