



Solicitation Information

12 Dec 11

RFP# 7449310

TITLE: WOMEN'S CARDIOVASCULAR SCREENING AND RISK REDUCTION PILOT

Submission Deadline: 10 January 12 @ 11:00 AM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **21 Dec 11 at 12:00 Noon (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects
Division of Purchases

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1: INTRODUCTION

The Rhode Island Department of Health (HEALTH), Division of Community, Family Health and Equity, Chronic Care and Disease Management Team is soliciting proposals to establish a Cardiovascular Screening and Risk Reduction Pilot Program. The Scope of Work is described in Section 3 of this RFP. Legislation introduced by Senator Crowley and Representative Naughton on January 27, 2011 (S 0060 / H 5173) calls on the Rhode Island Department of Health (HEALTH) to establish a Cardiovascular Screening and Risk Reduction Pilot Program based on components of the federal WISEWOMAN Program administered by the Centers for Disease Control and Prevention (CDC). The legislation was passed by the Senate on 05/11/2011, by the House on 06/29/2011, and signed by the Governor on 07/01/2011. This Pilot Program will target low-income, uninsured and underinsured women, aged 40 to 64, who live in Rhode Island.

The Rhode Island Women's Cardiovascular Screening & Referral Pilot Program will be implemented at one existing Rhode Island Department of Health Women's Cancer Screening Program (WCSP) site. The WCSP provides breast and cervical cancer screening and follow-up services to low income, under/uninsured women aged 40 to 64. In an effort to prevent cardiovascular disease, the Pilot Program will provide chronic disease risk factor screenings, lifestyle intervention, and health care referral services to uninsured and underinsured women aged 40 to 64. A part-time Patient Navigator (minimum of 10 hours/week) and a Data Manager (minimum of 5 hours/week) will enhance the Pilot Program "Team" at the site. The WCSP breast/cervical exam visit will include blood pressure screening, lipid and glucose testing, tobacco assessment and BMI screening. The Pilot Program will employ specified measures to gauge the impact and outcome of the program. Data management will be incorporated into the electronic health record (EHR) or the Rhode Island Chronic Care Collaborative (RICCC) registry system to produce required reports.

A total of \$60,000 is available to fund one site located in a Rhode Island core city (Central Falls, Newport, Pawtucket, Providence, West Warwick, and Woonsocket). The initial Pilot period is expected to begin approximately March 1, 2012 and continue through June 30, 2012. The project may be renewed for up to two (2) additional consecutive 12-month periods at the exclusive option of HEALTH based upon agency(s) performance and the availability of funding.

Proposals will be evaluated on the basis of the relative merits of the proposal, in addition to an appropriate and realistic budget.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or dorinda.keene@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. - (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond1@gw.doa.state.ri.us
- Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

SECTION 2: BACKGROUND

Heart disease and stroke are among the most widespread and costly health problems facing our nation today, yet they are among the most preventable. Cardiovascular diseases, specifically heart disease and stroke, are the first and third leading causes of death for both men and women in the United States. They account for nearly one-third (35.3%) of all American deaths. Although heart disease is commonly thought to affect men more than women, in reality, more than half of all people who die of heart disease and stroke are women. At

particular risk are women with low incomes. Cardiovascular and other diseases can be found and treated through health screenings for high blood pressure, high blood cholesterol, diabetes, and tobacco use. Many uninsured and underinsured women; however, cannot afford these preventive screenings. Studies show that women with low incomes are at greater risk for heart disease and stroke because:

- o They are more likely to smoke and to be overweight
- o They are less likely to be physically active and less aware of their blood pressure and blood cholesterol levels
- o They are more likely than women with high incomes to be uninsured or underinsured
- o They have less access to health care and are often unable to pay for needed prevention, screening, and treatment services

The Rhode Island Cardiovascular Screening and Risk Reduction Pilot Program will be based, in part, on the Centers for Disease Control and Prevention (CDC) WISEWOMAN (Well-Integrated Screening and Evaluation of Women Across the Nation) Program. The CDC WISEWOMAN Program provides cardiovascular disease risk factor screenings, healthy lifestyle programs, and health care referral services to uninsured and underinsured women aged 40 to 64 years. The WISEWOMAN Program is currently funded in 20 states. Funded WISEWOMAN Programs provide standard preventive services including blood pressure and cholesterol testing as well as testing for diabetes. Women are not just tested and referred, but also take advantage of lifestyle programs that target poor nutrition, physical inactivity, and smoking. According to WISEWOMAN data, program participants were found to have the following health risk factors:

- o 39% had high blood pressure and an additional 29% had pre-hypertension
- o 30% had high blood cholesterol and 23% had borderline high cholesterol
- o 16% had diabetes and 14% had pre-diabetes
- o 27% smoked
- o 45% were obese and 27% were overweight

