# Request for Application #2020-046

## **Facility Registries**

### 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 <u>Digital Square's website</u>.

Release of Request for Application	August 24, 2020
Submission of fact-finding questions to <a href="mailto:cbowman@path.org">cbowman@path.org</a>	August 28, 2020 at 5pm EDT
All fact-finding questions and answers posted to Digital Square's website	August 31, 2020
Applications due	September 11, 2020 at 5pm EDT
Applicants notified of decision	September 25, 2020

### II. PATH Statement of Business

PATH is the leader in global health innovation. An international nonprofit organization, we save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health. Learn more at www.path.org.

### III. Project Background

### A. Project Background

Digital Square is a partnership of the world's leading digital health experts working together with countries to strengthen digital health systems. In pursuit of our Mission: *connect health leaders with the resources necessary for digital transformation*, Digital Square offers a new way to invest in digital health—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*. Digital Square works in three key ways:

- Co-investment: We coordinate investments in digital health to maximize the impact of every dollar spent.
- Global goods: We scale tools and technologies that can be adapted to different countries and contexts.
- Digital market readiness: We create digital market readiness by building capacity with governments, local technology developers, and health workers.

Digital Square and our donors are working to address the need of a digital facility registry global good that forms the basis of future implementations and use in countries. The concept of a digital facility registry providing standardized facility metadata (e.g., name, location, facility type and services provided) is critical to the digitization of underlying health information infrastructure in a country. This is especially important as countries move from siloed health systems that mix paper and digital to exchanged systems that utilize a Health Information Exchange (HIE) within a Digital Health Enterprise Architecture. The facility registry normalizes reference data sets and enables interoperability providing a way for both people and machines to have a common reference data/metadata for health facilities.

The OpenHIE Architecture Specification frames a facility registry as acting as the central authority to store and distribute an up to date and standardized set of facility data. The resulting standardized and current facility dataset stored in the registry is called a master facility list (MFL). While these concepts are closely related, a facility registry can be understood as the technology that manages and shares facility data and an MFL is the standardized data stored in the tool.

Over the past few years there have been significant global investments in standardized approaches to utilizing a facility registry to provide consistent location data within a health system. Each of these represented a step forward in both thinking and functionality. These include:

- The launch of the <u>OpenHIE Health Facility Registry Implementation Guide</u> which accompanied
  the use of the open source tools Resource Map and District Health Information Software 2
  (DHIS2) as facility registries in 2015. This guide laid out the general vision for a centralized facility
  registry and general implementation guidance for the technology that would allow for a
  centralized MFL and the ability to update and maintain it.
- The launch of the World Health Organization (WHO), United States Agency for International Development (USAID) and United States President's Emergency Plan for AIDS Relief (PEPFAR) Master Facility List Resource Package in 2018. This resource laid out the processes for developing, standardizing, and maintaining a Master Facility List which countries could use as the authoritative source of location data. Many countries utilized the resource and went through a country data harmonization process to standardize their location data and the data that the Data for Accountability, Transparency and Impact Monitoring (DATIM) system utilizes in PEPFAR countries.
- The launch of the open source GOFR Facility Match Tool funded through Digital Square in 2019. This project was initially called the Global Open Facility Registry (GOFR) project. This technology focused on automating much of what was previously a highly manual process of reconciling different lists of facilities. The investment and collaboration started as part of the USAID Ebola recovery efforts and the tool was deployed in countries affected by the crisis and was then integrated into the DATIM system for wide use in PEPFAR countries. The adoption and use of this tool moved the field closer to true machine to machine interoperability by providing curation tools specifically designed around the health facility data model.

While great strides were made through these investments, a number of challenges appeared.

### Challenges

Despite these investments there have been no large-scale deployments of a facility registry which enables widely adopted real-time use of common location data. Each of these previous investments

enabled part of the solution whether it was software or guidance but none provided enough of either to enable wide scale adoption.

