### Request for Application (RFA)

**RH-RFA-2020-001**

<table>
<thead>
<tr>
<th><strong>Activity Title:</strong></th>
<th>Establishing and Supporting Teleconsultation Mechanisms for Health Facilities within Service Delivery Network / Health Care Provider Network</th>
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<tbody>
<tr>
<td><strong>Type of Subaward:</strong></td>
<td>Subgrant from RTI International</td>
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<td><strong>Type of Subgrant:</strong></td>
<td>Fixed Amount Award with Payment Milestones</td>
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<td><strong>Term of Subgrant:</strong></td>
<td>June 8, 2020 to November 6, 2020</td>
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<tr>
<td><strong>Source of Funding:</strong></td>
<td>United State Agency for International Development (USAID) - Cooperative Agreement 72049218CA00009 issued to RTI International</td>
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<td><strong>This Subgrant supports:</strong></td>
<td>ReachHealth – a USAID funded project</td>
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<td><strong>Submit Proposal to:</strong></td>
<td>Grant Selection Committee c/o Grants Specialist Ms. Ruby Managula USAID’s ReachHealth Project Office Address: Unit A-D,16F Strata 2000 Building F. Ortigas Jr. Road, Ortigas Center, 1600 Pasig City Email: <a href="mailto:rmanagula@ph-reachhealth.rti.org">rmanagula@ph-reachhealth.rti.org</a></td>
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<td><strong>Date of Issue of RFA:</strong></td>
<td>May 19, 2020</td>
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<td><strong>Date Questions from Applicants Due:</strong></td>
<td>May 21, 2020, Thursday</td>
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<td><strong>Date Proposal Due:</strong></td>
<td>May 28, 2020, Thursday</td>
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<td><strong>Approximate Date Subgrant Issued to Successful Applicant(s):</strong></td>
<td>June 5, 2020</td>
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<td><strong>Request for Application Number:</strong></td>
<td>RH-RFA-2020-001</td>
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### Instructions for Applicants:

Please find Statement of Work for the activity in the Attachment A to this RFA.

Respond via e-mail to rmanagula@ph-reachhealth.rti.org with a proposal of how your organization will implement the activity.

**Submit the following documents in the application package:**

1. Completed and signed Grant Application Form in PDF format (Attachment B to this RFA)
2. A copy of the completed Grant Application Form above in MS Word format
3. Budget and Budget Notes (Attachment C to the RFA) in the Excel Format
4. Signed Certifications and Assurances (Attachment D)
5. A copy of Current Firm/Company registration certificate
6. A copy of BIR registration certificate

Note that successful applicant(s) will be required to complete and sign the Organizational Control Environment Questionnaire (Attachment F), after notification from RTI International of having been selected in the competition and before the subgrant may be issued to the organization.

### Evaluation and Award Process:

RTI International will award a subgrant to one or multiple responsible applicants whose proposals conforms to the RFA and will be most advantageous to RTI International, price and other factors considered.

### Required Qualifications:

Companies, organizations, or institutions that are based in and registered in the Philippines and that provide technical expertise and assistance on telemedicine or teleconsultation services are eligible to respond to this RFA. The Applicant must have the following minimum qualifications:

- **Proven** technical experience in implementing telemedicine or teleconsultation projects in local government units, public or private facilities and hospitals.
- Lead expert has advanced degree in a relevant public health or information technology discipline with practical field experience in public health
- Competent team with community-level implementation experience and knowledgeable on the Philippine Health Care Delivery System (levels of care), the primary care facilities and hospital operations and its two-way referral system
- Effective communicator both orally and written
Evaluation Criteria for the Proposals:

(a) Technical approach – 40 points
(b) Organization’s capacity – 10 points
(c) Implementation Team – 20 points
(d) Organization’s Experience (Past Performance) – 15 points
(e) Budget – 15 points

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Total Score – 100 points

Technical Approach (40 points)
The technical approach will be evaluated on the overall merit and feasibility of the proposed approach and strategies to complete the scope of work. The technical response includes all key elements outlined in the proposal format section of the RFA. The applicant should not simply repeat what is described in the RFA but describe their specific technical approach in an organized, efficient, ethical, and timely manner. The technical proposal will be scored on being well organized, coherent, comprehensive, and complete and should include all activities in the scope of work.

For each technical activity, the Applicant describes the associated tasks and methods to accomplish the task, team member(s) responsible, length of time to accomplish, and expected outputs or products. The Applicant includes a timeline with major activities and deliverables in form of a Gantt chart (Implementation Plan).

Organizational Capacity (10 points)
The company provides a description of their profile that reflects on organization’s capacity to manage (technically, administratively, and financially) this activity, and to deliver results within the specified time period. The applicant describes how they will ensure the availability and stability of key technical staff assigned to the project including other technical experts for the duration of the performance period of the agreement. The Applicant includes information about structural, administrative, and technical resources within the organization that they will leverage to support the proposed work (e.g. core staff, software, computers, office space, technical skills, etc.)

Implementation Team (20 points)
The applicant submits a description of all members of the implementation team. Team may be composed of the Team Leader (TL), who will serve as the key technical expert to lead the
implementation of technical tasks, and of other management and technical and operations staff. The TL has extensive technical experience in implementing telemedicine or teleconsultation projects in local government units, public or private facilities and hospitals. The TL has an advanced degree in a relevant public health or information technology discipline with practical field experience in public health. The TL has appropriate community-level implementation experience and fluency in English and required local languages.

Key technical and management staff have experience in areas relevant to the project such as (but not limited to) direct experience in the following:

1) setting up and troubleshooting of a teleconsultation or telemedicine system/online consultation/distance consultation for public and/or private facilities providing a platform for synchronous and asynchronous health provider-patient interaction
2) public and/or private facility/hospital electronics medical records (EMR) system
3) project ensuring data security, privacy, and confidentiality
4) utilization of social media or other online applications and platforms for health information dissemination

The proposal includes a description of the role of each key member and their CVs or professional bios.

Organizational Experience (Past Performance) (15 points)
Applicant provides evidence of recent experiences in providing technical assistance to teleconsultation activities. Recent projects are those completed within the last five years. Relevant projects are those that include technical assistance on setting up a telemedicine or teleconsultation platform, setting up of an electronic medical records (EMR) system in a health facility such as a Rural Health Unit (RHU) or health center or hospitals of different levels, and ensuring personal and health data security, privacy and confidentiality.

Budget (15 points)
The Applicant provides a detailed budget that includes line items that are consistent with the technical approach and requirements described in the proposal (budget format is provided below). The Applicant submits a budget with relevant line items, number of units, per unit costs, and total costs in the local currency PHP. The budget includes narrative notes to justify the anticipated number of units and unit costs for each line item. Proposed budget will be assessed for reasonability of its elements and total cost required to complete the SOW.

The resulting agreement will be a subgrant to the organization with the US government funds coming through RTI International. The organization may propose in their budget all necessary costs but not profit. The profit is not allowed under the United States Agency for International Development (USAID) assistance awards and subawards.
RTI has a VAT-exempt status is in the Philippines. Please do not include Value Added Tax in your budget.

All applicants are responsible to carefully review each attachment and follow any instructions that may be relevant to this subgrant announcement.

Attachments to the RFA:

1) Attachment A: Statement of Work
2) Attachment B: Grant Application Form
3) Attachment C: Budget and Budget Notes
4) Attachment D: Certifications and Assurances
5) Attachment E: Guidance to Applicant on how to obtain DUNS number
6) Attachment F: Organizational Control Environment Questionnaire