SECTION 3: SCOPE OF WORK

The successful Applicant for the Rhode Island Cardiovascular Screening and Risk Reduction Pilot Program site will be responsible for the following:

- 1) Documented assessment of participants for chronic disease risk factors by conducting health histories, lifestyle assessments, and clinical screenings.
- 2) The Patient Navigator communicates participants' risk factors during risk reduction counseling sessions and works with participants to establish self-management goals and identify evidence-based interventions and appropriate referrals.
- 3) The Data Manager will enter participants' data into the appropriate data collection system and produce required reports.
- 4) A monthly report submitted to HEALTH that includes data on the following information:
 - a) Current caseload of women participating in the Pilot Program.
 - b) Hypertension - Blood Pressure Measurement: Percentage of active patients, aged 40 to 64, with a diagnosis of Hypertension who have been seen for at least two office visits with blood pressure recorded.
 - c) Hypertension - Blood Pressure Control: Percentage of active patients, aged 40 to 64, with a diagnosis of Hypertension and whose BP is adequately controlled (<140/90) in the measurement year.
 - d) CVD Patients with Self-Management Goals (SMG) set - Percentage of CVD patients, aged 40 to 64, with SMG set.

- e) Coronary Artery Disease (CAD)-Lipid Control: Percentage of active patients with CAD, aged 40 to 64, with most recent LDL-C <100 during the measurement year.
 - f) CAD-Use of Antiplatelet Therapy (Aspirin): Percentage of active patients with CAD, aged 40 to 64, with documentation of use of aspirin or other antithrombotic therapy during the measurement year; if not contraindicated.
 - g) Tobacco Use Assessment and Tobacco Cessation.
- 5) An invoice submitted to HEALTH by the tenth of each month (including all back-up documentation) following the delivery of services.

SECTION 4: ELIGIBILITY CRITERIA

1. Applicants must be a Rhode Island Department of Health Women's Cancer Screening Program (WCSP) participating Provider and function as an "Active" provider site. Applicants must be able to demonstrate the stability of their organization as well as effective management and administrative performance.
2. Applicant organizations must be a site located in one of Rhode Island's six core cities (Central Falls, Newport, Pawtucket, Providence, West Warwick, and Woonsocket).
3. Applicant organizations must annually serve a minimum of 150 WCSP enrolled uninsured women, aged 40 to 64 years.
4. The Applicants must demonstrate the capacity to implement blood pressure screening, lipid and glucose testing, tobacco and BMI assessments at the annual breast exam visit.
5. The Applicants must demonstrate data management ability to include the incorporation of an electronic health record (EHR) or RICCC registry system to produce required electronic reports.
6. The Applicants must demonstrate the ability to track referral services (including work related to the Patient Navigator)
7. Applicant organizations must have competent staff with documented credentials. The applicant must provide culturally and linguistically appropriate services for the target population in the proposal.
8. Applicant must provide to evidence-based interventions to address behavior changes and self-management for cardiovascular, diabetes and tobacco cessation.
9. It is essential that the applicants have technical (computer and electronic communication) capacity that enables direct access to the Internet and e-mail.
10. The Applicant must carry all requisite indemnification, insurance and performance bonds.

SECTION 5: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference RFP # on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested

parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties will be permitted. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (an original plus four (4) copies) should be mailed or hand-delivered in a sealed envelope marked "RFP# 7449310 WOMEN'S CARDIOVASCULAR SCREENING AND RISK REDUCTION PILOT" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. A separate Technical Proposal describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.
4. A separate, signed and sealed Cost Proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. The Cost Proposal form is attached and should consist of a 12-month budget and budget narrative.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD or flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

SECTION 6: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. The maximum possible score is 100 points and applications scoring below 60 points in the technical review will not be considered. The Department of Health reserves the right not to fund any proposal(s). Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal. Proposals will be reviewed and scored based upon the following criteria.

PROPOSAL EVALUATION SCORE SHEET

<u>0-15 points</u>	Goals and Objectives and Timelines Applicant demonstrated feasibility and clarity in accomplishing program goals and objectives, as well as a reasonable amount of time to implement program activities.
<u>0-20 points</u>	Background Applicant has demonstrated experience working with the targeted population to provide the services in the Scope of Work, including existing partnerships with state and local health care agencies, community organizations and coalitions, proof of WCSP provider status and documentation of the number of patients screened through the WCSP.
<u>0-15 points</u>	Approach/Project Work Plan Applicant has presented a plan of action that is clear and detailed, and meets the needs of the target population. The applicant has clearly demonstrated how and when each task in the work plan will be carried out, and methods to be used to assure participation of all players.
<u>0-15 points</u>	Evaluation Applicant has clearly described the methods the agency will use to evaluate progress towards meeting goals and objectives.
<u>0-15 points</u>	Project Staff and Organization Applicant has demonstrated that the staff proposed for the project is capable and included requested appendices are in the application.
<u>0-20 points</u>	Budget Applicant has submitted a budget and budget narrative that reflects appropriate expenses to accomplish the project goals and is cost effective.

