

**RHODE ISLAND DEPARTMENT OF HEALTH
FAMILY PLANNING PROGRAM
REQUEST FOR PROPOSAL
TITLE X FAMILY PLANNING SERVICES**

The Rhode Island Department of Health's Family Planning Program is soliciting proposals from qualified non-profit community based health care organizations to provide: 1) core required family planning outreach and clinical and education services 2) HIV counseling, testing, and referral (CTR) services to primarily low-income, racially and ethnically diverse individuals of reproductive health age living throughout the state and 3) comprehensive health risk assessment and referral services to women who receive pregnancy testing through the Women's Health Screening & Referral Program (WHSRP) for a 12-month period.

The Rhode Island Department of Health seeks to identify up to ten (10) Vendors who will provide the services in ten (10) targeted geographical areas outlined in this Request for Proposal (RFP). Services must be provided in accordance with the U.S. Department of Health & Human Services, Office of Population Affairs' with the federal Title X statute and regulations and (OPA's) *Program Guidelines for Project Grants for Family Planning Services* (revised January 1, 2001), *2009 Family Planning Program Priorities, Legislative Mandates, & Key Issues*, and relevant policies included in *The Title X Program Instruction Series*. These documents can be downloaded from the OPA website: <http://www.hhs.gov/opa/familyplanning/toolsdocs/index.html>

PROCUREMENT OBJECTIVE

The objective of this RFP is to procure the services of qualified non-profit community based health care organizations, such as a hospital-based clinic, community health center, or a family planning specialty agency, that have the experience providing 1) core required family planning outreach and clinical and education services and 2) HIV counseling, testing, and referral (CTR) services to individuals of reproductive health age living throughout the state and 3) comprehensive health risk assessment and referral services to women who receive pregnancy testing.

Because the project targets individuals of reproductive health age living throughout the state – a racially, ethnically, and linguistically diverse population – it is critical that the selected Vendor demonstrates cultural and linguistic competence through clearly defined values, behaviors, attitudes, policies, structures, and practices, as well as through the employment of bi-lingual and bicultural staff at all levels of the agency.

The Rhode Island Department of Health anticipates spending up to \$1,118,024 for the first year of this project (January 1, 2010 to December 31, 2010). This amount may be increased based upon federal awards received through the OPA. Consideration will be given to modifying the contract amount based on need for service within the contract's scope, contractor's performance and the availability of funding. Services are expected to

begin on January 1, 2010 and will replace previously funded Title X family planning initiatives that end on December 31, 2009. Funding is earmarked for outreach and family planning clinical and education services (including HIV CTR services) and comprehensive health risk assessment and referral services for women receiving pregnancy testing.

Only one proposal for each targeted geographical service area will be funded. Applicants may apply for more than one geographical area, if appropriate. In addition, the Rhode Island Department of Health expects that a specified minimum number of clients will be served in each targeted geographical area. For the purposes of this RFP, the targeted geographical service areas will be as follows:

Service Area 1	Burrillville, Smithfield, Foster, Glocester, & Scituate
Service Area 2	Cranston, Warwick, Coventry, West Greenwich, & East Greenwich
Service Area 3	East Providence, Barrington, Bristol, & Warren
Service Area 4	North Providence & Johnston
Service Area 5	Pawtucket & Central Falls
Service Area 6	Providence
Service Area 7	West Warwick
Service Area 8	Westerly, Narragansett, North Kingstown, South Kingstown, Exeter, Hopkinton, Richmond, Charlestown, & New Shoreham
Service Area 9	Woonsocket, North Smithfield, Lincoln, & Cumberland
Service Area 10	Newport, Jamestown, Middletown, Portsmouth, Tiverton, & Little Compton

The Vendor is required to recruit and retain qualified staff to perform all activities in Tasks 1-4 as described in the Scope of Work section of this RFP. Title X funds awarded by the Family Planning Program through this RFP are intended to provide the awarded applicant with a core infrastructure for providing the specified services to the targeted population. In order to earn the full agreement amount, the estimated number of clients as specified in the application, must be served during the proposed project period. The awarded applicant is required to provide outreach and core required clinical and educational services to the targeted population for the full project year even if it has met the minimum number of clients to be served and/or funding for HIV CTR and/or WHSRP services is depleted. Reimbursements will be made at less than 100% of the actual cost of providing services.

