

# Request for Application #2019-016

## openMIS Modularization, Nepali Functionality, and Community Development

### 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: <a href="https://path.zoom.us/j/5526898911">https://path.zoom.us/j/5526898911</a> Locate your international and toll-free number: <a href="https://zoom.us/u/abZgmMZwDj">https://zoom.us/u/abZgmMZwDj</a> Meeting ID: <b>5526898911</b>
Live Q&A teleconference #2	August 15, 2019 at 6:00 a.m. PDT/ 9:00 a.m. EDT Join via Zoom: <a href="https://path.zoom.us/j/5526898911">https://path.zoom.us/j/5526898911</a> Locate your international and toll-free number: <a href="https://zoom.us/u/abZgmMZwDj">https://zoom.us/u/abZgmMZwDj</a> Meeting ID: <b>5526898911</b>
Q&A responses posted to wiki	August 16, 2019
Concept note due	August 23, 2019
Notification of in-scope concepts	September 2, 2019
Preliminary technical application due	September 13, 2019
Full applications due	October 4, 2019
Applicants notified of decision	October 30, 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](http://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 regards to global goods, Digital Square focuses on the following activities:

- 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.
- Development of, and advocacy for, the adoption of common metrics to compare and prioritize future investments in global goods.
- The 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 key components of Digital Square's [Open Application Process](#), such as the 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 [OAP platform](#). By submitting your application to Digital Square, applicants acknowledge and agree that your application, including overall budget amount will be shared publicly on [OAP platform](#). This process and platform promotes transparency with other applicants, Digital Square's [Peer Review Committee \(PRC\)](#), 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.

PATH requests 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 (details under Section 6. Full Application Requirements - Cost).

#### C. Proposed Project Timeline

PATH anticipates that subawards will begin upon signature and end by August 31, 2020. 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. Total project volume

The total amount of funds is expected to be in a range of US\$200,000 to US\$400,000 depending on the final release of funds by the original donor organizations.

## 4. Concept Note

### A. Scope of Work

The open source Insurance Management Information System ([openIMIS](#)) Initiative envisions a transformation into a Management Information System (MIS) which is interoperable with national health information architectures. Digital Square, in coordination with the Gesellschaft für Internationale Zusammenarbeit (GIZ), is accepting applications to further the development of openIMIS according to the priorities and [roadmap](#) (see Figure 4.A-1) as described on the [Wiki](#) of the openIMIS Initiative and building on the work initiated under “[Notice C1 – Modular Transformation OF openIMIS](#)” and [projects from last years' GIZ tenders](#).

