

**WOMEN'S WELLNESS CONNECTION FOR WESTERN COLORADO COMMUNITYBASED
BILINGUAL OUTREACH AND NAVIGATOR PROJECT**

DOCUMENTED QUOTE: LQ-PPG09001

DUE DATE: JUNE 3, 2008 @ 2:00 PM

This Documented Quote is issued by the State of Colorado for the benefit of the Colorado Department of Public Health and Environment, Prevention Services Division, WWC, 4300 Cherry Creek Drive South, Denver, CO 80246.

- A. Colorado Department of Public Health and Environment (CDPHE) is the sole point of contact concerning this documented quote. All communication must be done through the CDPHE Procurement Office, Attention Guadalupe Quesada, Purchasing Agent.
- B. Prospective vendors must be registered with the Colorado Bid Information and Distribution System (BIDS) at the time of bid opening. For additional information go to <http://www.gssa.state.co.us> or call the BIDS Help Desk at (303) 894-2039.

**WOMEN'S WELLNESS CONNECTION (WWC)
BREAST AND CERVICAL CANCER NAVIGATION PROGRAM**

INTRODUCTION

The Colorado Department of Public Health & Environment (CDPHE) solicits responses to establish a pilot screening navigator program for WWC. This will entail providing and evaluating community-based cancer-screening navigation services to Hispanic women residing in Mesa, Delta, and Montrose Counties who are age 40 but not older than age 65. Screening services will be provided by current WWC providers. The project director will:

- **Utilize evidenced based interventions to identify rural Hispanic women eligible for WWC screening services;**
- **Identify and address barriers to obtaining a cancer screen, and**
- **Navigate women through the medical system to obtain a complete breast and cervical cancer screening and or further diagnostic services.**

BACKGROUND

Persons of Latina/Latino origin represent 19.5% of Colorado's population and reside throughout the state. Although most of Colorado's Hispanics are of Mexican descent, there are cultural and language differences due to length of residency in the U.S., preferred language spoken at home and limited English proficiency.

Direct beneficiaries will be rural Hispanic women residing in Mesa, Delta, and Montrose Counties who are eligible for breast and cervical cancer screening through the Women's Wellness Connection (WWC). This includes women living in geographically isolated and medically underserved areas, those who are rarely or never screened for cervical cancer, or those that may have disabilities.

RESPONSIBILITIES OF THE DEPARTMENT

The department will approve development of data collection tools, reports generated, and yearly work plans. The department will monitor completion of deliverables and overall implementation of the scope of work. The department reserves the right of oversight on all project content, and to have interim and ongoing approval over all aspects of the overall evaluation.

TIMELINE/LENGTH OF FUNDING

This is a four-year contract subject to annual renewals. The period for this grant is July 23, 2008 through June 29, 2009. Approval of funds for year one and the next three will be based on successful completion of the scope of work to date and availability of funds.

FUNDING AVAILABLE

The range for this project is \$23,000 - \$30,000 a year. This award may renew on a yearly basis for three (3) additional terms at the sole discretion of the State.

STATEMENT OF WORK

Issues faced by rural Hispanic women include lack of appropriate information on breast and cervical cancer screening, scheduling transportation to appointments, organizing appointments, fear of diagnosis, geographic access.

Screening Navigation is the process of assisting women in overcoming barriers that may be encountered during screenings for breast and cervical cancer. The Contractor will work with local community health centers and identify other local referral sites to ease the burden on low-income, rural medically underserved women by connecting them to community resources. In addition, the Contractor will directly assist women through one on one education, group education and identifying and addressing self-perceived barriers.

DELIVERABLES

The contractor shall perform the following services:

- 1. Recruitment of Rural Hispanic Women who are Rarely or Never Screened (R/NS) for Cervical Cancer Screening and Breast Cancer Screening.**
 - a. Develop and utilize community-specific materials, including the use of state produced media.
 - b. Utilize evidence-based strategies to reach program eligible women as found in the Guide to Community Preventive Services, (<http://www.thecommunityguide.org>) and other rural resources.
 - c. Collaborate with the County Public Health and Environment and other community resources to identify women that may be eligible for services.
 - d. Focus initial outreach efforts on women in the following occupations: self-employed (housekeeping/laborer/etc.), clerks, wait staff, retail.
 - e. Conduct in-home and workplace wellness workshops, and direct one-on-one communication efforts through informal outreach efforts, at community events, as part of networking in the community and at local health fairs.
 - f. Obtain WWC program approval:
 1. Before the use of the State of Colorado logo on publications and marketing materials.
 2. On materials developed as part of marketing activities.
- 2. Provide Screening Navigation Services to Rural Hispanic Women identified as eligible for WWC services.**
 - a. Identify and address barriers to completing a cancer screen:
 3. Provide resources and referrals to community resources appropriate for the woman and or her family during participation in the program. Examples include educational information from WWC, the Susan G. Komen For the Cure, the American Cancer Society, insurance information, community financial assistance programs and other support as identified.
 4. Assist women who are diagnosed with breast or cervical cancer with access to the Medicaid Breast and Cervical Cancer Program.
 - b. Navigate women through the medical system:
 1. Develop partnerships with local WWC providers.
 2. Create a protocol to identify current patients who may be eligible for WWC assistance.
 3. Meet with provider staff at least quarterly to discuss referral issues and enhance the ability to correct deficiencies.
- 3. Eligibility and Referral Activities:**
 - a. Determine eligibility of women using WWC eligibility guidelines (**Attachment A**).
 - b. Provide eligibility screenings, referrals and navigation services in alternative languages as requested.
 - c. Refer eligible women to a WWC contracted provider.

