

OHIO DEPARTMENT OF HEALTH REQUEST FOR PROPOSAL (RFP)

The Ohio Department of Health (ODH) is soliciting proposals for professional services.

1. PROJECT INFORMATION.

- 1.1. Project Title. Increasing Access to Breast and Cervical Cancer Screening in High Need Areas
- 1.2. Posting Date. January 27, 2016
- 1.3. Opening Date. February 19, 2016
- 1.4. Inquiry Period Start Date. January 27, 2016
- 1.5. Inquiry End Date. February 12, 2016

2. PROJECT BACKGROUND, OBJECTIVE AND AWARD.

- 2.1. Project Background. In 1990, the Breast and Cervical Cancer Mortality Act was signed into Public Law (101-354). The National Breast and Cervical Cancer Early Detection Program (NBCCEDP) was created as a result. NBCCEDP is administered by the Centers for Disease Control and Prevention (CDC) and operated by states, tribal organizations, territories and other national partners.

The program began in Ohio in 1994. Known as the Breast and Cervical Cancer Project (BCCP), the program is administered by the Ohio Department of Health and operated by BCCP's 11 Regional Enrollment Agencies.

BCCP has historically provided breast and cervical cancer screening and diagnostic services, as well as case management, to uninsured women aged 40-64 years who are at or below 200% of federal poverty level. In the new healthcare landscape resulting from the Affordable Care Act (ACA) and Ohio's Medicaid expansion, BCCP programming is expanding to include more population-based approaches to increasing breast and cervical screening rates.

While Ohio has lower breast and cervical cancer incident rates, it continues to have higher mortality rates than other states. Mobile screening events are an evidence-based method for increasing breast and cervical cancer screening rates.

- 2.2. Project Objective. The objective of this project is to increase cancer screening rates by improving access to breast and cervical cancer screening in areas of Ohio with high breast and cervical cancer incidence, mortality and late stage diagnosis rates, through mobile or community screening events that provide transportation assistance to women facing transportation obstacles.
- 2.3. Project Award. A maximum of \$350,000 will be awarded for this project (\$35,000 per county). One project will be awarded for each of the following Ohio Counties: Auglaize, Clark, Van Wert, Union, Erie, Cuyahoga, Butler, Franklin, Hamilton and Mahoning.

3. MINIMUM REQUIREMENTS. Applicant must prove eligibility as a qualifying organization (i.e. the applicant must be a local government, hospital, educational institution, or non-profit corporation).

- 3.1. Sub-recipient Minimum Qualifications. Contractor must be a Local Health Department, Federally Qualified Health Center, Hospital or other community healthcare provider. Contractor must a) own a mobile screening unit or have an established contract or memorandum of understanding (MOU) with a firm; or b) demonstrate the capacity to provide transportation assistance to women in their county. Contractor must own or have an existing contract with a radiology practice and a laboratory to process and interpret screening results.

- 3.2. Candidate Minimum Experience. Candidates must demonstrate significant clinical experience and expertise in providing women's health services, including breast and cervical cancer screening services (clinical breast exam, mammography, Pap tests and pelvic exams) and have at least one experienced Patient Navigator on staff or on contract/MOU.
- 3.3. License/Certification Requirements. Contractor must employ or contract with healthcare professionals or entities properly licensed to provide breast and cervical cancer screenings.

4. SCOPE OF WORK AND DELIVERABLES.

4.1. Scope of Work. The scope of work shall include the following:

4.1.1.	Conduct a comprehensive, evidence-based (<i>i.e.</i> small media, physician referral) public education and outreach campaign to promote breast and cervical cancer screenings among disparate populations and women rarely or never screened. Utilize community and health partnerships to promote breast and cervical cancer screenings and screening events.
4.1.2.	Schedule, plan, promote and execute three no-cost breast and cervical cancer screening events before June 15, 2016 using mobile screening units or a variety of transportation enablers to ensure access at no cost; a combination of approaches is encouraged. Mammography and Pap tests must be offered at each event. Follow United States Preventive Services Task Force (USPSTF) Guidelines for screening women for breast and cervical cancers. Events must be open to all women within USPSTF recommended age ranges, regardless of healthcare coverage status or income level. For participants with healthcare coverage, routine billing is permitted as long as there is no cost to the individuals. Uninsured women aged 40-64 should be enrolled in the Breast and Cervical Cancer Project (BCCP) to cover services, if eligible. Other uninsured women must be assisted with identifying resources for healthcare coverage through Medicaid or the Healthcare Marketplace. Plans must be in place to follow-up with participants and their healthcare practitioner of record, as appropriate. Utilize Patient Navigators to assist women with enrollment in healthcare coverage, provide resource materials and referrals to primary and follow up healthcare services as appropriate. Funds will be dispersed at \$150.00 per woman screened for this portion of the award.
4.1.3.	Evaluate all aspects of planning, promoting and conducting screening events. Provide ODH with a final report on the project activities, outcomes and evaluation findings.
4.1.4.	Participate in scheduled meetings and conference calls with BCCP, as scheduled.