BACKGROUND

The Family Planning Program, authorized under Title X of the Public Health Services Act, is administered at the federal level by the Office of Population Affairs (OPA) with funds allocated by the Health Resources and Services Administration (HRSA).

The Title X Program is the only federal program dedicated solely to the provision of family planning services. The OPA 2010 Family Planning Program Priorities are as follows:

1. Assuring the delivery of quality family planning and related preventive health services, where evidence exists that those services should lead to improvement in the overall health of individuals, with priority for services to individuals from low-income families;
2. Expanding access to a broad range of acceptable and effective family planning methods and related preventive health services that include natural family planning methods, infertility services, and services for adolescents, including adolescent abstinence counseling. The broad range of services does not include abortion as a method of family planning;
3. Providing preventive health care services in accordance with nationally recognized standards of care. This includes, but is not limited to, breast and cervical cancer screening and prevention services; sexually transmitted disease (STD) and HIV prevention education, testing and referral; and other preventive health services;
4. Emphasizing the importance of counseling family planning clients on establishing a reproductive life plan, and providing preconception counseling as a part of family planning services, as appropriate.
5. Assuring compliance with State laws requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest;
6. Encouraging participation of families, parents, and/or legal guardians in the decision of minors to seek family planning services; and providing counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities; and
7. Addressing the comprehensive family planning and other health needs of individuals, families, and communities through outreach to hard-to-reach and/or vulnerable populations, and partnering with other community-based health and social service providers that provide needed services.

RATIONALE FOR TITLE X FAMILY PLANNING SERVICES

The Family Planning Program, authorized under Title X of the Public Health Service Act, is administered within the OPA by the Office of Family Planning (OFP), although its budget line is located within the Health Resources and Services Administration (HRSA). The Title X Program is the only federal program devoted solely to the provision of family planning and reproductive health care. The program is designed to provide access to contraceptive supplies and information to all who want and need them with priority given to low-income persons.

A broad range of effective and acceptable family planning methods and related preventive health services are available on a voluntary and confidential basis. In addition to contraceptive services and related counseling, Title X supported clinics also provide a

number of preventive health services such as: patient education and counseling; breast and pelvic examinations; cervical cancer, and HIV screenings; and pregnancy diagnosis and counseling. For many clients, Title X clinics provide the only continuing source of health care and health education.

Title X-funded services, available regardless of ability to pay, help ensure access to reproductive health care for low-income and uninsured persons, a population which is disproportionately composed of racial and ethnic minorities. The contraceptive counseling and services available in Title X-funded clinic settings help couples space births and plan intended pregnancies, an important element in ensuring positive birth outcomes and a healthy start for infants. Title X services assist individuals in preventing sexually transmitted infections including HIV and concomitant complications and also play a major role in the early detection of breast and cervical cancer.

TITLE X FAMILY PLANNING SERVICES PROJECT DESCRIPTION

The Vendor will provide outreach and core required family planning clinical and education services (including HIV CTR services) to individuals of reproductive health age and comprehensive health risk assessment and referral services to women who receive pregnancy testing.

SCOPE OF WORK

The Vendor must encompass the scope of work described below:

Task 1: **Engage in outreach activities designed to increase community awareness about the availability of services.**

Planned outreach activities serve to facilitate community awareness of and access to family planning services.

The Vendor will be required to:

- Establish and implement planned outreach activities whereby their services are made known to the community.

Task 2: **Provide core required family planning clinical and education services to individuals of reproductive health age, in accordance with state and federal Title X requirements.**

The Vendor will be responsible for providing core required family planning clinical and education services to individuals of reproductive health age, in accordance with the following procedural outline: education, counseling, informed consent, history, physical examination, laboratory testing, and referrals and follow-up.

