



GRANT SOLICITATION

Digital Health Sandbox Program

Solicitation No. 2019-MeHI-02

Massachusetts Technology Collaborative
75 North Drive Westborough,
MA 01581-3340
<http://www.masstech.org>

Solicitation Issued:	4/24/2019
Revised and Re-issued:	9/9/2020
Team Leader:	Katherine Green
Applications Due:	Rolling, see schedule below

1. INTRODUCTION

The Massachusetts eHealth Institute (“MeHI”), a division of the Massachusetts Technology Collaborative (“Mass Tech Collaborative”), is offering grants to fund projects to support companies looking to test and validate new products and services in a sandbox environment. MassTech Collaborative will award grants up to \$50,000.

Mass Tech Collaborative acts as the contracting entity on behalf of Massachusetts eHealth Institute and will enter into an agreement with selected Applicants containing certain standard provisions (the “Agreement”) ([Link to the Mass Tech Collaborative site](#) for the template Agreement).

2. GRANT OVERVIEW

2.1 Background

In 2016, Governor Baker launched the Digital Health Initiative (the “Initiative”) to position Massachusetts as a leading ecosystem for digital health innovation. Through the Executive Order, the Governor established the Digital Health Council (the “Council”) to advise and develop a growth plan to achieve the goals of the Initiative. The Council is co-chaired by the Secretary of the Executive Office of Housing and Economic Development and Dr. Jeffrey Leiden, Chairman, President, and CEO of Vertex, and is supported by the Massachusetts eHealth Institute. In 2017, the Council recommended focusing on three priority areas: creating a distributed data network; improving the Commonwealth’s digital health ecosystem and connectivity; and supporting pilot environments and product validation. Under the last priority area, the Council recommended supporting sandbox environments to support the lifecycle of research and development for digital health companies. To help achieve that goal, MeHI established a Digital Health Sandbox Grant Program and formed an Independent Steering Committee (“ISC”) to advise MeHI on the development of the program and the criteria for evaluating applicants. The ISC will review applications and make funding recommendations to MeHI.

2.2 Grant Requirements & Guidance

MeHI is releasing this solicitation for applications from Massachusetts digital health companies seeking support to test and validate their products or services in a sandbox environment. This is a rolling solicitation and any responses submitted after the initial deadline will be reviewed on a periodic, typically quarterly, basis pursuant to the evaluation criteria set forth in this solicitation.

In March 2020, the Commonwealth was hit by the COVID-19 global pandemic, shifting priorities for the government and the Commonwealth’s healthcare system. Projects with a particular ability to address the COVID-19 pandemic and support the Commonwealth and its healthcare system in their response to the pandemic will receive the highest priority.

MeHI, after receiving recommendations from the ISC, will select Massachusetts based sandbox environments to participate in the program. Information on the participating sandboxes and their capabilities will be kept up-to-date on www.massdigitalhealth.org. Sandboxes will be periodically added as they are approved by MeHI. Applicants should carefully review the information to determine which sandbox can support their testing needs and, as part of the application, they must include a letter from the sandbox detailing the services and resources the sandbox will provide and confirming the sandbox’s ability to support the proposed project.

Applicants must complete Attachment A, the “MA Digital Health Sandbox Program Application” and provide brief bios for the key team members. The application should indicate the sandbox they would like to work with and clearly describe the applicant’s organization, their proposed use of the sandbox, their expected outcomes during the project period, the potential impact of the project on

the applicant company, the Massachusetts economy, health equity, and the Commonwealth's innovation ecosystem, and how this project will address the COVID-19 pandemic. If selected, in addition to contracting with MeHI, applicants may be required to execute agreements with their selected sandbox. **MeHI anticipates directing any awarded funds directly to a selected applicant's sandbox environment.** At the end of their project, selected applicants will be required to submit a final report summarizing their project, outcomes, barriers to completing the project, and plans for next steps, including the ability to move into a clinical environment post-testing. Additionally, in order to evaluate and evolve the overall program, MeHI plans to follow up with selected applicants after the grant to understand the long term impact of the program.

Selected applicants are eligible for grant awards up to \$50,000. Award amounts will be based on the cost of the applicant's proposed project and the applicant's company size. Applicants will be required to provide matching funding based on the applicant company's size using full time employee (FTE) counts at the time of application.

The first \$25,000 in sandbox fees will be fully covered for selected applicants with 5 or fewer FTE. Any remaining sandbox fees, or the full amount for selected applicants with 6 or more FTE, requires the following company match:

5 or fewer FTE	25% company match	75% subsidy from MeHI
10 or fewer FTE	50% company match	50% subsidy from MeHI
More than 10 FTE	75% company match	25% subsidy from MeHI

Matching funding must come from either federal or private sources, or from the applicant company, and must cover the sandbox's fees, not the applicant company's staff time or product costs. Applicants may qualify for more than one grant per year, but their total award amount will be capped at \$50,000 across all projects.

