

Request for Proposals: Development of a Protocol for a Demonstration Project to Increase Cervical Cancer Screening Coverage in the US Affiliated Pacific Islands

Deadline for Submission: 3:00 PM ET September 28, 2015

Overview

Through a cooperative agreement with the National Center for Chronic Disease Prevention and Health Promotion at the Centers for Disease Control and Prevention (CDC), the National Network of Public Health Institutes (NNPHI) has been funded to identify and support subject matter experts (SMEs) with the development of a research protocol to assess the feasibility of implementing resource-appropriate cervical cancer screening and follow-up methodologies in the US Affiliated Pacific Islands (USAPI) to increase cervical cancer screening, follow-up and treatment of abnormal results.

The USAPI currently have low cervical cancer screening coverage (primarily Pap-smear screening) and follow-up rates; the demonstration project will examine the feasibility of implementing alternative resource-appropriate screening methods such as self-collection for primary human papillomavirus (HPV) testing or visual inspection with acetic acid (VIA) as well as immediate treatment, if needed, with cryotherapy in the USAPI.

NNPHI is seeking a team of researchers/SMEs in cervical cancer and cost-effectiveness analysis that can lead development of the research protocol for the demonstration project. The SMEs can be from the same organization or different organization, but one organization should be listed as the lead applicant.

For more information on cervical cancer screening in the USAPI, please see the following publications:

Townsend JS, Stormo AR, Roland KB, Buenconsejo-Lum L, White S, Saraiya M. [Current cervical cancer screening knowledge, awareness, and practices among U.S. affiliated pacific island providers: opportunities and challenges](#). *Oncologist*. 2014 Apr;19(4):383-93. doi: 10.1634/theoncologist.2013-0340. Epub 2014 Mar 25.

[Cervical cancer screening in low-resource settings](#). Committee Opinion No. 624. American College of Obstetricians and Gynecologists. *Obstet Gynecol* 2015;125:526–8.

Eligibility

This RFP is open to all U.S. based organizations/U.S. citizens who have experience with the following:

- Cervical cancer screening and treatment studies
- Unique health seeking behaviors of residents of the USAPI
- Engaging and collaborating with stakeholders in the USAPI
- Design of demonstration projects
- Cost-effectiveness analysis
- Team members may be from different organizations, but one organization should be listed as the lead applicant

Preference may be given to applicants who can leverage funds from other projects to travel to the USAPI and/or Hawaii. NNPHI encourages applicants to utilize a competitive indirect rate, comparable to standard off-campus project rates below 33%.

Funding Available

A total of \$80,000 is available for a team of researchers. Project related travel is not included in the total award amount and will be reimbursed separately. This contract is part of a larger cooperative agreement award between NNPHI and CDC. It is estimated that the primary expenses will be staff time. Subcontractors for components are permissible. NNPHI and the selected contractor will negotiate the budget and workplan once the contractor is selected.

Timeline

The project period will begin on October 15, 2015. All activities must be implemented by June 30, 2016. The selected contractor should anticipate an in-person meeting in Atlanta or Washington, DC during the first quarter of the project and attendance at either the Cancer Council of the Pacific Islands (CCPI) Semi-Annual Meeting (to be held December 5 – 10, 2015 in Hawaii) or site visit(s) to selected USAPI jurisdictions.

Scope of Work

The selected contractor will collaborate with NNPHI staff and CDC to develop and implement a workplan that includes the following objectives and activities:

- Identify two/three USAPI jurisdictions willing and able to implement a demonstration project to test the feasibility of using alternative resource-appropriate cervical cancer screening methods for diagnosis and treatment
- Plan and conduct site visits to the selected USAPI jurisdictions
- Develop a comprehensive written protocol for the demonstration project that includes:
 - Identification and engagement of key stakeholders in the development of the demonstration project protocol and identification of their roles in conducting the demonstration project
 - A plan for how to collaborate with USAPI partners to track data for the demonstration project and also strengthen current data systems for cervical cancer screening and treatment
 - Surveys developed to collect a wide range of data (including sociodemographic, screening, treatment, acceptability and cost data) on participants and the USAPI jurisdiction health infrastructure/systems