Many countries have implemented a version of a centralized facility registry. Many of these efforts, such as India, have an expansive and innovative long-term vision for their facility registry projects but are focused on the first stage of the process of collecting the data. Other countries, such as Tanzania, have collected their data and have standardized so there is an MFL. Many of these use this list in manual ways but do update and maintain it digitally. Other countries have taken this a step further and are using the MFL and tools such as DHIS2 and GOFR/Facility Match to have a few systems in a country to keep data aligned in an automated manner.

No countries as of yet have widely adopted automated processes for exchanging standardized location data across a wide range of digital health software systems. It is not clear if there are any that are actively working to make this possible. There is speculation that the current assumptions in the architecture and governance model will not work for widely adopted automated processes for exchanging standardized location data across a wide range of digital health software systems due to a number of reasons. Therefore a federated approach has been proposed to look at addressing some of these challenges as laid out in the draft <u>Vision Document for a Federated Facility Registry</u> by the OpenHIE Facility registry community.

Through this RFA, PATH seeks partnership with a consortium that can develop an open source, fully functional and standards-compliant facility registry management interface that will leverage the previous GOFR/Facility Match investments and integrate with a geo-registry.

### B. Proposed Project Timeline

PATH anticipates that the implementation period for this award will proceed in two phases. Phase 1 will be for approximately eight months with possible extension contingent upon availability of funds and/or satisfactory performance. Applicants must provide an estimate for phase 2 to create an annual estimate. The expected scope of these phases is described in section IV.A.

As part of Digital Square's due diligence, we will conduct pre-award evaluations of all shortlisted 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, and customized for Digital Square. For more information about the project lifecycle for the selected applicant(s), please review Digital Square's investment process.

### IV. Scope of Work and Deliverables

### A. Scope of Work

Proposed solution is expected address and encompass the following technical and engagement scope:

Digital Square will be accepting applications for investments to support a fully functional and standards-compliant facility registry management interface that will leverage the previous GOFR/Facility Match investments and integrate with a geo-registry.

The facility registry product is expected to be guided by the following:

 A clear set of documented requirements that are informed from the OpenHIE Facility Registry community's requirements and vision documents as well as gathered by engagement with a broader community of stakeholders and implementing partners through the OpenHIE Community.

- A sound technical architecture that will allow for adoption, expansion, and iteration on the tool
  within an open source community, that is focused on deployment and adoption in low-resource
  settings and leverages existing investments in digital health global goods.
- A well architected, tested, quality-assured and documented product that meets the requirements and architectural specification of a facility registry as outlined in the project.
- The code must be published under an open source license.
- A set of product information that allows implementers and developers to understand how to engage the tool and implement it in a successful manner.
- Provide a clearly outlined product roadmap and future feature list (backlog) to set up the path for future investment and adoption of the tool.

Digital Square envisages that an approach to achieving this output would proceed in, initially, two phases and align with the newly released OpenHIE Facility Registry Vision Document. In both phases, applicants should develop and provide community support mechanisms and provide "third-tier" helpdesk to implementers of the tool (please see the section "Guidance on country Engagement and implementation activities" below for further details).

**Phase 1** would focus on the development of the Facility Management Interface Tool that operates as a master facility registry and be focused on the management of facilities. The component should:

- make use of a Fast Healthcare Interoperability Resource (FHIR) data store;
- provide stand-alone facility management function;
- provide standards compliant interfaces for engaging with the data within the tool;
- integrate with the existing GOFR/Facility Match tool; and
- provide GIS functionality to support multiple administrative hierarchies and boundaries.

The tool will be accompanying documentation explaining how to use the solution and include framing, guidelines as to the profiles and skill set of persons that are required to operate the tool, and draft Standard Operating Procedures for utilization of the tool. The documentation should provide initial guidance on how the solution would and could interface with other stakeholders and broader areas of the health domain.

Initial use cases expected to be fulfilled by this tool include but are not limited to the following:

**Public users**: the general public/users not registered are able to view the tool/portal and access the facility data within the tool. The access interface would include viewing data in a filtered list form as well as on a map. The level of detail available to public users would be configured in the tool's admin interface.

**Data Clerk:** would be able to access the restricted interface of the tool and be enabled to perform functions such as exporting facility lists and data in structured formats, enter data for a facility, edit data for a facility, view facilities on a map as well as propose a new facility (create a new facility pending approval). Functions and access should be governed by roles and permissions in an administration interface.