3 EVALUATION PROCESS AND CRITERIA

MeHI will collect and prepare the applications for the ISC to review. The ISC will make funding recommendations to MeHI based on its review.

The following evaluation criteria will be used to review Applicants:

- Feasibility of the proposed project, including:
 - Technical merit
 - Economic viability
 - Uniqueness of company or product in the digital health ecosystem
- Potential impact of the project, including:
 - Impact of the project on the company
 - Impact of the project on expanding and strengthening the state's economy
 - Impact of the project on patients' lives
 - Impact of the project on health equity
- Projects addressing the following areas will receive preference:
 - The COVID-19 pandemic
 - Cybersecurity and privacy issues
 - Cost or access challenges identified by the Health Policy Commission or other public bodies

All applicants will be notified of final decisions via e-mail to the identified Project Director.

4 APPLICATION PROCESS

4.1 Application and Submission Instructions

Applicants are cautioned to read this Solicitation carefully and to conform to its requirements. Failure to comply with the requirements of this Solicitation may serve as grounds for rejection of an Application.

- a. Applications **must** be delivered electronically to:

proposals@masstech.org (please include the solicitation number in the subject heading). Applicants will receive an email from the MassTech proposals email account confirming receipt of the application. If a confirmation email is not received within two business days, please contact Katie Green at green@masstech.org to confirm receipt of the application.

- b. A statement indicating compliance with the terms, conditions and specifications contained in this Solicitation must be included in the Application. Submission of the signed Authorized Applicant's Signature and Acceptance Form (Attachment B) shall satisfy this requirement.
- c. Any and all responses, Applications, data, materials, information and documentation submitted to Mass Tech Collaborative in response to this Solicitation shall become Mass Tech Collaborative's property and shall be subject to public disclosure. As a public entity, the Mass Tech Collaborative is subject to the Massachusetts Public Records Law (set forth at Massachusetts General Laws Chapter 66). There are very limited and narrow exceptions to disclosure under the Public Records Law. If an Applicant wishes to have the Mass Tech Collaborative treat certain information or documentation as confidential, the Applicant must submit a written request to the Mass Tech Collaborative's General Counsel's office no later than 5:00 p.m. fourteen (14) business days prior submission of an Application. The request must precisely identify the information and/or documentation that is the subject of the request and provide a detailed explanation supporting the application of the statutory exemption(s) from the public records cited by the Applicant. The General Counsel will issue a written determination within ten (10) business days of receipt of the written request. If the General Counsel approves the request, the Applicant shall clearly label the relevant information and/or documentation as "**CONFIDENTIAL**" in the Application and **shall submit a hard copy of the Application with the confidential material to:**

General Counsel
Massachusetts Technology Collaborative
75 North Drive
Westborough, MA 02108

No confidential material should be included in the electronic copy of the Application.

Any statements in an Application reserving any confidentiality or privacy rights that is inconsistent with these requirements and procedures will be disregarded.

Applicants please note: By executing the Authorized Applicant's Signature and Acceptance Form and submitting an Application in response to this Solicitation, Applicant certifies that it (1) acknowledges and understands the policies and procedures for handling materials submitted to Mass Tech Collaborative, as described in this Solicitation, (2) agrees to be bound by those policies and procedures, (3) acknowledges that the statutory exemptions from the Massachusetts public records law are very limited; and (4) agrees that Mass Tech Collaborative shall not be liable under any circumstances for any disclosure of materials submitted to in connection with this Solicitation that is required by law.

- d. Mass Tech Collaborative reserves the right to amend the Agreement at any time. Applicants should review the Grant Agreement and Statement of Work located [HERE](#) as they are required to specify any exceptions to the Agreement and to make any suggested counterproposal in their Application. **A failure to specify exceptions and/or counterproposals will be deemed an acceptance of the Agreement's general terms and conditions, and no subsequent negotiation of such provisions shall be permitted.** Although Mass Tech Collaborative will be the contracting counterparty with the Applicant, for purposes of this Solicitation (and except where the specific context warrants otherwise), Massachusetts eHealth Institute and the Mass Tech Collaborative are collectively referred to as Massachusetts eHealth Institute or MeHI.

4.2 Application Timeframe

Applications are accepted on a rolling basis. Answers to any questions submitted will be posted within one week of receipt. The Independent Steering Committee plans to meet quarterly to review applications. Applications received by the following deadlines will be included in the next review meeting:

- January 1, 2020
- April 1, 2020
- July 1, 2020
- October 1, 2020
- January 1, 2021
- April 1, 2021

4.3 Questions

Questions regarding this Solicitation must be submitted by electronic mail to proposals@masstech.org with the following Subject Line: "Questions – Solicitation No. 2019-MeHI-02"). Answers to all questions received after the initial deadline will be posted within one week of receipt.

