



**GRANT SOLICITATION**

**Right Care 4 You Grant Program**

**Solicitation No. 2020-MeHI-01**

**Massachusetts Technology Collaborative  
75 North Drive Westborough,  
MA 01581-3340  
<http://www.masstech.org>**

**Solicitation Issued:** 11/18/2019

**Team Leader:** Katherine Green

**Applications Due:** 4/24/2020

## 1. INTRODUCTION

The Massachusetts eHealth Institute (“MeHI”), a non-divisible component of the Massachusetts Technology Collaborative (“Mass Tech Collaborative”), is offering grants to fund Massachusetts digital health companies to pilot their products and services with Massachusetts employers to help reduce healthcare costs. Mass Tech Collaborative anticipates awarding up to a total of \$500,000 in grants.

For purposes of this Solicitation (and except where the specific context warrants otherwise), MeHI and the Mass Tech Collaborative are collectively referred to as MeHI (“MeHI”)

## 2. GRANT OVERVIEW

### 2.1 Background

In 2018, a group of Massachusetts employer organizations founded the [Massachusetts Employer Health Coalition](#) with the goal of using their collective influence to uncover solutions that can drive real change in the healthcare delivery system and reduce costs. The Coalition is chaired by a representative from the Associated Industries of Massachusetts and the Massachusetts Taxpayers Foundation and Coalition members include business organizations and associations from across the Commonwealth. The Coalition also works with Strategic Partners representing non-profits and government agencies that are essential, significant stakeholders within the healthcare system. In November 2019, the [Coalition released](#) strategies and actions to help meet their goal of achieving healthcare cost savings for consumers, employers, and state government (Attachment A). The Coalition recommended three key strategies: enhancing communications and education; revising benefit design, and improving access to care. More information on the strategies and actions in each theme can be found [here](#) and in Attachment A. The Coalition is supported by one of its Strategic Partners, the Health Policy Commission (“HPC”). MeHI worked with HPC to develop a grant program to support projects that would build on the Coalition’s recommendations and demonstrate the effectiveness of Massachusetts digital health technologies in supporting the strategies of communication, education, and access to care in order to reduce healthcare costs for employers and the Commonwealth. While the Coalition has an immediate goal of realizing healthcare savings by reducing avoidable emergency department visits, this grant is not limited to that focus area and is intended to support projects that reduce healthcare costs the recommended strategies: enhancing communications and education, revising benefit design, and improving access to care.