TOTAL SCORE

Comments:

SECTION 7: REQUIRED COMPONENTS OF THE PROPOSAL

- A. COVER PAGE: The purpose of this page is to provide very basic summary and identification information regarding the proposal. Please use attached form.
- B. COVER LETTER: Applicant agency must submit a cover letter (from its Board of Directors if applicable) indicating the name of the designated contact person and the name of the person who is authorized to sign the contract. Please include the agency's FEIN number.
- C. AGENCY DESCRIPTION: Provide a description of your agency including:
- Type of agency
 - Population served
 - Proof of FQHC status (if applicable - attach as an appendix)
 - Structure and organization of agency including the ethnicity of current staff and Board of Directors (if applicable)
 - Proof of "Active" WCSP participating provider status (available through HEALTH's WCSP)
 - Identify the number of women screened through the WCSP for calendar year 2009 and 2010 (available through HEALTH's WCSP)
- D. PROPOSAL NARRATIVE: The narrative must include:
1. Goals and Objectives: List measurable goals and objectives of your proposal using the Scope of Work discussed in this document as a guide.
 2. Background: Describe prior experience working with community organizations, as well as partnerships that would increase utilization of services to the target population. Describe the geographic area served and the racial ethnic groups served and low-income and uninsured groups served.
 3. Describe an Approach, Project Work plan and Timeline that are clear and detailed and meet the needs of the target population. Clearly demonstrate when and how each task in the work plan will be carried out, and methods to assure participation of all involved.
 4. Evaluation Plan: Outline a process and outcome evaluation plan and describe how objectives will be accomplished. Identify tools applicable to the project whenever possible.
 5. Project Staff and Organization: Staff proposed for the program must be capable. Resumes, job descriptions, and organization charts for staff and identification of Board of Director's members, if applicable, should be included in the appendices, with race/ethnicity identified for each. Indicate percentage of time each staff member will devote to the project. This will include a part-time Patient Navigator (minimum of 10 hours/week) and a part-time Data Manger (minimum of 5 hours/week).

Indicate how you will deliver culturally and linguistically appropriate services to racial and ethnic minority populations as identified in OMB Directive 15. Include information pertaining to the following: the projected number of patients to be reached by the Pilot and provide a description of how the racial and ethnic composition of the target population will be given consideration in the selection of the Patient Navigator.

E. PROPOSAL BUDGET AND BUDGET NARRATIVE:

The detailed budget must include personnel, salary and fringe benefits. Also provide a detailed description and justification for each line item. See Section 8 for further details.

SECTION 8: BUDGET AND BUDGET NARRATIVE

This component consists of two parts: 1) A financial budget summary, that lists allowable expenses; and 2) A budget narrative, that includes a description of each budget line item entry. The budget narrative must include the hourly rate and fringe rate for the staff. The contract award will be prorated monthly, if needed, in accordance with the actual start date of the contract.

Applicants will be scored according to the overall soundness of the proposed budget and accompanying budget narrative, including the extent to which costs reflect direct services vs. administrative costs.

SECTION 9: APPENDICES

- A. Letters of support/collaboration
- B. Proof of "Active" WCSP participating provider status and the number of women screened in years 2009 and 2010 (available through HEALTH's WCSP)
- C. Copy of organization's Board of Directors with race and ethnicity of board members indicated (if applicable)
- D. Proof of FQHC status (if applicable)

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for this award.

The Technical review Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and Consultant Services Committee that will recommend three finalists to the Director of the Department of Administration, who will make the final selection for this requirement.

When a vendor has been selected, all bidders will be notified by mail. Please do not call the Division of Purchases for an update.

ATTACHMENT

COVER PAGE

Rhode Island Department of HEALTH
Chronic Care and Disease Management Team

WOMEN'S CARDIOVASCULAR SCREENING AND RISK REDUCTION PILOT PROGRAM

The purpose of this page is to provide very basic summary information about the proposal that the prospective funding source can review quickly and use for identification.

NAME OF APPLICANT AGENCY _____

ADDRESS OF APPLICANT AGENCY _____

TELEPHONE NUMBER _____

FAX NUMBER _____

CONTACT EMAIL ADDRESS _____

F.E.I.N. # _____

PROJECT TITLE _____

AMOUNT REQUESTED: _____

BRIEF SUMMARY OF PROJECT: