



# Mpox Prevention Funding

GRANT REQUEST FOR PROPOSAL (RFP)

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8/31/2023

*To obtain this information in a different format, call: 651-201-4011.*

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## RFP Part 1: Overview

### 1.1 General Information

- Announcement Title: Mpox Prevention Funding
- Minnesota Department of Health (MDH) Program Website: [STD and HIV Request for Proposals \(RFP\)](http://www.health.state.mn.us/diseases/stds/rfp/index.html)  
([www.health.state.mn.us/diseases/stds/rfp/index.html](http://www.health.state.mn.us/diseases/stds/rfp/index.html))
- Application Deadline: Monday, Oct. 2, 2023, 11:59 p.m. Central Time.

### 1.2 Program Description

Mpox (formerly known as monkeypox) is a rare but potentially serious disease that is caused by the mpox virus. The mpox virus is from the same family of viruses as the smallpox virus. Historically, mpox virus has not spread regularly in the United States, but occasional outbreaks of mpox can occur. The emergence of mpox across non-endemic countries, including the United States, in the summer of 2022 disproportionately impacted gay, bisexual, and other men who have sex with men, people living with HIV, and people of transgender experience. In Minnesota, 238 cases of mpox were identified between July 1, 2022, and April 1, 2023. The majority of those cases were among people who identified as gay or bisexual cisgender men, establishing the need to provide culturally responsive care and vaccination to this community.

This mpox prevention funding will assist Minnesota in responding to remaining cases of mpox and preventing further infections and outbreaks of mpox by increasing vaccine accessibility, demand, and uptake among the populations most impacted. This funding will also strengthen the capabilities to prepare for and respond to new outbreaks of mpox in the state. These funds will provide urgently needed resources to community-based organizations, clinical sites, and local health departments to initiate or continue response activities such as vaccination, community engagement, education, and outreach activities.

### 1.3 Funding and Project Dates

#### Funding

In January 2023, CDC announced that the Minnesota Department of Health (MDH) would receive grant funding as part of a federal cooperative agreement to address mpox in the U.S. Minnesota was awarded a total of \$641,890 through the federal CDC award “Cooperative Agreement for Emergency Response: Public Health Crisis Response: Mpox Crisis Response Cooperative Agreement- Round 2” (CDC-RFA-TP22-2201; Federal Award Identification Number (FAIN): NU90TP922227).

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date. There is an estimated total award amount of \$296,000.00 through Jan. 31, 2025, under this one-time competitive grant.

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Funding	Estimate
Estimated Amount to Grant	\$296,000
Estimated Number of Awards	5
Estimated Award Minimum	\$59,200

### Match Requirement

No match is required.

### Project Dates

The funding cycle for this program announcement begins on Dec. 1, 2023, and ends on Jan. 31, 2025. Each grant agreement will be written with flat funding and is based on availability of federal funds. If selected, you may only incur eligible expenditures when the grant agreement is fully executed and the grant has reached its effective date.

## 1.4 Eligible Applicants

Eligible applicants include community-based organizations, community health centers, federally qualified health centers, tribal governments, faith-based organizations, educational institutions, county governments/community health boards, and any other public or private non-profit agency.

Grant funds will maintain or expand activities to support outbreak response activities to prevent future outbreaks. Eligible applicants' experience may include:

- Offering activities to support other syndemic conditions (such as HIV and other sexually transmitted infections) affecting the populations most impacted by mpox. Experience working with gay, bisexual, and other men who have sex with men; people living with HIV; and people of transgender experience, including transgender men, transgender women, and non-binary people.
- History of and demonstrated ability to collaborate with agencies and community-based organizations serving the LGBTQ+ community.
- Ability to provide direct mpox prevention and vaccination services (testing, vaccination) or a memorandum of understanding (MOU) with an agency that can provide these services in a culturally responsive way. MOU must be included with the agency's application.
- Ability to provide or make referrals to wraparound sexual health services in an HIV status-neutral way, including HIV testing, linkage to PrEP, linkage to HIV care, and STI testing (chlamydia, gonorrhea, syphilis) and treatment.
- If the agency intends to provide mpox vaccination, they must be able to enter vaccine data into the Minnesota Immunization Information Connection (MIIC).

