



**MNsure**<sup>®</sup>

Where you choose health coverage

**MNsure Request for Proposals  
Outreach and Enrollment Grants**

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May 2014



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## Project Overview

MNSure is seeking grant proposals from organizations that have the ability to find, connect with, educate and enroll Minnesota residents in health coverage through MNSure. Applicants submitting proposals must demonstrate their ability to reach populations facing barriers to health insurance coverage.

## Introduction

### Navigator Program Vision

The goal of the Outreach and Enrollment Grant Program is to build a robust statewide network of entities that will help to increase the number of insured Minnesotans, particularly among populations with disproportionately high percentages of uninsured.

A number of factors may contribute to individuals having trouble enrolling, or staying enrolled, in health insurance. Examples of barriers include, but are not limited to, low literacy, limited English proficiency, accessibility challenges related to living in rural areas, lack of access to employer sponsored insurance, unfamiliarity with technology, inability to access technology or unfamiliarity with having health insurance. There are also consumers that need additional assistance enrolling due to complicated life circumstances, such as complex immigration status, unstable living situations, mental health issues or other vulnerable populations. Navigators and other entities are well-positioned to use their enrollment expertise and existing relationships with these consumers to provide effective outreach and enrollment assistance.

MNSure's vision is to continue building a successful Navigator Program where each region of Minnesota is served by a network of entities that together can demonstrate the following qualities:

- Established relationships with populations that face barriers to enrollment or renewal
- Experience using outreach techniques that have proven effective
- Staff skilled in assisting consumers to enroll in coverage through MNSure, including staff with specialized skills to help enroll populations who require additional assistance
- Ability to maintain a year-round presence in all counties within the region
- Commitment to partnering with MNSure on enrollment campaigns

### 2014 Outreach and Enrollment Grants

MNSure is authorized by Minnesota law to issue grants to support the Navigator Program.

\$4 million in funds is targeted for outreach and enrollment efforts from September 1, 2014 until June 30, 2015. The goals for the 2014 grant program are to:

- Assist populations facing barriers to coverage with enrollment and renewal through MNSure
- Build regional navigator resource and referral networks to reach and enroll Minnesotans
- Find, connect with and educate uninsured Minnesotans about the importance of having health care insurance and their options for obtaining coverage through MNSure

Minnesota has relatively low rates of the uninsured compared to the rest of the United States, with 8.7% uninsured in Minnesota compared to 14.9% uninsured nationally (SHADAC Uninsurance Rates for Minnesota for 2008-2012). Although Minnesota's uninsured rate is low, there are segments of the population in Minnesota with much higher rates of the uninsured than the statewide average. For example, more than 23% of American Indians and nearly 30% of

Hispanics/Latinos are uninsured. The U.S. Census Bureau 2008-2012 American Community Survey (ACS 5 year) helps identify these differences. While the ACS 5 year is not the most recent data source on the uninsured, it is used because it provides the most demographic detail about the uninsured at the smallest geographic unit. The State Health Access Data Assistance Center (SHADAC) prepared a summary of the ACS 5 year which is available on the MNSure website. Applicants are encouraged to use data from [this summary](#) when preparing proposals.

## Background

MNSure is a marketplace where individuals, families and small business can compare, choose and obtain affordable, high quality health insurance. The Affordable Care Act (ACA) provided for creation of Minnesota's Navigator Program to help individuals, families and small businesses obtain health care coverage through MNSure. Navigators are trained to help consumers learn about their health plan options and to assist with enrollment in public and private health coverage through MNSure. Navigator organizations are obligated to assist any consumer and receive payment for each successful enrollment with which a navigator assists.

Other consumer assistance partners that can assist with enrollment include brokers, agents and Certified Application Counselors (CACs). CACs are similar to navigators, but CACs assist with enrollment through MNSure as part of their jobs. Brokers, agents and CAC organizations do not receive compensation from MNSure for successful enrollments.

For information about becoming a navigator or CAC organization, please see the [MNSure website](#). Organizations may apply for a navigator or CAC contract at any time throughout the year and do not need to be a MNSure grantee to be eligible. Per enrollment payments are not the subject of this Request for Proposals.

