**Attachment 1**

**Business Requirements Matrix**

**Request for Proposal Number 109796 O3**

**Bidder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Bidders are instructed to complete a Business Requirements Traceability Matrix for Cancer Registry Quality Assurance, Data Collection and Data Management services. Bidders are required to describe in detail how their proposed solution meets the conformance specification outlined within each Business Requirement. DHHS requires the bidder to describe "how" the outcomes will be met. DHHS is not attempting to specify every possible activity necessary to achieve success on this contract. Bidders should not infer that the absence of detailed requirements means that DHHS does not consider a specific area or activity important or unnecessary. DHHS requires the bidder to propose solutions and services that meet its documented outcomes and requirements. DHHS requires the bidder to include all details in its proposal necessary to achieve or exceed the desired outcomes.

The traceability matrix is used to document and track the business requirements from the proposal through testing to verify that the requirement has been completely fulfilled. The Contractor will be responsible for maintaining the contract set of Baseline Requirements.

The traceability matrix should indicate how the bidder intends to comply with the requirement and the effort required to achieve that compliance. It is not sufficient for the bidder to simply state that it intends to meet the requirements of the RFP. DHHS will consider any such response to the requirements in this RFP to be non-responsive and the bid may be rejected. The narrative should provide DHHS with sufficient information to differentiate the bidder’s business solution from other bidders’ solutions.

The bidder must ensure that the original requirement identifier and requirement description are maintained in the traceability matrix as provided by DHHS. Failure to maintain these elements may render the bid non-responsive and result in for rejection of the bidder.

How to complete the traceability matrix:

| Column Description | Bidder Responsibility |
| --- | --- |
| Req # | The unique identifier for the requirement as assigned by CFS, followed by the specific requirement number. This column is dictated by this RFP and must not be modified by the bidder. |
| Requirement | The statement of the requirement to which the bidder must respond. This column is dictated by the RFP and must not be modified by the bidder. |
| Comply | The bidder should insert an "X" if the bidder's proposed solution complies with the requirement. The bidder should leave blank if the bidder's proposed solution does not comply with the requirement. |

**BUSINESS REQUIREMENTS**

The following requirements describe what is needed to support DHHS business project operations.

Each requirement is identified by the following first three characters:

|  |  |
| --- | --- |
| STR | Transition and Start-Up |
| ABS | Abstraction, Editing, and Monitoring |
| PRO | Date Processing |
| QUA | Data Quality Assurance and Control (QA/QC) Activities |
| TRN | Training and Education |
| RPT | Reporting |

|  |  |  |
| --- | --- | --- |
| **Req #** | **Requirement** |  |
|  | **TRANSITION AND START-UP** |  |
|  |  | Comply |
| STR-1 | Contractor shall organize and conduct a Kick-Off Meeting. The Contractor shall present for discussion any proposed modifications to the Work Plan submitted on the RFP. Any subsequent amendments to the Work Plan or timeline shall be in writing and signed and approved by both DHHS and the Contractor. This requirement shall be completed within seven (7) State business days after the Notice to Proceed. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| STR-2 | Contractor shall develop and implement procedures to be approved by DHHS for the electronic submission and processing of electronically submitted laboratory pathology and other cancer reports and abstraction data utilizing NAACCR standards (https://www.naaccr.org/), and cytology reports, if filed separately. This requirement shall be completed within thirty (30) State business days after the Notice to Proceed. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| STR-3 | Contractor shall update the existing NCR Operations Manual. This manual shall incorporate or reference materials produced by standard setters (e.g., NAACCR and NPCR). All Contractor NCR staff and DHHS shall be provided with a copy of or access to the manual. This manual and all updates/changes shall be subject to the approval of DHHS. Contractor shall make changes in policies and/or procedures and update the operations/procedure manual as needed and/or requested by DHHS, and as standard setters make changes, and submit changes to DHHS. DHHS shall review submissions and discuss any required revisions with the Contractor. This requirement shall be completed within thirty (30) State business days after the Notice to Proceed and updated annually. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| STR-4 | Contractor shall create and distribute a Data Instruction Manual to all reporting facilities listing the diagnoses that are reportable and what information needs to be reported on all cancer patients treated in the facility. This requirement shall be completed within sixty business (60) State business days after the Notice to Proceed. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| STR-5 | Contractor shall develop and implement procedures within the Operations Manual for the timely and accurate consolidation of cancer reports. This requirement shall be completed within thirty (30) State business days after the Notice to Proceed and updated annually. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| STR-6 | Contractor shall allow full participation of DHHS in the ongoing, on-site start-up operations of the Contractor, including interacting directly with Contractor staff, viewing abstract processing, participating in customizing RMCDS, selecting edit sets, and other aspects of database management and quality assurance that DHHS deems necessary. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| STR-7 | Describe how your solution meets the requirements set forth in section II.W – Contract Closeout of the RFP. |  |
|  | Bidder’s Response: | |

