



ScreenNJ Program Partnership Invitation FY2021

Colorectal & Lung Cancer Prevention, Education, and Screening Services

In partnership with the Rutgers Cancer Institute of New Jersey, the New Jersey Department of Health, and healthcare and community organizations across New Jersey, ScreenNJ aims to increase screening for colorectal and lung cancer, to reduce cancer mortality rates, to reduce disparities, and to educate New Jersey residents about the importance of cancer screening, early detection, and prevention. The initial focus of ScreenNJ is on colorectal cancer and lung cancer, which are among the most prevalent cancers in the state. These cancers have better outcomes if detected early through proven screening methods such as low-dose computerized tomography (LDCT) scans for lung cancer and colonoscopy, FIT, and other recommended tests for colorectal cancer.

ScreenNJ is seeking to partner with, connect, and support healthcare provider agencies, public health agencies, and community organizations throughout the state that provide education on, refer patients to, or directly provide screening services for colorectal cancer and/or lung cancer, as well as to help organizations initiate or expand these type of outcomes-oriented, evidence-based screening and outreach services.

The goals of ScreenNJ are to:

1. increase screening rates for colorectal and lung cancer
2. support smoking cessation to reduce cancer risk
3. reduce colorectal and lung cancer mortality rates
4. address and reduce disparities in smoking, screening, and mortality rates in colorectal and lung cancer
5. increase awareness for NJ residents and providers about the importance of colorectal and lung cancer screening, early detection, and prevention

There are many ways to partner with ScreenNJ – including coordinating community outreach events, sharing resources, participating in healthcare provider continuing education, contributing innovative ideas and best practices, and receiving funding to support clinical practice improvements and other activities to improve screening rates.

For partnering organizations, ScreenNJ is seeking to support the following types of activities:

- ***Outreach & Community Education***
 - Health educator staff for community outreach events (e.g., to provide educational sessions to the public; to participate in a health fair or other community event; to help plan and organize prevention-focused events)
 - Outreach supplies (e.g., educational materials for patients and the public; event supplies)
 - Educational equipment (e.g., reserve the giant inflatable colon for colon cancer education)
 - Translation of educational materials for patients (e.g., getting brochures, postcards, posters, and other resources translated to the languages patients are most comfortable with)
 - Smoking cessation health education services / programs for patients
 - Health education / public outreach on lung and colorectal cancer screening
 - Printing / duplication, translation, and mailing costs for relevant patient reminders cards, information sheets, and other small media
- ***Provider Education, Training, and Peer Support***
 - Connection to the growing ScreenNJ partner network for best practices, barrier-reduction, and referrals
 - Educational content for clinical / patient-care staff (e.g., webinars, in-person educational programs, guidance documents about screening options and benefits)
 - Lung and colorectal cancer screening guidelines education for healthcare providers, and other methods for increasing provider knowledge of recommendations and appropriate screening options
 - Certified Tobacco Treatment Specialist (CTTS) training for staff who are already providing some tobacco cessation services and would like to improve their skills, as well as staff who need training so that they can develop the skill set to begin providing tobacco cessation services to patients
- ***Clinical Operations***
 - Patient navigators to provide education, scheduling, data entry, calls and mailings, and other patient navigation activities to increase lung or colorectal cancer screening completion and follow-up on abnormal screens
 - Medical supplies, procedures, and laboratory costs for uninsured and underinsured patients:
 - Colorectal cancer screening with Colonoscopy, FIT, or other recommended test
 - Colonoscopy as follow-up to positive FIT or other recommended colorectal cancer screening test
 - Lung cancer screening with Low-Dose Computed Tomography (LDCT)

- Tobacco cessation counseling and nicotine-replacement therapy (NRT)
- Patient transportation for colorectal and lung cancer screening appointments and procedures for uninsured and underinsured patients
- EMR enhancements and other process improvements to enhance data collection and tracking of lung cancer or colorectal cancer risk, screening history / results, and screening eligibility
- Guidance on implementation of evidence-based and process improvement interventions to reduce disparities in cancer prevention, screening, incidence, or mortality rates in subsets of the New Jersey population
- Strategies for initiating or expanding risk-based colorectal and lung cancer screening programs
- Processes for implementing shared decision-making approaches for colorectal and lung cancer screening
- *Other evidence-based, outcomes-oriented interventions and services aligned with the ScreenNJ goals defined in this RFP*

Note: Requests for partnership activities, including funding requests, are not limited to the items in the above list, and requesting funding for a service from this list does not guarantee funding of the request.