## Eligibility

### Eligible Applicants

Public, private for-profit and nonprofit entities are eligible to apply for an Outreach and Enrollment grant. Examples of eligible entities include, but are not limited to, navigator organizations, CAC organizations, counties, agents/brokers, health care providers, etc. Individuals are not eligible to apply for MNsure grant funding and cannot submit proposals in response to this RFP.

Applicants must demonstrate how they will achieve the goals of the grant program, which are to:

- Assist populations facing barriers to coverage with enrollment and renewal through MNsure
- Build regional navigator resource and referral networks to reach and enroll Minnesotans
- Find, connect with and educate uninsured Minnesotans about the importance of having health care insurance and their options for obtaining coverage through MNsure

While one entity may be able to demonstrate the capacity to achieve these goals, it is anticipated that the best proposals will include multiple entities that may have specialized areas of expertise. The following is a list of potential grant structures:

- Single organization
- Formal network: A lead agency with partners that receive grants funds
- Informal network – A lead agency with partners that do not receive grant funds

### Technical Requirements

MNsire is anticipating that the best proposals will be those that are collaborative in nature. Please follow these requirements when developing network arrangements:

- **An individual entity may be the lead agency on one proposal, but a network member on multiple proposals.**
- If an entity is included in multiple proposals, a separation of duties and budgets must be clear in each proposal's workplan and budget.

MNsire considers a "grantee" to include subgrantees recognized in a proposal as an entity that may receive grant funds.

### Lead agency requirements and responsibilities

To qualify, the lead agency on the proposal must:

- Have or obtain a [Data Universal Number System \(DUNS\) Number](#). The Federal government uses DUNS numbers to identify related organizations that are receiving federal funding.
- Submit a certified financial audit or an IRS Form 990.
- Have or obtain a [State of Minnesota vendor number](#). The vendor number is needed to make payments to the organization.
- Be registered or obtain registration with the Minnesota Secretary of State.
- Participate in contract negotiations with MNsure.
- Submit progress reports and financial reports to MNsure.
- Ensure the objectives of any grant award are met.
- Provide coordination amongst network members on grant activities.

**Network member requirements and responsibilities** (*this applies to both network partners (subgrantees) and informal network partners*)

- Submit a letter of support with the proposal. A letter of support must provide a brief summary of the network member's support and role in the achieving the objectives of the proposal. It must be submitted on the network member's letterhead and signed.
- Achieve individual objectives of the proposed grant.
- Report to the lead agency.

## Outreach and Enrollment Grants

### Overview

MNSure is seeking applicants who can achieve the goals of the 2014 Outreach and Enrollment grant program:

- Assist populations facing barriers to coverage with enrollment and renewal through MNSure. The proposal needs to include entities with staff skilled in assisting consumers enroll into all coverage options through MNSure, including staff with specialized skills to help enroll populations that require additional assistance. Proposals must focus on reaching populations with disproportionately high percentages of the uninsured, or those facing barriers to enrollment. Work during the 2014 Outreach and Enrollment grant will include helping existing enrollees complete the enrollment process for both Qualified Health Plans (QHPs) and public programs.
- Build regional navigator resource and referral networks to reach and enroll Minnesotans. The proposal must support coordinated collaboration between entities with different expertise or reach within a region. Innovative networks that include multiple types of entities are encouraged.
- Find, connect with and educate uninsured Minnesotans about the importance of having health care insurance and their options for obtaining coverage through MNSure. The proposal should include entities that have established relationships with populations that face barriers to enrolling in or renewing health insurance coverage. This also means the proposal includes organizations with strong outreach and communication competencies, with a proven ability to effectively reach communities of interest.