### 2.2 Grant Requirements & Guidance

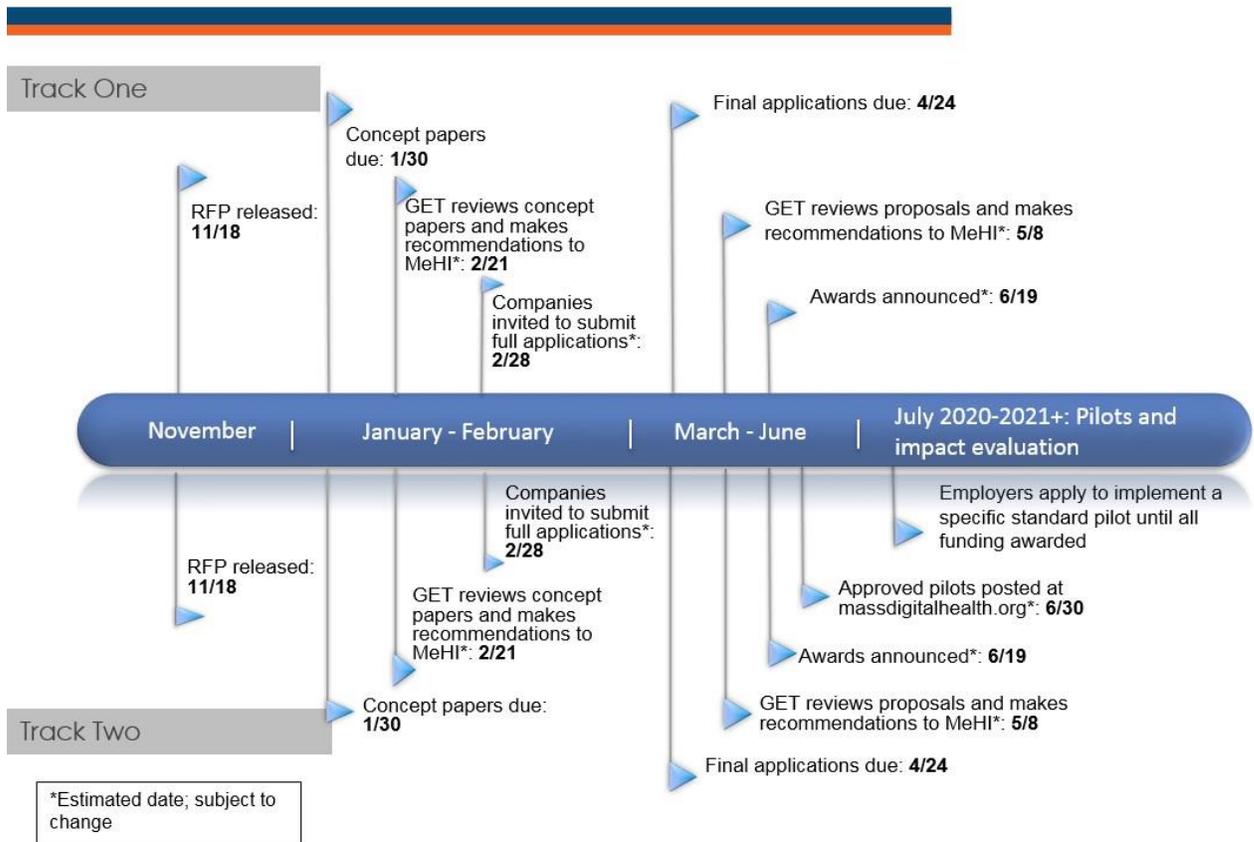
MeHI is releasing this solicitation for applications to two tracks of a program to support Massachusetts digital health companies in piloting their products and services with Massachusetts employers to reduce healthcare costs. Applicants are encouraged to apply to one or both tracks and MeHI expects to award one or more projects under each track. Funding under this program will be provided through a contract with the digital health company which may be used to cover the costs of materials and labor to implement the product or service with the employer. All funding will go directly from MeHI to the digital health company.

There is a two-step process to apply for funding under this Solicitation: a concept paper and full application. Respondents are required to submit a brief concept paper as the first step. This will allow applicants to receive input on the proposed project’s alignment with the objectives of this Solicitation before having to develop a full application. The concept paper, as outlined in Attachment B, will provide a high level framework describing the proposed project including partners, project description, metrics, and projected budget requirements. An independent Grant Evaluation Team

("GET") will review all concept papers and make recommendations to MeHI.

Applicants selected to move on to the next step will be sent a full application to complete along with initial feedback and questions that should be addressed in the full application. **An invitation to submit a full application is not a guarantee that a project will be approved or receive grant funding.** The GET will then competitively review all completed applications and make funding recommendations to MeHI. **A GET recommendation for funding to MeHI does not guarantee funding for the project.**

## Proposed Timelines



### Track One

In Track One, digital health companies will conduct one project implementing their product or service with one or more Massachusetts employers. The proposed project must address at least one of the key strategies in the [Coalition's recommendations](#) found in Attachment A and be expected to lead to a reduction in the employer's healthcare costs. Track One project ideas should demonstrate the ability for the proposed product or service to affect a large cohort of employees and eligible dependents. The project must include specific metrics the company and employer will use to track impact on cost as well as the timeline required to measure and analyze these metrics. Applicants are encouraged to seek partnerships with the employer's health plan or other stakeholders who can support the project and the collection of data required to demonstrate impact. HPC will provide aid in selecting final metrics, supporting analysis as needed, and overall evaluation of the project.

