

FLORIDA MEDICAL MALPRACTICE JOINT UNDERWRITING ASSOCIATION

Request for Applications for
Grants for Partnerships in Improving the Safety of Health Care Services
(RFA # 2009-01)

The Alvin E. Smith Safety of Health Care Services Grant Program

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SECTION 1: GENERAL INFORMATION

1.1 Background of the FMMJUA

The Florida Medical Malpractice Joint Underwriting Association (“FMMJUA”) is a state-sanctioned insurance plan for medical malpractice coverage. The FMMJUA is an “insurance risk apportionment plan” created by § 627.351(4), Florida Statutes, for the purpose of assuring the availability of medical liability (malpractice) insurance to Florida health care providers. The FMMJUA provides professional liability insurance coverage in Florida for health care providers that cannot find coverage in the open market.

Responsibility for supervision of the FMMJUA is vested in a Board of Governors (the “Board”) consisting of representatives from the Florida Medical Association, Florida Hospital Association, The Florida Bar, Florida Dental Association, and the insurance industry. Subject to the final approval of the Florida Office of Insurance Regulation, the Board approves insurance rates, rate classifications, policy forms, and otherwise sets FMMJUA policy under the framework of the FMMJUA Plan of Operation. Operational and administrative functions are provided by a general manager and staff located in Tallahassee. The general manager is responsible for implementing policy and conducting the daily activities of the FMMJUA.

Customer service such as policy issuance, claims, and accounting is provided in the name of the FMMJUA by one or more eligible insurance companies (designated as servicing carrier) through licensed general lines insurance agents. The Medical Protective Company is currently designated as the servicing carrier for the FMMJUA.

1.2 Objective

The number of patients in the United States and in the State of Florida harmed by the delivery of health care services is unacceptably high. With the approval of the Florida Office of Insurance Regulation, the FMMJUA intends to use a portion of surplus accrued from its operations to fund initiatives by Florida agencies or institutions to improve the safety of health care services by means of this request for applications (“RFA”). The ultimate goal of this grant program is to improve the safety of health care services for all Floridians. In this regard, FMMJUA announces the availability of grants for partnerships in improving the safety of the delivery of health care services to patients.

The purpose of this RFA is to support projects that are intended to (1) identify, develop, test and implement safe practice interventions in inpatient and/or outpatient settings; and (2) share the findings and lessons learned, including the challenges and barriers to developing and implementing these interventions through validated tools, products and/or health care safety toolkits. The interventions and any resulting implementation toolkits shall be made publicly available so that they may be adapted and/or adopted by other health care organizations.

1.3 Funds Available and Anticipated Number of Awards

The FMMJUA intends to commit up to \$2 million to fund the subject grants awarded under this RFA. The size of the awards may vary with the scope of research proposed. However, FMMJUA expects that most grant applicants will seek awards within the budget guidelines set

forth in RFA Section 1.4 and that 3 to 6 new projects will be funded via this RFA. While the current financial plans of FMMJUA provide support for this program, awards are contingent on the availability of funds and the receipt of a sufficient number of meritorious applications. FMMJUA has the sole and absolute discretion to determine the number of grants to be awarded and reserves the right to award no grants.

1.4 Budget and Project Period

The total project period for an application submitted in response to this RFA must not exceed two years. Applications must contain a separate budget for each project year. The total amount requested need not be the same in each year of a multi-year budget. As a guideline, the proposed budget for a project should limit total costs (direct and associated indirect costs) to \$600,000 over the entire project with no more than \$300,000 in total costs per year. However, an applicant may seek to justify a budget in excess of this guideline. Funding beyond the first year will be contingent upon a review and acceptance by FMMJUA of the 12-month progress report required herein.

Applicants will be solely responsible for planning, directing and executing the proposed project. FMMJUA's role will be to oversee and fund activities and projects intended to improve the safety of health care services undertaken by the selected agency or institution pursuant to this RFA.

1.5 Eligible Applicants

Any agency or institution located in Florida whose function includes activities intended to improve the safety of health care services is eligible to submit an application. Individuals are not eligible applicants under this RFA.

1.6 Eligible Principal Investigators

Eligible Principal Investigators ("PI") should be experienced senior level individuals familiar with patient safety and experienced in the development and implementation of interventions to improve the safety of health care practices and/or delivery, or have such substantial expertise available as part of the project team. The PI should devote a substantial portion of his/her time to the project and must be affiliated with the applicant.

