CNY CARE COLLABORATIVE

# REQUEST FOR PROPOSAL

## 4DI. REDUCE PREMATURE BIRTHS

### EXPANSION AND IMPLEMENTATION OF CENTERINGPREGNANCY® EDUCATION PROGRAMS

CNY Care Collaborative
109 Otisco Street, 2nd Floor
Syracuse, NY 13204

## 4DI. REDUCE PREMATURE BIRTHS

### EXPANSION AND IMPLEMENTATION OF THE CENTERINGPREGNANCY® MODEL OF PRENATAL CARE

**Timetable of Key Events:**

| Event: | |
|---|---|
| Opportunity Announced | 7/14/2016 |
| Inquiry Period Begins-Submittal of Questions | 7/18/2016 |
| CHI Informational Seminar | 7/27/2016 |
| Inquiry Webinar | 8/12/2016 |
| Inquiry Period Closed | 8/19/2016 |
| Letter of Intent Due | 8/29/2016 |
| Proposal Submittal Deadline | 10/28/2016 |
| Awards Announcement (Tentative) | 12/02/2016 |
| Contract Start Date (Projected) | 12/12/2016 |

**Inquiries:**

From the issuance of this Request for Proposal (RFP) until contractors are selected, all contacts concerning this RFP with personnel of Central New York Care Collaborative, Inc. (CNYCC), except as otherwise specified herein, must be made through:

Kelsie Montaque
Project Manager
109 Otisco St, Syracuse, NY 13204
Kelsie.Montaque@cnycares.org with "CenteringPregnancy" in the subject line.

Applicants will submit questions which will be answered on the August 12, 2016 Inquiry Webinar. Applicants will have the opportunity to have questions answered and ask additional questions. All answers to inquiries will be posted on CNYCC's website. Applicants are given an extra week to submit additional questions; the answers will be published on CNYCC's website.

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## 1. SUMMARY AND BACKGROUND

Central New York Care Collaborative, Inc. (CNYCC) is a New York not-for-profit corporation created to serve as the lead entity for the Performing Provider System (PPS) implementing the DSRIP program in six Central New York counties: Cayuga, Madison, Lewis, Oneida, Onondaga, and Oswego. As such, CNYCC is the lead of a collaboration of more than 1,400 healthcare and community based service providers working together to create a better system of care for all patients in our region -- specifically focused on the Medicaid and uninsured individuals.

Through a New York State initiative called the Delivery System Reform Incentive Payment (DSRIP) Program, we're striving to integrate services, collaborate on patient care, improve regional healthcare quality and lower the costs of care over a five year period.

The 4.d.i. Reduce Premature Births objective is to reduce the rate of preterm birth in NYS by at least 12% to 10.2%. Preterm birth, defined as any birth before 37 weeks gestation, is the leading cause of infant death and long-term neurological disabilities in children. Babies born prematurely or at low birth weight are more likely to have or develop significant health problems, including disabling impairments, compared to children who are born at full term at a normal weight. Preterm infants are vulnerable to respiratory, gastrointestinal, immune system, central nervous system, hearing and vision problems, and often require special care in a neonatal intensive care unit after birth. Longer-term problems may include cerebral palsy, mental retardation, vision and hearing impairments, behavioral and social-emotional concerns, learning difficulties and poor growth.

The purpose of this Request for Proposal (RFP) is to obtain proposals from various candidate organizations to support the expansion of CenteringPregnancy® within the six Central New York counties: Onondaga, Lewis, Madison, Oswego, Onondaga, and Cayuga. CNYCC is looking for prenatal care provider organizations interested in implementing the CenteringPregnancy® Model of Prenatal Care. In addition, organizations already implementing the CenteringPregnancy® Model in need of additional funding support are invited to respond to this RFP.

CNYCC will work with a third party reviewer conduct a fair and extensive evaluation of all proposals based on criteria listed herein. Organizations whose mission, goals, and proposal best aligns with the project requirements will be selected.

