



Nursing Facility Music and Memory Projects

REQUEST FOR PROPOSALS

February 2017

The Minnesota Department of Human Services, through its Nursing Facility Rates and Policy (NFRP) Division (State), is seeking Proposals from qualified Medicaid-Certified Nursing Facility Responders to implement and/or expand or enhance existing music and memory programming projects.

The DHS Civil Monetary Penalties (CMP) Committee and the federal Centers for Medicare and Medicaid Services (CMS) have authorized the use of CMP monies for the implementation of a small grant program related to the care of nursing home residents. This small grant program will provide up to \$2,500 in funding for the implementation or enhancement/expansion of music and memory programming intended to enhance the quality of life and/or quality of care for nursing home residents with dementia or other memory impairment.

The Department has authority to negotiate amendments to Alternative Payment System (APS) contracts to implement Music and Memory Grant projects. All Medicaid certified nursing facilities in Minnesota are invited to submit proposals for contract amendments. Grant funding will be distributed through a competitive application process. Responders are advised that the amendments resulting from this RFP may include additional terms and conditions.

The goal of this RFP is to solicit nursing facilities to implement a project that utilizes music and memory programming to enhance the quality of life and/or quality of care for nursing facility residents with dementia or other memory impairment. Such projects may implement new music and memory programming or be an expansion or improvement of existing music and memory programming within the facility. Facilities must be willing to collect data to evaluate achievement outcomes identified in their project proposal and agree to complete a final report on these project outcomes and lessons learned, in addition to a follow-up survey.

General criteria for proposals submitted are contained in the accompanying “Fillable Proposal Form”.

Proposal Submission Requirements: Proposals must be submitted electronically using the **Music and Memory Project Fillable Proposal Form**. This is a fillable Word document in a table format allowing for expansion of each section as needed. The form is available on the DHS provider portal at <https://nfportal.dhs.state.mn.us>

The fillable form is divided into several required sections. Completion of each section is required.

The fillable form must be submitted to DHS as an email attachment by midnight on April 14, 2017.
The email address for submission is: DHS.NFRP.CostReport@state.mn.us

Proposal Review Process: Department of Human Services, Nursing Facility Rates and Policy staff will review all proposals received by the deadline to determine all required components are included in the proposal. Proposals that do not contain all required sections will not move forward to the second phase of the evaluation.

A selection committee will be convened by the Department of Human Services (DHS) to conduct the second phase review of all proposals that passed Phase I. The selection committee will make recommendations to the commissioner. The selection committee will include staff from DHS, the Minnesota Department of Health, and stakeholder representatives. Criteria that will be used by the selection committee in reviewing the proposals include:

Component	Possible Points
How well does the proposal address the goals of the music and memory project?	15
Clear description of the population to be served.	10
Work plan is clear and staff responsibilities and roles are identified.	25
Sufficiency of communication plan with residents and families.	10
Budget is detailed and includes a clear budget narrative.	15
Project goals have been defined and data collection plan has been developed for auditing and monitoring progress toward goals.	25

After reviewing the Proposals, the members of the evaluation team will rate each Proposal component according to the following scale:

Proposal Component Rating	Point Factor
Excellent	1.00
Very Good	0.80
Good	0.50
Poor	0.00

Responders' Conference

A Responders' Conference will be held on Monday, March 13, 2017 at 1:00 PM via webinar. The conference will serve as an opportunity for Responders to ask specific questions of State staff concerning the project. Participation in the Responders' Conference is not mandatory, but is recommended.

Webinar Information:

Music & Memory Request for Proposals (RFP)

Monday, March 13, 2017 1:00 pm, Central Daylight Time

Event number: 594 003 573

Event password: MMRF

Event address:

<https://mndhs.webex.com/mndhs/onstage/g.php?MTID=eac2634c7074e188819631e1364759b5d>

The audio for the webinar will be provided solely through a toll-free telephone link.

Toll-free call-in number: 1-(888) 742-5095 (US)

Conference Code: 596 374 9822

Please Note: Conference Call lines are limited, so facilities are encouraged to join as a group and limit the number of separate lines staff use to connect to the audio portion of the webinar.

Tentative Implementation Schedule:

April 14, 2017

Proposals due by midnight

Attach the application to an email and send to:

DHS.NFRP.CostReport@state.mn.us

April- May 2017

Phase I review of proposals

Phase II review and selection of proposals

May 2017

Negotiate contracts

May 2017 – April 2018

Project implementation

For technical assistance in preparing your RFP response, please contact, Munna Yasiri, MN Department of Human Services at (651) 431-2264 or email at munna.yasiri@state.mn.us. Contacting any other State employee in connection with this RFP could result in rejection of your response.