4.5 Application Guidelines

Applications must include the items listed below.

- MA Digital Health Sandbox Pilot Application (Attachment A)
- Signed letter from selected sandbox outlining the services and resources the sandbox will provide and confirming their ability to support the proposed project.
- Brief bios for key team members
- Authorized Application Signature and Acceptance Form (Attachment B). **By executing the Authorized Applicant's Signature and Acceptance Form and submitting a response to this solicitation, Applicants certify that they (1) acknowledge and understand the procedures for handling materials submitted to the Mass Tech Collaborative as set forth herein, (2) agree to be bound by those procedures, and (3) agree that the Mass Tech Collaborative shall not be liable under any circumstances for the disclosure of any materials submitted to the Mass Tech Collaborative pursuant to this solicitation or upon the applicant's selection as a grantee.**
- Exceptions to the Grant Agreement and Statement of Work located [HERE](#), if any.
- Applicants applying for an active pilot project must also submit the Active Pilot

- Supplemental Questions (Attachment C).
- Applicants applying for a second round of funding under this program must also submit the Phase II Supplemental Questions (Attachment D).
- *Applicant may fill out Attachments A-D contained in this .pdf, or they may use the Word version of the Attachments provided.**

5.0 GENERAL CONDITIONS

5.1 General Information

- a) If an Application fails to meet any material terms, conditions, requirements or procedures, it may be deemed unresponsive and disqualified. The Mass Tech Collaborative reserves the right to waive omissions or irregularities that it determines to be not material.
- b) This Solicitation, as may be amended from time to time by Mass Tech Collaborative, does not commit Mass Tech Collaborative to select any firm(s), pay any costs incurred in preparing an Application or in connection with the award of any contracts. Mass Tech Collaborative reserves the right, in its sole discretion, to make no awards through this Solicitation, to withdraw the Solicitation, to engage in preliminary discussions with prospective Applicants, to accept or reject any or all Applications received, to request supplemental or clarifying information, to negotiate with any or all qualified Applicants, and to request modifications to Applications in accordance with negotiations, all to the same extent as if this were a Request for Information.
- c) Unless otherwise specified in this Solicitation, all communications, responses, and documentation must be in English, and all cost Applications or figures in U.S. currency. All Applications must be submitted in accordance with the specific terms of this Solicitation.
- d) On matters related to this Solicitation that arise prior to an award decision by the Mass Tech Collaborative, Applicants shall limit communications with the Mass Tech Collaborative to the Procurement Team Leader and such other individuals as the Mass Tech Collaborative may designate from time to time. No other Mass Tech Collaborative employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this Solicitation. Applicants may contact the Procurement Team Leader for this Solicitation in the event this Solicitation is incomplete.
- e) The Mass Tech Collaborative may provide reasonable accommodations, including the provision of materials in an alternative format, for Applicants with disabilities or other hardships. Applicants requiring accommodations shall submit requests in writing, with supporting documentation justifying the accommodations, to the Procurement Team Leader. The Mass Tech Collaborative reserves the right to grant or reject any request for accommodations.
- f) Applicant's Application shall be treated by the Mass Tech Collaborative as an accurate statement of Applicant's capabilities and experience. Should any statement asserted by Applicant prove to be inaccurate or inconsistent with the foregoing, such inaccuracy or inconsistency shall constitute sufficient cause for Mass Tech Collaborative in its sole discretion to reject the Application and/or terminate of any resulting Agreement.

5.2 Posting of Modifications/Addenda to Solicitation

This Solicitation has been distributed electronically using the Mass Tech Collaborative, Mass Digital Health, and COMMBUYS websites. If the Mass Tech Collaborative determines that it is necessary to revise any part of this Solicitation, or if additional data is necessary to clarify any of its provisions, an addendum will be posted to the websites. It is the responsibility of each potential Applicant to check the Mass Tech Collaborative, Mass Digital Health, and COMMBUYS websites for any addenda or modifications to the Solicitation. The Mass Tech Collaborative accepts no liability and will provide no accommodation to Applicants who submit a response based on an out-of-date Solicitation.

**Attachment A
MA Digital Health Sandbox Application**

In addition to Attachments A and B, all applicants must also submit a signed letter of support from the selected sandbox and brief bios of the key team members participating in the project.