In advance of submission of concept papers and applications, MeHI will provide opportunities for digital health companies interested in participating in Track One to find Massachusetts employers to partner with through its website, but makes no guarantee that a match will be made. Digital health companies interested in participating in Track One should submit an email to Paul Bosco: [bosco@masstech.org](mailto:bosco@masstech.org) by December 2<sup>nd</sup> to be listed as a potential partner on the [program webpage](#). Interested companies who submit an email after December 2<sup>nd</sup> will be added to the webpage on a rolling basis. MeHI will work with the companies who express interest to create a short profile for the webpage. Digital health companies are not required to participate in the matchmaking process, and companies that secure a partner employer outside of the matchmaking process are eligible to apply for a grant under this program. Companies are not required to secure an employer partner prior to submitting a concept paper, however those that have one will receive preference during the concept paper review. MeHI will require signed letters of commitment or other documentation from the employer and other project partners as part of the final application.

**Please note that participation in any of the above activities in no way guarantees any funding under the terms of this solicitation.**

### Track Two

In Track Two, digital health companies will offer a project that Massachusetts employers could easily implement with minimal effort. Track Two projects should demonstrate the opportunity for small employers with limited staff resources to implement a digital health technology and for the technology to positively affect overall healthcare costs incurred by employees at the implementing employer. The proposed project must address at least one of the key strategies in the [Coalition's recommendations](#) and be expected to lead to a reduction in healthcare costs. The project must include specific, standard metrics that the applicant will use to track impact with each employer that chooses to implement the project. HPC will provide aid in selecting these metrics, supporting analysis, and evaluation of each implementation of the project. The applicant must also include any criteria that would limit the type of employer eligible to implement the pilot. The applicant should also include a minimum number of lives participating in the pilot required to demonstrate the anticipated impact.

After final applications are selected and MeHI contracts with the chosen digital health companies, MeHI will post the selected projects on the [program webpage](#). MeHI will partner with the Coalition's Employer Members and Strategic Partners, as well as other stakeholders, to promote this program to Massachusetts employers, in whatever fashion determined appropriate by MeHI. MeHI will designate a funding pool to support each of the approved projects. Employers can sign up to implement the projects on a first-come, first-served basis and the opportunity will be closed when all of the designated funding for the project is awarded. Once a project has reached the minimum number of lives required to demonstrate the anticipated impact, MeHI will award funding under its contract with the selected digital health company. The minimum number of lives required to receive funding will be defined in contracts between MeHI and selected Applicants based on the Applicant's project.

In an effort to encourage small business participation in this program, approved projects in Track Two may also be promoted through the Massachusetts Health Connector for Business platform. The Connector may choose to designate approved projects as "qualifying wellness activities" under the Connector's ConnectWell program. Employers who purchase health insurance through the Health Connector and take advantage of the ConnectWell program may be eligible to save up to 15% on the amount contributed to their employees' health insurance premiums. Employees who participate in an approved standard project through either their employer-offered Health Connector or private health insurance plan will count toward the minimum number of lives required for the

Applicant to receive funding as defined in the Applicant's contract with MeHI. More information on the Connector and its group offerings is [here](#).

**Please note that participation in any of the above activities in no way guarantees any funding under the terms of this solicitation.**

### 3 EVALUATION PROCESS AND CRITERIA

A team from MeHI will collect and distribute the concept papers for the Grant Evaluation Team ("GET") to review. The GET will provide feedback and make recommendations to MeHI on which respondents should be asked to submit full applications; such decision will be made solely by MeHI. MeHI will then send the application and follow-up questions that need to be addressed in the application to selected respondents. MeHI will collect and distribute the full applications for the GET to review. The GET will make funding recommendations to MeHI based on its review. MeHI shall have sole discretion to make funding decisions based upon a totality of the circumstances including, but not limited to, GET recommendations.

The following evaluation criteria will be used to review both the concept papers and full applications:

- Feasibility of the proposed project, including:
  - Resources from applicant, employer, and other partners dedicated to the project;
  - Viability of applicant's proposal to recruit participation from employees where required;
  - Viability of proposed metrics to demonstrate impact on employer's healthcare costs;
  - Viability of product or service to achieve the proposed impact on employer's healthcare costs;
  - Resources required from employers to implement the standard projects where relevant;
  - Ability of the project to scale and succeed after the grant period;
  - Commitment of employer and other strategic partners for Track One; and
  - Reasonableness of proposed budget and feasibility of completing the project within the proposed budget.
- Potential impact of the proposed project, including:
  - Impact of the project on reducing employer partner's healthcare costs;
  - Impact of the project on reducing healthcare costs for the Commonwealth;
  - Impact of the project on the digital health company; and
  - Number of covered lives impacted by the project.
- Alignment with the [recommendations](#) of the MA Employer Health Coalition

All applicants will be notified of final decisions via e-mail to the identified Project Director. We anticipate that funding decisions will be made by 6/19/2020.