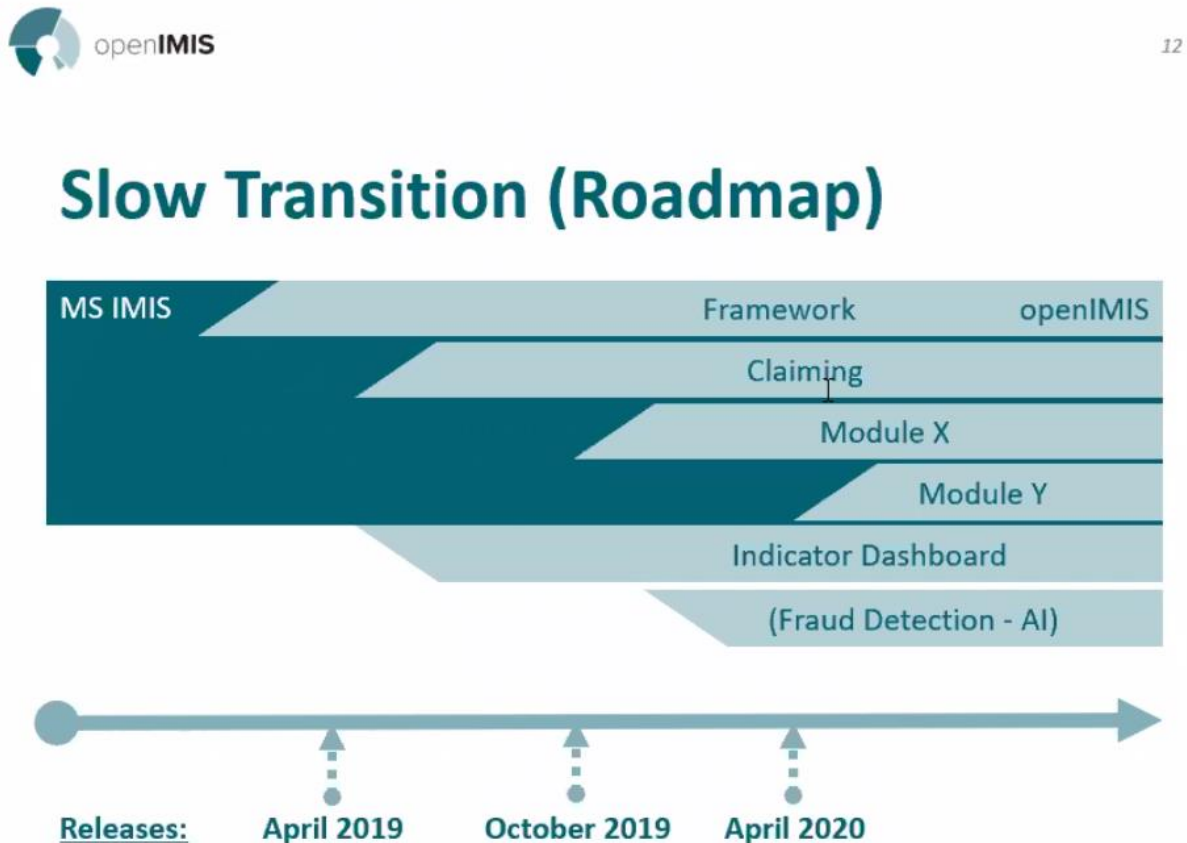
This RFA seeks applications covering three major work streams as indicated below. Note that the links within each of the components are at varying levels of finalization or point to current discussions and it is envisaged that the successful applicant will actively engage in the refinement of the functionality.

- A. Modular Migration of Core openIMIS:** Work is ongoing on the [modularization](#) of openIMIS to support the migration from the monolithic legacy code base of openIMIS under the MS .NET programming framework to a modular software design using open-source technologies such as Python and other relevant tools that are necessary in the [openIMIS systems landscape](#). Development has started for the migration of the claims module, but several modules are yet to be taken up and should be prioritized including: the migration of the Beneficiary Enrollment module; support for [health insurance schemes in the Formal Sector](#), and linkages to Digital Social Protection Registers or [Civil Registration and Vital Statistics](#) systems. Other work contributing to the modularization of openIMIS and which supports administrative tasks (e.g. batch processing) will also be considered.
- B. Nepal Feature Requests:** openIMIS maintains a [list of requested features](#). Prioritized feature requests that will be considered in this application are driven by the needs of the Nepal implementation and include: the development of automated claim processing with fraud [detection using ML and AI technologies](#); [configurable workflows](#) for enrollment and claim management; and linkages to an [accounting system and mobile payment gateways](#). Other feature requests that will be considered are those task sets highlighted in the [JLN process matrix](#) and linkages to other components of [OpenHIE](#) such as a [Facility Registry](#) or a [Product Registry](#). All feature development for Nepal should be done in a generic and scalable fashion in order to ease adoption in other countries.
- C. Community Support:** Provide support for the governance of community and community management tasks for the [openIMIS community](#) with specific focus on the integration and community building of user organizations. Community support should facilitate the development of new community-requested features to support new implementations, provide feedback from

local to global-level, and helping implementations contribute their enhancements back to the shared global version resulting in greater capacity for this open source community to support a larger number of adoptions on one shared common codebase.

Applications should align with the current openIMIS development roadmap, emphasize the use of open source technologies and open standards such as [HL7 FHIR](#), and engage with the broader openIMIS and OpenHIE and communities. The resulting work is expected to be published under a compatible open source or creative commons license using the official communication platforms of the communities.

**Figure 4.A-1: openIMIS Roadmap Timelines**



## B. Required Elements

Applicants will submit concept notes to the [OAP platform](#). Concept notes should be **three pages or less** in length. To be eligible for funding, 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 goal(s) of the project; how the goal(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 under 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 the project. Include how the organization will lead/manage the work. In the second paragraph, identify supporting organizations. Include technical capabilities aligned with the application activities for each organization. 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:

#### *V. Background or problem statement*

Put the project/work within the larger context.

