



Request for Application #2019-006

Notice D: “Patient-Level Indicator Reporting”

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	April 25, 2019
Live Q&A teleconference	May 1, 2019 at 9:00 a.m. PST/noon EST Join via Zoom: https://path.zoom.us/j/217236527 Telephone: US: +1 669 900 6833 or 877 369 0926 (toll free) Meeting ID: 217 236 527
Q&A responses posted to wiki	May 2, 2019
Concept notes due	May 31, 2019
Notification of in-scope concepts	June 10, 2019
Full applications due	August 2, 2019
Applicants are notified of decision	October 2019

2. 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.

3. Project Background

A. Project Background

Digital Square is a partnership of the world's leading digital health experts from 40+ organizations working together with countries to strengthen digital health systems. 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.

With regard to global goods, Digital Square focuses on the following activities:

1. Securing investment to increase the resilience, reuse, and sustainability of digital health global goods, which will ultimately reduce the cost of individual digital deployments while also increasing the effectiveness and impact of those deployments.
2. Development of, and advocacy for, the adoption of common metrics to compare and prioritize future investments in global goods.
3. Establishment of efficient governance processes and financial mechanisms, building trust in, and additional resources for, global goods.

We are also working with partners to create digital market readiness by building capacity with governments, local technology developers, and health workers to bring these technologies to scale. This request for application (RFA) is published with activity 1, above, in mind.

B. Open Application Process

Submission of applications will utilize the Digital Square [Open Application Process \(OAP\)](#), which begins with a concept note. Application submission deadlines are detailed below and application materials must be submitted on Digital Square's [OAP platform](#). By submitting an application to Digital Square, applicants acknowledge and agree that the application, including overall budget amount, will be shared publicly on the [OAP platform](#). This process and platform transparency is shared with other applicants, Digital Square's [Peer Review Committee \(PRC\)](#), and other organizations and individuals without obligation of confidentiality. By participating in this OAP, applicants agree that detailed budget breakdowns may be shared with Digital Square's [Governing Board](#).

PATH is requesting that applicants provide a concept note (details under Section 4. Concept Note), after which determinations will be made based on the evaluation criteria to showcase which concepts are "in-scope." At that juncture, in-scope applicants will be invited to provide full applications (details under



Section 5. Full Application Requirements – Technical). The full application also requires financial details (see Section 6. Full Application Requirements – Cost for further information).

C. Proposed Project Timeline

PATH anticipates that subawards will begin upon signature and end by March 31, 2021. In addition to project-specific deliverables based on individual scopes of work, PATH will require applicants to provide quarterly narrative and financial reports to support their work.

D. Scope of Work

Digital Square is accepting applications in support of instantiating the emerging *CQL for ADX Data Exchange Solution* in existing global good tools. The CQL for ADX is detailed in the associated IHE white paper, the current version of which can be found under the IHE FTP site:

ftp://ftp.ihe.net/Quality/2019_2020_YR_13/QRPH%20Technical/Whitepapers/

The *IHE Quality Research and Public Health Clinical Quality Language for Aggregate Data Exchange (CQL for ADX) White Paper* explores the ways the HL7 CQL grammar may be employed to construct monitoring and evaluation metrics from transactional record systems that support the HL7 FHIR standard. This includes person-centric digital health solutions, for example electronic medical records systems.

Preference will be given to concept notes on the proposed CQL for ADX data exchange solution that shows strong potential for implementation at scale.

Technical Requirements

- Application should support implementation of the architectural patterns outlined in 2.2.3.2 or 2.2.3.3 of the IHE white paper. Application should ensure that the solution is scalable to the use cases described in the white paper, while instantiating the HIV viral load indicator as outlined in the paper and based on the use cases in the HIV-ADX profile.^a
- The application should describe the internal data model of the point of service system being proposed in the application.
- The application should describe the approach envisaged to be used to extract the data from the point of service tool and deliver the outputs in a format conformant with the Indicator Constrained Message described in 2.4.3. Dynamic, general-purpose means of generating data conformant with the white paper data sharing specifications are preferred over hardcoded solutions. The proposed solution should not require substantial active software development in existing implementations to adopt the CQL for ADX solution, but rather, should focus on ease of adding to existing implementations through leveraging the existing modular architectures or similar patterns.
- If a solution proposes to process an Indicator Constrained Message to generate a valid ADX or mADX, that should be costed as a separate work package (see Section 5. *VIII. Objectives and Activities*) in the final application.
- Awardees are expected to actively follow the development of the CQL to ADX profiles as it matures through the IHE process, leveraging their experiences of implementation to provide input into the process and design.
- Awardees are expected to engage in a public forum to discuss the development and design of the solution and present the progress of the work. Forums include the OpenHIE communities as well as the particular global goods communities.

a. Quality Research and Public Health Technical Committee. *IHE Quality, Research and Public Health Technical Framework Supplement 10: Aggregate Data Exchange HIV Content (ADX-HIV)*. 15 Rev. 1.0 – Draft for Public Comment. IHE International, Inc.; May 29, 2018. http://www.ihe.net/uploadedFiles/Documents/QRPH/IHE_QRPH_Suppl_ADX_HIV_Rev1.0_PC_2018-05-29.pdf.