### Collaboration

We encourage collaboration among agencies. If the applicant plans on working with other agencies to provide services, please include MOUs with those agencies as part of your application.

## 1.5 Questions and Answers

Upon review of this RFP, if an applicant has any questions or concerns, including ambiguity, conflict, discrepancy, omission, or any other error, please immediately notify MDH in writing, delivered via email to [HEALTH.HIV.STD.RFP@state.mn.us](mailto:HEALTH.HIV.STD.RFP@state.mn.us) and request a clarification and/or modification of this RFP. All such inquiries shall include name, telephone number, email address, and the section and page number in the RFP. The subject line of the email should read “Mpox Prevention Funding RFP Question.”

Questions/inquiries regarding this RFP or the RFP process will be accepted until **4:30 p.m. Friday, Sept. 22, 2023**. MDH will respond to the person who sent the question and will post the question and answer on the MDH website on **Monday, Sept 25, 2023, by 4:30pm**. The Mpox Prevention Funding RFP Frequently Asked Questions can be found at: [STD and HIV Request for Proposals \(RFP\) \(www.health.state.mn.us/diseases/stds/rfp/index.html\)](http://www.health.state.mn.us/diseases/stds/rfp/index.html)

All proposals are to be developed based solely on the information contained in this document. To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written or internet initiated by or on behalf of any applicant to any employee of MDH, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

## RFP Part 2: Program Details

### 2.1 Priorities

#### Health Equity Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [The Policy on Rating Criteria for Competitive Grant Review \(https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final\\_tcm36-312046.pdf\)](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This RFP focuses on identifying health disparities in communities most impacted by mpox. Minnesota has seen that great disparities exist among populations who have received the mpox vaccine. There is a significant racial disparity in those who have been vaccinated, with the highest vaccination rates among white cisgender men, while lower rates of vaccination are seen among Black and Latino cisgender men and transgender women. There is also a need to increase the number of people who complete the two-dose series. Currently, a large proportion of people receive only one dose of the vaccine rather than the recommended two-dose vaccine series.

This grant will serve:

- Gay, bisexual, and other men who have sex with men
- People living with HIV
- People of transgender experience

### 2.2 Eligible Projects

#### Purpose and Goal of Mpox Prevention Funding

The purpose of this program is to make mpox services more available to increase mpox vaccination and education, particularly in individuals and communities with the highest rates of new diagnoses. An additional purpose is to maintain or expand activities to support current response activities to prevent future outbreaks.

The overarching goal of this funding is to prevent as many new mpox infections as possible. Mpox program activities should strive to support the following key objectives:

#### Ensure Vaccine Accessibility and Address Vaccine Disparities

- Increase vaccine uptake by providing the JYNNEOS vaccine in communities most impacted by mpox (gay, bisexual, and other men who have sex with men; and people of transgender experience) in venues frequented by community members through mobile clinics and special vaccine events and through collaboration with community-based organizations.
- Address vaccine disparities by focusing vaccine education and availability on Black and Latino gay, bisexual, and other men who have sex with men and people of transgender experience.

- Implement communication strategies to create demand for and increase uptake of vaccination, including use of social media and websites.
- Ensure vaccine is available in HIV clinics and sexual health clinics, such as sites that offer HIV testing and testing for sexually transmitted infections (STIs).

### **Community Engagement, Outreach, and Education**

- Implement focused efforts to increase education about mpox and vaccine availability in communities disproportionately impacted by mpox.
- Provide vaccinations or education at events or in venues frequented by gay, bisexual, and other men who have sex with men and people of transgender experience.
- Collaborate with community-based organizations to offer vaccine clinics.
- Use social media and web-based communication strategies to reach greater numbers of people with mpox education and vaccine awareness.

### **Ineligible expenses include but are not limited to:**

- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Vaccines, medications, or medical supplies

## **2.3 Grant Management Responsibilities**

### **Grant Agreement**

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. Grantee should read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place and the State's Authorized Representative has notified the Grantee that work may start.