### Purpose and Funding Availability

CNYCC is issuing this targeted RFP and estimating that a total of $1,200,000 for DY1 & DY2 will be available for the development of the CenteringPregnancy® programs to serve the six

Central New York counties: Cayuga, Madison, Lewis, Oneida, Onondaga, and Oswego. Applicants interested in implementing the CenteringPreganancy® Model for Prenatal Care may apply for a maximum of $150,000 for DY2. Existing CenteringPregnancy® implementing sites may apply for a maximum of $50,000 for DY2.

## Eligible Applicants

- Prenatal care providers experienced in providing quality care for pregnant women.
- Prenatal care providers with the physical space and capacity to implement the CenteringPregnancy® Model for Prenatal Care.
- Prenatal Care Providers who successfully complete the Centering Health Institute Site Readiness Assessment.

## Applicant's Responsibilities

It is the Applicant's responsibility to meet the entire intent of these specifications. Applicants shall carefully examine the terms of this document and shall judge for themselves all the circumstances and conditions affecting their proposal. Failure on the part of any Applicant to make such examination and to investigate thoroughly shall not be grounds for any declaration that the Applicant did not understand the terms and conditions herein. CNYCC shall not be liable for any costs associated with the preparation, transmittal, or presentation of any response or materials submitted in response to the RFP.
It is the responsibility of each Applicant to:

- Examine the RFP documents thoroughly;
- Consider federal, state and local laws and regulations that may affect your proposal.
- Study and carefully correlate Applicant's observations with the RFP document;
- Visit the site and examine schematics to become familiar with local conditions that may affect your proposal, if appropriate.

## 2. PROJECT SPECIFICATIONS

The purpose of this project is to expand/implement the CenteringPregnancy® Model for Prenatal Care where none currently exist or capacity does not meet demand. In addition, provide additional funding support for the success of existing CenteringPregnancy® implementing sites.

For new sites interested in implementing the CenteringPregnancy® Model for Prenatal Care:

1. Review Information for implementation on the Centering Healthcare Website.

2. Take the Readiness Assessment to determine your sites readiness to implement Centering: https://www.centeringhealthcare.org/start-centering .
    - CNYCC wants all sites to have a successful implementation and sustainability of the model.
    - Implementation of CenteringPregnancy® Model of prenatal care is true system redesign and not just adding on a program.
    - After years of experience, the Readiness Assessment, the Model Implementation Plan and the site's willingness to engage in system design have been found to be key factors in success and sustainability.
    - Complete the Readiness Assessment Tool prior to submitting an application to the CNYCC.
    - Organization must provide results of the Readiness Assessment Tool to CNYCC to indicate a readiness to implement a CenteringPregnancy® Model. CNYCC will be in contact with Centering Health Institute to review the organization's progress.

**Requirements are as follows for New Implementing and Existing Sites:**

1. The recipients of this award will work collaboratively with the CenteringPregnancy® "Peer Support" staff to gain support in the process of implementation, garner information based on best practices and lessons learned. In addition, attend monthly meeting set forth by "Peer Support" staff.
2. Fulfill all requirements set forth by Centering Health Institute to become a recognized CenteringPregnancy® site.
3. Organization must complete the Readiness Assessment as specified above and demonstrate site readiness to implement.
4. Participate in all project-related learning collaboratives.

## 3. PROPOSAL GUIDELINES/RFP FORMAT

1. All requirements noted within this RFP are required and must be addressed in the proposal, following the instructions provided. This proposal should be no more than 25 pages not including appendices, resume attachments, or budget justification.

2. Proposals should be submitted on 8½ by 11-inch paper, with one (1)-inch margins using the minimum of 12 point type, in Times New Roman font. At least one (1) copy of the proposal should be in loose-leaf form, that is, not stapled or bound and easily accessible for photocopying. To be considered for funding, Applicants are required to submit one (1) signed original proposal and one (1) copies of the proposal. To facilitate the review process, all proposal pages must be numbered. Applicants may NOT submit extraneous material such as brochures or newspaper articles.