- The concept note and application must engage with the existing Instant OpenHIE project to ensure harmonization and leveraging of work undertaken in that project.

Digital Square has identified funding from which multiple awards/global goods are to be supported to adopt the CQL for ADX data exchange solution. Applicants are open to apply individually or as a consortium to support one or more global goods in their concept notes and applications.

Minimum requirements to be considered a global good include the following:

- Existing software that has been deployed in three or more low- or middle-income countries.
- Be a global public good.^b Software tools will be considered a global public good if either:
 - The source code is made available under an Open Source Initiative–approved software license;^c or
 - The software is freely accessible and adheres to the Open Definition^d for access to data.
- Software has been applied to a health domain to manage, analyze, or transmit health-related data.
- Content may be considered a global good if it is a resource, toolkit, or data standard that is available under an open license and that is used to improve or analyze health data management processes.

4. Concept Note

In the first phase of the [OAP](#), applicants will submit concept notes to the [OAP platform](#). Concept notes should be **three pages or less** in length. To be eligible for funding through Notice D, applicants must complete the [concept note template](#), which includes:

I. Two-Sentence Overview

In two sentences, provide a description of your project for a nontechnical audience. Please describe the goals(s) of the project; how the goals(s) will be achieved; how your organization's expertise will contribute to achieving the project goal(s).

II. Executive Summary

Describe in two to three paragraphs, for a nontechnical audience, the context within which this application or work plan is being submitted to Digital Square and the expected outcomes. Answer the following questions: What will this investment from Digital Square specifically go toward? What is/are the goal(s) of the project? How will the goal(s) be achieved? How will your organization's expertise contribute to achieving the project goal(s)?

III. Consortium Team

If you are looking for partners or collaborating organizations, indicate the type of support needed and put the text in **bold font** so that it stands out.

Describe in two to three paragraphs the composition of the consortium. In the first paragraph of this section, describe the prime organization, including the skill sets of the organization relative to

b. Woodward D, Smith RD. Trade, foreign policy, diplomacy and health. 1. Global Public Goods and Health: concepts and issues. http://www.who.int/trade/distance_learning/gpgh/gpgh1/en/index1.html. Accessed April 10, 2019.

c. Open Source Initiative website. Licenses & Standards page. <https://opensource.org/licenses>. Accessed April 10, 2019.

d. Open Definition website. Open Definition 2.1 page. <https://opendefinition.org/od/2.1/en/>. Accessed April 10, 2019.



the project. Include how the organization will lead/manage the work. In the second paragraph, identify supporting organizations. For each organization, include technical capabilities aligned with the application activities. Include the following details: profile of organization's relevant qualifications; how capabilities will augment the prime organization.

IV. *Project Description*

Describe the project idea in further detail. If you have phases or objective areas in your project, outline those in the project description. Subsections within the project description should include:

Background or Problem Statement

Put the project/work within the larger context.

Objectives

What is the technical approach, or what are the anticipated activities to address the problem statement and anticipated outcomes? Provide a short description of the monitoring and evaluation approach, techniques, and/or process.

Deliverables and Schedule

What are the outputs or deliverables? What is the anticipated timeline to meet deliverables?

Risk Mitigation

Are there potential obstacles or risks? What is the mitigation strategy and/or plan to overcome them?

When submitting the concept note to the [OAP platform](#), you will need to copy Sections I through III into the platform and list the consortium team organization(s), as applicable. The [OAP platform](#) will also ask you to provide Digital Health Atlas registration confirmation (required), tagging, geographic reach, and source code, as applicable.

Digital Square requires that the global good is registered as a software in the [Digital Health Atlas](#). This ensures that users of the Digital Health Atlas can reference the global good in future project registrations. If the digital health tool is registered, please include a screenshot of the entry under "Attachments." If it is currently not part of the taxonomy to register the software, please register by contacting Megan Martin at maeghan.ray@gmail.com and include a copy of this email under "Attachments" in the [OAP platform](#).