Applicant Organization Name		Applicant Website	
Mailing Address	City/Town/Zip	Telephone	
Applicant legal status and state of jurisdiction <i>(e.g., a Massachusetts corporation, a Delaware Limited Liability Company, a Connecticut limited partnership, etc).</i>		Applicant Organizational Taxpayer ID#	
Applicant Organization Total FTE Count	Applicant Organization Revenue Range (past 12 months) <input type="checkbox"/> Less than \$500K <input type="checkbox"/> Between \$500K and \$2M <input type="checkbox"/> Between \$2M and \$5M <input type="checkbox"/> Between \$5M and \$10M <input type="checkbox"/> More than \$10M	Applicant Organization total capital raised from grants, angel investors, venture capital, and other outside funding sources <input type="checkbox"/> Less than \$1M <input type="checkbox"/> Between \$1M and \$3M <input type="checkbox"/> Between \$3M and \$10M <input type="checkbox"/> More than \$10M	
Applicant Organization Massachusetts FTE Count			
Primary Contact Name	Contact Title	Contact e-mail	Contact Telephone

Select your company stage.

See <https://www.massdigitalhealth.org/resources> for descriptions of each stage

- Discovery
- Development
- Deployment
- Distribution

Indicate which Sandbox you are applying for:

Select the type of project you are applying for.

- Exploratory or Discovery Project
- Development or Testing Project
- Active Pilot Project *

Have you previously received funding from the Sandbox Grant Program?

- Yes †
- No

*Applicants applying for an active pilot project must also complete the Active Pilot Supplemental Questions (Attachment C)

†Applicants applying for a second round of funding must also complete the Phase II Supplemental Questions (Attachment D)

Provide a short narrative description of your company. When you submit your application, please also send us a pitch deck, video presentation, or other materials that describe your company and its value proposition in your own words.

Describe what makes your company or solution unique in your space as compared to your competition.

Describe your project and how the sandbox will support the project.

Include any testing and validation needs. If you are proposing a research study, indicate if it will go through an IRB process and note whether you've completed an IRB application or if the sandbox will assist in that process.

Describe your expected outcomes and measurements of success.

What do you hope you hope to achieve? How will you measure success? Who will conduct your data analysis? (Be sure to address all components of the Evaluation Criteria listed in section 3 of the Solicitation)

Describe the potential impact of this project on your company and where you would like to be headed after the project.

Describe the potential impact of this project on the Massachusetts economy, health equity, and the innovation ecosystem in the state.

Describe how this project will address the COVID-19 pandemic.

Will your project directly impact the spread or treatment of COVID-19? If your project does not directly address COVID-19, how will your project support healthcare in Massachusetts during the COVID-19 pandemic?

Provide a High Level Project Plan:

Date	Tasks	Milestones

Budget

Complete the budget template below. Please review the grant eligibility guidelines on <https://masstech.org/digital-health-sandbox-program-solicitation> and include any required matching contributions below:

Use of Sandbox (e.g. membership level; proposed services)	Rate or Fee	Period of Use (if applicable)	Total
Total			
Matching funds			
Total MassTech Share			

Attachment B
Massachusetts Technology Collaborative
Authorized Applicant's Signature and Acceptance Form

The undersigned is a duly authorized representative of the Applicant listed below. The Applicant has read and understands the Solicitation requirements. The Applicant acknowledges that all of the terms and conditions of the Solicitation are mandatory, and that Applicant's response is compliant with such requirements. The Applicant specifically acknowledges the application of the procedures regarding disclosure of sensitive information as set forth in Section 4.1 (d) of the Solicitation, and specifically agrees that it shall be bound by those procedures.

The Applicant understands that, if selected by the Mass Tech Collaborative, the Applicant and the Mass Tech Collaborative will execute written agreements specifying the mutual requirements of participation. The undersigned has either (*please check one*):

- specified exceptions and counter-proposals to the terms and conditions of the Grant Agreement and Statement of Work; or
- agrees to the terms and conditions set forth therein;

The undersigned acknowledges and agrees that the failure to submit exceptions and counter- proposals with this response shall be deemed a waiver, and the Agreement shall not be subject to further negotiation.

Applicant agrees that the entire bid response will remain valid for sixty (60) days from receipt by the Mass Tech Collaborative.

I certify that Applicant is in compliance with all corporate filing requirements and State tax laws. I

further certify that the statements made in this response to the Solicitation, including all attachments and exhibits, are true and correct to the best of my knowledge.

Applicant: _____
(Printed Name of Applicant)

By: _____
(Signature of Authorized Representative)

Name: _____

Title: _____

Date: _____

Attachment C
Active Pilot Supplemental Questions

If this is a clinical project, who is the Principal Investigator? Please include their information with the key team member bios and indicate how they will support the project below.

Describe your subject recruitment and engagement plan.

Attachment D
Phase II Supplemental Questions

- **Please send a brief business plan with your application**
- **Please send your completed Phase I Project Report with your application**

Describe the impact of your Phase I project on your company or product.