**SUBMISSION AND PROJECT TIMELINE**

| **CNY Care Collaborative** | **Timeline** |
|---|---|
| Centering Health Institute Informational Seminar | 7/27/2016 |
| Contract State Date (Projected) | 12/12/2016 |
| **Centering Implementation Timeline (Estimate** | |
| Start Up (Month 1-3) | 12/12/2016-03/12/2017 |
| Kickoff Day (Month 3) | March 2017 |
| Basic Facilitation Training (Month 5) | May 2017 |
| Group Start (Month 6) | June 2017 |
| Site Approval (Month 12-18) | December 2017-June 2018 |
| Advanced Facilitation Training (Month 18) | June 2018 |

The ***Letter of Intent*** is due no later than **5pm EST Monday August 29, 2016**. Content of the Letter of Intent should include:

1. Organization name and contact information
2. Which component of the RFP your organization want to undertake

All proposals in response to this RFP are due no later than **5pm EST Friday October 28, 2016**. All proposals also must be in accordance with the format specified above and below.

1. Please submit one PDF version via email to Elizabeth Fowler, Elizabeth.Fowler@cnycares.org. Please also mail:
2. One (1) signed original
3. One (1) copy

**Proposal Submittal Process**

Please send items requested in a sealed envelope marked 'CenteringPregnancy' to the address below:

ATTN: Elizabeth Fowler
Central New York Care Collaborative, Inc.
109 Otisco Street, 2nd Floor
Syracuse, NY 13204

Any proposals received after this date and time will not be considered. All proposals must be signed by an authorized representative of the organization submitting the proposal.

All proposals must include:

- Cover Sheet (Appendix A)
- Applicant Information Sheet (Appendix B)

- Categorical Information (Appendix C)
- Budget (Template Provided)

Evaluation of proposals will be conducted by a third party agency. If additional information or discussions are needed with any applicants during this window, the applicant(s) will be notified.

Upon notification, the contract negotiation with the winning applicant will begin immediately.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by CNYCC legal representation and will include scope, budget, schedule, and other necessary items pertaining to the project.

**Required Content**

Each Response must include the following information:

- Applicant agencies will provide a history of their organization and what makes their agency qualified to offer this service.
- Describe in detail your organization's experience with similar projects including a listing of any current projects of this same or similar type.
- Describe your agency's experience in working with this targeted population/area and the process which will be put in place to ensure current licensing protocols.
- Describe how you will fulfill the activity as identified in this RFP. Include a tentative timeline.
- New implementing sites must submit results of the Readiness Assessment Tool to CNYCC to indicate a readiness to implement a CenteringPregnancy® Model for Prenatal Care. For new implementing site and existing sites, explain your progress with Centering Health Institute at the time of your application submission.
- Existing sites must detail their need to for additional funding assistance and how funding assistance would aid in the success and sustainability of your existing CenteringPregnancy® Model for Prenatal Care.
- Identify the staff that would be assigned to work on this project. Define the capacity in which each person would be working, and describe the qualifications,

education, training, expertise, and experience that qualifies these individuals to work on this project.

- Proposals must provide a detailed and accurate budget. There must be a clear budget explanation, budget items must reference project specific topics. Budget explanation is expected to be realistic with a budgeting total that is within CNYCC proposed funding availability (Detailed in Section 1). All costs and fees must be clearly described in each proposal. Template for budget is provided as an attachment to this document.
- Lastly, the applicant agency should describe efforts that will be employed to promote the new service and approaches to building community partnerships.

## 4. Evaluation, Data and Reporting Requirements

1. Provide detailed quarterly reports of progress in organization's implementation of CenteringPregnancy®. Organization must include participation report, discussion of strength and areas in need of improvement, and progress with Centering Health Institute.
2. "Peer Support" feedback survey completion at the close of every DSRIP year.

## 5. Proposal Evaluation Criteria

CNYCC will evaluate all proposals based on the following criteria. To ensure consideration for this RFP, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposal must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Applicants will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Applicants will be evaluated on examples of their work pertaining to the nature of the work described.
- Value and cost: Applicants will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- Technical expertise and experience: Applicants must provide descriptions and documentation of staff technical expertise and experience. Please append resumes of current staff who would complete functions under this project and job descriptions for any new positions.

**APPENDIX A**
**APPLICANT REPLY COVER SHEET**

Sealed Proposals are due by **5:00 p.m., Friday October 28, 2016** to CNYCC; 109 Otisco Street (2nd Floor); Syracuse, NY; 13204.