### Funding areas

MNSure is funding grants in the following areas (an organization may only submit one proposal as the lead agency, but may be a formal or informal network partner on multiple proposals):

1. **Funding Area 1: Grants that focus on consumers facing particular challenges to enrolling in or renewing coverage, or populations with high levels of uninsured.** Examples of populations that fall within this funding area include, but are not limited to:
  - Consumers with low literacy
  - Consumers with Limited English Proficiency
  - Young adults
  - Persons experiencing homelessness
  - Consumers living in rural areas with accessibility challenges
  - Lack of access to employer-sponsored insurance due to unemployment, part-time work, self-employment or working for a small employer
  - Persons with a mental illness
  - Persons with a disability
  - Individuals with complex immigration status
  - Inability to access technology
  - Unfamiliarity with technology
  - Unfamiliarity with health insurance and U.S. health care system
  - LGBTQ community
2. **Funding Area 2: Grants that focus on racial and ethnic communities, recognizing that these communities often experience greater health inequities even after adjusting for factors such as income and geography.** Proposals that fit in this

category are those focused on the following communities: Hispanic/Latino, African American, American Indian, Somali and other East African communities, Hmong and other Southeast Asian communities and other racial and ethnic groups. To build capacity within these communities, grant proposals in this category must have a minority-led organization as the lead agency or include at least one minority-led organization in a formal network.

**3. Funding Area 3: Grants that support regional navigator network pilots that use collaborative and innovative strategies.** Regional network pilots must:

- Include a network of partners (formal and/or informal). Innovative networks that include multiple types of entities are encouraged.
- Demonstrate the ability to coordinate outreach and enrollment activities between network partners.
- Cover at least one of the 13 Minnesota Department of Employment and Economic Development Economic Development Regions. Please use the map [here](#) to see the regions.
- Provide reasonable enrollment assistance coverage in every county in the region throughout the entire grant period, with more intense coverage during Open Enrollment.
- Identify multiple populations they will serve within their region that face barriers to enrollment and/or are uninsured.
- Demonstrate established relationships with populations being served.
- Have experience using effective outreach techniques.
- Have skilled navigators (or other community assistance partners) able to assist consumers who require additional assistance.
- Provide specialized assistance for network partners, such as technical assistance, learning opportunities, networking opportunities, best practices and enrollment support.

The following table summarizes the **anticipated** funding areas, allocations, number of grants available and award amounts. MNsure reserves the right to amend any of the information in the table below.

**Table 1: Funding Areas**

Funding Area	Target Allocation	Target Number of Grants	Award Amount
Area 1	\$1.5 million	12	\$100,000 minimum per grant
Area 2	\$1.5 million	12	\$100,000 minimum per grant
Area 3	\$1.0 million	2	\$100,000 minimum per grant

**Award Information**

**Funding options:** See Table 1: Funding Areas. An organization may only submit **one proposal as the lead agency, but may be a formal or informal network partner on multiple proposals.**

**Type of award:** Grant

**Funds Available:** Multiple contracts will be awarded as a result of this RFP, not to exceed \$4,000,000 in total contract awards. MNsure anticipates that approximately 26 grants will be awarded to lead agencies who will likely have multiple network partners (formal or informal).

**Maximum Period of Support:** The maximum period of support is September 1, 2014 through June 30, 2015. The anticipated start date for all grant contracts is September 1, 2014. Grant workplans and budgets must be structured so that 75% of awarded funds are spent by December 31, 2014.

**Award Notifications** MNsure anticipates that initial award announcements will be made to selected applicants on or before July 18, 2014, but MNsure reserves the right to announce the grants at any time. Notices of Grant Award will be issued following any negotiations and completion of all requirements. MNsure anticipates that public announcement of the lead agencies and any network partners will be made in September, but MNsure reserves the right to make any public announcements at any time.

## Application Requirements

### Summary of Application Requirements

Applicants must follow the instructions within this MNsure grant application and complete all required forms and narrative requirements. MNsure reserves the right to eliminate from consideration any incomplete or improperly completed grant application. The grant application must include the following items and be compiled in this order:

- Face Page: signed by individual authorized to submit the grant application that also identifies contact information (Attachment A)
- Table of Contents
- Executive Summary
- Outreach and Enrollment Focus: narrative and Preliminary Local Outreach Campaigns and Enrollment Assistance Schedule (Template 1)
- Experience
- Workplan: narrative and workplan (Template 2)
- Budget: narrative, summary budget and detailed budget
- Letters of Support or Agreement (required if including informal or formal network partners)
- Required Documents
  - Applicant Information and Declarations (Attachment A – Face Page)
  - Affidavit of Noncollusion
  - Submission of Certified Financial Audit, IRS Form 990, or Most Recent Board-Reviewed Financial Statements
  - Affirmative Action Certification
  - Certification Regarding Lobbying

### Executive Summary

Applicant must summarize the key elements of its proposal, including the funding area, a brief description of any network partners and populations that will be served.

