Request for Application #RFA DSQ/TZ/2023/01

Project Title: Deployment and Maintenance of Tanzania's Unified Community Health System (UCS)

I. Summary of deadlines

The expected schedule for this application is outlined in the following table. Note that PATH reserves the right to modify this schedule as needed. All parties will be notified simultaneously of any changes through a modification posted on https://digitalsquare.org/solicitations.

Release of Request for Application	January 16, 2023
Submission of fact-finding questions to Sadick Masomhe, smasomhe@path.org	January 27, 2023
Applications due	February 15, 2023, 18:00 (EAT)
Applicants notified of decision	February 28, 2023, 17:00 (EAT)

II. PATH statement of business

PATH is a global nonprofit dedicated to achieving health equity. With more than 40 years of experience forging multisector partnerships, and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world's most pressing health challenges. Learn more at www.path.org.

III. Project background

A. Project background

Digital Square is a PATH-led initiative designed and funded by the US Agency for International Development (USAID), Bill & Melinda Gates Foundation, and a consortium of other donors.

Digital Square, in partnership with the world's leading digital health experts, works with countries to strengthen digital health systems. In pursuit of our mission to connect health leaders with the resources necessary for digital transformation, Digital Square offers a new way to invest in digital health by providing a space where countries and members of the global community can gather to think big and do good, together. By convening government officials, technological innovators, donor and implementation partners, and others across borders and boundaries in the "digital square," we can grow possibility into reality by focusing on our common goal: connecting the world for better health.

The Tanzania Ministry of Health, in collaboration with the President's Office - Regional Administration and Local Government (PO-RALG) and other stakeholders, has embarked on a joint effort in the development of a Unified Community Health System (UCS). The effort joins all stakeholders, including partners working

in health care predominantly at the community level, to have a single and comprehensive digital community health system that will have all essential components.

Since 2021, Digital Square has collaborated with the Government of Tanzania through the Ministry of Health to strengthen the community health system based on the Open Smart Register Platform (OpenSRP) software.

With funding support from USAID, Digital Square worked with the Ministry of Health to strengthen the digital community health system platform functionalities and governance structure as part of Tanzania's health information system.

The UCS is built on OpenSRP. The system comprises three components: the WAJA application for community health care workers, the KITUONI application for facility health care workers, and the reporting application (In-App and dashboard) for the managerial level to provide insights and analytics of data to support decision-making.

B. Open application process

Submission of applications will use key components of Digital Square's Open Application Process, such as transparency and application co-creation, beginning with a concept note. Application submission deadlines are detailed below, and application materials must be submitted on Digital Square's Open Application Platform. By submitting your application to Digital Square, applicants acknowledge and agree that their application, including overall budget amount, will be shared publicly on the Open Application Platform. This process and platform promote transparency with other applicants, Digital Square's Peer Review Committee, and other organizations and individuals without obligation of confidentiality. By participating in this Open Application Process, you agree that detailed budget breakdowns may be shared with Digital Square's funder. As part of Digital Square's due diligence, we will conduct pre-award evaluations of all short-listed candidates. We will use our recipient pre-award survey, informed by USAID's non-US organization pre-award survey (NUPAS) and other industry-wide standards, customized for Digital Square.

C. Proposed project timeline

PATH anticipates that subawards will be five months from the effective date and end by September 2023.

D. Conclusion of process

Applicants will be notified of the decision on February 28, 2023. Final award is subject to the terms and conditions included in this solicitation, as well as successful final negotiations of all applicable terms and conditions affecting this work.

IV.   Scope of work and deliverables

The scope of work for this undertaking is categorized into three workstreams.

A. Deployment support

The subrecipient will be required to work closely with the Government of Tanzania, Digital Square, and service delivery partners in providing technical support to UCS deployment, including but not limited to installation and configuration of the UCS system and end-user devices, management of user access rights, and coordination with software development teams for bug fixing. The subrecipient will be expected to support deployment in the current nine regions with 33 sites, which may scale up to cover national-level implementing sites using UCS in different regions.