How to Request ScreenNJ Partnership and Support:

- To request support for staff and/or public education and outreach efforts (including health educators, inflatable colons, supplies or materials for upcoming events, train-the-trainer content and sessions, or other related ideas, please fill out the [ScreenNJ Educational Support Request](#) form. View information about available outreach support at https://screennj.org/wp-content/uploads/2020/03/FY21_ScreenNJ_Outreach_Support.pdf
- To request education support for your organization's staff regarding tobacco products, tobacco treatment, and/or lung cancer screening guidelines, including the Certified Tobacco Treatment Specialist (CTTS) training, please fill out the [ScreenNJ Tobacco Treatment Training Request](#) form. View information about available training programs and support at https://screennj.org/wp-content/uploads/2020/03/FY21_ScreenNJ_Tobacco_Training.pdf
- To request funding, follow the instructions on pages 4-7 of this document.
- For other requests, or to discuss a partnership idea or opportunity, contact the ScreenNJ program manager, Emily Carey PerezdeAlejo, at screennj@cinj.rutgers.edu and 732-235-6829.

Requests for ScreenNJ Funding – Applicant Instructions & Requirements

Organizations Eligible to Apply for Funding: Organizations that provide direct patient care, patient referrals, and/or healthcare services are invited to apply for financial support to expand or improve their New Jersey services in the goal areas listed on the first page of this document.

Applicants must meet the following criteria to be eligible for this RFP:

- Be a legally established primary care provider or organization, federally qualified health center, health clinic, local health services agency, hospital, health department, or other private or public organization that provides healthcare services or client education and referral to healthcare services.
- Have a New Jersey address and conduct business from one or more locations in New Jersey.

Funding Request Deadline: Funding requests will be accepted between March 1, 2020 and May 15, 2020 for projects commencing July 1, 2020; applications received after May 15, 2020 will be considered on a rolling basis until partner support funds for this RFP are fully allocated.

Funded Efforts Time Period: Funds are available to support services and activities conducted from July 1, 2020 through June 30, 2021. For applications that are selected for funding, the project will commence as soon as possible; *no work should commence until the Applicant receives both an Award Letter from ScreenNJ and a Purchase Order number from Rutgers (the entity administering ScreenNJ funds on behalf of the State).*

Award Amount: Through this RFP, ScreenNJ is seeking to award funds ranging from \$5,000 to \$50,000 per award per site. Awards are based on the availability of funds, the proposal's alignment with ScreenNJ goals, and cost-effectiveness, outcomes, and impact of the proposal. Applicants seeking award amounts over \$50,000 are encouraged to contact ScreenNJ to discuss their proposed interventions and justification for additional funds; such proposals *may* be considered at the discretion of the ScreenNJ Program.

Administrative / Overhead costs are not permitted, but fringe benefits are permitted for staff directly performing proposed activities. Funding of staff must be commensurate with time spent performing activities related to the proposal. The basis for rates for reimbursement of clinical / patient services (e.g., colonoscopies) must be defined (e.g., "current Medicare rate for procedure codes X and Y").

Submission Instructions: Completed applications should be submitted online at https://rutgers.ca1.qualtrics.com/jfe/form/SV_9oxYUoznL9AV4tT. Applications that are not complete (as described in this RFP, below) will be returned with a request for the missing information and can be resubmitted; the application date will be the date that the *complete* application is received.

Application Contents: To be considered, applications must include the following required information:

1. Completed **Scope of Work template**

- a. **Link to template:** https://screennj.org/wp-content/uploads/2020/03/FY21_ScreenNJ_Scope_Template.doc
- b. **Link to instructions:** https://screennj.org/wp-content/uploads/2020/03/FY21_ScreenNJ_Scope_Instructions.pdf

2. Completed **Project Budget template**

- a. **Link to template:** https://screennj.org/wp-content/uploads/2020/03/FY21_ScreenNJ_Budget_Template.xlsx

3. **Organizational Contact information** (preview and submit the requested information by viewing the online application at the link listed on the previous page)

4. **Organizational Baseline Data** (*provide information to the extent possible, given availability and accessibility of data at the organization – if data are not available, please provide a note to that effect*)

- a. **Link to template:** https://screennj.org/wp-content/uploads/2020/03/FY21_ScreenNJ_Baseline_Template.doc

5. *Only if applicable*, written request to negotiate modified Purchase Order terms and conditions; this written request must include contact information for the person at the organization who is authorized to negotiate the modified terms with Rutgers' Purchasing department.