### Outreach and Enrollment Focus

Applicants must clearly describe the populations that will be reached (appropriate to their selected Funding Area), strategies that will be used and the geographical area(s) that will be served:

- Applicants for all Funding Areas must clearly identify the specific populations that will be served, using available data as part of the rationale for reaching the proposed population. These must be populations that are disproportionately uninsured or face barriers to enrollment. Applicants for Funding Area 3 are expected to serve a broader range of uninsured populations than applicants for Funding Areas 1 and 2.
- Applicants for all Funding Areas should clearly outline the strategies they will use to find, connect with, educate and enroll consumers that are specific to the populations they propose to serve.
- Applicants for all Funding Areas should clearly identify the geographic areas that will be served by this grant, even if the barrier being addressed is not geographic in nature. Applicants for Funding Area 3 are required to identify at least one of the Minnesota Economic Development Regions as their area of service.

In addition to the narrative description for this section, please provide a preliminary schedule for local outreach campaigns and enrollment assistance using the template below. The Local Outreach Campaigns and Enrollment Assistance Schedule is intended to provide evidence of the applicant’s ability to provide sufficient outreach and enrollment support in the geographic areas identified in the proposal throughout the grant period.

**Template 1: Preliminary Local Outreach Campaigns and Enrollment Assistance Schedule**

Location	City	County or Reservation	Zip Code	Enrollment Staff, Total hours per week	Outreach Staff, Total hours per week	Duration
Ex. ABC Library	Austin	Mower	55912	1 navigator, 20 hours per week		11/15/14 through 2/15/15
Ex. ABC Agency Office	Faribault	Rice	55021	1 broker, 10 hours per week		11/15/14 through 6/30/15
Ex. ABC Nonprofit Office	Rochester	Olmsted	55901	1 CAC, 5 hours per week		9/1/14 through 6/30/15
Ex. ABC Community Center	Winona	Winona	55987		10 navigators, 3 brokers, 8 hours	1 day event in November 2014

**Experience**

Applicants must demonstrate that the lead agency and any formal or informal partners have the ability to meet the objectives identified in their workplan.

- Describe any previous experience with using proposed outreach strategies.
- Describe any previous experience educating communities on health care insurance or health care usage.
- Describe any previous experience enrolling consumers in health insurance through MNsure, or other enrollment experience.
- Provide evidence of existing relationships with populations to be served by the grant.
- If submitting a proposal with a network of partners, describe any previous experience coordinating activities among multiple entities, including the entities that are part of your network.
- Applicants for Funding Area 2 must have a minority-led organization as the lead agency or formal network partner. Part of demonstrating that the applicant meets this requirement includes providing the number of executive staff and board members that are members of the population the grant seeks to serve.
- Applicants for Funding Area 3 must demonstrate the capacity and experience to coordinate network activities, provide technical assistance, offer learning and networking opportunities, identify best practices and provide enrollment support to network partners.

## Workplan

Applicants should identify project goal(s), specific objectives and activities that support the goals of the 2014 Outreach and Enrollment grants. Goals are broad statements about what the grant intends to accomplish. Objectives are statements of how the applicant will reach the goals of the grant program that are narrow, measurable and achievable. Activities are the specific actions that will be taken to achieve an objective.

