



## ScreenNJ Program Partnership Invitation FY2022

### 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 in cancer screening access, 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 computed tomography (LDCT) scans for lung cancer and colonoscopy, FIT, and other recommended tests for colorectal cancer.

#### 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 (including disparities created or worsened by the COVID-19 pandemic)
5. increase awareness for NJ residents and providers about the importance of colorectal and lung cancer screening, early detection, and prevention

#### Partnerships with ScreenNJ may include (but are not limited to):

- conducting clinical services (e.g., screening procedures, patient identification and referral to screening, clinical practice improvements) to improve screening rates,
- conducting community and patient education, outreach, and events to raise awareness of screening and recruit patients to screening,
- participating in and conducting provider and staff education on guidelines, processes, and screening practices improvements, and
- other evidence-based, outcomes-oriented interventions and services aligned with the ScreenNJ goals defined in this RFP.

ScreenNJ is seeking to partner with, 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 groups that help organizations initiate, expand, and/or support these type of outcomes, evidence-based screening, and outreach services.

## **ScreenNJ seeks to support the following types of activities and services:**

### **• Clinical Operations**

- Activities that directly address and mitigate barriers to cancer screening created or worsened by the ongoing COVID-19 pandemic
- Patient navigators to provide education, scheduling, data entry, calls and mailings, and other patient navigation activities to increase cancer screening and follow-up on abnormal screens
- Medical supplies, procedures, and laboratory costs for un/underinsured patients:
  - Colorectal cancer screening with colonoscopy, FIT, or other recommended tests
  - Colonoscopy as follow-up to positive FIT or other recommended screening tests
  - Lung cancer screening with low-dose computed tomography (LDCT)
  - Tobacco cessation counseling and nicotine-replacement therapy (NRT)
- Patient transportation for screening appointments and procedures for un/underinsured patients
- EMR enhancements and other process improvements to enhance data collection and tracking of cancer risk, screening history / results, and screening eligibility
- Implementation of evidence-based and process improvement interventions to reduce disparities in cancer prevention, screening, incidence, or mortality rates in subsets of the NJ population
- Strategies for initiating or expanding risk-based cancer screening programs
- Processes for implementing shared decision-making approaches for screening

### **• Outreach & Community Education**

- Health educator staff or content 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, to provide train-the-trainer content / ready-to-use public education presentation materials)
- Translation of educational materials for patients (e.g., brochures, postcards, posters, handouts, and other resources)
- Printing / duplication and mailing costs for relevant patient reminders cards, letters, information sheets, marketing, and other small media
- Outreach supplies (e.g., educational materials for patients and the public; event supplies) and educational equipment (e.g., reserve the giant inflatable colon for colon cancer education)
- Smoking cessation health education services / programs for patients
- Health education / public outreach on cancer screening

### **• Provider Education, Training, and Peer Support**

- Connection to the growing ScreenNJ partner network for best practices, barrier-reduction, and referral sites that can accept un/underinsured patients
- Educational content for clinical / patient-care staff (e.g., webinars, in-person educational programs, guidance about screening options and benefits, staff education campaigns)
- 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 already provide some tobacco cessation services and would like to improve their skills, as well as staff who need training so that they can develop the skills to provide tobacco cessation services
- **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. **Projects must focus on colorectal and/or lung cancer prevention, screening, and early detection.**

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## Requests for ScreenNJ Funding – Applicant Instructions & Requirements

### Eligible Organizations:

Organizations that provide direct patient care, patient referrals to care, and/or health-related community services are invited to apply for 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, or that helps organizations to initiate, expand, or support these type of outcomes-oriented, evidence-based screening and outreach services.
- Have a New Jersey address and conduct business from one or more locations in New Jersey.

### Required Application Contents & Submission Process:

**Note:** Please provide information to the extent possible for your project location(s), given availability and accessibility of data at your organization, and note where data is not available.

**Submission Instructions:** Submit your application documents online at [https://rutgers.ca1.qualtrics.com/jfe/form/SV\\_6m0HG5NZUf45E16](https://rutgers.ca1.qualtrics.com/jfe/form/SV_6m0HG5NZUf45E16). Applications missing one or more of the numbered items below will be returned with a request for resubmission with the missing information. **The official application date will be the date that the *complete* application is received.**

1. **Organizational Baseline Data** (*submit as an Excel file*)
  - a. [https://screennj.org/wp-content/uploads/2021/03/FY22\\_ScreenNJ\\_BaselineData.xlsx](https://screennj.org/wp-content/uploads/2021/03/FY22_ScreenNJ_BaselineData.xlsx)
2. **Scope of Work template** (*submit as a Word doc*)
  - a. [https://screennj.org/wp-content/uploads/2021/03/FY22\\_ScreenNJ\\_Scope.doc](https://screennj.org/wp-content/uploads/2021/03/FY22_ScreenNJ_Scope.doc)
3. **Project Timeline template** (*submit as an Excel file*)
  - a. [https://screennj.org/wp-content/uploads/2021/03/FY22\\_ScreenNJ\\_Timeline.xlsx](https://screennj.org/wp-content/uploads/2021/03/FY22_ScreenNJ_Timeline.xlsx)
4. **Project Budget template** (*submit as an Excel file*)
  - a. [https://screennj.org/wp-content/uploads/2021/03/FY22\\_ScreenNJ\\_Budget.xlsx](https://screennj.org/wp-content/uploads/2021/03/FY22_ScreenNJ_Budget.xlsx)

5. A **current W-9 form** and **ICED form** completed for each organization requesting funds and planning to submit invoices
  - a. **W-9 form** <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
  - b. **Independent Contractor or Employee Determination (ICED) form** (*if your organization has more than 5 employees, skip the 17-question box in the center of this form*) <https://procurementservices.rutgers.edu/files/independent-contractor-and-employee-determination-iced-v4jan210pdf>
6. **Organizational Contact information** (preview and submit the requested information by viewing the online application at the link listed above)
7. *Only if applicable*, please provide a 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.

