

Request for Application #2019-016 Modification #3

openMIS Modularization, Nepali Functionality, and Community Development

Pursuant [Request for Application # 2019-016](#), the purpose of this modification is to:

1. Provide extension to the concept note due date and revise subsequent dates accordingly

Accordingly, the following changes are hereby made:

1. On page 2, Summary of Deadlines,
 - a. DELETE August 23, 2019 11:59 PM PDT, INSERT August 26, 2019 11:59 PDT
 - b. DELETE September 2, 2019, INSERT September 4, 2019
 - c. DELETE September 13, 2019 11:59 PDT, INSERT September 16, 2019 11:59 PDT
 - d. DELETE October 4, 2019, 11:59 PM PDT, INSERT October 7, 2019, 11:59 PM PDT
 - e. DELETE October 30, 2019, INSERT November 4, 2019
2. On page 12-13, Timeframe
 - a. DELETE Sept. 23- Oct. 4, INSERT Sept. 23-Oct 7
 - b. DELETE Oct. 7-11, INSERT Oct. 8-14
 - c. DELETE Oct 14-16, INSERT Oct 15-17

1. 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 by email of any changes.

Release of Request for Application	August 7, 2019
Live Q&A teleconference #1	August 15, 2019 at 10:00 a.m. GMT/ 6:00 a.m. EDT Join via Zoom: https://path.zoom.us/j/5526898911 Locate your international and toll-free number: https://zoom.us/u/abZgmMZwDj Meeting ID: 5526898911
Live Q&A teleconference #2	August 15, 2019 at 6:00 a.m. PDT/ 9:00 a.m. EDT Join via Zoom: https://path.zoom.us/j/5526898911 Locate your international and toll-free number: https://zoom.us/u/abZgmMZwDj

	Meeting ID: 5526898911
Q&A responses posted to wiki	August 16, 2019
Live Q&A teleconference #3	August 21, 2019 at 3:00 a.m. PDT/ 6:00 a.m. EDT Join via Zoom: https://path.zoom.us/j/325193529 Locate your international and toll-free number: https://zoom.us/u/abZgmMZwDj Meeting ID: 325 193 529
Q&A responses posted to wiki	August 22, 2019
Concept note due	August 26, 2019, 11:59 PM PDT
Notification of in-scope concepts	September 4, 2019
Preliminary technical application due	September 16, 2019, 11:59 PM PDT
Full applications due	October 7, 2019, 11:59 PM PDT
Applicants notified of decision	November 4, 2019

B. Timeframe

As described in 3B: Open Application Process, submission of applications will utilize key components of the Digital Square Open Application Process, which begins with a concept note. Application submission deadlines are detailed below and step numbers do not align with all steps outlined in full [Open Application Process](#), as step 2 has been eliminated for this RFA. Application materials must be submitted on Digital Square's [OAP platform](#). Your application, including overall budget amount, will be publicly available on Digital Square's [OAP platform](#). This site and process offer transparency with other submitters, Digital Square's [Peer Review Committee](#) (PRC), and other organizations and individuals without obligation of confidentiality.

We advise that you send files in commonly recognized MS formats. We will not accept responsibility for resolving technical transmission problems with applications. A hard copy of the application should not be sent. Your application should only include information specific to accomplishing the scope of work. Additional information submitted outside of the application requirements will be reviewed at PATH's discretion only. Elaborate materials, artwork or other information not directly related to the scope of work are not suggested.

Step #	Action	Approximate Timeline
Concept Note Phase		

Step 1: Concept note development	<p>Digital Square issues a call for applications, and applicants upload concept notes to Digital Square's public-facing OAP platform. Applicants must submit concept notes by August 23 in order to proceed to Step 2.</p> <p>Applicants must use the concept note template.</p>	Aug. 7 - 23
Step 2: Digital Square review of concept notes	<p>Following the concept note submission, Digital Square assesses concept notes to ensure alignment with funding round objectives identified in the RFA #2019-016. Digital Square eliminates concept notes that are not strategically aligned with the above.</p> <p>Digital Square identifies a set of short-listed concept notes based on the RFA criteria and emails applicants who are eligible to move on to the application phase.</p>	Aug. 26 - 30
<i>Application Phase</i>		
Step 3: Preliminary technical application co-creation	<p>Using feedback received in the Concept Note Phase, applicants will begin preliminary application development. Applicants must use the technical application template and post an application iteration on the OAP platform in the first 2 weeks.</p> <p>The comment feature is available beginning the day of application posting. The applicant should continue to iterate on the application submission based on comments from other applicants and stakeholders.</p> <p>At the conclusion of this step, Digital Square will close the ability to upload new content to OAP platform.</p>	Sept. 2 - 13
Step 4: Preliminary technical application comment period	<p>Following preliminary application development step, Digital Square will close the ability to upload content to the OAP platform.</p> <p>During this time, other applicants and other stakeholders in the community should provide feedback, comments, and suggestions.</p>	Sept. 16 - 20
Step 5: Application finalization	<p>Using feedback during the preliminary technical application comment period, applicants revise the technical application, develop a budget and budget narrative, and submit these to the Digital Square OAP platform. Applicants must use the provided technical application, budget, and budget narrative templates.</p>	Sept. 23 - Oct. 7

	The budget and budget narrative are not shared publicly on the platform. Commenters see only the high-level summary budget provided in the technical application.	
Review & Investment Phase		
Step 6: PRC review	<p>Digital Square groups applications for PRC scoring and technical feedback. Three PRC members will review each application.</p> <p>The PRC reviews applications according to the Prioritization Framework, RFA scope of work technical requirements and evaluates applications as green-, amber-, or red-lit per the terms of reference. Green-lit applications are recommended for funding immediately; amber-lit applications are recommended for future funding or further exploration; red-lit applications do not fully meet the selection standards/criteria.</p> <p>The PRC sees only the high-level summary budget. Proprietary information including salaries, indirect rates, or other factors are not shared with anyone outside of the funder and Digital Square.</p>	Oct. 8 - 14
Step 7: Digital Square recommendation	<p>Digital Square compiles the evaluation provided by the Peer Review Committee by clustering the applications according to the Prioritization Framework for Governing Board review.</p> <p>Digital Square creates an investment package recommendation of the highly scored applications for the Governing Board based on the funding round objectives, donor priorities, and Digital Square vision.</p>	Oct. 15 - 17
Step 8: Governing Board review	<p>Digital Square presents the applications, high-level budget summary, Peer Review Committee feedback within the Prioritization Framework, and Digital Square recommendation to the Governing Board.</p> <p>The Governing Board evaluates whether to approve the investment packages and reserves the right to modify the recommendation at their discretion.</p>	October

Step 9: Award phase	Digital Square shares the investment decisions approved by the Governing Board with applicants. Upon applicant request, Peer Review Committee feedback shall be shared with applicant. Investment decisions are contingent on funder approval.	October/ November
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