**Administrator/Manager:** would be able to, depending on role and associated permissions, provide approval of new facilities as well as approval of changes to facility information. Setup permissions and roles within the administrative interface and view any metrics pertinent to the operation of the tool.

This is not a full list of roles, use cases or functional requirements but rather an illustrative view of the expected degrees of functionalities and operations that the final tool is expected to meet. The full list of

users, functionalities and requirements are to be based upon the <u>Vision Document for a Federated</u> <u>Facility Registry</u> document and should be refined and reviewed within the OpenHIE Facility Registry community. Applicants are encouraged to leverage existing relationships with appropriate country teams to better refine the requirements.

**Phase 2:** would see the full integration of Management Interface Tool (facility registry) Instant OpenHIE to have it well functioning within the broader OpenHIE landscape and as a compliance testing framework. Here the tool would refine the functionality to work in a federated space managing and interfacing with multiple lists of facilities that may be curated in different authoritative spaces.

Functionality expected to be found/built in phase 2 includes the ability for administrators and managers to:

- deduplicate lists of facilities and associated hierarchies;
- define merge policies for various facility data sources and provide automated merging of data from these sources;
- integrate new data sources systems within the Instant OpenHIE platform through OpenHIM mediators; and
- resolve data inconsistencies between facilities and facility lists.

As this solution is developed it is expected to be built to meet the requirements of being "shelf ready" as outlined below.

**Functional and Interoperable requirements:** the proposed solution must be compliant to all existing <u>interoperable</u> specifications as laid out in the OpenHIE Specification in relation to a facility registry and allow it to operate within an HIE environment as a facility registry. The proposed <u>functional requirements</u> must meet all stated requirements of the OpenHIE Specification for a facility registry. In addition, the solution must account for engaging with stakeholders and the OpenHIE Facility Registry community to refine functional specifications and additional required functionality as well as aligning the interoperability functionality to meet the FHIR profiles.

The proposed solution is expected to leverage the previous GOFR investments and be published under an open source license. The proposed solution's technical designs must show consideration for the development of the solution for scale and use at country level in low resource settings and make use of best practices to allow the solution to be used in low-resource settings.

Installation and Deployment: the proposed solution should not only follow international conventions to support industry and enterprise installation and deployment patterns but must support the Instant

OpenHIE deployment and configuration requirements to form part of the larger infrastructure. This is inclusive of harmonized containerization approaches with the project as well as scripted configurations and demo data sets (as required) to showcase the functionality of base use cases. The proposed solution must ensure that it is aligning to emerging guidelines such as the DevOps and Cloud-Services guidelines.

In addition, the solution must be built to support the Installation Qualification (IQ) aspects of implementation and ensure that functionality and documentation exist that allow implementers to validate that the initial installation of the tool is as per expected. Functionalities and artifacts could include documented "expected" state of successful installation, installation reports validating all services are operational, initial system check tests to support successful and correct installation, etc.

**Quality Assurance (QA) and Testing:** the proposal must provide activities that encompass strong and empirical evidence of well thought out quality assurance patterns to validate functionality and provide a sustained and consistent base of evidence that the software both meets the functional requirements or feature sets but also is built as expected. Building on the "shelf ready" pattern, the solution must strive toward having a documented testing strategy that outlines any major risk areas/business critical functions

and strategies of testing to mitigate failure in these areas. This testing strategy should be operationalized in a testing framework that is applied against the tool in a repeatable manner and the QA plans and reports, as well as available indicators outlining the level and coverage of testing, should be available for review. At a minimum, the solution is expected to work with the OpenHIE DevOps community to contribute and develop tests in line with the conformance and testing framework of OpenHIE. This is meant to showcase that the solution meets the interoperability and functionality requirements (these tests are to be contributed to back to the OpenHIE community as well).