#### *VI. Objectives*

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

#### *VII. Deliverables & Schedule*

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

#### *VIII. 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-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](#) (DHA). This ensures that users of the DHA can reference it in future project registrations. If the digital health tool is registered, please include a registration link or screenshot of the entry under "Attachments." If it is currently not part of the taxonomy to register the software, please register by contacting Maeghan Orton at [maeghan.ray@gmail.com](mailto:maeghan.ray@gmail.com) and include a copy of this email under "Attachments" in [OAP platform](#).

Concept notes that are aligned with funding round objectives will be invited to submit a full application. Currently, US\$400,000 of funding has been identified from which multiple subawards are expected to be made and we hope to identify additional sources of funding before awards.

## 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 acronyms 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).

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.

## Required Elements

To be eligible for funding through RFA #2019-016 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 goal(s) of the project; how the goal(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 under 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. Include technical capabilities aligned with the application activities for each organization. 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 & 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 month/quarter for designated activities with no end product (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. Applicants do not have to reach a certain threshold on the Maturity Model to qualify for funding.

## 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 must clearly outline the costs of the proposed project. If your application includes work packages (See 5.VIII Objectives & Activities), the cost application must be broken down by the work packages. 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 (LOE), equipment, travel, and subawards or consultants, which must include consortium members, must be demonstrated by the scope of work (SOW).

### Required Elements

To be eligible for funding, 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 and 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 out of work, this includes 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 cost. All budgets must be organized based on type of costs as set forth in the section immediately below.

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

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 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.

**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.




**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 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 [Peer Review Committee](#) and funder. These criteria are part of the [Prioritization Framework](#). A full application adheres to the technical application scope of work requirements, cost application requirements, and will be evaluated based on the following:

Dimension	Considerations
<p style="text-align: center;"><b>Impact</b></p> 	<p><b>Demonstrated need:</b> 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?</p> <hr/> <p><b>Applicability:</b> Does the application support a reusable digital health asset that could potentially be deployed in a variety of contexts over time?</p>

	<p><b>Adoptability:</b> Does the application have a robust plan to drive adoption/scale (e.g., terms of documentation, interoperability, being appropriately open sourced)?</p>
	<p><b>Potential for health impact:</b> What is the potential impact of the project on health systems and ultimately health outcomes?</p>
<p><b>Cost</b></p> 	<p><b>Investment appropriateness:</b> Is the investment requested reasonable given the application’s goals?</p>
	<p><b>Reasonable total cost of ownership:</b> Is the total cost of ownership reasonable given target users?</p>
	<p><b>Funder alignment:</b> Is Digital Square the appropriate funder for this application versus other funders?</p>
<p><b>Technology</b></p> 	<p><b>Relationship with existing ecosystem:</b> Does the application appropriately work with or leverage existing technology?</p>
	<p><b>Differential value:</b> Does the application provide unique value versus analogous projects or technologies?</p>
	<p><b>Sound technical strategy:</b> Does the application articulate a compelling technical strategy based on appropriate technical documentation?</p>
<p><b>Probability of Success</b></p> 	<p><b>Overall approach:</b> Is the application well-thought-out, and does it adhere to the <a href="#">Principles of Digital Development</a>?</p>
	<p><b>Application plan:</b> Are activities clearly articulated with owners and measurable indicators of success?</p>
	<p><b>Partners:</b> Does the application involve collaboration between an appropriate set of partners (i.e., technical experts, users, donors, etc.)?</p>
	<p><b>Team:</b> Does the application team have the skill sets to deliver on the work?</p>
	<p><b>Financial sustainability:</b> Does the technology have other existing or anticipated funding streams, or at minimum, a reasonable business plan for future sustainability?</p>

Note: PATH reserves the right to include additional criteria.