Digital Square is expecting that at least three different global goods will have implemented the CQL for ADX solution through the use of these funds. Currently, US\$250,000 of funding has been identified from which multiple subawards are expected to be made to support three systems.

5. Full Application Requirements – Technical

The technical application must be written clearly and define all work, deliverables, and timelines of performance to eliminate ambiguity. Any abbreviations used must be spelled out and technical jargon should be minimized in favor of commonly understood terms.

Following the concept note stage, notified applicants, using feedback received in the concept note phase, will begin preliminary application development in the [technical application template](#).

The preliminary application should contain only the [technical application template](#). During the application finalization step, following the application co-creation and comment period, the full application



package must include a detailed budget and budget narrative. See Section 6. Full Application Requirements – Cost for more information.

During the preliminary application co-creation step, applicants and other stakeholders can provide feedback, comments, and suggestions beginning the day of application posting. Applicants must post a technical application iteration within the first two weeks of the preliminary application co-creation step. Applicants may continue to post technical application iterations on the forum until the preliminary application comment period begins. Please indicate updates by saving the file with a version number at the end of the file name or date (e.g., “ApplicationTitle_v1”). As necessary, please revise the two-sentence overview, executive summary, and consortium team on the [OAP platform](#) page.

A. Required Elements

To be eligible for funding through Notice D, applicants must complete the [technical application template](#), which includes:

- I. Two-Sentence Overview*
In two sentences, provide a description of your project for a nontechnical audience. Please describe the goals(s) of the project; how the goals(s) will be achieved; how your organization’s expertise will contribute to achieving the project goal(s).
- II. High-Level Budget Summary*
During the application finalization step, include the total requested value. If the technical application includes multiple work packages, please include the value of each work package.
- III. Executive Summary*
Describe in two to three paragraphs, for a nontechnical audience, the context within which this application or work plan is being submitted to Digital Square and the expected outcomes. Please answer the following questions: What will this investment from Digital Square specifically go toward? What is/are the goal(s) of the project? How will the goal(s) be achieved? How will your organization’s expertise contribute to achieving the project goal(s)?
- IV. Consortium Team*
Describe in two to three paragraphs the composition of the consortium. In the first paragraph of this section, describe the prime organization, including the skill sets of the organization relative to the project. Include how the organization will lead/manage the work. In the second paragraph, identify supporting organizations. For each organization, include technical capabilities aligned with the application activities. Include the following details: profile of organization’s relevant qualifications; how capabilities will augment the prime organization.
- V. Background or Problem Statement*
Put the project/work within the larger context. Detail relevant background information necessary for a third party to understand. Where is the work taking place? What is the current phase/stage of project? Is this an ongoing or discrete project?
- VI. Digital Health Technologies*
Provide an overview of key digital health tools, technologies, and standards that the project will be utilizing or investing, as well as the interactions between them. Detailed information (e.g., architecture or sequence diagrams) and linkages to existing Digital Square investments may be provided as supporting documents.



VII. Use Cases and User Stories

Summarize key use cases and user stories that will be addressed by this intervention.

VIII. Objectives and Activities

Detail all objectives so that even someone unfamiliar with the project can understand what is expected of all parties involved. Define the activities of the project/assigned work (i.e., things that will be knowable and measurable at subaward end) and activities undertaken to meet the objectives. If your application includes several objective areas or workstreams, the application should be broken up into clearly identified **work packages**. Any dependencies between work packages should be clearly indicated.

IX. Community Feedback

Describe how the consortium proposes to engage with the broader digital health community for feedback and input. Indicate the expected frequency of such engagements, as well as the type of expected input (e.g., feedback on architecture/design, use case alignment).

X. Schedule

Using the Objectives and Activities outline above, estimate month(s)/quarter(s) for the task(s) and list the entity responsible if a consortium member will support the task. Indicate months/quarters for designated activities with no end product (e.g., meetings, phone calls).

XI. Deliverables

A deliverable is a specific output (i.e., activity or item) the applicant will produce over the term of the subaward. Deliverables may be programmatic (e.g., reports, screenshots, code, certifications) or financial (e.g., invoices or financial reports). Deliverables document progress toward completion of the objectives detailed in the subaward scope of work.

XII. [Global Good Maturity Model Assessment](#)

Complete the self-assessment and include a [link](#) to the Google Sheet. You do not have to reach a certain threshold on the Maturity Model to qualify for funding through the Notice.

6. Full Application Requirements – Cost

Digital Square is only requesting detailed financial information during the application finalization step following the preliminary application comment period. The budget should clearly outline the costs of the proposed project. If your application includes work packages (see Section 5. *VIII. Objectives and Activities*), the cost application must be broken down by work package. All costs must be submitted in United States dollars (USD).

