



Dear Requester:

Cardinal Innovations Healthcare is committed to improving the health and wellness of our members and families, and we believe that investing in our communities is key to ensuring that services and supports are available to those in need. As part of our ongoing philosophy of community reinvestment, we are accepting Requests for Proposals (RFP's) to fund capital, equipment, and/or programmatic needs over the next 12 months.

Cardinal Innovations Healthcare serves more than 850,000 North Carolinians with complex needs. We provide access to both Medicaid and State-funded services and supports that best meet the unique needs of our members with mental health conditions, intellectual/developmental disabilities, or substance use disorder. Our community-based model of managed care supports natural interaction among members, local providers and stakeholders, and will serve as the foundation for identifying unmet needs. As you consider the needs within your community, we ask that you consider stable, sustainable investments that will improve health outcomes for these individuals, so that collectively, we may better serve North Carolina's most vulnerable citizens.

The following entities may submit a proposal for consideration:

- Counties
- Local Public School Systems/Districts and/or Higher Education Institutions
- Municipalities
- Well-established organizations (defined as being in operation for a minimum of three (3) years and qualifying for exemption under Section 501(c)(3), 501(c)(4), or 501(c)(6) of the IRS code).

Proposals from the following 20 counties will be considered:

Alamance, Cabarrus, Caswell, Chatham, Davidson, Davie, Forsyth, Franklin, Granville, Halifax, Mecklenburg, Orange, Person, Rockingham, Rowan, Stanly, Stokes, Union, Vance and Warren

Please review the timeline below as well as the attached requirements before submitting your application.

- February 1, 2018: Opening date to receive requests
- March 31, 2018 Deadline to submit questions
- May 1, 2018: Deadline to receive requests
- June 29, 2018: Funds awarded for approved requests

Together we will continue to make a difference in the lives of those we serve.

Sincerely,  
Cardinal Innovations Healthcare



## 2018 Request for Proposal Process Requirements

### **Guidelines:**

- The area of need should be fully detailed, including how the project/equipment/program will provide additional services and/or supports within the community, and how your proposal aligns with the mission of Cardinal Innovations Healthcare
- RFP's are limited to three pages. (Applicants will be contacted if further information is needed.) Supplemental brochures may also be provided as addendums
- A budget form must be submitted with your proposal. This form should itemize proposal expenses and justify how final dollar amounts were determined. Expanded budgets, bids, and/or 3<sup>rd</sup> party quotes may also be submitted as backup documentation
- Long-term sustainability should be outlined in the proposal. Is the proposal sustainable without ongoing fund consideration from Cardinal Innovations Healthcare? Does the proposal address and/or explain potential fluctuations in state funding, rate changes, or adjustments?
- Project outcomes, including ongoing measurement and support, should be included in the proposal
- Up to three letters of support for your request may be attached to your proposal. Letters may come from any stakeholder familiar with the community and the identified need
- Clarification questions may be asked through March 31, 2018. Please submit questions via email to [adam.cook@cardinalinnovations.org](mailto:adam.cook@cardinalinnovations.org)
- Cardinal Innovations Healthcare leadership and the Board of Directors will review all proposals and submit their final recommendations to the NC DHHS
- The North Carolina Department of Health and Human Services will provide final review and approvals
- For convenience and clarity, this RFP packet is provided in Microsoft Word format. Please download, save, and complete the documents in Word. Handwritten documents will NOT be accepted
- Deadline for submission is May 1, 2018
- A final project report must be submitted to Cardinal Innovations Healthcare within 364 days of RFP approval
- Copies of any promotional materials related to the project/equipment/program will be submitted to Cardinal Innovations Healthcare for approval prior to release, and should also be included in the final project report
- If the program, project, or equipment runs under-budget, Cardinal Innovations Healthcare must be notified and any remaining funds must be transferred back within the 364-day deadline



2018 Request for Proposals  
Cover Page

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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Funding will be used for (check all that apply):

Capital                       Equipment                       Program

Name of RFP: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

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Please return the completed signed cover page with your attached proposal and budget via email to:  
[adam.cook@cardinalinnovations.org](mailto:adam.cook@cardinalinnovations.org)

Or mail your paper application to:  
Cardinal Innovations Healthcare  
Attn: Adam Cook, Director of Strategic Alliances  
550 South Caldwell Street #1500  
Charlotte, NC 28202

Please email or call Adam Cook at 704-723-1851 regarding any questions during the RFP process.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Printed Name



## 2018 Budget for Requested Funds

- Please use this form and/or attach a page detailing the proposed budget.

	Description	Dollar Amount Requested
<i>Capital Project</i>		
<i>Equipment</i>		
<i>Program</i>		
<i>Other</i>		

***Total Funds Requested***

\$ \_\_\_\_\_