

SOLICITATION NUMBER: 97499 O3 - Comprehensive Cancer Control Evaluation	RELEASE DATE: January 23, 2023
OPENING DATE AND TIME: February 21, 2023	PROCUREMENT CONTACTS:
2:00 p.m. Central Time	René A. Botts and Rita Schwabe
SCOPE OF WORK RELEASE	

I. PROCUREMENT PROCEDURE

A. GENERAL INFORMATION

The State of Nebraska (State), Department of Health and Human Services (DHHS), issued Request for Qualification (RFQ) Number 97499 O3 for the purpose of selecting Qualified Contractors to provide Program Evaluations to the Nebraska Department of Health and Human Services (DHHS).

This document presents a set Scope of Work being released related to that RFQ. This Scope of Work is specific to the Nebraska Comprehensive Cancer Control Program (NE CCCP) – a CDC grant funded program that works to design and implement impactful, strategic, and sustainable plans to prevent and control cancer in the State of Nebraska. Partnerships with a wide variety of stakeholders and community members are key to accomplishing the work.

Throughout this Scope of Work, the following applies:

1. Bidder – a Qualified Contractor that is submitting a bid in response to this Scope of Work
2. Contractor – the Vendor that has been awarded this Scope of Work
3. Qualified Contractor – a Vendor that submitted a proposal in response to RFQ 97499 O3 and met the evaluation thresholds to be admitted into the pool

SCHEDULE OF EVENTS		
The State expects to adhere to the procurement schedule shown below, but all dates are approximate and subject to change.		
ACTIVITY	Date/Time	
1. Release Scope of Work	January 23, 2023	
2. Last day to submit written questions	February 7, 2023	
3. State responds to written questions through Scope of Work "Addendum" and/or "Amendment" to be posted to the Internet at: https://das.nebraska.gov/materiel/bidopps.html	February 14, 2023	
4. Proposal Opening WebEx: Join from the meeting link https://sonvideo.webex.com/sonvideo/j.php?MTID=m420857b42 Join by meeting number Meeting number (access code): 2491 634 4762 Meeting password: wMadZZKp734 Tap to join from a mobile device (attendees only) +1-408-418-9388,,24916344762## United States Toll Join by phone +1-408-418-9388 United States Toll Global call-in numbers Join from a video system or application Dial 24916344762@sonvideo.webex.com You can also dial 173.243.2.68 and enter your meeting number.	February 21, 2023	
5. Evaluation period	February 22, 2023 – March 1, 2023	
6. Orals / Demonstrations (if requested)	TBA	
7. Post "Intent to Award" to Internet at: https://das.nebraska.gov/materiel/bidopps.html	March 14, 2023	
8. Anticipated award date	March 15, 2023	
9. Estimated start date	April 1, 2023	

B. SUBMISSION OF PROPOSALS

The State is accepting either electronically submitted responses or hard copy, paper responses for this Scope of Work.

1. For Bidders submitting electronic responses:

- a. Responses must be uploaded via ShareFile using the following link:
<https://nebraska.sharefile.com/r-rad0c1629c57c4845aefd928c1116e21c>
- b. ShareFile works with Firefox, Internet Explorer and Chrome. It does not work with Microsoft Edge.
- c. If multiple proposals are submitted, the State will retain only the most recently submitted response. It is the Bidder's responsibility to submit the proposal by the date and time indicated in the Schedule of Events. Electronic proposals must be received by DHHS by the date and time of the proposal opening per the Schedule of Events. No late proposals will be accepted.

- d. When a response has been successfully submitted Bidder will receive an email confirming receipt of the file. If a confirmation email is not received the file did not successfully upload.
- e. **ELECTRONIC PROPOSAL FILE NAMES**
The Bidder should clearly identify the uploaded Scope of Work proposal files. To assist in identification please use the following naming convention:
 - i. Tobacco Free Nebraska Evaluation ABC Company
 - ii. If multiple files are submitted for one Scope of Work proposal, add number of files to file names: Tobacco Free Nebraska Evaluation ABC Company File 1 of 2.
 - iii. If multiple Scope of Work proposals are submitted for the same Scope of Work, add the proposal number to the file names: Tobacco Free Nebraska ABC Company Proposal 1 File 1 of 2.

2. For Bidders submitting paper/hard copy responses:

- a. Bidders who are submitting a paper response should submit one proposal marked on the first page: "ORIGINAL". If multiple proposals are submitted, the State will retain one copy marked "ORIGINAL" and destroy the other copies. The Bidder is solely responsible for any variance between the copies submitted. Proposals must reference the Scope of Work number and be sent to the specified address. If a recipient phone number is required for delivery purposes, 402-471-0524 should be used. The Scope of Work number should be included in all correspondence. DHHS will not furnish packaging and sealing materials. It is the Bidder's responsibility to ensure the solicitation is received in a sealed envelope or container and submitted by the date and time indicated in the Schedule of Events. Sealed proposals must be received by DHHS by the date and time of the proposal opening per the Schedule of Events. No late proposals will be accepted.