The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

### **Accountability and Reporting Requirements**

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit **written progress reports at least quarterly** until all grant funds have been expended and all terms in the grant agreement have been met.

Quarterly progress reports outline activities related to the grant, with specific emphasis on program objectives. If the agency will be providing vaccine directly, data must be entered in MIIC in a timely manner. Reports will highlight the following data variables required by CDC for this grant:

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- Number of clients served at each vaccine site (for example, number of clients receiving both first and second doses of JYNNEOS vaccine)
- Number of clients reached with educational materials (for example, websites, social media posts, events)
- Description of purpose, location, and population reached at each outreach event(s)
- Description of equitable approaches to increase education and vaccine coverage in populations disproportionately impacted by mpox
- Description of communication strategies used to create demand for and increase uptake of vaccination
- List of communication materials developed to create demand for and increase uptake of vaccination

The quarterly progress reporting schedule will be as follows. If a due date falls on a weekend day, the report will be due on the business day prior to the due date.

- First quarter (January – March) due April 21
- Second quarter (April – June) due July 21
- Third quarter (July – September) due Oct. 21
- Fourth quarter (October – December) due Jan. 21

### Grant Monitoring

MDH will conduct one monitoring visit and one financial reconciliation during the grant period. They will be scheduled individually with each grantee.

[Minn. Stat. § 16B.97 \(www.revisor.mn.gov/statutes/cite/16B.97\)](http://www.revisor.mn.gov/statutes/cite/16B.97) and [Policy on Grant Monitoring \(https://mn.gov/admin/assets/grants\\_policy\\_08-10\\_tcm36-207117.pdf\)](https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf) require the following:

- One monitoring visit during the grant period on all state grants over \$50,000.
- Financial reconciliation of grantee's expenditures at least once during the grant period on grants over \$50,000.

Funded applicants will participate in monthly check-in calls with grant manager(s) from MDH and yearly site visits.

### Technical Assistance

MDH will provide technical assistance to grantees through quarterly grantee calls and individual ad hoc calls when requested. MDH will assist with development of materials and messaging for use by grantees.

### Grant Payments

Per [State Policy on Grant Payments \(https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20\\_tcm36-438962.pdf\)](https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date, and the latest grant progress report before



approving payment. Grant payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension.

The invoicing and payment schedule will be monthly.

## 2.4 Grant Provisions

### Contracting and Bidding Requirements

**(a) Municipalities** A grantee that is a municipality, defined as a county, town, city, school district, or other municipal corporation or political subdivision of the state authorized by law to enter into contracts is subject to the contracting requirements set forth under [Minn. Stat. § 471.345 \(www.revisor.mn.gov/statutes/cite/471.345\)](http://www.revisor.mn.gov/statutes/cite/471.345). Projects that involve construction work are subject to the applicable prevailing wage laws, including those under [Minn. Stat. § 177.41 \(www.revisor.mn.gov/statutes/cite/177.41\)](http://www.revisor.mn.gov/statutes/cite/177.41), et. seq.

**(b) Non-municipalities** Grantees that are not municipalities must adhere to the following standards in the event that duties assigned to the Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
  - a. Minnesota Department of Administration's [Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List \(https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvody/\)](https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvody/);
  - b. Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program \(https://mnuccp.org\)](https://mnuccp.org); or
  - c. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program \(www.stpaul.gov/departments/human-rights-equal-economic-opportunity/central-cert-certification-program\)](http://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/central-cert-certification-program).
- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Notwithstanding (i) - (iv) above, State may waive bidding process requirements when:
  - a. Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
  - b. There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- viii. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
- ix. Grantee must not contract with vendors who are suspended or debarred in Minnesota: The list of debarred vendors is available at [Department of Administration Office of State Procurement \(https://mn.gov/admin/osp/\)](https://mn.gov/admin/osp/).

## Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98 \(www.revisor.mn.gov/statutes/?id=16B.98\)](http://www.revisor.mn.gov/statutes/?id=16B.98) and the Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

**Applicants must complete the Applicant Conflict of Disclosure (Form C) and submit it as part of the completed application.** Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice.
- A grantee's or applicant's objectivity in performing the grant work is or might be otherwise impaired.
- A grantee or applicant has an unfair competitive advantage.