### 4 APPLICATION PROCESS

#### 4.1 Concept and Full Application Submission Instructions

Applicants are cautioned to read this Solicitation carefully and to conform to its requirements. Failure to comply with the requirements of this Solicitation may serve as grounds for rejection of an Application.

- a. Concept papers and (if invited) full applications **must** be delivered electronically to:

proposals@masstech.org (please include the solicitation number in the subject heading). Applicants will receive an email from the MassTech proposals email account confirming receipt of the concept paper. If a confirmation email is not received within two business days, please contact Paul Bosco at [bosco@masstech.org](mailto:bosco@masstech.org).

- b. A statement indicating compliance with the terms, conditions and specifications contained in this Solicitation must be included in both the concept papers and the Application. Submission of the relevant signed Authorized Applicant’s Signature and Acceptance Form (Attachment C1- Concept Papers, and Attachment C2 - Full Applications) shall satisfy this requirement.
- c. Any and all responses, concept papers, Applications, data, materials, information and documentation submitted to Mass Tech Collaborative in response to this Solicitation shall become Mass Tech Collaborative’s property and shall be subject to public disclosure. As a public entity, the Mass Tech Collaborative is subject to the Massachusetts Public Records Law (set forth at Massachusetts General Laws Chapter 66). There are very limited and narrow exceptions to disclosure under the Public Records Law. If an Applicant wishes to have the Mass Tech Collaborative treat certain information or documentation as sensitive or confidential, the Applicant must submit a written request to the Mass Tech Collaborative’s General Counsel’s office no later than 5:00 p.m. fourteen (14) business days prior to the required date of Application submission set forth in Section 4.2 below. The request must precisely identify the information and/or documentation that is the subject of the request and provide a detailed explanation supporting the application of the statutory exemption(s) from the public records cited by the Applicant. The General Counsel will issue a written determination within ten (10) business days of receipt of the written request. If the General Counsel approves the request, the Applicant shall clearly label the relevant information and/or documentation as “**CONFIDENTIAL**” in the concept paper or Application and **shall submit a hard copy of the concept paper or Application with the confidential material to:**

General Counsel  
 Massachusetts Technology Collaborative  
 75 North Drive  
 Westborough, MA 01581

**No confidential material should be included in the electronic copy of the concept paper or Application.** Any statements in a concept paper or Application reserving any confidentiality or privacy rights that is inconsistent with these requirements and procedures will be disregarded.

**Applicants please note: By executing the relevant Authorized Applicant’s Signature and Acceptance Form and submitting a concept paper or Application in response to this Solicitation, Applicant certifies that it (1) acknowledges and understands the policies and procedures for handling materials submitted to Mass Tech Collaborative, as described in this Solicitation, (2) agrees to be bound by those policies and procedures, (3) acknowledges that the statutory exemptions from the Massachusetts public records law are very limited; and (4) agrees that Mass Tech Collaborative shall not be liable under any circumstances for any disclosure of materials submitted to in connection with this Solicitation that is required by law.**

**4.2 Application Timeframe**

The application process will proceed according to the following schedule. The target dates are subject to change. Therefore, Applicants are encouraged to check Mass Tech Collaborative’s website frequently for updates to the schedule.