4.2. Deliverables. The deliverables shall include the following:

	Deliverables	Due Date	Compensation
4.2.1.	Develop and conduct a public education and screening event promotional campaign. Target disparate populations and women rarely or never screened.		
4.2.2.	Conduct three (3) breast and cervical cancer screening events. Compensation based on screening completion per-participant.		

4.2.3.	Submit a de-identified patient data report for each screening event using ODH-provided template.	Seven (7) days after each event	
4.2.4.	Submit completed evaluation and final report.	June 25, 2016	

5. EVALUATION POINTS AND CRITERIA.

5.1. Evaluation Points.

	Maximum Allowable Points
Technical Proposal	500 Points
Presentations and Interviews	0 Points
Cost Proposal	200 Points
Total	700 Points

5.2. Evaluation Criteria.

5.2.1. COMPANY PROFILE		Weight
5.2.1.1.	Documents at least 5 years of experience providing breast and cervical cancer screening services, including mammography and Pap testing.	10
5.2.1.2.	Provides documentation of billing capabilities and contracted insurance providers, including Medicaid and managed care organizations.	5
5.2.1.3.	Demonstrates sufficient staffing and expertise to conduct events.	10
5.2.1.4.	Demonstrates at least 5 years of experience working with uninsured, underinsured and low income populations.	10
5.2.1.5.	Provides at least three (3) letters of reference or recommendation from community organizations willing to promote the events.	5

5.2.2. STAFFING PLAN (PERSONNEL PROFILE)		Weight
5.2.2.1.	Submits a list of key qualified personnel that will be involved in the project. Identifies a Medical Director for the project and provides copies of medical licenses and certificates for key personnel. Submits resume(s) for key, non-medical staff.	10
5.2.2.2.	Demonstrates that all facilities, mobile units and medical personnel are in good standing with licensing boards.	10
5.2.2.3.	Submits staffing plan that demonstrates ability to adequately staff each event.	5

5.2.3. WORK PLAN		Weight
5.2.3.1.	Guarantees strict confidentiality of client information and proposal includes internal policies and procedures already established regarding confidentiality.	5
5.2.3.2.	Describes a robust public education and promotional campaign that targets disparate populations and women who are rarely or never screened. Includes plans to engage community partners in promotion of events and use of small media.	5
5.2.3.3.	Describes any anticipated difficulties in performing the project requirements and proposed solutions to those difficulties.	5
5.2.3.4.	Identifies locations, facilities and dates for each of the events. Includes justification regarding locations that addresses access for disparate populations and low-income and rarely or never screened women. Demonstrates ability to screen up to 40 women per event. Includes description of transportation assistance offered if not a mobile event.	5
5.2.3.5.	Describes plan for processing test results and providing results to patients. Includes plans for referring women for follow-up care, as needed, and referring to healthcare, community and financial resources, as necessary. Includes plan to partner with organizations that assist women with access to care.	5
5.2.3.6.	Describes Patient Navigation services offered at each event.	5
5.2.3.7.	Provides evaluation plan for identifying successful aspects of the screening events, as well as opportunities for improvement and a timeline for submitting the final evaluation to ODH.	5

Total Technical Points	100
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Notice: This RFP is not an offer.

Parties interested in submitting a formal offer must submit a written response on provision of the required services or supplies specified in this RFP.

6. REQUEST FOR PROPOSAL INSTRUCTIONS

- 6.1. Company Narrative. Responses to the RFP shall include a short narrative describing the following:
- 6.1.1. Applicant's profile and experience with projects of similar size and scope.
 - 6.1.2. Applicant's ability to meet minimum requirements.
 - 6.1.3. Applicant's capacity to provide the services required and, the ability and experience of the staff intended to work on the Project.
 - 6.1.4. Applicant's plan for successful execution of the project.
- 6.2. Where Proposals Must Be Delivered. Proposal must be delivered to the following address:
Ohio Department of Health
Office of Procurement Services
Attention: Carol Cook
246 North High Street
Columbus, OH 43215
- 6.3. Proposals are a Public Record. Once proposals have been reviewed, they will be forwarded to the ODH Project Manager to begin evaluation and award process. After proposals are opened they are public records as defined in Ohio Revised Code Section 149.43 and are subject to all laws appurtenant thereto. Applicant may request that certain information, such as trade secrets or proprietary data, be designated as confidential and not considered as public records. Pricing is not considered as confidential. The decision as to whether or not such trade secrets or proprietary data shall be disclosed shall rest solely with ODH.
- 6.4. Applicant May Request Clarification. If Applicant discovers an inconsistency, error or omission in this RFP, the Applicant should request clarification from ODH Office of Procurement Services.
- 6.5. ODH Modifications to the RFP. When it is necessary to modify an RFP, ODH does so by written addendum only.
- 6.6. Rejected Proposals. ODH may reject any quote in whole or in part, if any of the following circumstances are true:
- 6.6.1. Proposals are not in compliance with the requirements stated in the RFP.
 - 6.6.2. The price is excessive in comparison with market conditions or with the available funds of the Agency.
 - 6.6.3. ODH determines that awarding any item is not in the best interest of the Agency.
- 6.7. Proposal Preparation. ODH assumes no responsibility for costs incurred by the Applicant prior to the award of funds resulting from this RFP.
- 6.8. Damages Arising from RFP Specifications. Applicant may not be compensated for damages arising from inaccurate or incomplete information in the RFP, specifications or from inaccurate assumptions based upon the specifications.
- 6.9. Unit Costs. Applicant shall not insert a unit cost of more than two (2) digits to the right of the decimal point. Digits beyond the two (2) will be dropped and not used in the evaluation of the Proposal.
- 6.10. Responsive Applicant. An Applicant is responsive if its proposal responds to the RFP completely and contains no irregularities or deviations from the RFP that would affect the proposal or otherwise give the Applicant an unfair advantage.
- 6.11. Responsible Applicant. ODH will determine if an applicant is responsible using the following factors:
- 6.11.1 Experience of the applicant.