4. **Evaluation of Activities:**

- a. An increase in the number of women completing a breast and cervical cancer screen at a WWC contracted provider site.
 1. This will be measured by the number of women who fully complete a breast and cervical cancer screening divided by the number of women navigated by the pilot project to the WWC provider site.
- b. Client and WWC provider site satisfaction surveys demonstrate a positive impact of the screening navigator program.
 1. Satisfaction surveys used to evaluate will be selected at the discretion of the Department.

5. **Meetings:** The Navigator will attend quarterly conference calls with the Department to discuss the Work Plan progress report. (**Attachment B**)

OFFEROR RESPONSE FORMAT:

Submit four copies. The original quote must include a signed VendorInfo.PDF form. Each copy and the original must include the following:

- Offeror Response
- Budget and Budget Narrative

The total cost of the quote should reflect:

- Personnel including salaries or wages, and fringe benefits
- Itemized travel costs, including per diem
- Indirect cost if applicable
- Other

The quote shall completely describe the methods and work plan to be used in carrying out the required scope of work. Quotes should include the categories listed and address the questions or statements posed under each category. Quotes must address each of the categories in the order presented and clearly identify the category. The award will be made to the bidder whose proposal conforms to the Documented Quote and is determined to be most responsive, responsible and advantageous to the State of Colorado; price will serve as the primary factor under consideration. Additional evaluation factors will be considered such as Summary of Experience, Scope of Work, Evaluation Plan, Budget and Budget Narrative.

SUMMARY OF EXPERIENCE QUALIFICATIONS

This section should describe:

- The organization/Executive Director's overall experience (a minimum of 3 years is required of all applicants) and ability to complete the scope of work in a culturally competent manner. (Language,
- The organization/agency's cultural competence as demonstrated through organizational commitment, policies, staffing, and programming to work with underserved minority populations.

Note: Offerors who do not meet these criteria will not be considered. Response to this section will be judged on a pass or fail basis and not assessed a point value.

BUDGET

- A budget page including the categories listed below and a budget narrative describing costs for the four-year period is required. Include a separate budget page and budget narrative for each yearly funding period. The cost of proposal development is the responsibility of the applicant.
- The budget narrative should include a break down of costs includes in each line item, a description of roles and responsibilities of all staff and the amount of time that will be funded through this proposal, and a description of work that will be sub-contracted with the names of sub-contractors if known.

QUESTIONS AND ANSWERS

Written questions are to be submitted to Mr. Guadalupe Quesada at the following e-mail address: guadalupe.quesada@state.co.us. The deadline to submit all questions is May 26, 2008 at 3:00 pm and answers will be posted on the BIDS as a modification to the request for proposal on May 27, 2008.

EVALUATION OF QUOTES and CRITERIA

Proposals will be ranked on the following factors in order of descending importance:

EVALUATION CRITERIA: The award will be made to the bidder whose proposal conforms to the Documented Quote and is determined to be most responsive, responsible and advantageous to the State of Colorado; price will serve as the primary factor under consideration. Additional evaluation factors will be considered such as prior experience, resumes, client references, or staffing patterns to assure that the bidder is able to perform.

Budget and Budget Narrative

- Is a detailed budget narrative included? Are salaries and detail provided to reflect the number of people assigned to the project?
- Is the overall budget, as well as the individual items, reasonable considering the scope of work activities?

Scope of Work

- Description of project, methods and implementation plan including time-framed and measurable goals, objectives, outcomes.
- Does the proposal describe the specific needs and characteristics of the priority population(s) or communities, including age, gender, ethnicity, geography and other characteristics?
- Is the project appropriate culturally, linguistically, and for literacy level, for the priority population?

