

**Nursing Facility**  
**Align Employee Engagement Project**

**REQUEST FOR PROPOSALS**

**September 2021**

The Minnesota Department of Human Services, through the Nursing Facility Rates and Policy (NFRP) Division (State), is seeking Proposals from qualified Medicaid-Certified Nursing Facility Responders to implement the Align Employee Engagement Program in their facility.

The State Civil Monetary Penalties (CMP) Committee and the federal Centers for Medicare and Medicaid Services (CMS) has authorized the use of CMP monies to provide this program for up to 150 Minnesota nursing facilities. The goal of this RFP is to solicit nursing facilities that are committed to implementing an Employee Engagement Program in their facility; to improve employee engagement and retention and thereby enhance the quality of life and/or quality of care of nursing facility residents. This engagement program will be provided by Align, in coordination with Care Providers and Leading Age.

Align offers a comprehensive employee engagement program that follows staff from onboarding through exit, including; a communications portal platform, periodic employee engagement surveys, participant reports, training, and program support.

For more information on the work of Align, visit their website at: <https://align30.com>

- **Program costs (covered by the grant) per selected nursing facility**  
Grant funding covers the cost of participating in the program for a period of 2 years. Participant facilities will be required to actively participate and complete required program evaluation measures.

Package Component	Cost
Employee Engagement Platform (Portal)	\$ 590
Employee Engagement Surveys	\$ 570
Reports Dashboard	\$ 580
Training	\$ 770
Align Program Support	\$ 390
Total Cost for Package	\$ 2900.00

(In addition to these costs, CMP monies cover a limited amount of Association staff time to provide project coordination)

DHS has authority to negotiate amendments to Alternative Payment System (APS) contracts to implement grant projects pursuant to Minn. Stat. 256B.434, subd. 1 and 3. All Medicaid certified nursing facilities in Minnesota are invited to submit proposals.

General criteria for proposals submitted are contained in the “Fillable Proposal Form”.

**Proposal Submission Requirements:** Proposals must be submitted electronically using the **Align-Employee Engagement Program Fillable Proposal Form**. This is a fillable Word document in a table format allowing for expansion of each section as needed. The form is available on the DHS website at (follow the link “Civil Monetary penalty (CMP) Initiative”:

[Civil Monetary Penalty / Minnesota Department of Human Services \(mn.gov\)](https://www.dhs.gov/civil-monetary-penalty/minnesota-department-of-human-services)

The fillable form is divided into several sections. *Completion of each section is required.*

The fillable form must be submitted to DHS as an email attachment by midnight on November 23rd, 2021. The email address for submission is: [DHS.NFRP.CostReport@state.mn.us](mailto:DHS.NFRP.CostReport@state.mn.us)

**Proposal Review Process:** Department of Human Services, Nursing Facility Rates and Policy staff will review all proposals received by the deadline to determine all required components are included in the proposal. Proposals that do not contain all required sections will not move forward to the second phase of the evaluation.

Proposals that pass the Phase I review will move forward to Phase II, with final recommendations being made to the commissioner regarding approval. Criteria that will be used when reviewing the proposals includes:

<b>Component</b>	<b>Possible Points</b>
Description of applicant facility.	10
Description of employee engagement needs.	15
Sufficiency of communication plan with facility staff and leadership.	15
Staff responsibilities and roles are identified.	15
Project goals are defined.	15
Budget proposal.	10
How well does the overall application address the goals of this program?	20

After reviewing the Proposals, they will be evaluated using the following scale for each component:

<b>Proposal Component Rating</b>	<b>Point Factor</b>
Excellent	1.00
Very Good	0.80
Good	0.50
Poor	0.00

**Tentative Implementation Schedule:**

November 23, 2021	<b>Proposals due no later than midnight</b> Attach the application to an email and send to: <a href="mailto:DHS.NFRP.CostReport@state.mn.us">DHS.NFRP.CostReport@state.mn.us</a>
December 2021	Proposals will be reviewed on an ongoing basis (review and selection of proposals will take place during this period of time)
January 2-13, 2021	Negotiate contracts
January 17, 2021	Project implementation

**For technical assistance in preparing your RFP response, please contact, Munna Yasiri, MN Department of Human Services at (651) 431-2264 or email at [munna.yasiri@state.mn.us](mailto:munna.yasiri@state.mn.us). Contacting any other State employee in connection with this RFP could result in rejection of your response.**