Additional Notes:

- Organizations should only apply for funds and propose services that they reasonably believe they will be able to perform and bill by the end of the grant period, June 30, 2021.
- Multiple applications received from a single site / team may be returned, and the applicants asked to resubmit a combined, collaborative application.
- Except where the proposed activities / interventions are specifically addressing barriers to screening caused by insurance billing challenges for covered patients, applicants should plan to bill patient insurance when available for covered services relating to proposed activities, as screenings are covered by most insurance plans at no cost for eligible patients.
- Applicants are encouraged but not required to submit proposals in coordination with community and regional partners. For example, an FQHC applying for funding to support expanded colorectal cancer patient education and FIT kit distribution and testing could indicate the local hospital partner to which they refer patients with either positive FITs for colonoscopy or who have elected to have a colonoscopy for their initial screening. The local hospital partner could also apply for funds to provide colonoscopy services for underinsured patients referred by the FQHC, and indicate that it accepts patient referrals from the FQHC and other local provider partners.
- As a way to prioritize the funding, priority may be granted to organizations that are best positioned to address health disparities that are identified in their community or region, consistent with the New Jersey Department of Health's Health Disparity Priority Areas Indicator Reports.

Proposal Review and Selection Process: The ScreenNJ Program will evaluate proposals and may also ask questions of a clarifying nature from applicants as required. The award will be made to applicants who meet application criteria and requirements, whose projects align with program goals, as funds are available, and at the discretion of the ScreenNJ Program. The proposed budget will be judged based on the extent to which it is reasonable and necessary to accomplish the program goals and objectives. Geographic location may be considered in the review process. ScreenNJ reserves the right to reject any proposal in part or in full based on availability of funds, alignment between proposal and ScreenNJ goals, and most effective distribution of funds – solely at discretion of ScreenNJ program.

Programmatic Requirements after Selection for Funded Efforts:

- Organizations whose proposals are selected for funding will be able to commence billable work, submit invoices for payment, and receive funds once the Purchase Order / Service Contract is approved in the Rutgers Accounts Payable system and a Purchase Order Number (PO Number) has been issued to the organization. The Statement of Work for this Purchase Order is based directly upon the organization’s proposal under this RFP and any subsequent negotiations between ScreenNJ and the organization.
 - RU Procurement Terms and Conditions (Rutgers’ standard PO terms and conditions) are available for review at: <https://procurementservices.rutgers.edu/resources/forms#contracting>
 - Revisions to the standard PO language will be considered, but must be negotiated between Rutgers and the Applicant Organization before funding can be awarded. Any requests to modify the PO terms and conditions must be made in writing, and submitted to screennj@cinj.rutgers.edu at the time the application is being submitted.
 - To create a purchase order, the Rutgers purchasing system requires that the partner organization be on file with a W-9 form and Independent Contractor or Employee Determination (ICED) form. Applicants that do not submit these files as part of their application will be contacted by the ScreenNJ program staff to request these from the applicant.
 - **W-9 form** <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - **Independent Contractor or Employee Determination (ICED) form** <https://uco.rutgers.edu/files/iced-independent-contractor-or-employee-form2019pdf>
- Funded partners will be required to participate in program evaluation and improvement efforts as well as regular (e.g., monthly) project status calls. Partners will be invited and encouraged to participate in online discussions and best practices exchanges, regional screening facilitation and troubleshooting conference calls and discussions, and partner learning conferences and educational sessions.
- To improve the effectiveness of ScreenNJ program activities, inform decisions about future program development, and accelerate the dissemination and implementation of evidence-based and promising practices for cancer screening, prevention, and education, ScreenNJ’s staff will conduct systematic collection of information about the activities, characteristics (e.g., processes, products, systems, organizations, personnel, costs, and policies), and outcomes of funded projects. Any publication or other dissemination of the results of this systematic data collection by ScreenNJ

will include only de-identified information about funded projects, unless explicit permission to share identifiable information is separately obtained from the funded project.

- Funded partners must submit quarterly invoices and activity reports during the project period, due 10 days after the end of each quarter (quarter end dates: Sept. 30, Dec. 31, Mar. 31, and Jun. 30). Invoices will be paid within 45 days upon submission of an acceptable and approved invoice. Invoices must be accompanied by a brief report of all activities for that period. The Purchase Order number must be included on all invoices (see sample invoice-report, below). No HIPAA data should be shared with the ScreenNJ program – all reporting relating to patient services must be de-identified or summary (e.g., number of FIT kits distributed to patients; number of kits returned and processed).
 - Note: Invoices and activity reports may be submitted monthly or quarterly, but must be submitted at least quarterly.
 - A project-specific activity report template will be shared with each funded partner at the start of the funded project.
- Principal or key personnel included in the proposal may not be substituted without written notification to ScreenNJ. Replacements for key personnel under the award must have equivalent professional qualifications and experience as those individuals listed in the proposal. The organization should submit written notification of the professional qualifications and experience of replacement key personnel at least ten working days before replacement occurs.
- If funds are allocated to an organization, but the organization becomes unable to accept the funds or conduct the proposed work during the funding period, the organization must notify ScreenNJ staff as soon as possible. Any such inability to accept funds in one application cycle will not adversely affect an organization's funding chances in future ScreenNJ funding opportunities.

Questions: All questions regarding this RFP can be sent to ScreenNJ at screennj@cinj.rutgers.edu.