B. Preventive maintenance and performance monitoring

The subrecipient will be required to conduct and produce reports and recommendations on routine system health checks, performance monitoring, and preventive maintenance to ensure the utmost availability, accessibility, and performance of the UCS.

C. End-user support

The subrecipient will provide technical support based on Tier 1 by addressing basic technical issues and providing basic troubleshooting steps. The subrecipient will escalate more complex issues to higher levels of support, as necessary, and will provide Tier 2 support by handling, recording, and resolving end-user incidents and support requests and collaborating with the software development team for bug fixing.

Timeframe

The timeframe for this work is expected to be between March 2023 and September 2023.

Project management and administration

The subrecipient will be expected to hold regular meetings with PATH, the Tanzania Ministry of Health, and/or USAID and USAID implementing partners as part of project progress monitoring. The meetings will be on a weekly/biweekly/monthly or ad hoc basis depending on needs. The subrecipient will be required to travel domestically upon approval from PATH, as needed, to participate in meetings related to the UCS.

Deliverables

#	Deliverable	Due date
1	Report detailing technical approach, project team, resources, tools, dependencies, and overall plan for supporting deployment and system maintenance to be presented at the inception meeting.	March 30, 2023
2	Bi-monthly technical report on deployment status, reported incidents and resolutions, system performance, availability, usage, and recommendations.	May 30,2023
3	Bi-monthly technical report on deployment status, reported incidents and resolutions, system performance, availability, usage, and recommendations.	July 30, 2023
4	Final technical and status report on deployment status, reported incidents and resolutions, system performance, availability, usage, and recommendations.	September 15, 2023

V. Application requirements; cost

The estimated size of the award for this application is up to **US$100,000**. This figure is a nonbinding estimate provided to applicants for informational purposes only.

Digital Square will evaluate the quoted prices and hourly rates. No analysis will be performed on quotes determined as nonresponsive or if the technical quote is determined to be technically unacceptable. The price/business evaluation will be conducted in accordance with the quoted utility-based solution and proposed labor categories, rates, and evaluation matrix. Digital Square will evaluate whether all quoted prices are reasonable. This evaluation will be conducted with the expectation of adequate price

competition and will rely heavily on market forces to determine whether proposed prices are fair and reasonable. The comparison of proposed prices in response to this solicitation is the preferred and intended price analysis technique.

Digital Square will also compare the proposed prices to historical prices paid for the same or similar services. Other techniques and procedures may be used to ensure quoted prices are fair and reasonable. A cost realism analysis will be performed to determine whether the quoted level of effort is realistic for the work to be performed, reflects a clear understanding of the requirements, and is consistent with the unique methods of performance set forth in the company's technical quote.

Required elements

The cost application must include a budget narrative, detailing the cost and cost basis applied in generating the application and describe the reasonableness of each proposed cost. The cost application must also include a detailed budget that is itemized along the cost categories defined below. This detailed budget should be submitted in an unlocked Excel spreadsheet and must include the following information:

- Personnel. At a minimum, the budget should detail:

    o   All proposed staff/positions with daily rates.
    o   Total number of days and total level of effort of key staff.

- Itemization of all other costs (e.g., agency costs, service tax, administrative costs, supplies, etc.).

- Estimated schedule of other anticipated expenses (e.g., travel, subawardee resources, supplies, outside resources, etc.).

- Details of all subcontracted work, including proposed consultants as well as proposed subawardees.

The cost application shall begin with a summary budget that details costs in the following categories:

Description	Total cost (USD)
Personnel	
Fringe benefits	
Travel	
Equipment	
Supplies	
Other direct costs	
Contractual	
Consultants	

Total direct costs	
Indirect costs	
Total project costs	

Special note on prohibition of certain telecommunication and video surveillance services or equipment

Procurement of telecommunications or video surveillance equipment and services produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company, or any other company, including affiliates and subsidiaries, owned or controlled by the People's Republic of China is strictly prohibited under this solicitation and applications will not be funded.

Special note on indirect costs

Indirect costs are overhead expenses incurred as a result of the project but not easily identified with the project's activities. These are administrative expenses that are related to overall general operations and are shared among projects and/or functions. Examples include executive oversight, existing facilities costs, accounting, grants management, legal expenses, utilities, and technology support.