At a minimum, objectives must clarify how the applicant will:

- Increase understanding among uninsured populations about the importance of health care insurance and the coverage options available through MNSure. Applicants should include projections of the number of people who will be informed, focusing on the populations being served through the grant proposal.
- Enroll persons in health coverage through MNSure. Applicants should include projections of the number of people they will enroll or help with renewal, including targets for persons from the populations being served through the grant proposal.
- Build a resource and referral network:
  - Single Organization Application: Establish clear protocols for connecting to available community resources that can support the goals of the grant
  - Formal or Informal Networks: Establish clear communication channels and referral protocols between network partners.
- Actively participate in MNSure outreach and enrollment campaigns. This could include staff time for coordination with MNSure, staffing for enrollment events and localized distribution of MNSure developed campaign materials. As background, MNSure anticipates continuing to use a “campaign” model similar to the “March to Enroll” effort that MNSure grantees, navigators and brokers participated in during March 2014. Outreach and enrollment grantees will be expected to participate in these efforts. It is estimated MNSure outreach campaigns will account for approximately 20% of grantee outreach activities.
- Maintain outreach and enrollment activities throughout the entire grant period and throughout the identified geographic area. Note: Open Enrollment for 2014 runs from November 15, 2014 until February 15, 2015, but the grant period runs until June 30, 2015.
- Provide specialized assistance for network partners, such as technical assistance, learning opportunities, networking opportunities, best practices and enrollment support (only applies to applicants for Funding Area 3).

The applicant must demonstrate a correlation between outreach activities and successful enrollment of consumers into health care coverage.

If an applicant intends to incorporate paid or earned media strategies into their work, applicant must incorporate a communications plan into the proposal. A communications plan should be unique to the particular population proposed to be served and should be focused on driving enrollment through MNSure. A communications plan should delineate the need for such an approach outside MNSure’s larger marketing efforts. A detailed cost breakdown of communication/advertising materials is required and examples of proposed collateral items are encouraged.

Due to federal funding requirements, 75% of funds awarded to an applicant must be spent by December 31, 2014. The applicant’s workplan must be structured to reflect this spending requirement.

**Table 2: Recommended spending allocation to meet requirement to spend 75% of grant funds by December 31, 2014**

Month	% of Funds	Potential Activities
September – October	50%	Focus resources on preparing for Open Enrollment (e.g. hire staff, train staff, participate in meetings with MNSure, develop outreach materials, book outreach/enrollment events, purchase materials to execute communications plan, purchase media, participate in MNSure enrollment campaigns )
November – December	25%	Focus resources on outreach and enrollment (e.g. conduct outreach/enrollment activities, participate in MNSure outreach campaigns, make local media buys)
January – June	25%	Focus resources on enrollment and using materials created earlier (e.g. staff time, travel, events, MNSure campaigns)

Applicants must use the template below when preparing a workplan.

**Template 2: Workplan**

<b>Project Goal(s):</b>			
<b>Objective 1:</b>			
	<i>Activity</i>	<i>Responsible Person(s)</i>	<i>Timeframe</i>
1			
2			
3			
<b>Objective 2:</b>			
1			
2			
3			

**Budget**

MNSure grant funds must be used to cover expenses that are clearly service-related (finding, connecting with, educating and enrolling Minnesotans). A reasonable amount of funds may also be requested for coordination activities. Applicant must briefly describe their financial management processes, including how the lead agency will manage across the network partners.

**Allowable expenses:**

- Personnel
  - Costs directly connected to outreach and education, including project coordination, outreach coordination, communications support
  - Costs connected to enrollment, except actual time spent assisting an individual with completing an application for which they expect to receive per enrollee payments
- Consultants or contractors: communications, outreach, education, marketing
- Equipment or supplies: costs to support outreach, education and enrollment activities, including laptops, privacy dividers, locked cabinets, etc.
- Travel: directly related to outreach, education and enrollment, including participating in network meetings with other grant members, participating in regional networking, staffing enrollment events, attending training opportunities, etc.
- Other Direct: marketing and outreach materials and media placements (applicant must include a detailed communications plan), videoconference or other software, translation of outreach materials not provided by MNsure, training, promotional giveaways of nominal value, technical assistance for capacity building specific to fulfilling grant objectives
  - Indirect: indirect costs will be capped at 10% unless your organization documents exemption from indirect cost rules
- Network Partners: include line item for each formal network partner that will receive grant funds, provide separate detailed budgets for each formal network partner