<b>Task</b>	<b>Date:</b>
Solicitation Released	11/18/2019
Informational Webinar	12/4/2019 @ 12:00 PM EST

Questions Due	12/11/2019@ 5 PM EST
Question and Answer File Posted	12/18/2019@ 5 PM EST
Concept Papers Due	1/30/2020 @ 3 PM EST
Concept Paper Notification Date	2/28/2020 @ 3 PM EST
Applications Due	4/24/2020 @ 3 PM EST
Notification of Award	6/19/2020 @ 3PM EST

#### 4.3 Questions

Questions regarding this Solicitation must be submitted by electronic mail to [proposals@masstech.org](mailto:proposals@masstech.org) with the following Subject Line: "Questions – Solicitation No. 2020-MeHI-01"). All questions must be received by 5:00 p.m. EST on 12/11/2019. Responses to all questions received will be posted on or before 5:00 p.m. on 12/18/2019 to Mass Tech Collaborative website.

#### 4.4 Bidders' Teleconference/Webinar

A bidders' teleconference will be held on 12/4/2019 at 12:00 PM. All potential respondents interested in participating in the bidders' teleconference must register with Mass Tech Collaborative by 5:00 p.m. on 12/3/2019 in order to obtain the conference call information. To register, please email Katherine Green at [green@masstech.org](mailto:green@masstech.org). Mass Tech Collaborative will transmit the conference call information to all registered bidders 24 hours in advance of the teleconference. Mass Tech Collaborative will post summary responses to procedural questions and issues addressed at the bidders' teleconference on the Mass Tech Collaborative's and the Comm-Buys websites.

#### 4.5 Concept Paper and Full Application Guidelines

Concept papers must include the items listed below:

- Completed concept paper addressing the information listed in Attachment B. MeHI anticipates concept papers between two to four pages
- Authorized Application Signature and Acceptance Form- Concept Paper (Attachment C1). **By executing the C1 Authorized Applicant's Signature and Acceptance Form and submitting a concept paper, Applicants certify that they (1) acknowledge and understand the procedures for handling materials submitted to the Mass Tech Collaborative as set forth herein, (2) agree to be bound by those procedures, and (3) agree that the Mass Tech Collaborative shall not be liable under any circumstances for the disclosure of any materials submitted to the Mass Tech Collaborative pursuant to this solicitation or upon the applicant's selection as a grantee.**

Respondents asked to submit a full application will be sent an Application to complete. Applicants should then review the Grant Agreement and Statement of Work (the "Agreement") located [HERE](#) as they are required to specify any exceptions to the Agreement and to make any suggested counterproposals in their Application. In addition to the Application, final submissions must include the items listed below:

- For Track One applications, a signed letter of commitment from the employer partner(s) and any other identified partners confirming their participation and outlining their role in the project
- Brief bios for key team members
- Authorized Application Signature and Acceptance Form- Full Application (Attachment C2). **By executing the C2 Authorized Applicant's Signature and Acceptance Form and submitting a response to this solicitation, Applicants certify that they (1) acknowledge and understand the procedures for handling materials submitted to the Mass Tech Collaborative as set forth herein, (2) agree to be bound by those**

**procedures, and (3) agree that the Mass Tech Collaborative shall not be liable under any circumstances for the disclosure of any materials submitted to the Mass Tech Collaborative pursuant to this solicitation or upon the applicant's selection as a grantee.**

- Exceptions to the Agreement, located [HERE](#), if any.

Mass Tech Collaborative acts as the contracting entity on behalf of MeHI and will enter into Agreement with selected Applicants containing certain standard provisions.

Mass Tech Collaborative reserves the right to amend the Agreement at any time. **A failure to specify exceptions and/or counterproposals will be deemed an acceptance of the Agreement's general terms and conditions, and no subsequent negotiation of such provisions shall be permitted.**