- A plan for participant recruitment and follow-up through care, if needed
- An enumeration of resources needed for future implementation of the developed protocol
- A cost-effectiveness assessment plan and relevant surveys for data that needs to be collected to conduct cost-effectiveness analyses of the demonstration project when implemented in the future
- Plan for engaging consultants from the University of Hawaii to ensure project activities adhere to culturally sensitive standards
- Prepare packages to obtain CDC clearance (IRB and OMB) and the relevant USAPI ethics committee clearances for the entire protocol and all surveys developed
- Examine current information about data systems for cervical cancer screening in the identified USAPI jurisdictions and engage stakeholders in developing action items that can be taken to improve data systems to track cervical cancer screening and treatment during the demonstration project

Deliverables

- A comprehensive protocol for the demonstration project to examine feasibility and cost-effectiveness of alternative cervical cancer screening methods in two/ three USAPI jurisdictions (including all relevant surveys)
- Completed packages to obtain for CDC and the relevant USAPI ethics committee clearances
- An action plan for the improvement of cervical cancer program data systems, developed collaboratively with stakeholders in the USAPI and various governmental agencies in preparation for the demonstration project

How to Apply

Please submit your proposal using the application template provided on subsequent pages. Email your completed application as an attachment to cervical_cancer@nnphi.org not later than **3:00 PM ET on Monday, September 28, 2015**. If you do not receive a confirmation of receipt within 24 hours, please (504) 872-0755 to ensure receipt. In fairness to all applicants, NNPHI will not accept any applications received after the deadline for any reason and will not review incomplete applications.

Informational Call/Questions

NNPHI will host an informational call for applicants on **Wednesday, September 16th at 1 PM ET**. Please register for the call [here](#) by noon ET on **Tuesday, September 15th**. Interested applicants are also encouraged to submit specific questions in writing via email to cervical_cancer@nnphi.org with "USAPI Cervical Cancer Screening" as the subject line. Questions submitted in writing prior to the call will receive priority.

Summary of RFP Milestone Dates

September 16, 2015 at 1:00 PM ET	Informational call with NNPHI and interested contractors
September 28, 2015 at 3:00 PM ET	Proposal due
October 12, 2015	NNPHI notifies selected contractor(s)
October 15, 2015 - June 30, 2016	Project period

Selection Criteria

Applications will be reviewed by a panel including NNPHI and CDC staff.

Selection will be based on the following criteria. Please note the point value for each of the criteria listed:

1. Team's demonstrated knowledge and experience with (25 points):
 - a. Cervical cancer screening and treatment
 - b. Unique health seeking behaviors of residents of the USAPI
 - c. Engaging and collaborating with stakeholders in the USAPI
 - d. Appropriate quantitative and qualitative research methodologies, including experience with survey methodology and cost-effectiveness analysis
2. Plan for completing each activity from the scope of work (50 points):
 - a. Identify two/three USAPI Jurisdictions willing and able to implement a demonstration project and conduct site visits to the selected USAPI jurisdictions or schedule meetings with stakeholders at the CCPI Semi-Annual Meeting in Hawaii
 - b. Develop a comprehensive written protocol for the demonstration project
 - c. Develop a cost-effectiveness assessment plan and relevant surveys to conduct cost-effectiveness analyses of the demonstration project when implemented in the future
 - d. Prepare packages for submission for CDC clearance (IRB and OMB) and the relevant USAPI ethics committee clearances for the entire protocol and all surveys developed
 - e. Examine current information about data systems for cervical cancer screening in the identified USAPI jurisdictions
 - f. Engage stakeholders in developing action items that can be taken to improve data systems to track cervical cancer screening and treatment during the demonstration project
3. Demonstrated capacity of the team to implement project and meet all project requirements within budget including expertise of the proposed staff within budget (15 points)
4. Completeness and quality of the proposal, including inclusion of clear budget and budget justification (10 points)

Notice to Applicants

Please be advised that NNPHI reserves the right to modify the terms of the RFP with reasonable notification to all interested parties. This RFP and any related discussions or evaluations by anyone create no rights or obligations whatsoever. NNPHI may cancel or delay this solicitation at any time at its own discretion. Anything to the contrary notwithstanding, the contract executed by NNPHI and the selected applicant, if any, will be the exclusive statement of rights and obligations extending from this solicitation. Applicants are further advised that all information submitted in response to this solicitation shall remain in the public domain.

