

REQUEST FOR PROPOSAL
EMS APPLIED RESEARCH GRANTS

Metro Region Emergency Medical Services (EMS) System-
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, Minnesota 55104-3431

December 2, 2013

The Metro Region EMS System provides a forum where the public, private and non-profit EMS providers can meet and develop recommendations to the Metropolitan Emergency Services Board for the purpose of improving the EMS system through regional coordination. The program is funded by a grant from the MN EMS Regulatory Board and EMS Relief Funds generated by fines for seat belt violations.

The Metro Region EMS System of the Metropolitan Emergency Services Board is soliciting and accepting proposals for Emergency Medical Services (EMS) research grants to support specific research projects which may: improve the coordination of emergency medical response in the nine county metropolitan area; improve resource utilization; reveal 'best practices' in EMS operations; improve the public's awareness of the value and utility of EMS; demonstrate enhanced cost effectiveness of services; evaluate medical equipment, treatments and pre-hospital interventions; improve pre-hospital medical care skills of emergency medical responders in the metropolitan area; evaluate trends or developments in pre-hospital care; establish basis for pre-hospital protocols or standard operating procedures; or otherwise demonstrate a positive impact on regional EMS services. The overarching goal is to ***improve patient care, allocation of resources, and the efficiency of evidenced based emergency care as well as uncovering best practices in the area of EMS oversight and operations.***

Examples of eligible proposals are projects which involve public, non-governmental agencies, organizations or individuals working collaboratively within their jurisdictions to include: new or innovative medically approved pre-hospital treatment techniques; proposals which directly impact patient care or otherwise have a positive impact on the regional delivery of EMS in the metropolitan area; proposals which improve response times; proposals which more effectively match emergency resources with patient needs; proposals to reduce morbidity or mortality associated with out-of-hospital cardiac arrest, acute myocardial infarction or trauma; proposals to assess the validity of patient outcome evaluation models related to pre-hospital care; proposals to enhance multi-provider ambulance utilization.

The total estimated funding available for the fifteen-month period from March 17, 2014 through June 30, 2015 is \$60,000.

The Request for Proposal does not obligate the Metro Region EMS System or the Metropolitan Emergency Services Board to grant funds for the proposed project. The Metropolitan Region EMS System and the Metropolitan Emergency Services Board reserve the right to modify, negotiate or cancel this solicitation if it is deemed in their best interest.

ELIGIBILITY AND SUBMISSION OF PROPOSALS

Any public, private or not-for-profit agency, organization or individual who provides, regulates, participates, or educates personnel in the provision of Emergency Medical Services within the nine metropolitan counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott or Washington is eligible to apply for funding.

Applicants must submit proposals no later than 4:00 p.m. CST, Friday, February 7, 2014. Terms of the proposal as stated, including budget figures, must be valid through June 30, 2015. The Metropolitan Emergency Services Board reserves the right to request additional information from any applicant following submission of a proposal. Applicants must submit two copies (one unbound) to:

Ron Robinson
Metro Region EMS System Coordinator
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104-3431

Facsimile transmissions of the proposals ***will not*** be accepted.

One copy of each proposal must be accompanied by a cover letter bearing original signatures of authorized officials of the lead agency. For proposals from corporations or government agencies, the cover letter must be signed by an officer or the board chair.

GRANT AWARD CRITERIA

It is the intent of the Metro Region EMS System to select and fund up to two proposals. Fewer proposals or partial funding may be granted, depending on the number and types of proposals received. The following criteria (listed in no particular order) will be used in making the funding decision:

Completeness of Application

Was the application completed in accordance with this RFP?

Eligibility Requirements

Does the applicant(s) meet the eligibility requirements of this RFP?

Authority to Enter into Grant Agreement or Contract

Does the lead agency or individual as identified in the proposal have authority to enter into a grant agreement for funding purposes with the Board?

Coordination of Public and Non-governmental Agencies, Organizations and Individuals

Does the proposal provide for integration and coordination of both public and non-governmental, organizations and individuals?

Regional and Collaborative Proposals

Proposals that are submitted collaboratively, with more than one EMS agency involved in the proposed research and/or with more than one investigating agency, and or have a broad regional involvement will be looked upon more favorably.

Appropriateness of Proposal Size and Scope

Does the proposal involve appropriate agencies, organizations and individuals?
Is the size and scope of the research proposal appropriate for the time frame and funding requested? Is there written documentation the proposal has been reviewed or approved by an appropriate research review body, institutional review board or similar entity to validate the scientific rigor, freedom of bias, validity and consistency of the research proposal?

Clarity, Organization and Specificity

Does the proposal present clearly stated goal(s), objectives, methods/activities, outputs and products, outcomes and results, and/or indicator and performance measures? Does the proposal present and follow a generally accepted research methodology including a study hypothesis, methodology, materials and methods, etc.?

Local, County, Regional and State Impact

Does the proposal have local impact? County impact? Regional impact?
Is the scope of the proposal appropriate for its potential impact?
Could the proposal be duplicated or implemented on a region-wide basis?
Could the proposal be duplicated or implemented on a state-wide basis?

Potential for Improvement of Emergency Medical Services

Does the proposal have the potential to improve EMS within the affected jurisdictions?
To what extent will the providers and recipients of EMS benefit if the research is conducted?
Can the proposal be considered to be of publishable importance?

Level of Innovation

Does the proposal address issues in a new or innovative way?

Performance Measures

Can the proposal be measured? Does the proposal include obtaining adequate performance or outcome measures? Contracting Requirements Is the applicant able to enter into a contract which includes insurance coverage and other terms and conditions required by the Metropolitan Emergency Services Board?

