

## **RFA #1401130108**

**New York State Department of Health  
and  
Health Research, Inc.  
Center for Community Health  
Division of Chronic Disease Prevention  
Bureau of Chronic Disease Control**

**Integrated Breast, Cervical and Colorectal Cancer Screening Program for  
Allegany, Cattaraugus, Niagara, Genesee, and Orleans Counties**

**Modifications, Questions and Answers  
May 15, 2014**

*All questions are stated as received in the Bureau of Chronic Disease Control Bureau Mail Log by the deadline. The Bureau of Chronic Disease Control is not responsible for any errors or misinterpretation of any questions received.*

*The responses to questions included herein are the official responses by the Department to questions posted by potential applicants and are hereby incorporated into the RFA #140113018 issued on May 1, 2014. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.*

### **RFA MODIFICATIONS**

*The following has been updated/modified in the RFA. Strike-through indicates deleted text; underlined text is new.*

**Page 63, Attachment 12, Work Plan Template Instructions, Objective 2, bullet 2**

Objective #2: Build and maintain collaborative relationships with health, human service, education and other community organizations to provide and promote utilization of cancer screening services among priority populations throughout the service region  
Performance Measures (to be inserted in the work plan template) - Objective #2:

- Contractor actively collaborates with community organizations that assist with implementation of required program activities
- No less than ~~12-9~~ nine (9) educational visits to inform community members and decision makers about the impact of cancer and the cancer burden, community needs for services, and how the local CSP addresses the cancer burden and community needs
- There is a sufficient number of DQE's in the service region to meet the needs of the program to assist eligible clients with enrollment in the MCTP

## QUESTIONS AND ANSWERS

### Section III. B. Scope of Work:

**Q1a.** Page 9 III B. Scope of work, 2<sup>nd</sup> paragraph-regarding subcontractors, last sentence: Do subcontract agreements need to be included in the proposal?

**Q1b.** Does NYSDOH CSP need to approve subcontractor agreements?

**Answer (Q1a):** No, subcontract agreements do not need to be included in the applications. However, as noted in the RFA, preference will be given to those applicants that identify proposed subcontracting agencies and/or the method used to select the proposed subcontracting agencies. The application budget guidance, (Attachment 14, Budget Template Guidance Document, page 66 to 73), provides instructions for inclusion of subcontractors, noting the following on page 70, "...for each vendor/subcontractor (defined on the bottom of the last page), please provide the name of the proposed subcontractor, a brief indication of the type of service, and the requested amount. If the subcontractor is unknown please provide a brief description of the service to be provided and indicate to be hired (TBH)."

**Answer (Q1b):** Yes, approval of the proposed subcontract agreement(s) will be required prior to the Department entering into a contract with the lead organization.

**Q2.** On page 12 under Public Education and Targeted Outreach: Can you please clarify the use of data to locate priority population.

**Answer (Q2):** This refers to the use of local and other data sources to develop specific programming to reach members of the priority populations within the contractor's service area. Priority populations are defined in the RFA as, "sub-groups of the program eligible population who are disproportionately affected by breast, cervical and colorectal cancer", and include people ages 50 to 64, women rarely or never screened for cervical cancer, and the medically unserved or underserved (Section III.A., page 8). The demographics of the priority populations may vary by service region. Data will help to inform and prioritize public education, targeted outreach and in-reach activities to maximize the reach and provision of services to the priority populations specific to the service area. Data from the United States Census Bureau (<http://www.census.gov/>) and information collected through Community Health Assessments conducted by local health departments can be utilized to identify areas within a county with larger proportions of underserved populations and people less likely to be screened for cancer.

### Section IV. A. Completing the Application:

**Q3.** Under Technical Proposal can we write "Refer to work plan for specific activities"?

**Answer (Q3):** Yes, where appropriate, but note that these are two separate application content sections and each should be responsive to the requested content information in the RFA. Each application content section is assigned a value which is an indication of the relative weight that will be given when scoring the application. Additionally, the application narrative, which

includes the technical proposal, should cover the entire grant period, from July 1, 2014 through March 31, 2018, while the work plan is limited to detailing the activities of the first, nine-month period from July 1, 2014 through March 31, 2015.

**Q4.** What is a Federally Qualified Health Center and how do we know if we have any in our county?

**Answer (Q4):** According to the United States Department of Health and Human Services, “Federally qualified health centers (FQHCs) include all organizations receiving grants under Section 330 of the Public Health Service Act (PHS). FQHCs qualify for enhanced reimbursement from Medicare and Medicaid, as well as other benefits. FQHCs must serve an underserved area or population, offer a sliding fee scale, provide comprehensive services, have an ongoing quality assurance program, and have a governing board of directors.” Visit the following website to conduct a zip code-based search for FQHCs:  
[http://www.chcanys.org/index.php?src=directory&view=Membership\\_Directory&srctype=hc\\_map\\_layout](http://www.chcanys.org/index.php?src=directory&view=Membership_Directory&srctype=hc_map_layout)

**Q5:** Page 63 objective #2 (2<sup>nd</sup> bullet) No less than 12 9 educational visits, is this 12 or 9 or 129 educational visits?

**Answer (Q5):** It is no less than 9 educational visits. Please see RFA Modifications listed at the beginning of this document.

### **Section V. I. Minority & Woman-Owned Business Enterprise Requirements:**

**Q6.** We have no MWOBE businesses in Allegany or Cattaraugus Counties that provide products or services needed for participation in the CSP. How do we complete the requirements on the grant application for attachment 19?

**Answer (Q6):** Applicants should complete Form #1 and, if the MWBE utilization plan is less than 20%, as stated on page 40 of the RFA, the applicant should complete and submit Form #2. Please refer to the instructions on Attachment 19 (page 88) for additional information. Any questions regarding completion of these forms can be sent to [jae11@health.state.ny.us](mailto:jae11@health.state.ny.us).