1.7 Number of Applications

Each eligible agency or institution may submit only one application in response to this RFA. Agencies or institutions will be considered separate rather than one and the same for purposes of this RFA if they have separate articles of incorporation, separate charters, or separate governing bodies. If the institution is a corporation, it must be registered as such and in good standing with the Florida Department of State, Division of Corporations, at the time of application, and remain in good standing during the course of the grant period.

1.8 Provider Organization

The applicant, or its partner(s), must be a health care provider organization capable of developing and implementing safe practice interventions in an inpatient or outpatient setting. Applicants which are not health care provider organizations must have a provider organization which is actively engaged in the delivery of health care as a participating partner in the proposed project. In such a case, the application must contain a memorandum of understanding signed by the provider organization/participating partner specifying their commitment to the proposed project. For purposes of this RFA, a health care provider organization is defined as an organization engaged in the direct delivery of health care services to patients in an inpatient or outpatient setting. Because the objective of this grant program is to improve the safety of health care services for Floridians, preference in the scoring may be given to applicants that propose partnerships with Florida-based health care providers that are treating Florida residents rather than partnerships with providers located outside of Florida.

1.9 RFA Timeline

The following timetable shows the approximate dates for this request for application process. FMMJUA reserves the right to amend the timetable in its best interest.

ACTION	DATE	LOCATION
Release of RFA	March 13, 2009	FMMJUA Website (www.fmmjua.com/fmmjua)
Applicant Conference Call	April 13, 2009	Dial-in Information to be Announced on the FMMJUA Website
Deadline for Receipt of Written Questions concerning RFA	April 19, 2009	Questions to be Sent via Email to the following Address: frankie@fmmjua.org
Response to Written Questions by the FMMJUA	May 12, 2009	FMMJUA Website
Application Receipt Deadline	June 11, 2009	FMMJUA 1836 Hermitage Blvd., Suite 201 Tallahassee, FL 32308-7704
Posting of Grant Decision	September 9, 2009	FMMJUA Website
Earliest Anticipated Start Date	December 8, 2009	

1.10 Amendments

FMMJUA reserves the right to amend this RFA at any time prior to the application submission deadline. Amendments will be issued as addenda to the RFA. All addenda regarding this RFA will be posted on the FMMJUA website at <https://www.fmmjua.com/fmmjua>. It is the prospective applicant's responsibility to check the FMMJUA website periodically for any information or updates relating to this RFA.

SECTION 2: SPECIAL CONDITIONS

2.1 Inquiries, Contact with FMMJUA

Except as otherwise permitted in Section 2.2 (Applicant Conference Call), the FMMJUA's exclusive contact person for this RFA is Mr. Preston E. Cowie, the FMMJUA General Manager, whose contact information is as follows:

Mr. Preston E. Cowie
FMMJUA
1836 Hermitage Blvd., Suite 201
Tallahassee, Florida 32308-7704
Fax: (850) 385-7126
E-mail: frankie@fmmjua.org

Questions or requests for clarification of any part of this RFA made outside of the Applicant Conference Call must be received in writing by the FMMJUA General Manager by the date and time specified in the RFA Timeline (Section 1.9). Inquiries must identify the organization submitting the inquiry and shall be submitted electronically as a Word document attached to an email sent to the FMMJUA General Manager at the email address indicated above.

NO PHONE CALLS WILL BE ACCEPTED

Responses to all inquiries will be posted on the FMMJUA website as an addendum to the RFA. FMMJUA will not consider inquiries received after the deadline specified in the RFA Timeline (Section 1.9).

From the date this RFA is issued until a determination is made by the FMMJUA, all contacts or communications relating to this RFA between a prospective applicant (or any of the applicant's employees, agents, officers or directors) and FMMJUA (or any of FMMJUA's employees, agents, officers, evaluators, committee members or Board members) are prohibited, with the exception of contacts or communications authorized by this section or by Section 2.2 (Applicant Conference Call). Any unauthorized contact may disqualify the Applicant from further consideration.

The only official position of the FMMJUA relating to this RFA is that position which is stated in writing and issued by the General Manager. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement and should not be relied upon.

2.2 Applicant Conference Call

FMMJUA will hold an Applicant Conference Call on the date and time shown in Section 1.9 (RFA Timeline). The purpose of the conference call is to discuss the contents of the RFA and provide informal answers to questions from potential applicants. Participation in this conference call is not mandatory. FMMJUA will accept oral questions during the conference and make a

reasonable effort to provide answers at that time; however, oral answers and discussions are not binding. Only written responses to applicant questions are binding upon FMMJUA.