Other

Other criteria, in addition to those listed, may be used at the discretion of the Metro Region EMS System and the Metropolitan Emergency Services Board. Pending approval from the Metropolitan Emergency Services Board, final funding decisions shall be made by the following individuals:

Members of the Metro Region EMS System Technical Operations Committee and its Sub-Committees.
Regional EMS Coordinator
Executive Director of the Metropolitan Emergency Services Board, and
Legal Counsel for the Metropolitan Emergency Services Board.

PROPOSAL CONTENT AND FORMAT

Proposals must include *at least* these components, presented in the outline format that follows. Additional information, as appropriate, is welcomed. Instructions for proposal preparation follow the outline.

I. Organization and Management

- A. Lead Agency or Individual
 - 1. Principal Investigator
 - 2. Contact Person(s)
 - 3. Legal Authority
- B. Other Agencies, Organizations or Individuals
 - 1. Contact Person(s)

II. Proposal Narrative

- A. Problem Statement/Study Hypothesis
 - 1. Methods/Activities/Materials
 - a. Outputs/Products/Results
 - b. Outputs/Products/Results
- B. Problem Statement/Study Hypothesis
 - 1. Methods/Activities/Materials
 - a. Outputs/Products/Results
 - b. Outputs/Products/Results

III. Proposed Time Line

- A. Start Date
- B. Dates for Completion of Individual Objectives
- C. Completion Date

IV. Performance Measurements

- A. Outcomes/Results
- B. Indicators
- C. Performance Measures

V. Project Budget

INSTRUCTIONS FOR PROPOSAL PREPARATION

I. Organization and Management

Each proposal must contain a description of the Agencies, Organizations and/or Individuals involved with it.

A. Lead Agency or Individual

Identify the Agency or individual who will assume responsibility for managing the project, meeting requirements set forth by the Metro Region EMS Program and the Metropolitan Emergency Services Board, providing medical direction (if necessary), and entering into appropriate grant contracts or agreements.

1. Principal Investigator

Identify the person who is the lead researcher for the project. Include name, mailing address, telephone and facsimile numbers.

2. Contact Person

Identify the person to whom correspondence should be addressed. Include name, mailing address, telephone and facsimile numbers.

3. Legal Authority

Identify the person who has legal authority to bind the lead agency for grant contracts or agreements. Include name mailing address, telephone and facsimile numbers. Attach appropriate documentation (such as bylaws, official minutes or resolution) establishing such legal authority.

B. Other Agencies, Organizations or Individuals

Identify other agencies, organizations or individuals who will participate in the project.

1. Contact Person(s)

For each of the agencies, organizations or individuals listed in section I.B., identify the person to whom correspondence should be addressed. Include name, mailing address, telephone and facsimile numbers.

II. Proposal Narrative

The foundation for development of the proposal should be an assessment or evaluation of EMS research needs. The needs and problem statements/study hypotheses must be clearly identified and serve as the basis for determining project objectives and specific methods/activities and/or outputs/products.

A. Problem Statement/Study Hypothesis

Identify the needs or problem that the proposal seeks to study or address. Include any relevant background information.

1. Methods/Activities/Materials

Identify specific methods, activities or materials that will be performed or used to achieve the identified objectives and goals. Activity may include the strategies, techniques or specific methodology to be employed - the specific things the proposal's organization will do with its resources to achieve the goal of the proposal.

- a. **Outputs/Products**
Identify the specific products of the program activities that are usually measured in terms of the volume of work accomplished, study results or study findings.

Repeat this format for each Problem Statement or Study Hypothesis.

III. Proposed Time Line

Each proposal shall contain a proposed time line for completion of the project. Projects may begin on or after March 17, 2014 and must be completed no later than June 30, 2015.

- A. **Start Date**
List the anticipated start date for the proposal.
- B. **Dates for Completion of Individual Objectives**
To the extent possible, list the anticipated completion date for achieving each of the objectives identified in Section II.
- C. **Completion Date**
List the anticipated completion date for the proposal.

IV. Performance Measurement

Identify the specific ways in which performance and success will be measured for this proposal. Program outcomes will include in addition to other required reporting, a final report/manuscript essentially in a form and format appropriate for consideration for publication in a peer reviewed emergency medical services journal. The report should include an abstract or summary; the study hypothesis or objectives, introduction and background, identification of materials and methods, results or findings, discussion of results, conclusion(s) and any recommendations for further study or application to the region or state.

V. Proposal Budget

Identify the total amount of funding requested from the Metro Region EMS Program and Metropolitan Emergency Services Board up to \$60,000. If appropriate, identify other funding sources or matching fund sources. The budget should clearly delineate expenses and how the amounts were determined.

PUBLIC DATA: Proposals submitted become a matter of public record. Information supplied by any proposer is subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Sections 13.01 et seq. If a proposer is submitting non-public data, as defined in the aforementioned Act, then the proposer is required to submit the non-public data under separate sealed envelope with the markings on the envelope of "NON-PUBLIC DATA".

PUBLIC RECORD: Under Minnesota law, data submitted by a business to a government entity in response to a request for proposal are private and nonpublic until the responses are opened. Once the responses are opened, the name of the proposer becomes public. All other data in a proposer's response to a request for proposal are private or nonpublic data until completion of the evaluation process. Completion of the evaluation process means that the government entity has completed negotiating the contract with the selected proposer. After a government entity has completed the evaluation process, all remaining data submitted by all proposers are public with the exception of trade secret data as defined and classified in Minn. Stat. Section 13.37. A statement by a proposer that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response if such data does not qualify as trade secret data.

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