United States Postal Services (USPS) delivered proposal responses shall be mailed to:

ATTN: René A. Botts and Rita Schwabe
DHHS - Central Procurement Services
PO BOX 94926
Lincoln, NE 68509

Hand delivered proposal responses or responses delivered by Federal Express (FedEx), United Parcel Service (UPS), etc. shall be delivered to:

ATTN: René A. Botts and Rita Schwabe
DHHS - 3rd Floor Reception Desk
301 Centennial Mall South
Lincoln, NE 68509

- b. Proprietary Information should be presented in separate sections (loose-leaf binders are preferred) on standard 8 ½" x 11" paper, except that charts, diagrams and the like may be on fold-outs which, when folded, fit into the 8 ½" by 11" format. Pages may be consecutively numbered for the entire proposal, or may be numbered consecutively within sections. Figures and tables should be numbered consecutively within sections. Figures and tables should be numbered and referenced in the text by that number. They should be placed as close as possible to the referencing text.

- 3. DHHS will not furnish packaging or sealing materials. It is the Bidder's responsibility to ensure the solicitation is received either electronically or in a sealed envelope or container and submitted by the date and time indicated in the Schedule of Events. Sealed proposals must be received in by DHHS by the date and time of the proposal opening per the schedule of events.

It is the responsibility of the Bidder to check the website for all information relevant to this Scope of Work to include addenda and/or amendments issued prior to the opening date. Website address is as follows:
<https://das.nebraska.gov/materiel/bidopps.html>.

Emphasis should be concentrated on conformance to the solicitation instructions, responsiveness to requirements, completeness, and clarity of content. If the Bidder's proposal is presented in such a fashion that makes evaluation difficult or overly time consuming DHHS reserves the right to reject the proposal as non-conforming.

B. QUESTION AND ANSWER PERIOD

Bidders will be given an opportunity to clarify the intent and scope of the requested Scope of Work during the Question and Answer period prior to submission of their response. Questions regarding the meaning or interpretation of any Scope of Work provision must be submitted in writing to DHHS and clearly marked "OIG Audit Questions". DHHS is not obligated to respond to questions that are received late.

It is preferred that questions be sent via e-mail to dhhs.rfpquestions@nebraska.gov, but may be delivered by hand or by U.S. Mail. It is recommended that Bidders submit questions using the following format.

Scope of Work Section Reference	Scope of Work Page Number	Question

Written answers will be posted at <https://das.nebraska.gov/materiel/bidopps.html> per the Schedule of Events.

C. ORAL DEMONSTRATIONS

DHHS may request bidders to prepare and deliver an Orals Demonstrations of their Scope of Work responses.

II. SCOPE OF WORK

Project Name: Nebraska Comprehensive Cancer Control Program Scope of Work

Term of Project: April 1, 2023 through June 29, 2027 (4.25 years)

Project Period 1: April 1, 2023 – June 29, 2024

Project Period 2: June 30, 2024 – June 29, 2025

Project Period 3: June 30, 2025 – June 29, 2026

Project Period 4: June 30, 2026 – June 29, 2027

Payment Structure: Contractor shall invoice DHHS upon successful completion of deliverables as determined by DHHS. Cost for each deliverable shall be net, including all personnel and travel expenses.

Project Background:

The Nebraska Comprehensive Cancer Control Program (NE CCCP) is within the Health Promotion Unit of the Division of Public Health at the Nebraska Department of Health and Human Services (DHHS). NE CCCP is a recipient of a cooperative agreement from the Centers for Disease Control and Prevention (CDC-RFA-DP22-2202) aimed at leveraging resources to plan and implement evidence-based strategies to promote the primary prevention of cancer, support cancer early detection efforts, address the needs of cancer survivors, and promote health equity through statewide partnerships and implementation of the state cancer plan.

NE CCCP seeks a contractor to conduct evaluation and program monitoring to include evaluation of the program, partnerships, and state cancer plan. This will consist of, but is not limited to, monitoring short, intermediate, and long-term outcomes; implementing and revising annual evaluation plans and reports; utilizing program evaluation results for program improvement; and developing dissemination documents to share lessons learned.

Contractor will work with NE CCCP staff on:

- Implementation and revision of an annual evaluation plan, to include evaluation of partnerships and the state cancer plan
- Conducting interviews and focus groups with program staff, partners, and coalition members
- Survey and tool development and revision (as needed)
- Conducting data collection and analysis
- Performance measure monitoring and reporting
- Reviewing program records and subrecipient reports
- Preparing reports and dissemination documents for publication, and for Centers for Disease Control and Prevention (CDC) grant reporting
- Conducting quality improvement on the implementation of assessment and reporting tools and processes to assure information collected is contributing to the positive advancement of the grant outcomes

Yearly Reviews:

The Scope of Work may vary each year based on CDC requirements and recommendations. Contractor will be notified in writing of a new or revised Scope of Work for the current year as necessary.