If your organization includes indirect costs in the budget, you must provide a Negotiated Indirect Cost Rate Agreement with the US Government or three years of audited financials to PATH to validate the use of this rate.

VI.   Application requirements; technical

Provide a narrative on your technical approach to accomplish the objective(s) identified in the scope of work as outlined in Section IV, including:

- Description of technical approach, including:

  o   Problem statement and solution approach.
  o   How your solution will accomplish each of the subtasks in this application.
  o   How your solution will scale to the growing needs of users across the globe.
  o   Potential obstacles and plans to overcome them.

- National work plan for your chosen workstream(s), aligned to the subtasks in this application with an illustrative timeline to meet deliverables:

  o   This work plan should include illustrative results and describe specific interventions to achieve those results. The illustrative work plan should describe specific interventions (activities) planned for the relevant tasks and should include a timeline providing target dates for achieving milestones and illustrative results.

- Identification of major internal and external resources.

- Past performance information sheets demonstrating:

  o   Profile of relevant corporate qualifications.
  o   Profile of relevant experience and examples of related work.
  o   Applicants may provide any information from previous awards or certifications.

- Staffing plan accompanied by curriculum vitae for staff in key technical positions:

  o The staffing plan must be in accordance with the cost application personnel requirements, including specific position titles and the approximate level of each position.
  o The plan must include a complete curriculum vitae for each key personnel position, detailing the requisite qualifications and experience of the individual. Qualifications, experience, and skills shall be placed in chronological order starting with most recent information and include a list of certifications possessed by each key technical personnel.

Annual revenue

If your company has more than one location, please indicate the qualifications for the site that is responding, including the number of years in business.

VII. Additional attachments; optional

Third-tier subawardee agreements, contracts, or commitments:

- Applicants must submit any agreements, contracts, or commitments it has with any potential third-tier subawardee.

VIII. Application evaluation criteria

The following is a list of significant criteria against which applications will be assessed:

- Technical approach that conforms to all components listed in Section VI above (**40 points**):

  o Description of technical approach.
  o Timeline to meet the deliverables.
  o Identification of major internal and external resources.
  o Profile of relevant experience and examples of related work.
  o Staffing plan accompanied by curriculum vitae for key technical positions.
  o List of certifications of each key technical personnel.
  o Number of years in business.

- Experience - to be validated by past performance references (**15 points**).

- Experience with specific aspect of scope of work - to be validated by past performance references (**15 points**).

- Costs - as detailed in Section V (**30 points**).

Note: PATH reserves the right to include additional criteria.

IX. Instructions and deadlines for responding

A. PATH contacts

Program contact: Hassan Mtenga; hmtenga@path.org
Procurement contact: Teresa Gingras; tgingras@path.org
Technical lead contact: Sadick Masomhe; smasomhe@path.org

B. Applications due February 15, 2023, 18:00 (EAT)

Completed applications should be submitted by email to the contacts listed above. The subject line of the email should read: **"RFA # 2023-___ - (Applicant name)"**.

We advise that you send files in commonly recognized Microsoft formats. We will not accept responsibility for resolving technical transmission problems with applications.

C. Submission of questions and answers

Please submit questions by January 25, 2023, to Sadick Masomhe, smasomhe@path.org. All responses will be emailed to the submitter by January 27, 2023, 17:00 (EAT).

D. Conclusion of process

Applicants will be notified of the decision by February 28, 2023, 17:00 (EAT). Final award is subject to the terms and conditions included in this solicitation as well as successful final negotiations of all applicable terms and conditions affecting this work.

X.   Terms and conditions of the solicitation

A. Notice of nonbinding solicitation

PATH reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any application. The applications submitted through this RFA process are the responsibility of the submitter and do not necessarily reflect the views of USAID, the United States Government, or PATH.

B. Confidentiality

All information provided by PATH as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, PATH will seek appropriate remedies as allowed by law. Applications, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted.