## 9. Application Submission Process and Timeframes

### A. PATH contacts

Program Contact: Caitlin Bowman, [cbowman@path.org](mailto:cbowman@path.org)

Technical Lead Contact: Carl Leitner; [cleitner@path.org](mailto:cleitner@path.org)

### 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
<b>Concept Note Phase</b>		
Step 1: Concept note development	Digital Square issues a call for applications, and applicants upload concept notes to Digital Square's public-facing <a href="#">OAP platform</a> . Applicants must submit concept notes by August 23 in order to proceed to Step 2.  Applicants must use the <a href="#">concept note template</a> .	Aug. 7 - 23
Step 2: Digital Square review of concept notes	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.  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.	Aug. 26 - 30
<b>Application Phase</b>		

<p>Step 3: Preliminary technical application co-creation</p>	<p>Using feedback received in the Concept Note Phase, applicants will begin preliminary application development. Applicants must use the <a href="#">technical application template</a> and post an application iteration on the <a href="#">OAP platform</a> 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 <a href="#">OAP platform</a>.</p>	<p>Sept. 2 - 13</p>
<p>Step 4: Preliminary technical application comment period</p>	<p>Following preliminary application development step, Digital Square will close the ability to upload content to the <a href="#">OAP platform</a>.</p> <p>During this time, other applicants and other stakeholders in the community should provide feedback, comments, and suggestions.</p>	<p>Sept. 16 - 20</p>
<p>Step 5: Application finalization</p>	<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 <a href="#">OAP platform</a>. Applicants must use the <a href="#">provided technical application</a>, <a href="#">budget</a>, and <a href="#">budget narrative</a> 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>	<p>Sept. 23 - Oct. 4</p>
<p><b><i>Review &amp; Investment Phase</i></b></p>		
<p>Step 6: PRC review</p>	<p>Digital Square groups applications for <a href="#">PRC</a> scoring and technical feedback. Three <a href="#">PRC</a> members will review each application.</p> <p>The <a href="#">PRC</a> reviews applications according to the <a href="#">Prioritization Framework</a>, 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 <a href="#">PRC</a> sees only the high-level summary budget. Proprietary information including salaries, indirect rates, or</p>	<p>Oct. 7 - 11</p>

	other factors are not shared with anyone outside of the funder and Digital Square.	
Step 7: Digital Square recommendation	Digital Square compiles the evaluation provided by the <a href="#">Peer Review Committee</a> by clustering the applications according to the <a href="#">Prioritization Framework for Governing Board</a> review.  Digital Square creates an investment package recommendation of the highly scored applications for the <a href="#">Governing Board</a> based on the funding round objectives, donor priorities, and Digital Square vision.	Oct. 14 - 16
Step 8: Governing Board review	Digital Square presents the applications, high-level budget summary, <a href="#">Peer Review Committee</a> feedback within the <a href="#">Prioritization Framework</a> , and Digital Square recommendation to the <a href="#">Governing Board</a> .  The <a href="#">Governing Board</a> evaluates whether to approve the investment packages and reserves the right to modify the recommendation at their discretion.	October
Step 9: Award phase	Digital Square shares the investment decisions approved by the <a href="#">Governing Board</a> with applicants. Upon applicant request, <a href="#">Peer Review Committee</a> feedback shall be shared with applicant. Investment decisions are contingent on funder approval.	October/ November

### C. Live Q&A Teleconference

During the RFA submission process, two live teleconferences that will take place on Thursday August 15, 2019. The first at 6:00 a.m. EDT and the second at 9:00 a.m. EDT to address any questions related to RFA # 2019-016. All submitters are welcome to join and for those unable to attend, or for those wanting to reconfirm answers to questions, a recording of the Q&A session will be posted on the Digital Square solicitations 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 into 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.

Either entry will require the following meeting ID when prompted: **5526898911**

Browser-based

Please join by clicking the following link: <https://path.zoom.us/j/5526898911>

If you are new to zoom, you will be prompted to enter your email address and name.

#### Dial-In

To join the meeting over the phone, please visit this website to locate your international and toll-free number: <https://zoom.us/j/abZgmMZwDj>

#### *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.

#### D. Digital Square Resources

[Grant & 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 [Peer Review Committee](#) to review current membership.

#### F. Conclusion of Process

Applicants will be notified of the decision by October 30, 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 Gesellschaft für Internationale Zusammenarbeit (GIZ), 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 the 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 90 days from the date the application is due. The validity period shall be stated in the application submitted to PATH.