The Vendor will be required to:

- Provide family planning clinical and education services to a minimum number of individuals of reproductive health age.
- Provide core required family planning clinical and education services to all individuals of reproductive health age who present for services regardless of age, gender, citizenship status, or residency.
- Provide core required clinical and education services to the targeted population for the full project year even if it has met the minimum number of clients to be served.
- Provide a broad range of acceptable and medically approved family planning methods.
- Submit Family Planning Encounter Record (FPER) data to the Region I Data System.

Task 3

Provide HIV Counseling, Testing, and Referral (CTR) services, indicated, to family planning clients who present for services, in accordance with federal Title X requirements and state HIV CTR laws and regulations.

The Vendor will be responsible for offering HIV CTR services, to all family planning clients to prevent HIV infection and to provide an opportunity for early detection of persons who are HIV positive and referral to treatment and care services.

The Vendor will be required to:

- Provide HIV CTR services, as indicated, to all family planning clients who present for services.
- Provide HIV CTR services to the targeted population regardless of age, gender, citizenship status, or residency.
- Provide HIV CTR services to the targeted population for the full project year even if it has met the minimum number of clients to be served and/or available funding has run out.
- Submit Family Planning Encounter Record (FPER) data to the Region I Data System.

Task 4

Provide no cost pregnancy testing, as indicated, to all uninsured women and comprehensive health risk assessment and referral services to all women who receive pregnancy testing, regardless of health insurance status.

Pregnancy testing is one of the most common reasons for a first visit to a family planning agency. It is therefore important to use this occasion as an entry point for providing comprehensive health risk assessment and

referral services designed to address risks to a woman's health and/or pregnancy status

The Vendor will be required to:

- Provide no cost pregnancy testing, as indicated, to all uninsured women who present for services.
- Provide comprehensive health risk assessment and referral services, on a voluntary basis, to all women who receive pregnancy testing regardless of health insurance status.
- Provide pregnancy testing and comprehensive health risk assessment and referral services to the targeted population regardless of age, citizenship status, or residency.
- Provide pregnancy testing and comprehensive health risk assessment services to the targeted population for the full project year even if it has met the minimum number of clients to be served and/or available funding has run out.
- Submit WHSRP data to the Rhode Island Department of Health.

MINIMUM VENDOR REQUIREMENTS

The successful Vendor will have the requisite experience and resources to carry out the Activities detailed in the scope of work section of this RFP. More specifically, the Vendor must:

- Be a non-profit community based health care organization, such as a hospital-based clinic, community health center, or family planning specialty agency, located in or in close proximity to the targeted geographical area with proven experience in delivering services to primarily low-income, racial and ethnically diverse individuals of reproductive health age.
- Demonstrate cultural and linguistic competence through clearly defined values, behaviors, attitudes, policies, structures, and practices as well as through the employment of bi-lingual and bicultural staff at all levels of the agency.
- Provide a sufficient number of dedicated on-site and/or consulting staff with expertise and credentials to carry out Tasks 1-4.
- Implement and utilize an electronic system for reporting FPER data (including HIV) to the Region I Data System via either: 1) integrating EMR systems with required FPER data collection elements and submission or 2) downloading required FPER data collection elements and submission of data off the current billing system or 3) another plan determined to be acceptable to HEALTH. Each vendor will be required to implement one of these options by no later than, and preferably earlier than, June 30, 2010.

