

**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

REQUEST FOR APPLICATION

FOR

DOULA SERVICES PILOT PROJECT

RFA # 34347-92224

REQUEST FOR APPLICATION

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I. Introduction:

This Request for Application (RFA) aims to invite projects for doula services aimed at serving the Medicaid-eligible population. The project aims to provide comprehensive doula services throughout pregnancy, delivery, and the postpartum period to support the well-being of pregnant individuals and promote positive birth outcomes.

Requirements of this project:

- A. **Target Population:** The proposed doula project must prioritize serving individuals who are eligible for Medicaid benefits. The project should specifically focus on populations with higher maternal mortality and morbidity and/or infant mortality.
- B. **Comprehensive Support:** The project should provide comprehensive doula services encompassing the entire perinatal period, including prenatal care, labor and delivery support, and postpartum care. Services should be tailored to the individual's preferences and needs, offering continuous emotional, physical, and informational support.
- C. **Evidence-Based Practices:** The project must be rooted in evidence-based practices for perinatal care. Projects should clearly commit to implementing practices supported by scientific research and guidelines, focusing on improving maternal and infant health outcomes. This includes stating references for evidence-based practices.
- D. **Culturally Responsive Care:** The project should demonstrate cultural sensitivity and competency in delivering doula services. This includes recognizing and respecting the diverse cultural backgrounds, beliefs, and traditions of the individuals served. Proposals should outline strategies for providing culturally responsive care and addressing health disparities.
- E. **Collaboration and Coordination:** The project should emphasize collaboration and coordination with other healthcare providers and community-based organizations. This includes establishing partnerships to ensure seamless care transitions and integration with existing perinatal services. Projects should demonstrate a collaborative approach to promote comprehensive and coordinated care for pregnant individuals.

- F. Evaluation and Reporting: Applicants must include plans for monitoring and evaluating the doula project's outcomes and impact. This should involve collecting relevant data to measure the services' effectiveness and inform continuous quality improvement efforts. Regular reporting on project outcomes and progress will be required.

This RFA seeks projects prioritizing equitable access to doula services for Medicaid-eligible individuals, promoting evidence-based practices, and contributing to improved maternal and infant health outcomes. Successful applicants will demonstrate a strong commitment to serving diverse populations, engaging in collaborative partnerships, and continuously improving their services through evaluation and quality improvement initiatives.

The State is seeking applications to provide the services outlined in this RFA. The State will offer up to six (6) grant(s) for a total of \$ 1,000,000.00. The project period is expected to begin on January 1, 2024 and will last for 18 months. At this time, no additional funding is expected beyond the 18-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. Please complete the attached application.

Attachment 2 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 Doula Project Services. 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 9, 2023
2. Written “Questions & Comments” Deadline	2:00 p.m.	November 15, 2023
3. State Response to Written “Questions & Comments”		November 20, 2023
4. Deadline for Applications	2:00 p.m.	November 30, 2023
5. Evaluation Notice Released		December 7, 2023
6. Effective Start Date of Contract		January 1, 2023

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.**

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

Checklist for Submission of Applications:

- Application (**Attachment 1**)
- 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 on 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:

List the criteria that you are wanting from the application process with the scoring component

- *Adequacy of plan of operation*
- *Access to data needed*
- *Proposed expenses and cost-effectiveness*
- *Past experience with similar projects*
- *% Target population reached*
- *Geographic area covered*
- *Expected Outcomes*

- *Experience of key project personnel*
- *Collaboration with relevant partners*

The committee will evaluate and recommend for selection to the Commissioner of the Department of Health, the applications which 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 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 Doula Services Pilot Project 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 Doula Services Pilot Project. **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.**