CNYCC RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, Specifications and RFP for Community Engagement Forums And Other Information-Gathering Mechanisms, and offers to fulfill the activities as shown on the attached RFP for the cost listed below.

Federal ID Number: _____

| | |
|---|---|
| _____ | _____ |
| Type or Print Name | Company |
| _____ | _____ |
| Title | Address |
| _____ | _____ |
| Authorized Signature | |
| _____ | _____ |
| Date | Telephone Number/ Fax |

**Please attach any additional information to this sheet**.

# APPENDIX B
## APPLICANT INFORMATION SHEET

**Proposing Organization**: _____

Address: _____

_____

Phone: (_____) _____

Fax: (_____) _____

**Contact Person:**

Name: _____

Title: _____

Address: _____

Phone: (_____) _____

Fax: (_____) _____

E-mail: _____

Signatory Authority: _____

"In consideration of the limitations of this proposal, I hereby certify that the information in this proposal is correct to the best of my knowledge, and that I am an official of the above organization authorized to sign and submit this proposal."

Name/Title:_____

Signature: _____

Date: _____

# APPENDIX C
## CATEGORICAL INFORMATION

**Organization's Safety Net Status**

☐ Safety Net Provider
Provider Code(s): _____

☐ Non-Safety Net Provider

**Are you a new implementing site or and existing implementing site?**

☐ New CenteringPregnancy® Implementing Site

☐ Existing CenteringPregnancy® Site

**Please indicate the county where you are currently or planning to implement the CenteringPregnancy® Model:**

| County of Implementation | Please Check |
|---|---|
| Onondaga | |
| Cayuga | |
| Oswego | |
| Oneida | |
| Lewis | |
| Madison | |

**APPENDIX D**
**CENTERING IMPLEMENTATION PLAN**

# Centering Implementation Plan

## LET US GUIDE YOUR PRACTICE THROUGH THE TRANSFORMATION

From the initial days of Start Up to the celebration of Site Approval, our Centering team is with you every step of the way. We bring over two decades of experience as the go-to resource for more than 400 practice sites and some of the largest health systems in the world.

Centering consultants are healthcare professionals and experts on the Centering model and system redesign. They understand the variations in clinical care settings and can help identify flexible solutions to meet you where you are. Your Centering consultant will provide ongoing guidance and support, beginning with Start Up.

**Start Up** is an important time as you are building the foundation for a successful and sustainable Centering practice. Your Steering Committee is responsible for informing and engaging other members of the staff, providers and leadership as they focus on the changes that are needed to launch Centering. Over a period of 2-3 months, your Steering Committee will meet regularly using the Centering tools to fully explore:

1: Creating your Steering Committee
2: Building a Shared Vision
3: Patient Enrollment
4: Engaging Leadership
5: Creating your Centering Space
6: Goal Setting and Evaluation
7: Financing and Budgeting
8: Creating your Centering Schedule
9: Billing and Reimbursement

**Kickoff Day** brings the work of your Steering Committee all together! During this on-site visit your Consultant will work with you to wrap up any outstanding issues, provide guidance and technical support so your practice is ready to move forward with confidence.

The **Basic Facilitation Workshop** takes place 1-2 months before groups begin and is required for each person leading groups. Participants will discover the three components of Centering group care, the Centering Essential Elements and skills to facilitate engaging group discussions.

Participants often share that "aha moment" in our trainings when they experience how this model truly changes the way we deliver care. Centering workshops are a key ingredient of your success.

**Groups Start** Your Centering groups typically start 3 to 6 months after the Start Up period begins. We have found that practices that start at least one new group each month are the most successful.

Once the first group has completed all of their sessions and new Centering groups are starting on a regular basis, your practice is ready for Site Approval. **Site Approval** recognizes that your practice meets standards for model fidelity and sustainability. This is a valuable opportunity to evaluate your practice's success, to celebrate your accomplishments and to identify any remaining areas where we might assist you.

After completing one group series facilitators benefit from attending an **Advanced Facilitation Workshop** to build on their skills and learn additional strategies for handling unique or challenging situations.

These are the building blocks that create a strong, sustainable Centering practice. We are always here to help you succeed.

Centering®Healthcare INSTITUTE