## 5.0 GENERAL CONDITIONS

### 5.1 General Information

- a) If a concept paper or Application fails to meet any material terms, conditions, requirements or procedures, it may be deemed unresponsive and disqualified. The Mass Tech Collaborative reserves the right to waive omissions or irregularities that it determines to be not material.
- b) This Solicitation, as may be amended from time to time by Mass Tech Collaborative, does not commit Mass Tech Collaborative to select any firm(s), pay any costs incurred in preparing a concept paper or Application or in connection with the award of any contracts. Mass Tech Collaborative reserves the right, in its sole discretion, to make no awards through this Solicitation, to withdraw the Solicitation, to engage in preliminary discussions with prospective Applicants, to accept or reject any or all concept papers or Applications received, to request supplemental or clarifying information, to negotiate with any or all qualified Applicants, and to request modifications to concept papers or Applications in accordance with negotiations, all to the same extent as if this were a Request for Information.
- c) Unless otherwise specified in this Solicitation, all communications, responses, and documentation must be in English, and all costs or figures in U.S. currency. All concept papers and Applications must be submitted in accordance with the specific terms of this Solicitation.
- d) On matters related to this Solicitation that arise prior to an award decision by the Mass Tech Collaborative, Applicants shall limit communications with the Mass Tech Collaborative to the Procurement Team Leader and such other individuals as the Mass Tech Collaborative may designate from time to time. No other Mass Tech Collaborative employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this Solicitation. Applicants may contact the Procurement Team Leader for this Solicitation in the event this Solicitation is incomplete.
- e) The Mass Tech Collaborative may provide reasonable accommodations, including the provision of materials in an alternative format, for Applicants with disabilities or other hardships. Applicants requiring accommodations shall submit requests in writing, with supporting documentation justifying the accommodations, to the Procurement Team Leader. The Mass Tech Collaborative reserves the right to grant or reject any request for accommodations.
- f) Applicant's concept paper and Application shall be treated by the Mass Tech Collaborative as an accurate statement of Applicant's capabilities and experience. Should any statement asserted by Applicant prove to be inaccurate or inconsistent with the foregoing, such inaccuracy or inconsistency shall constitute sufficient cause for

Mass Tech Collaborative in its sole discretion to reject the Application and/or terminate any resulting Agreement.

## **5.2 Posting of Modifications/Addenda to Solicitation**

This Solicitation has been distributed electronically using the Mass Tech Collaborative website. If the Mass Tech Collaborative determines that it is necessary to revise any part of this Solicitation, or if additional data is necessary to clarify any of its provisions, an addendum will be posted to the website. It is the responsibility of each potential Applicant to check the Mass Tech Collaborative website for any addenda or modifications to the Solicitation. The Mass Tech Collaborative accepts no liability and will provide no accommodation to Applicants who submit a response based on an out-of-date Solicitation.

**Attachment A  
MA Employer Health Coalition Recommended Strategies**

# 3 STRATEGIES FOR EMPLOYERS TO ADDRESS POTENTIALLY AVOIDABLE ED USE



**CURRENT STATE**

**CONFUSION ABOUNDS**

Consumers are unsure where to turn when they need care and don't have (or don't know about) resources to help them determine where to go.



**KEY STRATEGY**

**ENHANCE COMMUNICATIONS AND EDUCATION**

Focus efforts on increasing consumer knowledge regarding different levels of service: **what they are, what they cost, when to use them.** Promote the benefits of a **relationship with a primary care provider.**

Work to increase consumer engagement by providing clear, consistent, and **actionable information** in accessible, plain language that is aligned across partners. Feature messaging on many platforms to resonate across consumer populations, and encourage trusted sources to disseminate information to maximize impact.

**1 IN 3** recent ED-visits were for a non-emergency condition according to survey respondents

**MISALIGNED INCENTIVES DRIVE COSTLY BEHAVIORS**

Complex benefit plans complicate consumer decision making.



**REVISE BENEFIT DESIGN**

Ensure that consumer out of pocket costs align with value when designing benefit plans. Out of pocket cost decisions should encourage the use of the right site of service at the right time. Communicate the availability of alternative care sites and telehealth frequently. Financial barriers should not inhibit patients from accessing emergency care when it is necessary. Wherever possible, benefit design features should spark and motivate increased consumer engagement.

**30%** of Massachusetts employers increased cost sharing in 2018 to control health care costs

**ACCESS ISSUES HINDER APPROPRIATE CARE**

Many consumers visit the ED because they can't get an appointment with their provider or need care outside of office hours.



**IMPROVE ACCESS**

Provide **convenient options** for care other than the ED (unless clinically necessary). This includes advocating for **access to primary care** whenever possible, offering **telehealth** benefits to consumers who desire it, and ensuring that alternative sites of care are available and accessible to patients.

**72%** of recent non-emergency ED visits were for care needed outside of normal business hours

# EMPLOYER TACTICS TO IMPACT ED USE



## ENHANCE COMMUNICATIONS AND EDUCATION

Employers can:

- a Promote the benefits of establishing a primary care home
- a Highlight plan-specific information on cost share by site of service
- a Share information on "how to know where to go"
- a Routinely communicate availability of telehealth or other services that aim to reduce potentially avoidable ED use



## REVISE BENEFIT DESIGN

Employers can:

- a Encourage employees/members to choose a PCP or provider of choice
- a Ensure out of pocket cost for ED balances the need for access when appropriate, while also discouraging inappropriate use
- a Consider reducing or eliminating out of pocket costs for primary care, convenience/walk-in clinic/urgent care, telemedicine
- a Consider tiered networks that encourage the use of high-value PCPs



## IMPROVE ACCESS

Employers can:

- a Designate a private space in the workplace for telehealth visits
- a Consider whether to offer an onsite or near site clinic benefit
- a Use web-based service to connect employees to alternative care sites



## ABOUT THE COALITION

Founded in 2018, the COalition is an employer-led effort that, together with our Strategic Partners, seeks to use our collective influence to uncover solutions that drive real change in the health care delivery system and reduce costs. Our members include business organizations representing thousands of large and

small employers across Massachusetts. Many thanks to our Steering Committee members for providing the insights and recommendations that led to these strategies. For more information on the COalition, Strategic Partners, Steering Committee, and our work, please visit [maemployerhealthcoalition.com](http://maemployerhealthcoalition.com).

**Attachment B**  
**Concept Paper Guidelines**

Concept papers are required for any applicant interested in participating in either track of the Right Care 4 You Digital Health Program. The Grant Evaluation Team (“GET”) will review all concept papers to determine which projects are most likely to have the greatest impact on the objectives of the Solicitation and to successfully meet the evaluation criteria set forth in Section 3 of this Grant Solicitation. After review, the GET will provide feedback and recommendations to MeHI on which applicants should be asked to submit a full application. **An invitation to submit a full application is not a guarantee that a project will be approved or receive grant funding.**

MeHI anticipates receiving concept papers between two to four pages. Concept papers should follow the outline below:

**Contact Information:**

Provide the name, title, email, and telephone number for the primary contact for the applicant (the digital health company). If you are submitting a concept paper for Track One, provide the name, title, email, and telephone number for the primary contact(s) at your proposed employer partner(s), if you have identified one (or more) at this stage. If you are proposing to work with any other stakeholders, provide their contact information as well.

**Partner Description:**

Provide a brief description of the partners proposed for the project.

For Track One, provide a description of the applicant company, the partner employer(s) (if selected), and any other proposed stakeholders. If a partner employer has not yet been identified, provide a brief description of your ideal partner employer to assist with matchmaking. Indicate the type of involvement and number of resources (FTE) at each employer organization that will work on the project.

For Track Two, provide a brief description of the applicant company. Indicate the number of resources from the applicant that will work on the project and indicate the requirements of, and the estimated level of effort from, resources (FTE) from an employer choosing to implement the project.

**Project Description:**

Provide a brief description of the project you are proposing.

For Track One, include:

- A description of the product or service you will be implementing;
- A description of the proposed implementation process including the role of the employer and other stakeholders and the plan for any outreach or education to the employees; and
- A high-level timeline indicating in months how long the implementation would take starting at contract execution and including how long the pilot would run, any interim milestones, when the pilot would end, and how long the data analysis and project evaluation would last.

For Track Two, include:

- A description of the product or service you would offer through a standard implementation, including any key assumptions you would make about resource availability;
- A description of the effort required by an employer to participate, including the role of the applicant and the role of the employer in the project;
- A high-level timeline indicating in months how long it would take for an implementation starting when an employer executes a contract and including how long a standard pilot would last, any interim milestones, when the pilot would end, and how long the data analysis and project evaluation would last;
- Any criteria, including size of the organization, limiting the types of employers that would be eligible to participate in your pilot; and
- The minimum number of employers and/or covered lives participating in the pilot that you would need to demonstrate impact.