In the application finalization phase, please bear in mind that the technical application and cost application are complementary documents. The programmatic relevance of elements of cost such as level of effort, equipment, travel, and subawards or consultants, which should include consortium members, must be demonstrated by the scope of work.

A. Required Elements

To be eligible for funding through Notice D, applicants must complete a cost application consisting of a [detailed budget](#) and [budget narrative](#) in the provided templates. A cost application includes:

1. [Detailed budget](#) for the total period of performance, submitted in an unlocked Excel file, which includes the following information.



- a. Personnel; at minimum, the budget should detail:
 - i. All proposed staff/positions with rates.
 - ii. Total number of days in total level of effort according to key staff.
 - b. Itemization of all other costs (e.g., agency costs, service tax, administrative costs, supplies, etc.).
 - c. Estimated schedule of other anticipated expenses (travel, supplies, etc.).
 - d. Details of all subawarding of work, including proposed consultants as well as proposed subawardees, including consortium members.
2. [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 cost application shall begin with a summary budget detailing costs. All budgets should be organized based on types of costs as set forth in the section immediately below.

Description	Work Package 1, as applicable (USD)	Work Package 2, as applicable (USD)	Total Cost (USD)
Personnel (Salaries and Wages)			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Other Direct Costs			
Contractual			
Consultants			
Total Direct Costs			
Indirect Costs			
Total Project Costs			



All mathematical calculations must be presented clearly in the budget spreadsheet, provided in the worksheet. Note that although the template is designed for a five-year grant, your project may be shorter. You should modify your budget depending on your proposed start and end dates. The spreadsheet also contains broad cost categories and some of them may not be applicable to all organizations or your project. Only fill out those categories that apply to your specific proposed project.

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 the 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.

B. 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 related to overall general operations that 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.




7. Additional Attachments, *optional*


- A. Resumes and letters of commitment may be submitted for proposed key personnel. A complete and current resume may 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 the most recent information.
- B. Third-tier subawardee agreements, contracts, or commitment. Offerors may submit any agreements, contracts, or commitments it has with any potential third-tier subawardee.
- C. Past performance information sheets.
- D. Awards. Applicants may include any information on awards or certifications.

8. Application Evaluation Criteria

The following is a list of significant criteria against which applications will be assessed by the [PRC](#) and [Governing Board](#). These criteria are part of the [Prioritization Framework](#), which was developed by Boston Consulting Group in consultation with Digital Square and other stakeholders.

A full application adheres to the technical application scope of work requirements and cost application requirements and will be evaluated based on the following criteria. (Note: PATH reserves the right to include additional criteria.)

Dimension	Considerations
Impact 	Demonstrated need: Does the application appropriately address a significant country need or gap in the technology ecosystem as evidenced by use of, approval of, and/or interest in the technology?
	Applicability: Does the application support a reusable digital health asset that could potentially be deployed in a variety of contexts over time?
	Adoptability: Does the application have a robust plan to drive adoption/scale (e.g., terms of documentation, interoperability, being appropriately open sourced)?
	Potential for health impact: What is the potential impact of the project on health systems and ultimately health outcomes?
Cost 	Investment appropriateness: Is the investment requested reasonable given the application's goals?
	Reasonable total cost of ownership: Is the total cost of ownership reasonable given target users?
	Funder alignment: Is Digital Square the appropriate funder for this application versus other funders?
Technology 	Relationship with existing ecosystem: Does the application appropriately work with or leverage existing technology?
	Differential value: Does the application provide unique value versus analogous projects or technologies?
	Sound technical strategy: Does the application articulate a compelling technical strategy based on appropriate technical documentation?

Dimension	Considerations
Probability of Success 	Overall approach: Is the application well thought out, and does it adhere to the Principles of Digital Development?
	Application plan: Are activities clearly articulated with owners and measurable indicators of success?
	Partners: Does the application involve collaboration between an appropriate set of partners (i.e., technical experts, users, donors, etc.)?
	Team: Does the application team have the skill sets to deliver on the work?
	Financial sustainability: Does the technology have other existing or anticipated funding streams, or at minimum, a reasonable business plan for future sustainability?

9. Application Submission Process and Time Frames

A. PATH Contacts

Program contact: Caitlin Bowman, cbowman@path.org

Technical lead contact: Carl Leitner, cleitner@path.org

B. Time Frame

As summarized in Section 3. B, [Open Application Process](#), review the table below for a timeline associated with each step.