Impromptu questions will be permitted and spontaneous answers provided at FMMJUA's discretion. Verbal answers at the Applicant Conference Call are only intended for general direction and do not represent FMMJUA's final position. Official answers will be posted on FMMJUA's website. All oral questions must be submitted in writing via email following the close of the Applicant Conference Call, but no later than the deadline for written questions specified in Section 1.9 (RFA Timeline).

2.3 Cost of Application Preparation

The costs related to the development and submission of an application are fully the responsibility of the applicants and not chargeable to FMMJUA.

2.4 Disposition of Proposals

All proposals become the property of FMMJUA and will be a matter of public record subject to the provisions of Chapter 119, Florida Statutes.

2.5 Certifications

In submitting an application, an applicant certifies, represents and acknowledges the following (if an applicant cannot so certify any of the following, the applicant shall submit with its response a written explanation of why it cannot do so):

(a) No Board member, official or employee of FMMJUA has or will benefit financially or materially from approval of the application. Any grant or contract arising from this process may be terminated by FMMJUA if it is determined that gratuities of any kind were either offered to or received by any of the aforementioned FMMJUA Board members, officials or employees.

(b) Neither the applicant nor any person associated with the applicant who is or will be responsible for the administration of grant funds (including, but not limited to, any owner, partner, director, officer, principal investigator, project director, manager, auditor or other key personnel of the applicant) has within the preceding three years:

(1) been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction, public contract or grant; violation of federal or state antitrust statutes; or commission of fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or

(2) had one or more federal, state, or local government contracts or grants terminated for cause or default.

2.6 Conflict of Interest and Disclosure

Applicants **must** disclose in their applications any officer, director, owner, employee, or agent of the applicant who is also an FMMJUA employee, agent, officer or Board member. Applicants must also disclose any FMMJUA employee, agent, officer or Board member who owns, directly or indirectly, an interest of five percent or more in the applicant or its affiliates. In the event that it is determined that the information in this section was not disclosed by the applicant in its application, the applicant will be disqualified and the application rejected. In the event that it is determined that an award of a grant to a particular applicant would give rise to an impermissible conflict of interest or otherwise be in violation of Florida law, the applicant will be disqualified and the application rejected.

2.7 Public Access to Records

All documents, papers, letters, or other materials that are made or received by the selected agency or institution in connection with the grant or contract may be subject to the Public Records Law pursuant to Chapter 119, Florida Statutes.

All documents, papers, letters, or other materials that are made or received by the selected agency or institution in connection with the grant or contract shall be maintained for a period of five years after the expiration of the grant period. The FMMJUA may cancel the grant or contract in the event of the selected agency or institution's refusal to allow access to public records in accordance with Chapter 119, Florida Statutes.

2.8 Intellectual Property

Grantees may copyright or seek patents for, as appropriate, final and interim products and materials developed in whole or in part with FMMJUA funds, including, but not limited to, methodological tools, measures, software with documentation, literature searches, and analyses. Such copyrights and patents are subject to a worldwide irrevocable FMMJUA license to use and permit others to use these products and materials for FMMJUA purposes, which may include making project materials, databases, results, and algorithms available for verification or replication by other researchers. In addition, final products may be made available to the health care community and the public by FMMJUA or its agents if such distribution would significantly increase access to a product and thereby produce substantial or valuable public health benefits.

2.9 Special Accommodations

Any person requiring a special accommodation at a conference or meeting of the FMMJUA because of a disability should contact Mr. Preston Cowie at 850-385-8114 at least 48 hours prior to the conference or meeting.

2.10 Public Bidding Requirements Inapplicable

The public bidding requirements under Chapter 287 are inapplicable to this RFA and no such bidding requirements are incorporated by this RFA. Nor does this RFA afford any formal protest rights under Section 120.57, Florida Statutes.

SECTION 3: APPLICATION SUBMISSION INSTRUCTIONS

3.1 Application Receipt Deadline

All applications must be received no later than 5:00 p.m. (EDST) on [DATE] at the following location:

Florida Medical Malpractice Joint Underwriting Association
1836 Hermitage Blvd., Suite 201
Tallahassee, Florida 32308-7704

APPLICATIONS RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL NOT BE REVIEWED.

3.2 Content and Form of Application Submission

A complete application must include the original, four hardcopies and an electronic copy (on a CD-ROM in Adobe Acrobat format) of the items listed below, in the order outlined.

1. Completed and Signed Coversheet (Appendix A)

THE SIGNATURE ON THIS FORM CONSTITUTES ACCEPTANCE OF ALL THE TERMS STATED IN THIS RFA AND ANY ADDENDA THERETO. THE SIGNATORY MUST THEREFORE BE A REPRESENTATIVE OF THE APPLICANT WITH THE AUTHORITY TO ACCEPT SUCH CONDITIONS ON BEHALF OF THE APPLICANT. IF THE COVERSHEET IS NOT SIGNED BY AN AUTHORIZED REPRESENTATIVE, THE APPLICATION WILL NOT BE REVIEWED.

2. Completed and Signed "Conditions of Grant" Form (Appendix B)

THE SIGNATURE ON THIS FORM CONSTITUTES ACCEPTANCE OF THE TERMS STATED IN THE CONDITIONS OF GRANT FORM. THE SIGNATORY MUST BE A REPRESENTATIVE OF THE APPLICANT WITH THE AUTHORITY TO ACCEPT SUCH CONDITIONS ON BEHALF OF THE APPLICANT. IF THE CONDITIONS OF GRANT FORM IS NOT SIGNED BY AN AUTHORIZED REPRESENTATIVE, THE APPLICATION WILL NOT BE REVIEWED.

3. A one-page summary of the project.

4. A detailed project budget and budget narrative .

The application must include both a detailed budget and a budget narrative for the proposed project.

At a minimum, the detailed budget should separately itemize for each year of the proposed project all direct project costs including, but not limited to, costs for personnel,

consultants, equipment, travel, and supplies. Applicants may use no more than 15 percent of grant funds for purchasing equipment, hardware or software. Applicants which propose more than 15 percent for such purchases will be returned without review. With respect to personnel costs, the budget must specify for each position the salary or wages, fringe benefits and expected hours to be allocated to the project. The detailed budget must also disclose any indirect costs allocated to the project. For purposes of this grant, the allocated indirect costs may not exceed 20 percent of the direct costs.

The budget narrative must be limited to five pages. The budget narrative must propose a date on which the applicant wants funding to start, specify the duration of the project, explain the assumptions underlying each line item of the budget and provide a justification for the proposed costs. This includes an explanation of how the indirect cost rate was developed and what costs are included therein.

Expenditures of the grant funds must adhere to the specific line items in the applicant's approved grant budget. Transfers among line items (increases and decreases) must be requested in writing and approved in advance by FMMJUA's General Manager.

No applicant may include in the budget a fee or other charge that is in excess of the applicant's actual direct and indirect project costs.

The RFA does not require cost sharing. However, in the scoring of the criterion relating to Agency or Institution Support and Commitment (see RFA § 4.2), FMMJUA will take into account the resources that each applicant and its partners intend to devote to the project being proposed. Institutional support from the applicant and its partners indicates a greater potential for project success and sustainability. Examples of institutional support would include donated equipment and space, institutional funded staff time and effort, or other resource investments. In this regard, the budget should include line items that specify the resource contributions, if any, by the applicant and its partners. The budget narrative should describe these contributions and provide assurances that the applicant and any partners are committed to providing these funds and resources.

The feasibility and appropriateness of the budget is a factor in funding decisions.

5. Audited financial statements for the applicant, including, at a minimum, income statements and balance sheets covering the applicant's two most recent fiscal years.

If the applicant has no audited statements, then the applicant must submit its unaudited financial statements for the same time period.

6. Body of proposal (up to 25 double-spaced pages on 8 ½ x 11 sized paper with one inch margins and a font size no smaller than 12 points), which shall include the following sections:

(a) Project Description: At a minimum, the project description should:

1. Identify the patient safety issue or problem targeted, including whether this problem arises in an inpatient or an outpatient setting (or both), the

scope of the issue or problem, and the population most at risk. Describe the patient safety issue or problem in sufficient detail to render a complete understanding of the nature of the problem that is to be addressed and how the safe practice intervention to be developed and implemented will eliminate and/or mitigate the identified risks and hazards. This description should include not only a brief review of the salient literature with respect to the problem area, but also the anticipated benefits, limitations, and scientific significance of the proposed safe practice to be designed and implemented.

2. Describe the development and implementation of the proposed intervention that addresses the identified risks and hazards. The applicant must have already completed the risk assessment to such a degree that it can be used as part of the process to develop and implement the safe practice intervention. The applicant must include information as to how the risk assessment/modeling has been incorporated into the planning for the safe practice intervention intended to eliminate or minimize the patient safety risk or potentially hazardous health care practice that was assessed and/or modeled. The applicant must identify the patient population most impacted by the risks and hazards and outline the expected benefits and outcomes from the implementation of the safe practice.
3. Describe the specific health care organization, setting of care, or specialty practice area in which the proposed intervention will be implemented, including an explanation of why those chosen are particularly suitable for this intervention.
- 4.. Given the specification of the research objectives and taking into account practical constraints, the applicant needs to describe the methodology to be employed, including the specific outcomes that will be measured and analyzed to demonstrate successful achievement of the project objectives. Information provided in the application should include the anticipated benefit to established knowledge about how to improve patient safety. The application must include a timeline with milestones covering all major phases of the project.
5. Describe the applicant's plans for: collecting outcome data, including types of data; analyzing the outcome measures and how they relate to the project objectives; and, anticipated benefits of a successful intervention to patient safety and safer provision of health care services. To the extent possible, applicants should discuss the generalizability and any anticipated limitations of the proposed intervention.
6. Describe how the applicant plans to engage and involve its partners and significant stakeholders in the project.

7. Provide an implementation plan including a timeline for introducing the safe practice intervention into the health care delivery process. This plan should include the identification of barriers and problems to be overcome in introducing the safe practice intervention. The plan should discuss the anticipated costs and benefits to the institutions of implementing the safe practice intervention, including the projected return on investment for the intervention development and implementation.
 8. Describe potential barriers to adoption of the safe practice intervention and how these barriers can be overcome.
 9. Describe anticipated products, including any implementation toolkits that will result from the project. The applicant should specify projected impact and replicability of any tools, products and the toolkits that are developed. A toolkit should: include implementation specifications and guidelines as well as data specifications when necessary; document the lessons learned during the implementation process, including the barriers and challenges and how they were addressed; and identify any resources (e.g., staff, costs) and other tools that facilitate adaptation and/or adoption of the safe practice intervention.
 10. Provide an evaluation plan. The plan should focus on the performance and impact of the implementation of the safe practice intervention. The applicant should describe how the safe practice intervention (including the implementation toolkit or other products) and project outcomes will be evaluated and assessed. The evaluation plan should also focus on assessing the reproducibility, generalizability, benefits and costs of the safe practice intervention.
 11. Provide a dissemination plan. The dissemination plan should describe how the applicant intends to actively promote and share the intervention tools/toolkit with other interested parties outside of the applicant organization and its partner(s). This information should be in the form of an action plan for sharing the adaptation and/or adoption of the planned implementation toolkit by other healthcare organizations.
 12. The applicant must describe how the project will be integrated into the mainstream or normal operations and activities of the organization for sustainability. There is an expectation that the safe practices successfully implemented as part of the funded activities will become standard operating procedures/practices with the organization.
- (b) Organization: This section of the proposal should describe the organization's commitment to patient safety in either an inpatient and/or an outpatient setting, including previous safety initiatives the organization has undertaken (whether

funded as a project or implemented as part of regular operations). Organizational experience implementing projects similar in scope to the project proposed to FMMJUA should be highlighted. If similar projects have not previously been implemented, the organization should explain why it expects to succeed in implementing this project. Partnerships with other organizations should be detailed, including the role each organization will play in the project and any previous collaborative efforts the organizations have had together.

- (c) Personnel: Biographical descriptions of key personnel, including the principal investigator, must be provided along with a description of each individual's expected role in the project and previous experience with patient safety initiatives. If staff is not currently available for the project, the applicant should describe the recruiting efforts, including the skills and experience an individual will need in order to staff the project. The likelihood of recruiting an individual to meet these qualifications should also be described. Contingent hires should be identified.

The principal investigator should be an experienced senior level individual who should devote a substantial portion of his/her time to the project.

7. Supplemental Materials: Applicants may attach other materials that they feel may improve the quality of their proposal. Supplemental materials are limited to a total of 20 pages and must be contained in appendices to the main application. At a minimum, the principal investigator's resume or C.V., along with the C.V. or resumes for other key project personnel, must be included in the appendix. In addition, if an applicant proposes to work jointly with one or more organizations on the project, a memorandum of understanding demonstrating an agreement to work together on the grant project must be provided.

TO ENSURE EQUITY AMONG APPLICANTS, PAGE NUMBER, MARGIN AND FONT SIZE REQUIREMENTS MUST BE OBSERVED. APPLICATIONS VIOLATING THESE REQUIREMENTS WILL NOT BE REVIEWED.

SECTION 4: APPLICATION REVIEW INFORMATION

4.1 Responsiveness Review

Upon receipt, applications will be reviewed for responsiveness to the requirements in the RFA:

(a) Applications found to be responsive to the mandatory requirements in the RFA will be evaluated pursuant to Section 4.2 below.

(b) Applications found to deviate materially from the mandatory requirements will be rejected and not further evaluated. The use of "shall," "must," or "will" in this RFA indicates a mandatory requirement or condition from which a material deviation may not be waived by FMMJUA. A deviation is material if, in FMMJUA's sole discretion, the deficient response (i) is not in substantial accord with the RFA requirements, (ii) gives one applicant an advantage or benefit not enjoyed by other applicants, (iii) impairs the ability to do a complete evaluation of an application, and/or (iv) adversely impacts FMMJUA's interests.

(c) FMMJUA may reject any application not submitted in the manner specified by the RFA. However, FMMJUA reserves the right to waive any minor irregularity, technicality, or omission if FMMJUA determines that doing so will serve FMMJUA's best interests. Waivers, when granted, shall in no way modify the RFA requirements or excuse the applicant from full compliance with the RFA specifications if the applicant is awarded a grant.

(d) The words "should" or "may" in this RFA indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such desirable features will not in itself cause rejection of an application.

(e) Unless specifically requested by FMMJUA, any amendments, revisions, or alterations to proposals will not be accepted after the application receipt deadline. If FMMJUA determines that an application contains a minor typographical error, FMMJUA may notify the applicant and provide the applicant with an opportunity to correct the error. Information that is required to be included in an application and is inadvertently omitted will not be accepted under this error correction provision. All information required to be included in an application must be received by the application submission deadline specified in Section 1.9 of this RFA.

4.2 Application Evaluation and Selection

An application evaluation committee consisting of at least three members with experience and knowledge in the areas and requirements for this RFA will score each complete and responsive application. FMMJUA reserves the right to have specific sections of the applications evaluated by less than three individuals. The applications will be evaluated based on the following criteria:

1. Significance (20 possible points):

- Does the proposed project address an important patient safety problem and will it ultimately show a reduction in medical liability claims?
- Will the proposed safe practice intervention make a difference in patient care and improve patient safety?
- If the aims of the project are achieved, how do they advance the diffusion and adoption of effective safe practices?
- If the aims of the project are achieved, how do they reduce the incidents of medical liability claims against health care providers in Florida?
- What are the overall benefits to patients and society of implementing the safe practice intervention?

2. Approach (25 possible points):

- Does the application adequately demonstrate the completion of a risk assessment and/or gap analysis for the problem and the safe practice intervention?
- Is the proposed intervention appropriate and reasonable given the risks and hazards identified?
- Is there a clearly demonstrated scientific basis for the proposed intervention that supports a likelihood of success?

- Is there a clear plan for implementation including a project management plan, measurable outcomes, timelines, and milestones?
- Does the project plan have clear and well-reasoned goals consistent with those stated in this RFA?
- Does the application acknowledge potential problem areas and consider alternative tactics?
- Are any barriers to adoption and difficulties in implementation adequately addressed?

3. Innovation (5 possible points):

- Does the project employ novel concepts, approaches or methods?
- Are the aims original and innovative?
- Does the project develop new methods for implementation?
- Is the safe practice intervention one that has not widely been implemented or one for which implementation tools are not already available?

4. Investigators (10 possible points)

- Are the principal investigator and other key personnel appropriately trained and well suited to carry out this work?
- Is the work proposed appropriate to the experience level(s) of the principal investigator and other members of the project team?
- Do the principal investigator and project team bring complementary and integrated expertise to the project as appropriate?
- Has the project included outside resources or partners that have expertise in implementing safe practice interventions if such expertise does not exist within the agency or institution seeking the grant award?

5. Agency or Institution Support and Commitment (10 possible points):

- Does the application provide evidence that the agency or institution has sufficient influence, experience, and resources to carry out the proposed activities?
- Is there a substantial level of agency or institution support for the proposed project?
- Is there thorough and convincing evidence and documentation of the commitment of the agency or institution?
- Is the type and extent of the agency or institution's resource commitment an appropriate commitment to patient safety?
- Is this project part of an ongoing effort to improve patient safety, or is there other evidence that the agency or institution has a history of successful efforts in improving patient safety?
- Is there evidence of institutional support and commitment to sustaining and institutionalizing the safe practice intervention once the funding has been completed?
- Are the resources dedicated to the project sufficient to ensure commitment on the part of key personnel?

- To what extent does the project involve stakeholders at multiple levels of the organization?
- Is the agency or institution partnering with another agency or institution and, if so, are the details and benefits or such an arrangement described, and is there evidence of commitment from the collaborating partner(s)?

6. Environment (10 possible points):

- Does the environment in which the project will be conducted contribute to the probability of success?
- Does the proposed project benefit from unique features of the health care environment(s) or subject populations?