**Product Information and Documentation:** The solution must include the development of product information and documentation artifacts and cater to the required audiences. Product information should outline in a summary form the key functions and value proposition of the tool and serve as a "quick access" document for decision makers to understand the value proposition and value gained from the tool (the brochure, so to say). In addition, Product documentation must be inclusive of all aspects to support an effective and safe implementation and ongoing operations of the tool in the field. Product documentation should include not only developer documentation (software design, patterns, etc.) but also implementer documentation (installation guides, architectural implementation patterns for scale, implementation validation checks, etc.), administrator guides (configuration option and descriptions of all features and options, etc.), user guides and operation manuals (outlining the functionality of the system as well as how it operates).

Community engagement and development approach: The proposed solution is expected to outline the development approach which may include the development of new, or extension of existing solutions (such as a GOFR solution) to meet the requirements. The solution should also contain active engagement within the OpenHIE Facility Registry community to refine the requirements and specifications that will drive the feature development that will be in the tool. Applicants are encouraged to leverage experiences of implementer and or local teams and projects that have undertaken efforts to implement a facility registry in-country and bring them into the OpenHIE Facility Registry community to share experiences and support in validating requirements and development roadmap.

#### Guidance on country engagement and implementation activities

This proposal recognizes the value of country input and engagement in setting of requirements and scope of the tool. Due to the nature and scope of the current SOW, implementers are encouraged to pair this development work with *existing* relationships to leverage input and guidance on inputs into the requirements from country(ies). This includes operational considerations and minimum feature sets. *However*, this RFA is not to fund implementation activities but rather will be focused at building an initial version of a facility registry that may be implemented in *multiple* countries and contextualized to those specific country needs in future work/phases. Digital Square and its funders recognize that broad scale tool adoption is enhanced by implementation inputs and encourage applicants to leverage their experience in this space to help guide their outputs for this initial phase, and to position the projects to incorporate inputs from multiple country/state implementation that may occur in the future. These future implementations would aid in supporting and advancing the tool further.

#### B. Deliverables

The primary output of this work is a fully functional and standards-compliant facility registry management interface that leverages the previous GOFR investments. The solution is expected to be listed as a viable software option to meet the needs of a facility registry as laid out in the OpenHIE Facility Registry community and be the foundation of an ongoing facility registry tool that would be leveraged in future implementations.

Within this, the key deliverables of the project are expected to include the aspects outlined above and summarized as follows:

Documentation

- Documented Functional and Nonfunctional requirements which have been refined through engagement with facility registry community and country teams.
- o Technical architecture and software specification for the solution.
- Product information that allows implementers and developers to understand how to engage the tool and implement it in a successful manner.
  - High level product information on value and key features of the tool.
  - User documentation on use of the tool and feature sets.
  - Installation documentation and expected installation report results of a successful install
  - Operational and support guides as well as guides for implementation at scale.

#### Software

- A well-functioning, FHIR compliant, quality software tool that meets the requirements and is published under an open source license.
- A standards compliant interface to allow access and engagement with data within the system as per the OpenHIE specification. The applicant must engage the OpenHIE community and ensure that the interface has a set of compliance tests written and able to be executed against it and these must be added to the OpenHIE conformance and testing framework.
- A quality assurance framework and test suite to ensure safety and performance of the tool. Tests should include unit tests for code, functional tests to validate that features work as expected and load/performance metrics. Where appropriate and within scope, the applicant should look to implement an automation approach to these tests.
- A packaged solution that can be stood up within Instant OpenHIE (inclusive of deploy scripts and configuration script options).
- Functionality that allows implementers to validate that the install ran correctly and generate an installation report in support of installation qualification.

#### Community and project

- Well-formed open source project with a clearly outlined product roadmap and future feature list (backlog).
- Active engagement with the OpenHIE Facility Registry community in the review and input on the requirements, design, and outputs.
- Additions and refinements to the OpenHIE architectural specification and workflows for a facility registry as well as the testing framework.
- Working with the community on the documentation on potential governance models.
- Curation and/or development of guidance and Standard Operating Procedures for deployment of the facility registry management tool within the Facility Registry community.

### V. Application Requirements - Cost

The total estimated size of award for phase 1 is up to US\$600,000. Applicants must incorporate an additional period for phase 2 to create an annual estimate at the summary level. These figures are estimates provided for informational purposes to the applicants and are not binding.

