Radiology Equipment Initiative Request for Proposal (RFP)
Frequently Asked Questions (FAQs)

RFP General Information

What is the Radiology Equipment Initiative?
This initiative will assist qualifying hospitals and not-for-profit clinics to fund fixed digital X-ray, portable digital X-ray, portable digital C-arms, and/or fixed digital fluoroscopy equipment.

Why is the Rural Healthcare Program funding the purchase of radiology equipment?
In the spring of 2018, the Rural Healthcare Program surveyed healthcare facilities in its seven-state funding area to learn about community health, capital, and workforce needs. A large percentage of facilities that participated reported radiology equipment as a top capital priority which was often deferred due to other funding priorities. In addition, many facilities use equipment that does not meet MITA Smart Dose standards.

What is the maximum grant amount that will be awarded?
Since a facility may request funding for more than one modality of equipment, a pre-determined maximum grant amount is not specified for this initiative. Funding will only be provided for the purchase of fixed digital X-ray, portable digital X-ray, C-arms, and/or fluoroscopy equipment. All other associated costs (staffing, training, IT infrastructure improvements, construction or renovation, service agreements, etc.) must be covered by the facility.

Who is eligible to apply for a grant?
Applicants must be 501(c)(3) or other tax exempt (e.g. city or county owned) facilities in rural communities. Any Critical Access Hospital or not-for-profit clinic (including Rural Health Clinics and Federally Qualified Health Centers) located in Iowa, Minnesota, Montana, Nebraska, North Dakota, South Dakota or Wyoming may apply for grant funding if they have equipment that needs replacement or do not have equipment but can justify adding the equipment.

Our organization / facility has been a recipient of a prior Helmsley grant. Are there restrictions on applying for this grant initiative?
No. Prior Helmsley funding does not prevent an organization from being considered for this initiative.

Can a facility / health system apply for multiple radiology equipment at multiple locations with one application?
No. A separate application must be completed for each facility.

Can a facility / health system apply for multiple radiology equipment with one application?
Yes. The Request for Proposal (RFP) allows the applicant to request multiple radiology equipment in order of priority. Requesting multiple radiology equipment will not impact selection; however not all equipment requested may be funded.

Can a facility apply for other equipment not listed (e.g. 3D mammography, portable ultrasound, etc.)?
No. This initiative is limited to fixed digital X-ray, portable digital X-ray, portable digital C-arms, and/or fixed digital fluoroscopy equipment.

What due diligence will Helmsley perform?
Helmsley seeks to assess whether the facility is in good standing, fiscally healthy, sustainable, and that the proposed project will use Helmsley funds as stated.

What is the grant application process?
This funding opportunity requires a two-step submission process.

1) **Eligibility Quiz & Request for Proposal (RFP)**
   A screening questionnaire will be used to determine eligibility to continue the grant application process. This screening tool will prevent healthcare facilities that do not meet the basic parameters of the RFP from completing the application.

   Eligible applicants will be asked to submit an RFP describing their organization, the area served, radiology services, and current radiology equipment. This step will also include a preliminary budget justification.

2) **Full Proposals**
   Only select applicants will be invited to complete a full proposal building on the information provided in the RFP.

Please note, if any of the required information is not provided or if any of the documents are incomplete, your application may not be reviewed or be considered for funding.

What is the approximate timeline for the funding opportunity?

Request for Proposal (RFP) Released	August 1, 2018
RFP Due by Close of Business (5 p.m. ET)	October 1, 2018
Selected Applicants Invited to Submit Full Proposals no later than	December 1, 2018
Full Proposals Due by Close of Business (5 p.m. ET)	January 2, 2019
Grantees Selected and Notified	February 2019
Estimated Project Start Date	April 1, 2019

How will the RFP be evaluated?
This RFP is a competitive grant application. Not all applicants will be awarded a grant, despite meeting all eligibility requirements. Applications will be evaluated on several criteria including, but not limited to:
- Need of the community/region served by the facility
- State of radiology services at the facility and how grant funding could impact these services
- Current radiology equipment specifications (age, modality, etc.)
- Weighing both financial need and financial health of the facility
- Ability to cover associated project and service costs
- Ability to sustain equipment and service beyond grant period

How will I be notified if I am selected to complete a full proposal?
The contact provided in the RFP will receive an email with information on completing the full proposal.

Will I be notified if I am not selected to complete a full proposal?
Yes, the contact provided in the RFP will receive an email stating their facility has not been invited to continue the application process. Notifications will be made no later than February 28, 2019.

If I am not selected to complete a full proposal in this grant round may I apply for future funding from Helmsley?
If additional grant funding is made available, the contact provided in the RFP will be notified via email.

RFP Submission Process

How do I access the Request for Proposal?
To access the Request for Proposal, you must first register as a new applicant using Helmsley's GrantRequest portal at https://www.GrantRequest.com/SID_1114?SA=SNA&FID=35216. Once you complete the registration process, you will be re-directed to the RFP.

If you already have a user account with Helmsley's GrantRequest portal, you may also use the aforementioned link to access the RFP. If you have forgotten your user-defined password, please use the "Forgot Password" function on the log-in page.

Is there an application password required with this RFP?
No. There is no application password.