Evaluation Plan

- Does the evaluation plan match the deliverables in the scope of work?
- Does the evaluation plan identify what is to be measured and how?

Summary of Required Experience

- Is the organization's ability to complete this project and knowledge and experience providing the services proposed, including working with the target population described?
- Are the strengths of the organization, including historical accomplishments, experience with public health entities, public health and health care services as well as experience with outreach to racial and ethnic minorities and rural communities described?
- Proposal demonstrates sufficient understanding of assigned projects.

Attachments and samples of work will not be ranked but will be considered in the overall selection process. Failure to provide any information requested in the Documented Quote may result in the disqualification of the submittal. This responsibility is that of the offeror.

[Attachment A]

**Women's Wellness Connection (WWC)
Program Eligibility Requirement**

Women must meet both AGE and INCOME criteria in order to qualify for free breast and cervical cancer exams:

1. Age 40 to 64 for Pap test, pelvic exam and clinical breast exam.

OR

Age 40 to 49 for Pap test, pelvic exam, clinical breast exam and **mammogram.

**A mammogram in this age group is not considered to be a covered service unless the woman presents abnormal self-reported or clinical breast exam findings OR with risk factors such as; mother, sister or daughter with breast cancer prior to age 50; two or more first degree relatives (mother, sister, daughter) with breast cancer at any age; personal history of breast cancer.

OR

Age 50 to 64 for Pap test, pelvic exam and clinical breast exam and mammogram.

AND

2. Income requirements

2008 Poverty Guidelines for the 48 Contiguous States
and the District of Columbia
Effective as of January 23, 2008

Persons in family (Household)* Size ***	250% of DHHS FEDERAL POVERTY GUIDELINES (FPL)**	
	Monthly	Annual
1	\$2,167	\$26,000
2	\$2,917	\$35,000
3	\$3,667	\$44,000
4	\$4,417	\$53,000
5	\$5,167	\$62,000
6	\$5,917	\$71,000
7	\$6,667	\$80,000
8	\$7,417	\$89,000

For families with more than 8 persons, add \$9,000 annually, or \$750 monthly, for each additional person.

*As defined by the Bureau of the Census for statistical purposes, a household consists of all the persons who occupy a housing unit (house or apartment), whether they are related to each other or not. If a family and an unrelated individual, or two unrelated individuals were living in the same housing unit, they would constitute two family units, but only one household.

**DHHS Federal Poverty Guidelines change annually by February.

Source: Federal Register: January 23, 2008 (Volume 73, Number 15):

<http://aspe.hhs.gov/poverty/08fedreg.htm>

*** Size of Family Unit supported by Total Gross Household Income. Gross income is money made by individual BEFORE taxes.

[Attachment B]

**Women's Wellness Connection (WWC)
Rural Screening Navigator Work Plan Progress Report**

Reporting Month: _____

Page ____ **of** ____

Reported by: _____

Goal: Increase the rate of breast and cervical cancer screening among rural women in Gilpin County who are rarely or never screened

Performance Measures:

1. The rate of rarely or never screened women will meet or exceed 20% of the eligible women living in Gilpin, Clear Creek and Western Boulder Counties.

Objectives	Activities Planned to Achieve this Objective	Timeframe	Measure of Effectiveness	Progress
1. Focus outreach efforts on rarely/never screened women in Gilpin, Clear Creek and western Boulder Counties.				☐ Met ☐ To be Met ☐ Partially Met Summary:
2. Provide education about the importance of breast and cervical screenings and available resources				☐ Met ☐ To be Met ☐ Partially Met Summary:
3. Provide screening navigation services to eligible women				☐ Met ☐ To be Met ☐ Partially Met Summary:
				☐ Met ☐ To be Met ☐ Partially Met Summary:

[Attachment C]

Women's Wellness Connection Contract Reimbursement Invoice

MAIL:

Colorado Department of Public Health & Environment
Attn: WWC Grants Accounting Unit
Prevention Services Division, WWC
4300 Cherry Creek Drive South, A-5
Denver, Colorado 80246

Please submit by the last day of the month and by June 30. Faxed
invoices will not be accepted.

_____	_____	_____	_____
Agency	Tax ID Number	Contract Number	Month / Year

Amount requested for:

\$ _____ **Rural Community Based Screening Navigation Services**

This is to certify that these services were provided per above referenced contract and reimbursement is requested for same.

_____	_____	_____
Signature	Date	Phone Number

_____	_____	_____
Signature	Date	Phone Number

I hereby certify that all contract requirements have been met and the amounts billed are correct. Payment is authorized.

_____	_____
(CDPHE Authorized Designee)	Date