VENDOR RESPONSIBILITIES

The Vendor selected as a result of this RFP will:

- Be responsible to the Administrator of the Rhode Island Department of Health's Family Planning Program.
- Identify a Project Director as well as other appropriate staff to support the tasks outlined in the RFP.
- Provide office space, equipment, utilities, and supplies necessary for the management of the project.
- Cover all travel costs for contractor staff, including in-state and out-of-state travel necessary to carry out the tasks within the contract.
- Ensure that all printed informational materials offered to the targeted population are reviewed and approved in accordance with federal Title X requirements.
- Develop policies and procedures for charging, billing, and collecting of client fees for core required family planning services provided by the project, in accordance with federal and state Title X requirements.
- Develop a quality assurance plan that provides for the ongoing evaluation of family planning project personnel and services.
- Utilize practice guidelines and recommendations developed by recognized professional organizations and other federal agencies in the provision of evidence-based clinical services.
- Comply with all project reporting requirements.
- Submit monthly invoices utilizing the Family Planning Program's approved reporting and billing forms.
- Provide services to minors without written consent of parents or guardians for the provision of core required family planning services to minors.
- Ensure that all minor clients receive counseling encouraging them to involve their families in the decision to seek family planning services and counseling on how to resist attempts to coerce them into engaging in sexual activities.
- Adhere to state laws requiring the notification or reporting of child abuse, child molestation, sexual abuse, rape, and incest.
- Appoint appropriate staff to serve on the Family Planning Program's Family Planning Advisory Council (FPAC) and Medical Advisory Committee (MAC) and their associated subcommittees.
- Allow a team or person authorized by the Family Planning Program to periodically conduct comprehensive site reviews to assure that the Vendor conforms with existing federal and state Title X requirements and to take corrective actions if contracted services are not found to be in compliance.
- Serve each client without regard to the client's age, gender, residency, or citizenship status.

- Provide a 10% match in non-federal revenue sources.

CONTRACT TERMS

A total of \$1,118,024 will be available during FY2010 (1/1/10-12/31/10). Of the \$1,118,024, a total of \$680,359 will be earmarked for outreach and core required family planning clinical and education services, \$186,165 will be earmarked for developing and/or implementing an electronic reporting system to more efficiently capture family planning clients through the family planning encounter record (FPER), \$132,500 will be earmarked for HIV counseling, testing, and referral (CTR) services, and \$119,000 will be earmarked for WHSRP services. The amount awarded to each selected Vendor will be distributed, based on the application of a funding methodology, for core required family planning services, equal disbursement among awarded vendors for implementing an electronic reporting system, and the application of a fee-for-service methodology for HIV CTR and WHSRP services. The Rhode Island Department of Health will renew this project on an annual basis for up to four additional 12-month terms, depending on contractor performance and availability of funding. The Rhode Island Department of Health reserves the right, at any time during the term of the resultant award pursuant to this solicitation, to expand the base engagement to include additional family planning and follow-up services.

Of the \$680,359 earmarked for outreach and core required family planning services, 30% (\$204,108) will be evenly distributed to agencies based on the number of sites providing core required family planning services on a full-time basis. The remaining 70% (\$476,251) will be distributed based on projected client utilization by client reimbursement type (e.g. health insurance status). Specifically, the applicant will estimate the number of unduplicated clients by type of reimbursement (e.g. health insurance status) to be served during the project period. Uninsured clients with family incomes at or below 100% of the federal poverty level (FPL) will be awarded three (3) points, uninsured clients with family incomes between 101%-250% of the FPL will be awarded two (2) points, and uninsured clients above 250% of the FPL, Medicaid clients, and privately insured clients will be awarded one (1) point.

As noted above, of the \$186,165 earmarked for developing and/or implementing efficient electronic record systems, the amount will be dispersed equally among each chosen agency.

For funding HIV CTR services, the applicant will estimate the number of unduplicated family planning clients who receive HIV testing, counseling and referral. The reimbursement rate for HIV CTR services will be \$30.00 for rapid testing uninsured clients, \$15.00 for rapid testing insured clients, and \$30.00 for standard testing uninsured clients and \$10.00 for standard testing insured clients.

For funding WHSRP services, the applicant will estimate the number of uninsured female clients who will 1) receive pregnancy testing and 2) the number of pregnancy test clients who will receive comprehensive health risk assessment and referral services, regardless