Individual conflicts of interest occur when:

- An applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence.
- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

## Public Data and Trade Secret Materials

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599 \(www.revisor.mn.gov/statutes/cite/13.599\)](http://www.revisor.mn.gov/statutes/cite/13.599), all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37 \(www.revisor.mn.gov/statutes/cite/13.37\)](http://www.revisor.mn.gov/statutes/cite/13.37), subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise protected does not prevent public access to the application or its contents. ([Minn. Stat. § 13.599 \[www.revisor.mn.gov/statutes/cite/13.599\]](http://www.revisor.mn.gov/statutes/cite/13.599), subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37 \(www.revisor.mn.gov/statutes/cite/13.37\)](http://www.revisor.mn.gov/statutes/cite/13.37), the applicant must:

- Clearly mark all trade secret materials in its application at the time it is submitted,
- Include a statement attached to its application justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless MDH and the State of Minnesota, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

MDH reserves the right to reject a claim that any particular information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act ([Ch. 13 MN Statutes \(www.revisor.mn.gov/statutes/cite/13/full\)](http://www.revisor.mn.gov/statutes/cite/13/full)) and other relevant laws and regulations.

If certain information is found to constitute trade secret information, the remainder of the application will become public; in the event a data request is received for application information, only the trade secret data will be removed and remain nonpublic.

## **Audits**

Per [Minn. Stat. § 16B.98 \(www.revisor.mn.gov/statutes/?id=16B.98\)](http://www.revisor.mn.gov/statutes/?id=16B.98), subd. 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## **Affirmative Action and Non-Discrimination Requirements for all Grantees**

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. § 363A.02 \(www.revisor.mn.gov/statutes/?id=363A.02\)](http://www.revisor.mn.gov/statutes/?id=363A.02). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. [Minn. Rules, part 5000.3550 \(www.revisor.mn.gov/rules/5000.3550/\)](http://www.revisor.mn.gov/rules/5000.3550/).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

## **2.5 Review and Selection Process**

### **Review Process**

All complete, eligible applications will be reviewed by a community advisory committee representing a diverse group of people that consist of individuals reflecting affected communities, MDH employees, other government staff, and other experts in the field. Reviewers will score the proposals in accordance with the detailed descriptions of scoring criteria in the proposal evaluation and selection section of this RFP. Incomplete proposals and non-eligible applicants will not be accepted.

MDH will review all committee recommendations and is responsible for award decisions. **The award decisions of MDH are final and not subject to appeal.** Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.
- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP. There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

### Selection Criteria and Weight

The review committee will be reviewing each applicant using a standardized scoring system to determine the extent to which the applicant meets the selection criteria. Please see Attachment A for more information on the evaluation criteria.

### Grantee Past Performance and Due Diligence Review Process

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a financial review prior to a grant award made of \$25,000 and higher to a nonprofit organization, in order to comply with [Policy on the Financial Review of Nongovernmental Organizations \(https://mn.gov/admin/assets/grants\\_policy\\_08-06\\_tcm36-207113\\_tcm36-207113.pdf\)](https://mn.gov/admin/assets/grants_policy_08-06_tcm36-207113_tcm36-207113.pdf).

#### Proposal Evaluation and Selection Process

*Complete proposals received by the deadline will be reviewed and scored based on the following:*

<b>Form</b>	<b>Item</b>	<b>Maximum Possible Points</b>
<b>A</b>	<i>Agency Cover Page/Agency Information Certification</i>	<i>0</i>
<b>B</b>	<i>Table of Contents</i>	<i>0</i>
<b>C</b>	<i>Applicant Conflict of Interest Form</i>	<i>0</i>
<b>D</b>	<i>Program Organizational Capacity Narrative</i>	<i>30</i>
<b>E</b>	<i>Program Activities Narrative</i>	<i>25</i>
<b>F</b>	<i>Budget Forms</i>	