### **Goals and Metrics**

- Define the goals of the proposed project and indicate how those relate to the [recommendations](#) from the MA Employer Health Coalition;
- Provide a high level explanation of the ways your solution will help achieve the goals of the proposed project;
- Outline the specific metrics you will use to measure success of the project and the projected targets for those metrics;
- Indicate the data required for the metrics and provide a proposal for how you will collect the data; and
- The Health Policy Commission will assist in the data analysis and project evaluation, but provide a description of what resources you will dedicate to analyzing and evaluating the success of the project.

### **High Level Budget**

Provide a high level estimate of your proposed budget. The budgets included in the final application do not need to exactly match the budget provided in the concept paper, but should not vary significantly.

For Track One, provide an estimate of the labor and material costs. The material costs would include covering the cost to the employer of the product or service you are implementing during the pilot. Labor costs may cover labor for both the applicant company and partner employer(s), however all funding will go directly from MeHI to the applicant company. Indicate the total estimated project costs and the amount you would request from MeHI, if different.

For Track Two, provide an estimate of the labor and material costs for base setup of the program and the marginal costs to add groups or individuals. Indicate how the costs would vary for each implementation; for example, is the cost of the implementation based on the number of employees, number of lives covered by the employer's health plan, or other criteria.

Additionally, if your Track Two project will be available to groups who purchase through the Connector, indicate if there would be any variation in the budget for new Connector-based groups as opposed to non-Connector-based groups.

**Attachment C1**  
**Massachusetts Technology Collaborative**  
**Authorized Applicant's Signature and Acceptance Form - Concept Paper**

The undersigned is a duly authorized representative of the Applicant listed below. The Applicant has read and understands the Solicitation and concept paper requirements. The Applicant acknowledges that all of the terms and conditions of the Solicitation are mandatory, and that Applicant's concept paper is compliant with such requirements. The Applicant specifically acknowledges the application of the procedures regarding disclosure of sensitive information as set forth in Section 4.1 (c) of the Solicitation, and specifically agrees that it shall be bound by those procedures.

The Applicant understands that submission of a concept paper does not guarantee an invitation to submit a full Application.

Applicant agrees that the concept paper will remain valid for sixty (60) days from receipt by the Mass Tech Collaborative.

I certify that Applicant is in compliance with all corporate filing requirements and State tax laws.

I further certify that the statements made in this response to the Solicitation, including all attachments and exhibits, are true and correct to the best of my knowledge.

Applicant: \_\_\_\_\_  
(Printed Name of Applicant)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment C2**  
**Massachusetts Technology Collaborative**  
**Authorized Applicant’s Signature and Acceptance Form - Full Application**

The undersigned is a duly authorized representative of the Applicant listed below. The Applicant has read and understands the Solicitation requirements. The Applicant acknowledges that all of the terms and conditions of the Solicitation are mandatory, and that Applicant’s response is compliant with such requirements. The Applicant specifically acknowledges the application of the procedures regarding disclosure of sensitive information as set forth in Section 4.1 (c) of the Solicitation, and specifically agrees that it shall be bound by those procedures.

The Applicant understands that, if selected by the Mass Tech Collaborative, the Applicant and the Mass Tech Collaborative will execute written agreements specifying the mutual requirements of participation. The undersigned has either (*please check one*):

- specified exceptions and counter-proposals to the terms and conditions of the [Grant Agreement and Statement of Work in their Application](#); or
- agrees to the terms and conditions set forth therein;

The undersigned acknowledges and agrees that the failure to submit exceptions and counter-proposals with this response shall be deemed a waiver, and the Agreement shall not be subject to further negotiation.

Applicant agrees that the entire bid response will remain valid for sixty (60) days from receipt of the final Application by the Mass Tech Collaborative.

I certify that Applicant is in compliance with all corporate filing requirements and State tax laws.

I further certify that the statements made in this response to the Solicitation, including all attachments and exhibits, are true and correct to the best of my knowledge.

Applicant: \_\_\_\_\_  
(Printed Name of Applicant)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_