

Maryland Health Benefit Exchange
Connector Entity Grant Solicitation
Internal Management Procedures

Presentation to the MHBE Board
May 21, 2018

MHBE has developed these Internal Management Procedures to facilitate the orderly transaction of agency business. The procedures are inward facing and are not imposed by the agency on statute; thus, no rights are conferred to applicants under these procedures.

GRANTS ARE NOT CONTRACTS

- A grant is not a contract and is not subject to State procurement law. See COMAR 21.01.02.01B(46).
- Grants generally may contain fewer specific requirements regarding performance standards than do contracts.
 - This means MHBE approves the objectives but not necessarily the means and details.

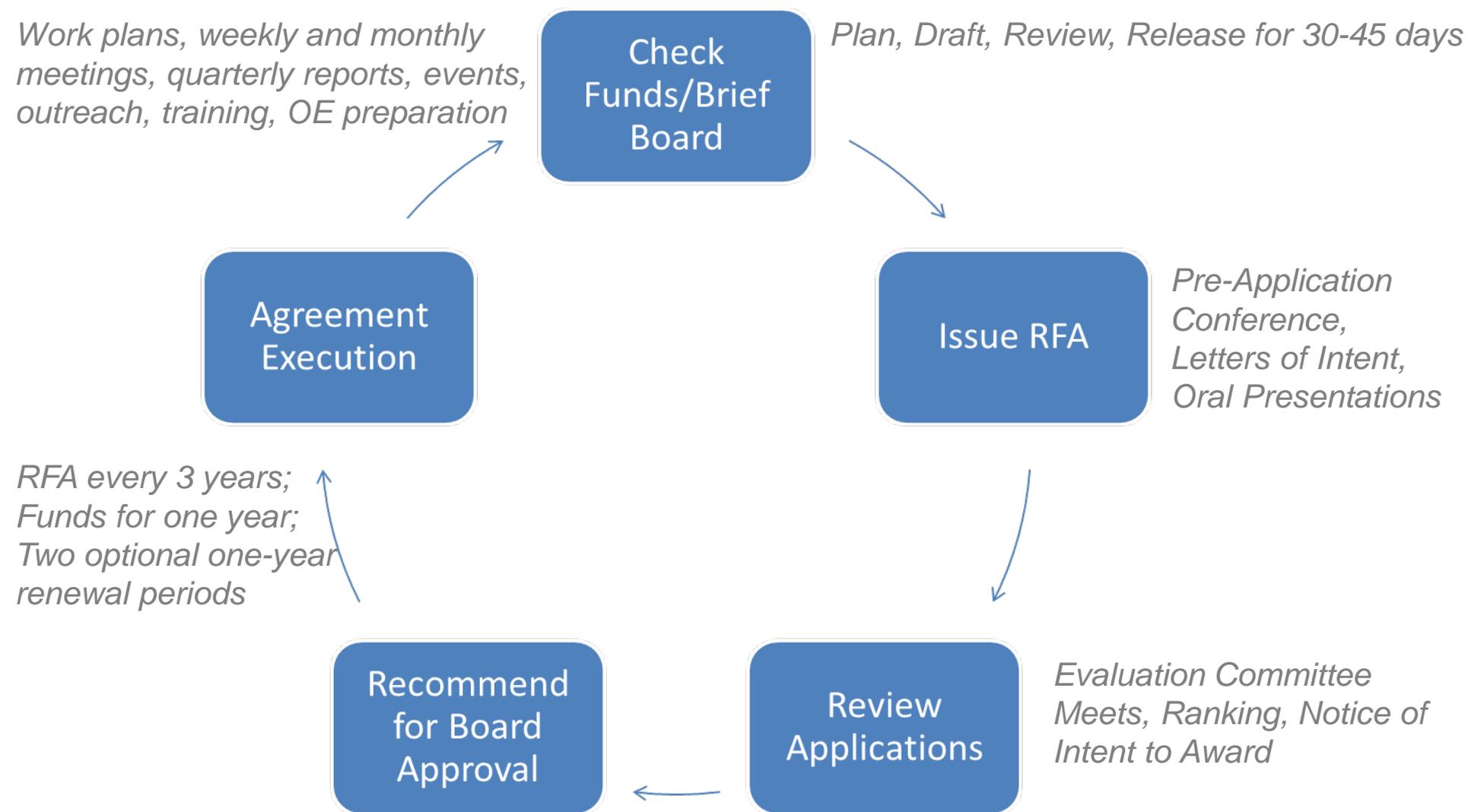
GRANTS ARE NOT CONTRACTS

- Grants have conditions and focus on objectives while contracts have deliverables and are requirements-based.
- Grant conditions and objectives should be written to elicit qualified applicants who can describe how they will meet objectives designed to provide the most successful Navigator program possible.

BEGINNING IN 2017, ALL GRANT SOLICITATIONS CONTAIN THE FOLLOWING LANGUAGE:

This grant solicitation is not subject to the MHBE Procurement Policies and Procedures. By submitting an application in response to this Grant Solicitation, the applicant acknowledges that the MHBE's grant application and review process and award determination are not subject to protest.

CONNECTOR ENTITY LIFE CYCLE



- The combined knowledge of the region and experience with current or substantially similar programs by Connector Entity and partners
- Demonstration of infrastructure, phone, computer, network, data capabilities
- Approach to staffing, oversight, technical assistance, escalated cases

- Ability to coordinate with local agencies, producers, ACSEs, and other community organizations
- Approach for outreach and health literacy and post-enrollment support
- Approach to training and ensuring high quality customer service
- Strength of financial proposal relative to its consistency with stated approach

Applications are evaluated and ranked for programmatic merit.

During this review, oral presentations and discussions may be held. The purpose of such discussions is to assure a full understanding of the MHBE's requirements and the Applicant's ability to perform the services so that each Grant provides the best overall value on the most effective approach to program activities.

The strength of the financial response is measured by its consistency with the approach and goals outlined in the program description and its adherence to the required budget line items. The financial response is not evaluated separately for its “offer” value because the grant award amounts are pre-determined.

- Availability of grant funds for the one-year renewal period is confirmed with the Chief Finance Officer;
- The current year's reporting metrics are reviewed to ensure all grantees are meeting the goals and objectives of their application; and
- A Renewal Instruction packet to solicit work, staffing, outreach and budget plans for the following fiscal year is issued.

OPTIONAL PERIODS

- Renewal plans are reviewed and approved by the CE Program Manager and the Director of Consumer Assistance.
- Grant award recommendation for the optional one-year period goes to the MHBE Board for grant approval.

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