We advise that you send files in commonly recognized Microsoft 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 include only 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 #: Summary	Description	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. In the first 2 to 4 weeks, as outlined in the solicitation, applicants will submit concept notes.</p> <p>Applicants must use the concept note template.</p>	April 25 to May 10
Step 2: Concept note review	In the few weeks following the concept note submission deadline, other applicants and/or other stakeholders in the community may provide feedback, comments, and suggestions, as well as identify potential areas for collaboration.	May 13 to 31
Step 3: Digital Square review of concept notes	<p>Following the concept note review, Digital Square assesses concept notes to ensure alignment with the initiative vision and funding round objectives identified in the Notice. 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 Notice criteria and emails applicants who are eligible to move on to the application phase.</p>	June 3 to 7
Application Phase		
Step 4: Preliminary technical application co-creation	<p>Using feedback received in the concept note phase, applicants will begin preliminary application development.</p> <p>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.</p> <p>During the subsequent 2 weeks of this step, applicants should continue to iterate on their 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>	June 10 to July 5



Step #: Summary	Description	Approximate Timeline
Step 5: Preliminary technical application comment period	<p>Following the 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>	July 8 to 19
Step 6: 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> <p>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.</p>	July 22 to August 2
Review and Investment Phase		
Step 7: 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, notice 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, and/or other factors are not shared with anyone outside of the funder and Digital Square.</p>	August 5 to 23



Step #: Summary	Description	Approximate Timeline
Step 8: Digital Square recommendation	Digital Square compiles the evaluation provided by the PRC by clustering the applications according to the Prioritization Framework for Governing Board review. 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.	August 26 to September 6
Step 9: Board review	Digital Square presents the applications, high-level budget summary, PRC feedback within the Prioritization Framework , and Digital Square recommendation to the Governing Board . The Governing Board evaluates whether to approve the investment packages and reserves the right to modify the recommendation at their discretion.	September
Step 10: Award phase	Digital Square shares the investment decisions approved by the Governing Board with applicants. Upon applicant request, PRC feedback shall be shared with applicant. Investment decisions are contingent on funder approval.	October

C. Live Q&A Teleconference

One live teleconference will take place on May 1, 2019 at 9 a.m. PST/noon EST to address any questions related to RFA # 2019-006 Notice D: "Patient-Level Indicator Reporting". All submitters are welcome to join; for those unable to attend, or wanting to reconfirm answers to questions, a recording of the Q&A session will be posted on the Digital Square wiki page found here: <https://wiki.digitalsquare.io/index.php/Solicitations>. Attendance at the Q&A session will not affect the scoring of applications.

Signing in to the Meeting

To join the teleconference, there are two options, dial-in and browser-based. Please see the appropriate instructions based on your available resources.

Dial-In

If you are joining the meeting from the United States, please use (669) 900-6833 or (877) 369-0926 (toll free). If you are planning to join the meeting from outside of the United States, please visit this website to locate your international toll free number: <https://zoom.us/j/abZgmMZwDj>.

Telephone entry will require the following meeting ID when prompted: **217 236 527**.

Browser-Based

Please join by clicking the following link: <https://path.zoom.us/j/217236527>.



Asking a Question

Participants are encouraged to join the teleconference with prepared questions. Feel free to submit these questions in the chat box and we will address them during the session. There are two options for submitting a question during the Q&A teleconference:

- Chat. When accessing the teleconference via a browser, an option to select “Chat” will appear in the bottom of the screen. Please feel free to type your questions to “Everyone” and they will be addressed during the session.
- Voice. During the meeting, please place yourself on mute so that others in the meeting can easily hear the moderator. However, when prompted, please feel free to unmute your microphone and state your questions directly to the moderator.

For additional questions, Zoom user guides and support can be found at <https://support.zoom.us/hc/en-us>.

D. Digital Square Resources

[Grant and Contract Basics](#) provides an overview of legally binding agreements. For specific information for selected applicants, review [Global Good Investment Process](#).

E. Application Review Membership

Navigate to the [PRC](#) and [Governing Board](#) to review current membership.

F. Conclusion of Process

Applicants will be notified of the decision by October 2019. 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.

10. 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 US Agency for International Development, the US government, or PATH.

B. Confidentiality

By submitting your Application to Digital Square, you acknowledge and agree that your Application, including overall budget amount and budget notes, may be shared publicly on the Digital Square [Open Application Process \(OAP\) platform](#). By participating in the [OAP](#) you agree that detailed budget breakdowns may be shared with Digital Square’s Governing Board.

C. Conflict of Interest Disclosure

Applicants 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. Applicants 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 in the disclosed conflict of interest.



D. Communication

All communications regarding this solicitation shall be directed to appropriate parties at PATH indicated in Section 9. 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 120 days from the date the application is due. The validity period shall be stated in the application submitted to PATH.