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<b>Form</b>	<b>Item</b>	<b>Maximum Possible Points</b>
	<i>F1: Budget Justification Form</i>	<i>5</i>
	<i>F2: Budget Summary Form</i>	<i>5</i>
	<i>F3: Indirect Cost Questionnaire</i>	<i>0</i>
<b>G</b>	<i>Due Diligence Review</i>	<i>0</i>
	<b>Total Possible Score</b>	<b>65</b>

Each reviewer will independently score and submit individual scores for each proposal. All reviewers' scores will be tabulated and ranked. Reviewers' recommendations will be taken into consideration by MDH when making final funding decisions.

### Notification

MDH anticipates notifying all applicants via email of funding decisions, awards, and denials the week of Nov. 1, 2023. All decisions are final. MDH reserves the right to negotiate changes to the proposed activities and budgets submitted. If requested, applicants will be provided feedback on their proposal.

## RFP Part 3: Application and Submission Instructions

### 3.1 Application Deadline

**All proposals must be received by MDH no later than 11:59 p.m. Central Time, on Monday, Oct. 2, 2023.** Proposals must be emailed to [HEALTH.HIV.STD.RFP@state.mn.us](mailto:HEALTH.HIV.STD.RFP@state.mn.us). MDH will not accept proposals sent by postal mail or facsimile (fax).

**Late proposals will not be accepted.** It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by computer or technology problems.

### 3.2 Application Submission Instructions

Applicants must include the following information in the body of the email when they submit their proposal:

- Contact Name
- Contact Title
- Agency/Clinic
- Mailing Address
- City, State, Zip
- Email

### 3.3 Application Instructions

Applicants must submit **ALL** required forms (**Form A – Form G**) for the proposal to be considered complete. All forms can be downloaded from [STD and HIV Request for Proposals \(RFP\) \(www.health.state.mn.us/diseases/stds/rfp/index.html\)](http://www.health.state.mn.us/diseases/stds/rfp/index.html).

#### Step 1

Complete the Agency Cover Page/Agency Information Certification (Form A). This form provides contact information and other information required by the State. A signature of the director of the applicant agency is required in the certification section. Please also use the checklist on this form to check each component as it is completed.

#### Step 2

Complete the proposal Table of Contents (Form B).

#### Step 3

Complete the Conflict-of-Interest Form (Form C).

#### Step 4

Complete one of each of these forms. Questions that require responses are provided on each form. These forms are scored by reviewers.

- Program Organizational Capacity Narrative (Form D)
- Program Activities Narrative (Form E)
- Budget Forms (Budget Forms Instructions, Form F1, Form F2 and Form F3)

#### Step 5

Complete the Due Diligence Review (Form G).

#### Step 6

A complete proposal must include Forms A through Form G. Non-governmental and/or non-tribal organizations must also include the Financial Statement, IRS Form 990, or the Certified Financial Audit Form. **Complete proposals are due by 11:59 p.m. on Monday, Oct. 2, 2023.**

Incomplete applications will be rejected and not evaluated.

Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated. **MDH reserves the right to reject any application that does not meet these requirements.**

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

**All costs incurred in responding to this RFP will be borne by the applicant.**



## RFP Part 4: Mpox Prevention Funding RFP Forms

The following forms are available for download at [STD and HIV Request for Proposals \(RFP\) \(www.health.state.mn.us/diseases/stds/rfp/index.html\)](https://www.health.state.mn.us/diseases/stds/rfp/index.html):

- Form A: Agency Cover Page/Agency Information Certification
- Form B: Table of Contents
- Form C: Applicant Conflict of Interest Disclosure
- Form D: Program Organizational Capacity Narrative
- Form E: Program Activities Narrative
- Form F: Budget Forms
  - Budget Justification (Form F) Instructions
  - Form F1: Budget Justification
  - Form F2: Budget Summary Forms
  - Form F3: Indirect Cost Questionnaire
- Form G: Due Diligence Review Form

## **RFP Part 5: Mpox Prevention Funding RFP Attachments**

- Attachment A: Application Evaluation Scoring Criteria