C. Conflict of interest disclosure

Applicants bidding on PATH business must disclose to the procurement contact listed in the RFA any actual or potential conflicts of interest. Conflicts of interest could be present if an applicant has either or both (i) a personal relationship with a PATH staff member that constitutes a significant financial interest or (ii) board memberships, other employment, or ownership or rights in intellectual property that may be in conflict with the applicant's obligations to PATH. When actual or perceived conflicts of interest are disclosed, applicants and PATH can be protected: when necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest.

D. Communication

All communications regarding this solicitation shall be directed to appropriate parties at PATH as indicated in Section IX. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the application.

E. Acceptance

Acceptance of an application does not imply acceptance of its terms and conditions. PATH reserves the right to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of finalist applications as well as the right to accept partial components of an application if appropriate.

F. Right to final negotiations

PATH reserves the right to negotiate on the final costs and final scope of work, and the right to limit or include third parties at PATH's sole and full discretion in such negotiations.

G. Third-party limitations

PATH does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without our express written consent.

H. Application validity

Applications submitted under this request shall be valid for 90 days from the date the application is due. Applications submitted to PATH must state the validity period.

Appendix A: Application Requirements – Technical Checklist

☐ To be eligible for funding through Notice #RFA DSQ/TZ/2023/01, all application materials must be submitted on Digital Square's Open Application Platform.

☐ The technical application must be written clearly and define all work, deliverables, and timelines of performance to eliminate ambiguity.

Concept note phase

☐ Applicants must upload their concept note within the first two weeks of solicitation release.

☐ Applicants must provide Digital Health Atlas registration confirmation (required) and tagging, geographic reach, and source code, as applicable.

☐ Applicants must complete the concept note template, which includes:

    ☐ Two-Sentence Overview.
    ☐ Executive Summary.
    ☐ Consortium Team.
    ☐ Project Description, including background or problem statement, objectives, deliverables and schedule, and risk mitigation.

Application phase

☐ Applicants must post a technical application iteration within the first two weeks of the preliminary application co-creation step.

☐ The technical application must be written clearly and define all work, deliverables, and timelines of performance to eliminate ambiguity.

☐ Applicants must complete the technical application template, which includes:

    ☐ Two-Sentence Overview.
    ☐ High-Level Budget Summary.
    ☐ Executive Summary.
    ☐ Consortium Team.
    ☐ Background or Problem.
    ☐ Digital Health Technologies.
    ☐ Use Cases and User Stories.
    ☐ Objectives and Activities.
    ☐ Community Feedback.
    ☐ Schedule.
    ☐ Deliverables.
    ☐ Global Good Maturity Model Assessment.

Appendix B: Full Application Requirements – Cost Checklist

☐ If your application includes work packages (see in the template: Objectives and Activities), the cost application must be broken down by work package.

☐ All costs **must** be submitted in US dollars (USD).

☐ The programmatic relevance of elements of cost (e.g., level of effort, equipment, travel, and subawards or consultants) **must** be demonstrated by the scope of work.

☐ All mathematical calculations **must** be presented clearly in the budget spreadsheet of the worksheet.

☐ The budget narrative **must** explain and justify all the expenses required to achieve the project aims and objectives described in the technical application.

☐ Applicants **must** complete a cost application consisting of a detailed budget and budget narrative in the provided templates. A cost application includes:

    ☐ Detailed budget for the total period of performance, submitted in an unlocked Excel file, which includes the following information:

        ☐ Personnel. At minimum, the budget should detail:

            i. All proposed staff/positions with daily rates.
            ii. Total number of days and total level of effort of key staff.

        ☐ Itemization of all other costs (e.g., agency costs, service tax, administrative costs, supplies, etc.).

        ☐ Estimated schedule of other anticipated expenses (e.g., travel, subawardee resources, supplies, outside resources, etc.).

        ☐ Details of all subcontracted work, including proposed consultants, proposed subawardees, and consortium members, as applicable.

    ☐ Budget narrative detailing the cost and cost basis applied in generating the application. The budget narrative shall explain in a detailed but concise manner the assumptions made in order to arrive at each cost. The budget narrative will also provide the contact information (name and email) for the technical point of contact.