7. Generalizability (10 possible points):

- How generalizable would the safe practice intervention be to other settings of care and/or other health care organizations?
- Can the implementation products or toolkit for the safe practice intervention resulting from the project be adapted and/or adopted by other parts of the applicant institution and other types of organizations?
- Are there adequate plans to address the needs of gender, racial and ethnic groups (and subgroups), and children as appropriate for the aims of the project.
- Has adequate attention been given to any specific issues in provision of health care services and safety of Floridians and the needs of specific Florida populations.

8. Budget (10 possible points)

- Is the proposed budget reasonable and is the requested period of support appropriate in relation to the proposed research project?
- Is the proposed budget allocation appropriate for the project objectives?
- Does the resource allocation allow for the effective development and implementation of the proposed intervention and the resulting tools, products and toolkit?
- Is there effective and efficient use of project resources?
- Does the budget reflect the costs associated with any arrangement with participating partners?

4.3 Clarifications

FMMJUA reserves the right to seek clarification of any information contained in an application. The failure of an applicant to provide any requested information may result in rejection of the application.

4.4 Award

The Board will make the final decision on what grant(s), if any, to award pursuant to this RFA. The Board will award the grant(s) to the applicant(s) which offers the best value as measured by

the criteria stated in this RFA. **FMMJUA reserves the right to approve one or more grant requests, or to reject all requests, at its discretion. FMMJUA also reserves the right to reduce or delete any budget items or the total amount of the budget at its sole discretion.** FMMJUA will notify applicants of the award decision by posting that decision on the FMMJUA website. Selection of an application for award is not authorization for performance to begin. Funding shall be subject to the execution of an agreement between each awardee and FMMJUA which memorializes the terms of the grant including the start date.

FMMJUA REQUEST FOR APPLICATION

APPENDIX A

SAFETY OF HEALTH CARE SERVICES GRANT APPLICATION COVER SHEET

AGENCY/INSTITUTION NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FACSIMILE NUMBER: _____

E-MAIL ADDRESS: _____

PRINCIPAL INVESTIGATOR : _____

TITLE AND BRIEF SUMMARY OF GRANT PROJECT:

REQUESTED GRANT AMOUNT: _____

SIGNED (by individual authorized to legally bind the organization):

Name (print):

Title:

Date:

APPENDIX B

CONDITIONS OF GRANT

(RFA # 2009-01)

To induce the Florida Medical Malpractice Joint Underwriting Association (“FMMJUA”) to make the grant requested, the Grant Applicant accepts and agrees to comply with the following conditions, in the event that such grant is awarded.

1. PURPOSE AND ADMINISTRATION. The grant shall be used consistent with the purposes and terms specified in the Request for Application (“RFA”), the application submitted by the Grant Applicant as approved by FMMJUA, and this Conditions of Grant form (collectively, the “Grant Agreement”). In the event that the funds are used contrary to the purposes or terms stated in the Grant Agreement (or any approved amendment to the Grant Agreement), or are not used within the time specified in the application submitted by the Grant Applicant (or within the time specified in any approved extension), the unspent funds shall be returned to FMMJUA.

In the event of any conflict between (i) the application of the Grant Applicant and (ii) the RFA and this Conditions of Grant form, the RFA and the Conditions of Grant form shall control.

The Grant Applicant will directly administer the project or program being supported by the grant and agrees that no grant funds shall be disbursed to any organization or entity, whether or not formed by the Grant Applicant, other than as specifically set forth in the grant application referred to above.

2. No part of the grant shall be used for a grant contract or subcontract to another person or organization without prior written approval of the General Manager of the FMMJUA.
3. BUDGET. Expenditures of the grant funds must adhere to the specific line items in the Grant Applicant's approved grant budget. Transfers among line items (increases and decreases) must be requested in writing and approved in advance by the FMMJUA General Manager.
4. ACCOUNTING AND AUDIT. A systematic record on a fund-accounting basis shall be kept by the Grant Applicant of the receipt and disbursement of funds and expenditures incurred under the terms of the grant, and the substantiating documents, such as bills, invoices, canceled checks, receipts, etc., shall be retained in the Grant Applicant's files for a period of not less than five (5) years from the date of the expiration of the grant period. The Grant Applicant agrees to promptly furnish the FMMJUA with copies of such documents upon the FMMJUA's request, and without charge to the FMMJUA.

The FMMJUA, at its expense, may audit or have audited the records of the Grant Applicant insofar as they relate to the disposition of funds granted by the FMMJUA, and the Grant Applicant shall provide all necessary assistance in connection therewith without charge to the FMMJUA. Randomly selected projects may be selected for routine audit without cause.