Digital Square will evaluate the quoted prices and hourly rates. No analysis will be performed on quotes determined as non-responsive 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, their rates, and Evaluation Matrix. Digital Square will conduct an analysis to determine if all quoted prices are reasonable. This evaluation is 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 and the independent government cost estimate. 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 for phase 1 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 for phase 1 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 minimum, the budget should detail:
  - All proposed staff/positions with daily rates.
  - o Total number of days in total level of effort according to key staff.
- Itemization of all other costs (e.g., agency costs, service tax, administrative costs, supplies, etc.).
- Estimated schedule of other anticipated expenses (travel, subawardee resources, supplies, outside resources, etc.).
- Details of all subcontracting out of work, this includes proposed consultants as well as proposed subawardees.

The Cost Application shall begin with a summary budget detailing costs in the following categories:

Description	Phase 1	Phase 2	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 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 objective(s) identified in the Scope of Work identified in section IV, including:

- Description of technical approach which includes:
  - Problem statement and solution approach.
  - A description of how your solution will accomplish each of the subtasks in this application.
  - A description of how your solution will engage the various open source communities and or leverage country stakeholders.
  - Work packages that frame the objectives and or phases of your intended work.
  - o Potential obstacles and plans to overcome them.
- Notional roadmap for your solution, aligned to the subtasks in this application with illustrative timeline to meet deliverables
  - 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 achievement of milestones and illustrative results.
- Identification of major internal and external resources.
- Past performance information sheets demonstrating
  - Profile of relevant corporate qualifications.
  - Profile of relevant experience and examples of related work.
  - o Applicants may provide any information on awards or certifications.
- Staffing plan accompanied by Curriculum Vitae (CV) for key technical positions.
  - A complete and current resume must be submitted 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 these qualifications for the site that is responding, including the number of years in business.

### VII. Additional Attachments, optional

- 1. Staffing Plan. Offerors may include a staffing plan, including specific position titles and the approximate level of participation for each position (percentage of Full Time Equivalent and time period).
- 2. Third-tier Subawardee Agreements, Contracts or Commitment. Offerors may 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.

- 1. Technical Approach that conforms to all of the components listed in Section VI above (40 points).
  - Description of technical approach.
  - Timeline to meet the deliverables.
  - Identification of major internal and external resources.
  - Qualifications.
  - Profile of relevant experience and examples of related work.
  - Staffing plan accompanied by CVs for key technical positions.
  - List of certifications possessed by each key technical personnel.
  - Number of years in business.
- 2. Experience to be validated by past performance references (15 points).
- 3. Experience with Facility Registries and OpenHIE architecture and approach- to be validated by past performance references (**15 points**).
- 4. 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: Caitlin Bowman; <a href="mailto:cbowman@path.org">cbowman@path.org</a>

Procurement Contact: Teresa Gingras; tgingras@path.org

Technical Lead Contact: Carl Fourie; cfourie@path.org

### B. Applications Due: September 11, 2020 at 5pm EDT

Completed applications should be submitted by email to the contacts listed above. The subject line of the email should read: "RFA # 2020-046-(Applicant name)"

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

### C. Fact-finding Questions

Questions on this solicitation will be accepted via email to the contacts listed above through August 28, 2020 by 5pm EDT. Responses to all submitted fact-finding questions will be posted to <u>Digital Square's website</u> on August 31, 2020. Please note that responses will not be confidential except in cases where proprietary information is involved. Inquiries after this date cannot be accommodated.

#### D. Conclusion of Process

Applicants will be notified of the decision by September 25, 2020. 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 non-binding 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 the United States Agency for International Development (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. 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

Suppliers 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; there is a personal relationship with a PATH staff member that constitutes a significant financial interest, board memberships, other employment, and ownership or rights in intellectual property that may be in conflict with the supplier's obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. 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 indicated in Section IX. A. 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 option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the finalists' applications, as well as the option of accepting partial components of an application if appropriate.

### F. Right to final negotiations

PATH reserves the option to negotiate on the final costs and final scope of work, and also reserves the option 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. The validity period shall be stated in the application submitted to PATH.