### **Deadlines & Funding Period:**

**Funding Request Deadline:** Funding requests will be accepted between March 15, 2021 and May 15, 2021 for projects commencing July 1, 2021; applications received after May 15, 2021 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, 2021 through June 30, 2022. For applications that are selected for funding, the project will commence as soon as possible; ***no work should commence until the Applicant receives both a formal Award Letter from ScreenNJ and a Purchase Order number from Rutgers (the entity administering ScreenNJ funds on behalf of the State).***

### **Financial Guidelines:**

**Award Amount:** Through this RFP, ScreenNJ is seeking to award funds ranging from \$5,000 to \$50,000 per site per award. Awards are based on the availability of funds, the proposal's alignment with ScreenNJ goals, 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.***

**Project Budget and Billing:** Organizations should only apply for funds and propose services that they will be able to **perform and bill by the end of the grant period, June 30, 2022.**

**Direct and Indirect Costs:** ***Administrative / Overhead (indirect) costs are not permitted***, but fringe benefits and salary/wages (direct costs) are permitted for personnel directly performing proposed activities. Funding requests for staff/personnel must be commensurate with time spent performing activities related to the project.

**Reimbursement Rates for Clinical Services:** The basis for rates for reimbursement of clinical / patient services (e.g., colonoscopies) **must be defined in the proposal** (e.g., "current Medicare rate for procedure codes X and Y"). ScreenNJ typically reimburses at the Medicare reimbursement rates for relevant procedures and tests.

**Support for Insured Patients:** Except where the proposed activities / interventions are specifically addressing barriers to screening caused by insurance billing challenges for covered patients, organizations 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.

**Sustainability Plans for Revenue-Generating Staff:** Organizations requesting funding for staff to initiate or expand navigation services that will increase the volume of billable services for the organization over time are strongly encouraged to have a plan for sustaining these positions following this project year.

### **Application Guidelines:**

**Internally-Coordinated Applications:** Multiple applications received from a single site / organization may be returned and asked to be re-submitted as a combined, collaborative application.

**Externally-Coordinated Applications:** Applicants are encouraged but not required to submit proposals in coordination with other 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 partners.)*

**Proposal Review and Selection Process:** The ScreenNJ Program will evaluate proposals and may ask questions of a clarifying nature from applicants as required. At the discretion of the ScreenNJ Program, funds will be awarded to applicants who meet application criteria and requirements and whose projects align with program goals. 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.** 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.

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### **Programmatic Requirements after Selection for Funded Efforts:**

**Approval to Start Work:** 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 (PO) Number has been issued to the organization. The Statement of Work for this PO is based upon the organization's application and any subsequent ScreenNJ communications with 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 terms will be considered, but must be negotiated between Rutgers and the applicant organization before funding can be awarded. Requests to modify the PO terms must be sent in writing to [screennj@cinj.rutgers.edu](mailto:screennj@cinj.rutgers.edu) at the time the application is submitted.
- To create a PO, 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 failing to submit these files in their application will be contacted by ScreenNJ program staff to request the missing files.

**Required and Optional Program Support Meetings:** Funded partners will be required to participate in program evaluation and improvement efforts as well as regular (monthly) project status calls. Partners will be invited and encouraged to participate in online discussions for best practice exchanges, regional screening facilitation, troubleshooting conference calls / discussions, partner learning conferences, and educational sessions.

**Progress Reporting and Invoicing:** Funded partners must submit **monthly activity reports** during the project period, due 15 days after the end of each month, and must submit **at least quarterly invoices, due 30 days after the end of each quarter**. 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 if those activities have not been previously reported. The Purchase Order number must be included on all invoices. **No HIPAA/PHI 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).

**Program Evaluation:** 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 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.

**Key Personnel Changes:** 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.

**Changes to Project Scope / Budget:** 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 the organization in future ScreenNJ application cycles.

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**Applicant Information Sessions and Q&A:** If you are planning to submit an application related to this RFP, you are encouraged to join one of the Applicant Information sessions, which will be held on **Monday April 12, 2021 (11am-noon)** and **Thursday April 15, 2021 (1pm-2pm)**. To receive the webinar invitation for these sessions, please register at [https://rutgers.ca1.qualtrics.com/jfe/form/SV\\_8Dq6iiqUHI4h63Y](https://rutgers.ca1.qualtrics.com/jfe/form/SV_8Dq6iiqUHI4h63Y).

#### **ScreenNJ Program Contacts:**

- All questions regarding this RFP can be sent to ScreenNJ at [screennj@cinj.rutgers.edu](mailto:screennj@cinj.rutgers.edu)
- To discuss a new partnership idea or opportunity, contact the ScreenNJ program manager, Emily Carey PerezdeAlejo, at [eicarey@cinj.rutgers.edu](mailto:eicarey@cinj.rutgers.edu)
- To request assistance with educational content or programming for patients, community members, or your staff, or assistance with materials translation, outreach supplies, inflatable colons, and other resources, contact the ScreenNJ program coordinator, Tamara Horn, at [thorn601@cinj.rutgers.edu](mailto:thorn601@cinj.rutgers.edu)