

**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

REQUEST FOR APPLICATION

FOR

ANTIMICROBIAL STEWARDSHIP INTERVENTION

RFA # 34349-56623

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I. Introduction:

This proposed study aims to expand upon the implementation of a bundled antimicrobial stewardship intervention to decrease outpatient antibiotic prescription and increase guideline-concordant antibiotic use in community practices caring for adults and children in Tennessee.

The State is seeking applications to provide the services outlined in this RFA. The State will offer 1 grant for a total of \$95,000. The project period is expected to begin on February 1, 2023 and will last for 17 months. At this time, no additional funding is expected beyond the 17-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

Attachment 3 is the Grant Budget. This section shall contain all information relating to cost, based on a line item budget. Complete the Grant Budget form and the attached Line Item Details form. A description of how dollars will be used must be provided for each line item completed with a superscript 2 on the end, as applicable for the Budget form.

Note: Please use the Department of Finance and Administration – Policy 03 Schedule A, (please refer to pages 11-16 of that policy) for your use in determining which expense category an item should be listed in your grant budget. This policy can be found on the internet at the address listed below:

https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy3.pdf

Given the limited amount of available funding and the nature of these applications, priority will be given to applications that minimize indirect costs.

III. Schedule of Events

The following is the anticipated schedule for awarding grants for the Implementation of a Bundled Intervention to Improve Antibiotic Use in Tennessee Ambulatory Practices. 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		November 28, 2022
2. Pre-response Teleconference	11:30 a.m.	November 30, 2022
3. Written “Questions & Comments” Deadline	2:00 p.m.	December 2, 2022
4. State Response to Written “Questions & Comments”		December 7, 2022
5. Deadline for Applications	2:00 p.m.	December 16, 2022
6. Evaluation Notice Released		December 22, 2022
7. Effective Start Date of Contract		February 1, 2023

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 #34349-56623 Teleconference
 Meeting number (access code): 2315 941 4907
 Meeting password: 7EpYGBtQK67
 Meeting Link:
<https://tn.webex.com/tn/j.php?MTID=m278bb6cca0854cea7150642dfd0e1c84>
 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 faxed, emailed, mailed or hand-carried 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**) (Expand up to max of 5 pages if needed)
- Competitive Requirements
- 2-page Budget Form (**Attachment 2**)
- 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:
- Communication skills training (set aside meetings to discuss among providers – study personnel can facilitate meetings to watch videos and have discussions if needed)
 - Developing local clinical practice guidelines (study personnel can provide examples and/or templates that practices can modify)
 - Accountable justification (alter local electronic medical record or workflow with stewardship nudges to get practices to prescribe appropriately).

The committee will evaluate and recommend for selection to the Commissioner of the Department of Health, the applications which is 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 Grant Contract:

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Grant Contract**.

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