- 6.11.2 Applicant's financial condition.
- 6.11.3 Applicant's previous conduct and performance.
- 6.11.4 Applicant's facilities.
- 6.11.5 Applicant's management skills.
- 6.11.6 Applicant's ability to execute the work properly.
- 6.11.7 Review of Federal and State debarment lists.

- 6.12. Estimated Usage. Unless otherwise stated, the usage indicated for each item(s) are to be considered as estimates only and should be considered as information relative to potential purchases that may be made from the award. ODH makes no representation or guarantee as to the actual amount of the items(s) to be purchased.
- 6.13. Information Requested. ODH may request additional information to evaluate an applicant's responsiveness to the RFP or to evaluate an applicant's responsibility. If an applicant does not provide the requested information, it may adversely impact ODH evaluation of the Applicant's responsiveness or responsibility.
- 6.14. Samples. ODH may require applicant to provide samples or examples of work, at the Applicant's expense. Samples must be clearly identified by the Applicant, the RFP number, and the item the sample represents. ODH will return samples that are not destroyed in testing, at the Applicant's expense, upon the Applicant's timely request. ODH may keep the samples of the Applicant awarded until the completion of the agreement.
- 6.15. ODH Withdrawal of the RFP. ODH reserves the right to withdraw the RFP at any time prior to the award the agreement.
- 6.16. Applicant Evaluation. The ODH Project Manager will evaluate the proposal(s) received and determine the proposal(s) that fulfill the project in the best interests of ODH. Each proposal will be scored and numerical technical point values will be assigned according to the criteria listed in 5.1. The scale below (0-5) will be used to rate each Proposal response to the RFP on the technical evaluation sections listed in 5.1.

The Agency will score the responses by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's total technical score. Representative numerical values are defined as follows:

DOES NOT MEET (0): Response does not comply substantially with requirements or is not provided.

WEAK (1): Response was poor related to meeting the objectives.

BELOW AVERAGE (2): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3): Response generally meets the objectives (or expectations).

ABOVE AVERAGE (4): Response indicates the objectives will be exceeded.

STRONG (5): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

- 6.17. Applicant Negotiation. It is at the discretion of DOH whether to permit negotiations. An applicant must not submit a proposal assuming that there will be an opportunity to negotiate any aspects of the RFP. When it has been determined that it is in the Agency's best interest to conduct negotiations, ODH may request a submission of a best and final quotation.

- 6.18. Agreement Contents. If this RPP results in an award, the agreement will consist of this RFP, along with attachments, addenda, purchase orders, change orders, and terms and conditions. ODH reserves the right to award multiple agreements under this RFP.
- 6.19. Agreement Award. ODH plans to award the Agreement based on the proposal that is in the best interests of the Agency.
- 6.20. Agreement Start Date. If the Applicant is unable or unwilling to commence work, ODH reserves the right to cancel the award and resume the evaluation process with the next most advantageous proposal.
- 6.21. Non-Collusion Certification. The Applicant certifies that he/she is (sole owner, partner, president, secretary, etc.) of the party making the forgoing proposal, that such proposal is genuine and not collusive or sham; that Applicant has not colluded, conspired or agreed, directly or indirectly, with any applicant or person, to submit a sham proposal; or colluded or conspired to have another not participate; and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the proposal price or any other applicant, or to fix any overhead, profit or cost element of the proposal price, or of that of any other applicant, to secure any advantage against any applicant or any person or persons interested in the proposed award and that all statements contained in the proposal are true; and further, that the applicant has not, directly or indirectly, submitted this proposal, or the contents thereof, or divulged any related information or data to any association or to any member or agent of any association.
- 6.22. Scope of Work and Specifications. ODH is authorized to prepare scope of work and specifications to obtain supplies and services. The purpose of the scope or work or deliverables is to describe the supplies or services to be purchased and will serve as a basis for comparison of quote responses.