For More Information

Please visit <http://nnphi.org/news-events/funding-opportunities> or email cervical_cancer@nnphi.org.

Application Template

*In not more than five (5) single-spaced pages, 12 pt. Times New Roman font, please respond to the following questions. Submit your application as an email attachment to cervical_cancer@nnphi.org not later than **3:00 PM ET on Monday, September 28, 2015**. Late submissions will not be accepted, and incomplete applications will not be reviewed.*

Name of Contractor(s):

Contact Person for matters related to this application:

Email address:

1. Please describe your interest in this work and list/describe any past experiences/projects that demonstrate your ability to complete the scope of work as outlined. Please include experience related to (25 points):
 - a. Cervical cancer screening and treatment
 - b. Unique health seeking behaviors of residents of the USAPI
 - c. Engaging and collaborating with stakeholders in the USAPI
 - d. Development of research protocols and demonstration projects
 - e. Appropriate quantitative and qualitative research methodologies, including experience with cost-effectiveness analysis
 - f. Obtaining CDC clearance (IRB and OMB) and the relevant USAPI ethics committee clearances
2. If you were awarded a contract to complete this work, please describe how you will do the following in close collaboration with CDC and NNPHI staff (50 points):
 - a. Identify two/three USAPI Jurisdictions willing and able to implement a demonstration project to test the feasibility of using alternative resource-appropriate cervical cancer screening methods for diagnosis and treatment.
 - b. Plan and conduct in-person meeting with representatives from the selected USAPI jurisdictions (either site-visits or meetings at the CCPI Semi-Annual Meeting in Hawaii).
 - c. Develop a comprehensive written protocol for the demonstration project to:
 - Identify and engage key stakeholders in development of demonstration project protocol and identification of their roles in conducting the demonstration project
 - Collaborate with USAPI partners to track data for the demonstration project and also strengthen current data systems for cervical cancer screening and treatment
 - Develop survey to collect a wide range of data (including socio-demographic, screening, treatment, acceptability and cost data) on participants and the USAPI jurisdiction health infrastructure/systems
 - Recruit participants and follow-up through care, if needed
 - d. Enumerate resources needed for future implementation of the developed protocol
 - e. Develop a cost-effectiveness assessment plan and relevant surveys for data that needs to be collected to conduct cost-effectiveness analyses of the demonstration project when implemented in the future.

- f. Prepare packages to obtain CDC clearance (IRB and OMB) and the relevant USAPI ethics committee clearances for the entire protocol and all surveys.
 - g. Examine current information about data systems for cervical cancer screening in the identified USAPI jurisdictions and engage stakeholders in developing action items that can be taken to improve data systems to track cervical cancer screening and treatment during the demonstration project.
3. Please provide the following information on the contractor(s) completing the above scope of work (15 points):
- a. Qualifications for this work, including experience developing and implementing demonstration projects.
 - b. Confirmation that contractor has the capacity to meet all project requirements before June 30, 2016.
4. Please provide a brief project budget and justification using the template in attachment A. This is not included in your 5-page limit (10 Points).

**Please also attach a copy of the CV to your response. This is not included in your 5-page limit.*

Attachment A: NNPHI Contract Budget Template

Please fully complete the table below. Provide a brief narrative justification for each line item in the far right column of the table.

Category	Amount	Justification
a. Personnel	\$	
b. Fringe Benefits	\$	
c. Travel	\$	
d. Equipment	\$	
e. Supplies	\$	
f. Other	\$	
g. Contractual	\$	
h. Total Direct Costs	\$	
i. Indirect Costs	\$	
j. TOTAL BUDGET	\$	