Can more than one contact at my organization access the grant application?
No. Each RFP can only have one organization contact assigned to the grant application. If other members of the organization need to access the grant application, the user account holder can either transfer the application in Helmsley's GrantRequest portal or share their log-in with other members of the organization.

To transfer a grant application, select the action icon with the person with the two-way arrow in the GrantRequest portal.
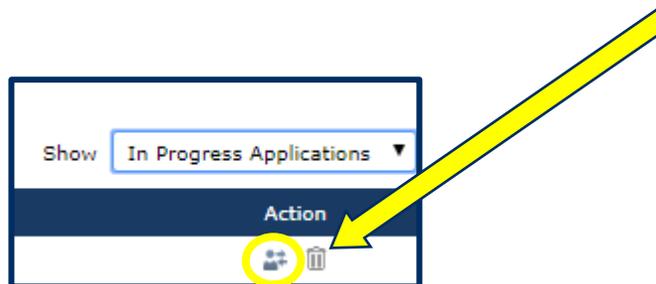
How do I create an account for Helmsley's online portal?
Once you access Helmsley's online portal, you are required to create a user name and user-defined password. To do so, please click on "New Applicant". You will be directed to use your e-mail address as a username and you must subsequently create a user-defined password. You should receive an email confirmation once your account has been established. This email will also have a link to access your account.

Please Sign In

Welcome to The Leona M. and Harry B. Helmsley Charitable Trust's grant application login page. If you are a **returning** applicant, please enter your e-mail and **user-defined** password below to begin the grant application process, or to access your saved and submitted applications.

If you are a **new** applicant, you must first register to access our system. Please click on "new applicant" and enter your preferred e-mail address and a **user-defined** password.

After successfully signing into the system using your e-mail and **user-defined password**, you may be prompted to enter a **second password**, also known as the **application password**, to start a new proposal for which you have been invited. The **application password** was sent to you in the invitation e-mail which provided the link to this login page. If you are applying through a Request for Proposals (RFP), you will not need to enter an application password.

If you have additional questions or need technical assistance with logging in, please refer to the **FAQ** link located in the upper right-hand corner of this page. An *Overview of Grant Terms* for the Trust is also available.

E-mail   Password

                    New Applicant?   Forgot Password?

                            Login

How do I access a saved Request for Proposal?

To access a saved form, please access Helmsley's GrantRequest portal using the following link and enter your username and user-defined password: https://www.grantrequest.com/SID_1114?SA=AM.

REQUEST FOR PROPOSAL APPLICATION

I need more space for a field in the application. Can I add more?

No, the restricted word count in each field is enforced to ensure concise answers.

Formatting for questions that ask Yes or No and allow for explanation.

Any question that asks you to answer Yes or No and allows for an explanation should be answered in the following method: "Yes", "No", or "Yes, explanation" or "No, explanation". For instance, to the question Does the radiology equipment the facility is seeking to replace meet the MITA Smart Dose X-ray standards?" you should respond to the effect:

"Fixed X-ray, no, not upgradeable
Portable X-ray, no, upgradeable"

Questions on specific fields:

- **Executive Summary** – It might be helpful to complete the entire application before writing the executive summary because this response outlines the entire scope of the project. Doing so may help you summarize the most relevant information, needs, and benefits of acquiring new radiology equipment for your facility.
- **Project Title** – Please format your project title to read "[Name of facility] Radiology Equipment Project".
- **Total Project Budget** – This is the total cost of the entire project, not just the requested funding amount for equipment.

- **Request Amount –** This is the total amount requested from the Helmsley Charitable Trust for equipment costs.
- **Project Start Date –** The earliest estimated project start date is **April 1, 2019**. A later date is acceptable, though it would be best to start the project during calendar year 2019. **If a later start date is requested, please note that in the executive summary.**
- **Length of Grant –** The grant should be 12 months. **If longer is needed, please note that in the executive summary.**

How do I upload documents to the application?
To upload documents to the application you must go to the last page of the form (labeled "Attachments"). On this page you will see a drop-down box with a list of all required documents. First, choose each document individually: click "Choose File" and browse your computer for the document to attach, click on the document once, then select "Open". You must attach all required documents to the online application, otherwise your proposal will be considered incomplete and may be disqualified.

What if the amount of funding requested in the RFP is different from the full proposal amount?
The RFP amount may be an estimate for the proposed project. The amount may be modified for the full proposal if your application is selected for the next step in the process.

What if I receive a better quote from a different vendor after being invited to submit a full proposal?
Potential grantees are encouraged to seek the best equipment for their facility at the best price point available. Secure the best price from vendors during the RFP phase. Accepting lower bids during the full proposal stage encourages vendors to withhold their best price and ultimately means Helmsley could have potentially granted to more facilities. Therefore, we strongly discourage changing bids from the RFP to full proposal stage. However, the quote submitted with the full proposal <u>must</u> be the intended purchase. Later changes will not be permitted.

Should I sign a purchase agreement while in the application process for this grant?
No. Facilities which enter into a purchasing agreement prior to being awarded a grant cannot be considered for philanthropic support.

<u>QUESTIONS</u>

For questions about the funding opportuning, including questions of eligibility, email rhc@helmsleytrust.org.

For technical assistance with the online application/portal, please email grants@helmsleytrust.org. Note: Any questions regarding this funding opportunity sent to this email address will not be answered.