5. REPORTS. When multiple years are involved, the Grant Applicant must submit a progress report during the final month of the first project year. This 12-month progress report must include descriptive and evaluative comments on both completed activities and plans for the remainder of the project, including any changes foreseen in the future. At a minimum, the progress report will include descriptive comments on: progress to date measured against project aims; methodological changes implemented; key preliminary findings; significant problems and resolutions; inclusion of priority populations; and projected related publications, presentations, and dissemination activities. Funding beyond the first year will be contingent upon review and acceptance by FMMJUA of the 12-month progress report.

The Grant Applicant must also submit a financial report for each fiscal year contained within the project period accompanied by a report of the auditors prepared according to standards presented in AU Section 551, "Reporting on Information Accompanying Basic Financial Statements in Auditor-Submitted Documents" (July 16, 2008), no later than 180 days after the close of the fiscal year. The financial report is to be in the same format as the approved grant budget, and for each line item, show the original project budget, the balance carried forward as of the report date, the amount expended against each line item for the current period, and the resulting balance remaining in each line. A total is to be shown for each column. The financial report may be included with the basic financial statements and other supplementary information or it can be presented separately in an auditor-submitted document outside the basic financial statements. If an encumbrance system is used, encumbrances are to be shown in a separate column from cash expenditures.

The FMMJUA may, at its expense, monitor and conduct an evaluation of operations under the grant, which may include visits by representatives of the FMMJUA or its designees to observe the Grant Applicant's program procedures and operations, and to discuss the program with the Grant Applicant's personnel.

In addition to the above requirements, final progress and cumulative financial reports are required within 90 days after the end of the project period.

6. PUBLIC REPORTING. The Grant Applicant may be asked to review and approve a project summary briefly describing the Grant Applicant's activity which will be used by the FMMJUA to respond to inquiries and for other public information purposes.

The Grant Applicant shall send to the FMMJUA copies of all papers, manuscripts, and other information materials which it produces that are related to the project sponsored by the FMMJUA.

In all public statements concerning the FMMJUA (including publications, press releases, annual reports, or other announcements) the Grant Applicant is required to refer to the FMMJUA by its full legal name: Florida Medical Malpractice Joint Underwriting Association.

7. CERTIFICATION REQUIRED WHEN GRANT MAY BE USED FOR RESEARCH INVOLVING HUMAN SUBJECTS. If the grant is to be used in whole or in part for research involving human subjects, the Grant Applicant hereby certifies that it will comply with all applicable state and federal laws and regulations regarding such research, including any applicable privacy regulations.

8. GRANT REVERSION AND TERMINATION. If the grant is intended to support a specific project or to provide support for a specific period of time, any portion of the grant unexpended at the completion of the project and the end of the time period and any authorized extension thereof shall be returned to the FMMJUA within thirty (30) days.

The FMMJUA may, for its sole convenience, cancel this grant in whole or part, at anytime, by giving the Grant Applicant thirty (30) days written notice of its intention to do so. In the event of such termination, the Grant Applicant will be entitled to recover all approved project costs incurred prior to the date of termination.

If the grant is terminated prior to the scheduled completion date, the Grant Applicant shall, upon request of the FMMJUA, provide to the FMMJUA a full accounting of the receipt and disbursement of the funds and expenditures incurred under the grant as of the effective date of termination. The Grant Applicant shall repay within thirty (30) days after written request by the FMMJUA all grant funds unexpended as of the effective date of termination and all grant funds expended for purposes or items allocable to the period of time subsequent to the effective date of termination.

9. LIMITATIONS AND CHANGES. Any changes, additions, or deletions to the conditions of the grant must be made in writing only and must be jointly approved by the FMMJUA and the Grant Applicant.

10. INDEMNIFICATION. The Grant Applicant shall be liable for, and shall indemnify, defend, and hold the FMMJUA and its officers, employees, agents and Board members harmless from all claims, suits, judgments, or damages (including litigation costs and reasonable attorney's fees) arising from the award of any grant or the performance of any project funded in whole or in part by such grant.

11. CONTROLLING LAW. The RFA, application and the Conditions of Grant form shall be construed and enforced in accordance with the laws of the State of Florida.

12. ARBITRATION. Any controversy, claim or dispute arising out of or relating to the Grant Agreement shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, in Tallahassee, Florida, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. There shall be three (3) arbitrators, named in accordance with such rules.

THE FOREGOING CONDITIONS ARE HEREBY ACCEPTED AND AGREED TO AS OF THE DATE INDICATED.

Grant Applicant

Date

Authorized Signature of Grant Applicant

Title