Invoices:

Invoices shall be submitted to: DHHS
Nebraska Comprehensive Cancer Control Program
Attn: Administrator II
301 Centennial Mall South
Lincoln, NE 68509

Scope of Work:

1. In consultation and NE CCCP staff, the contractor will implement the evaluation plan including the collection and monitoring of evaluation indicators, providing updates on activities and assessments completed, and survey and assessment tool development and revision (see Attachment 1 – NE CCCP Evaluation Plan Draft).
2. The contractor will annually revise and submit an updated evaluation plan as needed, complying with National Comprehensive Cancer Control Program (NCCCP) funding expectations (<https://www.cdc.gov/cancer/ncccp/pdf/CCC-Program-Evaluation-Toolkit-508.pdf>).
3. In consultation with NE CCCP staff, identify, collect, and document data that monitors and illustrates key short-term, intermediate, and long-term outcomes in key populations for the annual Performance Measurement Plan (PM) and Reporting (see Attachment 2 – Performance Measurement Tool).
4. Develop annual evaluation reports summarizing evaluation findings and recommendations on the program, partnerships, and state cancer plan, complying with NCCCP funding expectations (<https://www.cdc.gov/cancer/ncccp/pdf/CCC-Program-Evaluation-Toolkit-508.pdf>). Reports will include background of the program, the evaluation design, program outcomes and results, and a description of stakeholder roles.
5. In consultation with and approval of NE CCCP, identify and implement effective dissemination of evaluation findings. This could include, but is not limited to, success stories, presentations, infographics, fact sheets, and health impact statements.
6. Develop one manuscript for publication, and when approved by CDC, lead the journal submission and revision process.
7. Attend meetings with program staff, subrecipients, and CDC, as determined by NE CCCP staff.

Deliverables:

Contracted bidder will complete the outlined deliverables listed below. NE CCCP may waive deadlines or allow extension for the provision of certain Deliverables:

#	Deliverable	Frequency & Due Date
1	Progress Report on Scope of Work and Deliverables to include a summary of updates on SOW items 1, 3, and 7.	Quarterly throughout project period (July 31, October 31, January 31, April 30)
2	Updated Evaluation Plan	Annually (August 15)
3	Evaluation Report	Annually (August 15)
4	Performance Measurement Plan	Annually (January 15)
5	Performance Measurement Reporting	Annually (January 15)
6	Dissemination documents	Annually (August 15)
7	Manuscript Draft	Fall 2026
8	Final Manuscript	Spring 2027

Bidder name:	[enter text]
Deliverable 1 Cost: Per Quarterly Progress Report	[enter text]
Deliverable 2 Cost: Per Updated Annual Evaluation Plan	[enter text]

Deliverable 3 Cost: Per Annual Evaluation Report	[enter text]
Deliverable 4 Cost: Per Annual Performance Measurement Plan	[enter text]
Deliverable 5 Cost: Per Annual Performance Measurement Report	[enter text]
Deliverable 6 Cost: Per Annual Dissemination Documents	[enter text]
Deliverable 7 Cost estimate: Per Manuscript Draft	[enter text]
Deliverable 8 Cost estimate: Per Final Manuscript Development	[enter text]
Total Project Cost:	
Technical Responses:	
1. Provide a narrative of the bidder's experience evaluating chronic disease programs, including the use of quantitative and qualitative methods as well as using continuous quality improvement approaches or processes to achieve better results.	
<bidder response>	
2. Describe the bidder's experience evaluating partnerships, including identifying partners and stakeholders not currently represented.	
<bidder response>	
3. Provide a narrative of the bidder's experience with evaluating the quality and implementation of strategic plan objectives and activities (e.g., state cancer plan, organizational business plan).	
<bidder response>	
4. Describe how the bidder proposes to produce evaluation reports using existing and programmatic data. Provide an example of reports completed for previous work.	
<bidder response>	
5. Provide a narrative of how the bidder will work with NE CCCP to produce the performance measurement plan and report. The bidder may provide an example of previous work.	
<bidder response>	
6. Describe the bidder's experience with utilizing the CDC's Framework for Program Evaluation.	
<bidder response>	
7. Provide a narrative of the bidder's experience with creating documentation for disseminating results for a variety of audiences. This could include but is not limited to success stories, presentations, infographics, fact sheets, and health impact statements. Provide an example completed for previous work.	
<bidder response>	
8. Describe bidder's experience with survey / assessment tool development and focus group design. The bidder may provide an example of previous work.	
<bidder response>	

Evaluation Criteria:	
Proposals will be scored based on the following criteria:	
3500 points	Technical Responses
500 points	Cost (Lowest Cost Submitted ÷ Cost Submitted x Maximum Possible Cost Points = Cost Points to Award)
4000 points	Total

Provide position titles and hourly rates for Change Orders as specified in in section V.F in the table below:

Position Title	Rate
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]