**Unallowable expenses:**

- Navigator staff time spent assisting an individual with completing an application. Current federal funding requirements prohibit the use of these grant funds to pay for navigator staff time for which they will receive per enrollee payments from MNsure.
- Costs to provide direct health care services to individuals
- Meeting matching requirements of any other Federal program
- Non-project related executive compensation
- Selling a specific or limited set of insurance or insurance-like products, including discount plans
- Promotion of Federal or State legislative and regulatory modifications
- Improvements in systems or processes solely related to Medicaid/CHIP, or any other State or Federal program's eligibility (lobbying)
- Activities such as retreats
- Services, equipment, or support that are the legal responsibility of another party under Federal or State law (e.g. vocational rehabilitation or education services) or under any civil rights laws
- Supplanting other grant funds, or otherwise misusing or misappropriating grant funds
- Interpreter services for enrollment. MNsure provides this service.

The proposal must include an overall summary budget and detailed budget for lead agency, plus detailed budget for each network organization included identified in the proposal. Applicant must use the budget templates provided.

- [Summary Budget](#)
- [Detailed Budget](#): Required for each sub-contract identified in Summary Budget.

## Letters of Support

Letters of support from informal and formal network partners must be submitted with the proposal. An informal partner is an organization that will not receive grant funds. A formal partner is an organization that will receive grant funds. A letter of support or agreement must provide a brief summary of the network member's support and role in achieving the objectives of the proposal. It must be submitted on the network member's letterhead and signed.

If selected for an award, the lead agency will need to submit copies of subcontracts with formal partners to MNSure.

## Required Documents

The following are required documents that must be included with your Proposal. Complete the attachments found in the RFP Appendix and submit them as the "Required Statements" section of your Proposal.

- [Attachment A - Applicant Information and Declarations](#) [FACE PAGE]
- [Attachment B - Affidavit of Noncollusion](#)
- [Attachment C - Affirmative Action Certification](#)
- [Attachment D - Certification Regarding Lobbying](#)
- Submission of Certified Financial Audit, IRS Form 990, or Most Recent Board-Reviewed Financial Statements

## Format Specifications

Follow font and format specifications to avoid processing delays or rejection of the application.

### Font and Graphics

- Use an Arial typeface, a black font color and a font size of 11 points or larger. Special characters may be used but must be 11 points.
- Type should be formatted to be easy to read in black type, a type density of no more than 15 characters per inch and no more than 6 lines per inch. Do not use color or shading within the text.
- A smaller type size is acceptable for figures, graphs, diagrams, charts, legends and footnotes, but must be in black ink and easily legible.

### Page Formatting

- Use letter size (8 ½" x 11") sheets of paper.
- Use at least one inch margins (top, bottom, left and right) for all pages, including continuation pages.
- Use only a standard, single-column format for the text.
- The application must be single-sided and single-spaced when writing narrative content.
- Consecutively number all pages throughout the application, including continuation pages. Do not use suffixes (e.g., 5a, 5b).

## RFP Process

### Applicants' Conference

MNSure will hold an applicants' webinar on May 12, 2014. The [mnsure.org](http://mnsure.org) website will be updated with more details when available regarding registration requirements and pre-webinar submission of questions. The oral responses provided during the webinar will be written and posted on the website. MNSure will not be held responsible for oral responses made during the webinar.

### Applicants' Questions

It is the policy of MNSure to assist applicants with their inquiries during the application process.

Applicants' questions regarding this RFP must be emailed by 1:00 p.m. Central Time on Friday May 16, 2014. All questions must be emailed to [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org). Questions will be addressed in writing and posted on the MNSure no later than Friday, May 23, 2014. MNSure will post generalized answers while maintaining the confidentiality of the potential applicant and any specifics about their proposal.

Questions sent to other email boxes such as the navigator email box or individual staff member email boxes will not be responded to and MNSure assumes no responsibility for answering questions submitted to any e-mail address other than [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org).

### Proposal Submission

It is recommended applicants submit proposals electronically to [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org). All applications **must be received on or before** 1:00 p.m. Central Time on Monday, June 2, 2014. Applications received after this deadline will not be considered.

