

# STATE OF CONNECTICUT PROCUREMENT NOTICE



Request for Proposals (RFP) #2025-0902

Lung Cancer Screening Navigation

Questions and Answers

July 29, 2024

**Q1.** "Proposers must include their specific hospital or healthcare system's baseline lung cancer screening rates in the proposal." Please clarify what is meant by the screening rate. I.e. is the intention to capture the number of lung cancer screens performed in the past year?

**A1. To calculate your baseline lung cancer screening rate, review the medical record in your hospital or health system to find the number of patients who are eligible for lung cancer screening (Denominator). Eligibility criteria are as follows:**

- Patients who are ages 50 to 80 years.
- Have a 20 pack-year smoking history.
- Currently smoke cigarettes or quit within the past 15 years.

**Then calculate the number of lung cancer screenings that have been conducted for eligible patients over the last calendar year (Numerator) at your hospital or healthcare system.**

**Take the number of eligible patients who have had lung cancer screening in the last calendar year and divide it by the number of patients who are eligible for lung cancer screening in your hospital or healthcare system. The number that is calculated, multiplied by 100, will be the screening rate. It will be a percentage.**

**Q2.** Please clarify the page limit. The RFP variably indicates that the limit is "25 pages to include executive summary and proposal, additional pages can be used for budget and workplan" and "Please note the maximum total page length for this section is 25 pages including executive summary, proposal, work plan and budget (all appendices and other attachments should be referred to in section D and then placed in section E)."

**A2. The page limit for the main proposal is 25 pages and includes the executive summary, proposal, and work plan. Budget documents are not included in the 25-page limit. These include the Budget Summary Form, Budget Justification Schedule B, Position Schedule #2a, and Subcontractor Schedule A – Detail (if applicable), which must be included as attachments. Other documents may be attached as appendices in section E (attachments) but should be mentioned and referred to in the main proposal (section D), and do not count towards the 25 page limit.**

**Q3.** On pages 27 and 28 of the RFP, there is a document called Services to be Provided. Is this document to be completed separate from the proposal?

**A3. The document in Section VI of the RFP, entitled "Application Form - Services to be Provided" (pages 27-28) is to be completed separately and added to the attachments. This document does not fall within the 25-page limit (see question 2 above).**

**Q4.** Are the questions on pages 27-28 separate from the narrative or to be incorporated into the narrative?

**A4. See answer to question 3 above.**

**Q5.** Please confirm the outline below is correct and includes all required elements, or revise as appropriate.

Cover Sheet.

Table of Contents

Main Proposal

Executive Summary

Organization

Purpose, Mission, Vision, and History of Organization

Entity Type (profit/non-profit, etc.)/Years of Operation

Location of Office(s) or Facilities/Hours of Operation

Accreditation/Certification/Licensure (if applicable)

Service Expectations

Patient Navigator

Outreach

Identification, Recruitment, and Enrollment

Navigation

Data Collection

Sustainability Plan

Subcontractors (if applicable)

Work Plan

Staffing

Data and Technology

Attachments

Budget Summary

Budget Justification

Position Schedule 2a

Subcontractor Schedule A – Detail (if applicable)

Resumes

Workforce Analysis

Organizational Chart

Internal Champion Letter of Agreement

IRS Determination Letter

Two years of most recent annual audited financial statements

Notification to Bidders

Declaration of Confidential Information

Conflict of Interest - Disclosure Statement

Statement of Assurances

**A5. Yes, the above outline is ~~now~~ correct. Please refer to the outline in Section IV of the RFP, starting on page 16. The Budget Summary Form and Budget Justification Schedule B can be included as attachments. A Subcontractor Schedule A – Detail form is required if subcontractors are included in the proposal.**

**Q6.** The formatting of some of the required forms is altered within the downloaded RFP. Would it be possible to share a PDF copy of the RFP or each of the required forms?

**A6. A PDF copy of the RFP has been posted on the DPH and DAS web sites.**  
This is posted to the [DPH website](#).

**Q7.** Are there any restrictions on the use of grant funds? Namely, are food costs allowable if they are supportive of program activities?

**A7. Funds are to be used for navigation services and outreach activities. Food is not an allowable use for this funding.**

**Q8.** Subcontractors – is the definition of subcontractor an entity that receives payment for services through the grant funds? If this grant does not include funding for screening, do we need to provide Schedule A for providers who will provide screening and related services but will not be reimbursed from the grant?

**A8. Subcontractors are an entity outside your organization that will be conducting work for the grant using grant funding. The funding available through this grant award is to be used only for navigation and outreach. Those providers who are conducting screening are not considered subcontractors for this grant.**