|  |  |  |
| --- | --- | --- |
| **Req #** | **Requirement** |  |
|  | **ABSTRACTION, EDITING, AND MONITORING** |  |
|  |  | Comply |
| ABS-1 | Contractor shall log in all abstracts submitted by reporters. This requirement shall be completed within one (1) State business day of receipt of abstracts. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-2 | Contractor shall develop and implement procedures for the timely receipt and processing of cancer reports. This requirement shall be completed within twenty-one business (21) State business days after the Notice to Proceed. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-3 | Contractor shall process hard copy abstracts received from each reporting facility. Processing shall include coding data on the form and entering of the data from hard copies into RMCDS. This requirement shall be completed within three (3) months of receipt of abstracts. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-4 | Contractor shall process all electronic tumor reports received from each reporting entity. This requirement shall be completed within three (3) months of receipt of abstracts. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-5 | Contractor shall perform routine, standard edit checks on all cases received in accordance with NPCR (http://www.cdc.gov/cancer/npcr/index.htm) and NAACCR (www.NAACCR.org) standards before merged into the main RMCDS System. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-6 | Contractor shall maintain an Error log to document error detection and correction. This requirement shall be completed within thirty (30) calendar days after the Notice to Proceed and maintained daily. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-7 | Contractor shall perform routine visual review of abstracts and also performs visual review on all incoming abstracts. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-8 | Contractor shall install and use the most recent standard edit set metafiles and continually upgrade to the most recent versions to facilitate editing. This requirement shall be completed within thirty (30) calendar days after the Notice to Proceed and upgraded at a minimum monthly. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-9 | Contractor shall use the NPCR edits and NAACCR Standard edits to detect errors and make corrections during editing. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-10 | Contractor shall detect and consolidate multiple abstracts (tumor records) received during the contract that match cases reviewed in current or prior years, and removes duplicates. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
|  |  | Comply |
| ABS-12 | Contractor shall develop and implement procedures to consolidate tumor records. This requirement shall be completed within thirty (30) calendar days after the Notice to Proceed. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-13 | Contractor shall perform visual editing on all questionable, merged and multiple sequenced abstracts.Visual review shall be at least twenty percent (20%) of incoming abstracts. If a facility has excessive errors, visual review for that facility shall increase to at least fifty percent (50%) of incoming abstracts until errors that were occurring are diminished. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-14 | Contractor shall perform editing for NCR consolidated database records, in RMCDS at the time of abstract consolidation. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-15 | Contractor shall perform editing for the NCR consolidated database records, using the NPCR edits and NAACCR Standard edits, make corrections, and submit edit summary sheets with quarterly reports to DHHS. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-16 | Contractor shall be responsible for the accuracy of the data it codes, enters, edits, and consolidates, and for maintaining the integrity of the data from year to year. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-17 | Contractor shall review abstract data submitted by each facility to verify that the number of abstracts received are within expected number from previous submissions. This requirement shall be completed monthly. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| ABS-18 | Contractor shall examine and verify there are no large sections of missing numbers for facilities which submit Accession Numbers. If so, Contractor shall contact the facility to verify missing numbers. This requirement shall be completed monthly. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |

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| --- | --- | --- |
| **Req #** | **Requirement** |  |
|  | **DATA PROCESSING** |  |
|  |  | Comply |
| PRO-1 | Contractor shall review and update the Reportable Neoplasms Index to ensure that all changes in International Classification of Disease (ICD)-10 Clinical Modification (CM) or later versions are incorporated into the index with the Contact Monitor’s approval. This requirement shall be completed by October 30th of each contract year. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-2 | Contractor shall re-process data at no additional cost to DHHS. The Contractor shall not intentionally corrupt, alter, tamper with, or improperly code or process any data sets during the term of the Contract. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-3 | Contractor shall consolidate tumor records and treatment information in accordance with all standards set forth by NAACCR and NPCR. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-4 | Contractor shall develop and implement a strategy to detect and remove duplicate consolidated cases (that is, two or more consolidated records for the same tumor in an individual) on a daily basis even after the current calendar year has closed. This requirement shall be completed within thirty (30) State business days after the Notice to Proceed. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-5 | Contractor will follow the procedures outlined in the most current version of the NAACCR Death Clearance Manual (https://www.naaccr.org/) to match the death certificate file containing key fields against the NCR consolidated database. Performing all tasks to accomplish this work every six (6) months. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-6 | Contractor shall follow the procedures to match the National Death Index (NDI) containing key fields against the NCR consolidated database. This requirement shall be initiated by August 1st and completed by October 1st of each contract year. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-7 | DHHS will provide the Contractor with a computerized file of all individuals in the NCR master database that were matched to the Vital Statistics database and National Death Index (NDI). The Contractor shall match the file with the NCR database and update the vital status, the date of death, and cause of death for the cases, and will code Follow-up Source Central as Vital Statistics annually. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-8 | Contractor will prepare and send the cancer file as requested by Indian Health Service (IHS) for linkage once a year. Upon receiving the results of case information on individuals that were matched with the IHS database, the Contractor shall update the NCR database information. This requirement shall be completed annually upon receipt of results of case information. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-9 | Contractor shall provide data for the interstate data exchange for DHHS with jurisdictions who have entered into The National Interstate Data Exchange Agreement, and incorporates out-of-state reports into NCR database. The data shall be exchanged using the agreed upon NAACCR format and will have been edited to the extent possible, per NAACCR requirements. This requirement shall be completed semi-annually in April and October of weach contract year. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-10 | Contractor shall incorporate out-of-state reports into NCR database. The Contractor shall also monitor and contact those states with exchange agreements that have not exchanged data, specifically for the surrounding states, verifying there were no Nebraska residents diagnosed with cancer in those states during the reporting period. This requirement shall be completed within thirty (30) State business days of receipt of out-of-state reports and incorporate data semi-annually from surrounding states. All out-of-state information will be incorporated into the NCR database prior to October 30th each year. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-11 | Contractor shall process and monitor cases submitted by the Veterans’ Administration on an annual basis. This requirement shall be completed within thirty (30) State business days of receipt of cases submitted by the Veterans’ Administration. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-12 | Contractor shall comply with all NAACCR and the CDC’s NPCR reporting standards when submitting annual data. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-13 | Contractor shall send reporting reminders to support timely data submissions. Contractor shall contact facilities if needed to request regularly scheduled data submissions. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-14 | Contractor shall conduct monthly review of physician, laboratory, and surgical centers’ non-hospital reporting forms sent/faxed to NCR.Will hold cases not in registry database already for three (3) months. If not captured into the database by that time, will abstract/enter the cases and request additional information from physician offices and/or other healthcare providers as applicable. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-15 | Contractor shall refer all data requests (outside of predetermined reporting) to DHHS. This requirement shall be completed upon receipt of data request. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-16 | Contractor shall participate in Cancer Registry pilots and other projects as directed by DHHS. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-17 | Contractor will receive, validate, and upload batch files of electronic pathology reports and other cancer data from DHHS. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-18 | Contractor will import and consolidate the electronic data and reports into the RMCDS. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| PRO-19 | Contractor will merge all electronic received pathology reports from hospital laboraties. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |

|  |  |  |
| --- | --- | --- |
| **Req #** | **Requirement** |  |
|  | **DATA QUALITY ASSURANCE AND CONTROL (QA/QC) ACTIVITIES** |  |
|  |  | Comply |
| QUA-1 | Contractor shall assign qualified individuals to perform QA/QC activities. This requirement shall be completed within twenty-one (21) State business days of receipt of the Notice to Proceed. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-2 | Contractor shall create monthly edits and internal management reports. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-3 | Contractor shall create a routine schedule for internal (Contractor) audits for QA/QC, and provides these reports to DHHS. This requirement shall be completed quarterly. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-4 | Contractor shall develop and implement a QA/QC workplan. The plan shall include written procedures for the internal monitoring of quality assurance procedures and written procedures and steps to be implemented if QA/QC goals are not met. The work plan should also include tasks to be performed and completion dates, and should identify the person(s) performing the tasks. This requirement shall be completed within thirty (30) State business days of receipt of the Notice to Proceed. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-5 | Contractor shall create comprehensive quarterly and annual reports on quality assurance activities and findings (e.g., accuracy, completeness, proper coding according to standards) to DHHS, and released to the reporting hospital upon approval by DHHS. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-6 | Contractor shall perform ongoing monitoring and activities that ensure sustained improvement in the quality of facilities that need improvement. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-7 | Contractor shall perform audits for QA/QC and data security, and provide these reports to DHHS. Will generate and follows procedures if QA/QC goals are not met. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-8 | Contractor shall create and follow procedures for documenting edits or changes made to data during processing. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-9 | Contractor will perform routine training, assessment, and professional development of the Contractor’s CTRs. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-10 | Contractor shall re-abstract at least five percent (5%) of all analytic hospital cases reported in the current reporting year using selected methodology (random sampling, geographical coverage, etc.) to determine the accuracy of cancer data in the NCR database. This requirement shall be completed once each year. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-11 | Contractor shall re-abstract approximately fifteen to twenty percent (15-20%) of analytic cases at medium- and high-caseload hospitals. This requirement shall be completed annually. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-12 | Contractor shall abstract cases from low-caseload hospitals. Approximately fifteen percent (15%) of the hospital cases abstracted by the NCR will be re-abstracted. Cases will not be limited to specific hospitals but will be a random selection of all hospital cases abstracted. This requirement shall be completed annually. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-13 | Contractor shall re-abstract a set of twenty-four (24) data items from each audited case. This requirement shall be completed annually. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-14 | Contractor shall use the guidelines and coding rules from the American College of Surgeons’ Commission on Cancer, and the National Program for Cancer Registries in re-abstracting. This requirement shall be completed annually. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-15 | Will obtain and utilize information such as patient logs or computer printouts from freestanding therapeutic radiological centers and ambulatory care facilities for a given calendar year to compare to reported cases for Case Finding. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-16 | Contractor shall provide DHHS with the audit report and the audited facilities with the detailed final reports on the results of the audits. Facilities with poor reporting patterns as determined by DHHS may be subject to more frequent audits, at the discretion of DHHS. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-17 | Contractor shall obtain and utilize a Medical Record Disease Index (MRDI) for Case Finding from hospitals. Will review the number of reports submitted to the NCR by the facility and compare to the MRDI to identify whether the facility is potentially under-reporting cases. Report findings to DHHSvia quarterly facility submission report. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-18 | Contractor shall obtain and utilize patient logs or computer printouts of freestanding therapeutic radiological centers and ambulatory care facilities for a given calendar year to compare to reported cases for Case Finding. This requirement shall be completed upon the establishment of the electronic data exchange and by June 30th of each subsequent contract year. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-19 | Contractor shall perform case finding audits using two (2) or three (3) months of data from high- and medium-caseload hospitals and twelve (12) months will be requested from low-caseload hospitals. This requirement shall be completed once each year. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-20 | Contractor shall follow the case eligibility criteria of the American College of Surgeons’ Commission on Cancer, the National Program of Cancer Registries’ and the Nebraska Cancer Registry Advisory Board to perform casefinding reviews. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-21 | Contractor shall request additional information from the hospital whenever Nebraska cancer patients are not in the state registry. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-22 | Contractor shall review and evaluate all “laboratory only” reports of cancer (i.e., those cancer cases on whom the NCR received only a case abstract report from a laboratory). Contractor will obtain additional data on the case from the physician, and will make a determination regarding whether the physician should be enrolled as an NCR reporting source. This is an on-going requirement but shall be completed at a minimum of monthly. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-23 | Contractor shall develop and review a quality improvement plan for facilities that cannot meet 95% accuracy and/or completeness in abstracting. Shall conduct a follow-up audit to document improvement. This is an on-going requirement but shall be shall be completed at a mimimum annually. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-24 | Contractor shall assure that the individual case records in the NCR automated database are computer-edited for duplicate records, invalid coding, improbable values, and inconsistencies prior to statistical processing and data compilation for analytical purposes. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-25 | Contractor shall send a list of cases with unknown race annually to hospitals for their review. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-26 | If a problem is identified, Contractor shall run edit checks on data items in order to identify cases that may have conflicting or incorrect data. Contractor will send lists to hospital registrars for their review and Contractor will correct the abstracts. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-27 | Contractor shall achieve and maintain NAACCR gold standards for the timeliness, completeness and accuracy of the consolidated cancer records. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-28 | Contractor shall submit a finalized dataset to NAACCR, as specified by the NAACCR standards for the requested incidence years. The Contractor shall submit a copy of this submission to DHHS. This requirement shall be completed annually by a date determined by the parties. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| QUA-29 | Contractor shall participate the Call for Data of NAACCR and NPCR for evaluation and certification. Submit finalized dataset to NPCR for the twenty-four (24) month data and the twelve (12) month data. The Contractor shall submit a finalized dataset to NPCR, as specified by the NPCR standards for the requested twenty-four (24) month data and twelve (12) month data. The Contractor shall submit a copy of this submission to DHHS. This requirement shall be completed annually by a date determined by the parties. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |

|  |  |  |
| --- | --- | --- |
| **Req #** | **Requirement** |  |
|  | **TRAINING AND EDUCATION** |  |
|  |  | Comply |
| TRN-1 | Contractor shall find trends in frequently occurring reporting errors and use this information to perform training/follow up. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-2 | Contractor shall determine needed updates, based on NPCR and NAACCR standards, in consultation with DHHS and work with reporting Facilities in developing updated material, obtaining approval of DHHS, and providing to reporting Facilities the PDF versions for posting to the Web. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-3 | Contractor shall provide consultation, technical assistance, and training to assure accurate, timely, and complete data from reporters (i.e., registrars, medical records personnel, and abstractors) at reporting Facilities (i.e., hospitals, freestanding ambulatory care facilities, freestanding laboratories, therapeutic radiation therapy centers, and offices of physicians). Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-4 | Contractor shall develop and provide training material to DHHS for initial training and updates to training material for ongoing training on enhancements and changes made to the system. The content of these materials should be consistent with the RMCDS and NPCR/NAACCR manual. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: |  |
|  |  | Comply |
| TRN-5 | Contractor shall provide training opportunities such as NAACCR and NCRA webinars to NCR personnel and CTRs in the State. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-6 | The data collection personnel hired by the Contractor must maintain their CTR certification through NCRA continual education. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-7 | Contractor shall present information on data collection and feedback from NPCR, NCRA, and NAACCR at the annual meeting of the Tumor Registrars’ Association of Nebraska (TRAN) and other meetings as requested. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-8 | The Contractor shall maintain a phone line and number to provide assistance by phone or in person to individual reporting Facilities during Normal State Business Hours. Response time for telephone and e-mail consultation shall be no longer than one (1) State business day after request is received or, for on-site consultation, no longer than ten (10) State business days. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-9 | Contractor will assess the training needs of various reporting Facilities; develop written model guidance, policies, and procedures and provide assistance and training for reporting Facilities. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-10 | Contractor shall review yearly documents for reporting Facilities, including letters, user application forms, and reporting requirements documents. Will determine needed updates, based on NPCR and NAACCR standards, in consultation with DHHS. When updates are needed, as determined by the Contractor or DHHS, will develop updated material, obtain approval of DHHS, and provide to reporting Facilities with PDF versions for posting to the Web. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-11 | The Contractor staff shall participate in orientation provided by DHHS. The orientation will include review of Nebraska laws and regulations, national standards, and current policies, procedures, software, and technical requirements. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-12 | Contractor shall participate in the Nebraska Cancer Registry Advisory Committee meetings two (2) times per year in April and October to present an update on the status of Registry operations. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-13 | Contractor shall attend the Tumor Registrars Association of Nebraska (TRAN) annual meetings to present a brief update of Registry operations, information on data collection and feedback from NPCR and NAACCR and give feedback to registrars on reporting issues. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-14 | Contractor should participate in the annual webinar for the Program Director’s Meeting, if invited by NPCR. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-15 | Contractor shall attend the NCRA's Annual Educational Conference to receive trainings and education in cancer registry practices and standards. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-16 | Contractor shall provide appropriate representatives to participate via conference call in the Registry Plus Users Group and NPCR Advancing E-cancer reporting and Registry Operations (AERRO) work group to learn of recent updates, problems, and share Nebraska experiences with Registry Plus products, as needed. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-17 | Contractor should provide appropriate representatives to participate in the CDC-NPCR Meaningful Use Workgroup teleconferences (monthly) to learn of recent updates, problems, and to share Nebraska experiences, as needed. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-18 | Appropriate representative(s) (including but not limited to the Project Director) from the Contractor’s staff should represent the NCR on the RMCDS Annual Meeting to learn of recent updates, problems, and to share Nebraska experiences with RMCDS, as needed. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| TRN-19 | Contractor shall participate in monthly meetings between the NCR and the Contractor, updating current data collection status, discussing potential problems, and collaborating on solutions. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |

|  |  |  |
| --- | --- | --- |
| **Req #** | **Requirement** |  |
|  | **REPORTING** |  |
|  |  | Comply |
| RPT-1 | Contractor shall create and update an annual NCR work plan outlining the data collection activities and send to DHHS following the call for data each November. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| RPT-2 | Contractor shall report the NPCR and NAACCR submission edits quarterly and submit the summary page of the edit reports to DHHS. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| RPT-5 | Contractor shall assist DHHS with reports or surveys as requested from NPCR or NAACCR, including but not limited to the biennial Program Evaluation Instrument and the annual Cost Assessment Tool. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| RPT-6 | Contractor shall develop measures to flag cases used for the final annual incidence dataset for easy retrieval from the NCR master database. (This helps identify tumor reports used in “official” DHHS incidence calculations and tumor reports received after the close of the reporting period.) |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| RPT-7 | Contractor shall maintain and update a computerized log of facilities and personnel who are sending data to the NCR including: facility ID, name, and demographic information; names and contact information of personnel (reporters and supervisors); a log of prior facility contacts; and a log of technical assistance provided. This requirement shall be completed within twenty-one (21) State business days after the Notice to Proceed and maintained daily. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| RPT-8 | Upon establishment of electronic data exchange, Contractor shall develop and maintain a database of facilities and physicians to complete the NPCR Hospital, Pathology Laboratory, and Physician Progress report, and follows the CDC’s NPCR Physician reporting Guidance and NPCR’s Electronic reporting and Data Exchange Guidance. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| RPT-9 | Contractor shall maintain and update a computerized log of all abstracts received from each reporting facility that includes facility ID, number of abstracts received, date received, format of data received, and NAACCR version, if electronically submitted. This requirement shall be completed within twenty-one (21) State business days after the Notice to Proceed and maintained daily. Describe how your solution will meet this requirement. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| RPT-10 | Within thirty (30) calendar Days after the Notice to Proceed, Contractor shall update the existing NCR Operations Manual. This manual shall incorporate or reference materials produced by standard setters (e.g., NAACCR and NPCR). All Contractor NCR staff and DHHS shall be provided with a copy of or access to the manual. This manual and all updates/changes shall be subject to the approval of DHHS. The Contractor shall make changes in policies and/or procedures and update the operations/procedure manual as needed and/or requested by DHHS, and as standard setters make changes, and submit changes to DHHS. DHHS shall review submissions and discuss any required revisions with the Contractor. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| RPT-11 | Contractor shall furnish DHHS with copies of the Contractor’s plans, procedures, and protocols for ensuring that the Contractor’s NCR database system and data managed by the system will be properly secured, maintained, and updated throughout the contract term as part of DHHS approved Systems Administration Manual. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| RPT-12 | Contractor shall create a routine schedule for internal (Contractor) audits for QA/QC, and provide these reports to DHHS on a quarterly basis. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| RPT-13 | Upon receipt of a notification to audit; will cooperate and assist with any audit of NCR by the CDC, NPCR, NPCR or other designated contractor and submit a copy of the audit summary to DHHS upon completion. |  |
|  | Bidder’s Response: | |
|  |  | Comply |
| RPT-14 | Will assist DHHS with grant applications and submissions as needed. |  |
|  | Bidder’s Response: | |