If electronic submission is a barrier for submitting the proposal, applicant must submit an email request to [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org) by 1:00 p.m. Central Time on Tuesday, May 27, 2014 explaining why a proposal cannot be submitted via e-mail. MNSure will acknowledge receipt of the e-mail no later than 1:00 p.m. Central Time on Wednesday, May 28, 2014 and acknowledge submission of a proposal in hard copy format by applicant.

Regardless of submission format, i.e. e-mail or hard copy, **ALL PROPOSALS MUST BE RECEIVED BY MNSure NO LATER THAN 1:00 P.M. CENTRAL TIME ON MONDAY, JUNE 2, 2014 FOR PROPOSAL TO BE CONSIDERED. NO EXCEPTIONS WILL BE MADE.**

### Contract Negotiation

Although this RFP establishes the basis for Proposals, the detailed obligations and additional measures of performance will be defined in the final negotiated contract.

## Evaluation and Selection

### Review Process, Criteria and Selection

The MNSure review and selection process will occur in three stages.

#### **Stage One: Evaluation based upon completeness, compliance and eligibility**

This evaluation will occur immediately following submission of a Proposal to ensure an application meets MNSure requirements. Applications that do not meet requirements may not be forwarded for Stage Two review.

#### **Stage Two: Merit Review (Evaluation of proposal requirements / Relevance)**

MNSure will utilize a review committee made up of internal (MNSure staff) and external reviewers to review the merits of each Proposal. The review committee will use a 100-point scale to evaluate the merit of each Proposal.

Reviewers will consider the following selection criteria in determining overall merit scores (refer back to the Application Requirements section for expectations in each area):

Executive Summary	5 %
Outreach and Enrollment Focus	20 %
Experience	15 %
Workplan	40 %
Budget	20 %

#### **Stage Three: Financial Review**

MNSure staff will review applications for fiscal compliance with MNSure grant policies and procedures. These include budget reasonableness, budget justification and use of funds in addition to the organization’s financial management capabilities. During this stage, MNSure reserves the right to negotiate on specific areas of the application, to request additional information needed to clarify questions or to establish financial management capability and to conduct background checks. Final recommendation decisions will be based on the successful outcome of the Financial Review and negotiations. Final award decisions will be made following this step.

## Grant Administration Requirements

The following is an overview of the requirements that grantees must meet. Full post-award administration requirements will be included in the terms and conditions of the award and contract. MNsire's goal is to manage funded projects through a streamlined process that limits administrative burdens on the grantees while ensuring proper oversight.

### Minnesota Secretary of State

MNsire will verify that the entity is currently registered with the Minnesota Secretary of State and maintains an "Active / In Good Standing" status.

### Attestation and Disclosure

All grantee entities will be required to sign a conflict of interest disclosure statement as referenced in the Minnesota State Rules relating to Consumer Assistance Services.

### Evaluation Requirements

#### Financial Reports

Grantees will be required to submit financial reports throughout the contract time period. Further information will be provided in the terms and conditions of award.

#### Financial Accounting of Federal Funds

Grantees will be required to keep a detailed accounting of how MNsire federal funds are being used. Financial records of grantee associated with grant-funded activities are subject to potential random audits.

#### Interim Progress Report(s)

Grantees may be required to submit a monthly progress report. The format and due dates for progress reports will be included within the terms and conditions of award.

#### Final Reports

Final reports are due July 31, 2015, 30 calendar days following the expiration date. The content and format of this report will be included within the terms and conditions of award.

#### Monitoring

To ensure appropriate oversight, grantees may be subject to random monitoring and audits of grant funded activities.

### Program Requirements

#### Performance Metrics

Requirements for performance metrics will be included within the terms and conditions of award.

#### Publishing

It is MNsire policy that the results and accomplishments of the activities funded through this solicitation be made available to the public. Organizations are expected to make the results and accomplishments of their activities available to the public at large. Grantees may be asked to prepare a summary of their project and allow its use on the MNsire website and in MNsire materials.

**Access to Funds**

Generally, payment will be provided to grantees by an initial advance of up to 50% of the total award. After the initial advance, grantees will be reimbursed for work completed on a quarterly basis. Following notification of award, MNsure will work with grantees to complete the information needed to facilitate payment. No direct payments will be made to an individual. All compensation will be paid to the affiliated entity.