



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: February 22, 2008

PSC#808

EPIDEMIOLOGICAL MANAGEMENT AND SUPPORT FOR THE
DELAWARE CANCER REGISTRY

FOR

DIVISION OF PUBLIC HEALTH

Date Due: March 20, 2008
11:00 A.M. Local Time

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART
OF THE ABOVE MENTIONED BID.

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**Epidemiological Management and Support for the Delaware Cancer
Registry
RFP #PSCO 808
Question and Answers from Pre-bid Meeting**

Please clarify the tasks related to the Delaware Cancer Registrars Association. Arranging for meetings of the Delaware Cancer Registrars Association is typically the responsibility from the Association's leadership?

Answer: No. The Delaware Cancer Registry Association is its own entity.

Will the contract resulting from this procurement be on a firm fixed price?

Answer: All bidders are required to submit a line item budget. Once a contract is in place the vendor may submit a formal request in writing to redirect funds from one line item to another.

The contract amount can not be increased or decreased without a contract amendment.

Is there a page limit for proposals responding to this RFP?

Answer: No there is not a page limit for the proposals.

Please clarify the requirements for the Advisory Committee's Annual Report.

Answer: This report refers to the report of the Delaware Cancer Registry Advisory Committee (DCRAC). Because DCRAC stems from the Quality of Care (QOC) Committee, information for the report is to be determined by the QOC committee.

Also attached to this Addendum are revised Job Descriptions for the Program Manager, Quality Assurance Consultant/Training Coordinator, and Administrative Assistant.

Administrative Assistant

Delaware Cancer Registry

Job Description

Description of Occupational Work: The Administrative Assistant will perform administrative support for the Delaware Cancer Registry.

Minimum Qualifications:

- Proficiency in using standard computer software programs for word processing, spreadsheets and databases, including Microsoft Word, Outlook and Excel.
- Experience in coordinating office activities.
- Knowledge of report preparation to include collecting and compiling information from a variety of sources such as files, records, databases, customers, staff and others.
- Skill in oral and written communication.

Principle Accountabilities:

- Assists with data exchanges by locating necessary patient files.
- Safeguards confidentiality of cancer information, as described in the Delaware Cancer Registry Employee/Researcher confidentiality pledge.
- Types and edits required correspondence, reports and memorandums as requested for registry personnel. Retains copies of originals and forms.
- Reviews and routes incoming mail and forward to appropriate personnel.
- Tracks deadlines for written materials so that work is completed on a timely basis.
- **Reviews patient medical records** and performs data entry into program databases (Information handled may be confidential).
- Provides phone coverage as required.
- Sends and dispenses facsimiles.
- Coordinates meetings/workshops and record and draft minutes as requested.
- Maintains updates and orders supplies for the Delaware Cancer Registry and forward purchase requests to the appropriate staff.

- Maintains and controls data and filing systems to ensure effective, accurate, and easily retrievable documentation.
- Files cancer abstracts, cancer reporting forms, pathology reports and death certificates and other documents in appropriate folders, and creates new cancer patient folders when needed.
- Consults with DCR staff regarding questions of policy and procedure. For example, if there are issues with cancer abstracts, such as CTR numbers.

Program Manager

Delaware Cancer Registry

Job Description

Description of Occupational Work: The Program Manager will manage the operations of the Delaware Cancer Registry and ensure timely reporting to Delaware DPH. This individual will support and coordinate the Delaware Cancer Registry Advisory Committee and Delaware Cancer Consortium Quality Committee.

Special Requirements:

- Excellent communication skills and demonstrated ability to work with others.
- Ability to integrate, analyze and report information.
- Basic knowledge of Microsoft Office and email.
- Familiar with Rocky Mountain Cancer Data Systems or related cancer database software.

Minimum Qualifications:

- Extensive knowledge and skills in cancer reporting
- Certified Tumor Registrar (CTR) preferred
- Effective written and oral communication

Principle Accountabilities:

- Responsible for all aspects of cancer registry operations.
- **Responsible for establishing and documenting all policy and procedures associated with the DCR's operation.**
- Prepares data for completeness for NAACCR and NPCR submission, including:
 - Resolve all edits and errors,
 - Resolve missing information, and
 - Keep percentage of "unknown" values at a minimum.
- Conducts activities to ensure Death Certificate Only data are less than 3%.
- Ensures that all products (reports, data submissions, communications, data request) for the assigned project are technically competent, of high quality, and delivered within time required.
- Assists Cancer Director in writing progress/interim reports.
- Assists in developing the Registry's Workplan.

- Implements Registry's Workplan.
- Submits NPCR and NAACCR data on a timely manner through a web-secured server.
- Responsible for DCR's compliance with standards and requirements of the State, CDC, and other regulatory agencies.
- Coordinates the DCC Quality Committee and Delaware Cancer Registry Advisory Committee (DCRAC) meetings, develops the agenda in consultation with co-chairs, and provides other support to the committee.
- Communicates with staff in hospitals, physicians' offices, surgery centers, pathology laboratories and nursing homes to facilitate reporting of cancer case information to the DCR.
- Works with Rocky Mountain Cancer Data Systems staff to resolve DCR software issues and perform data linkages.
- Provide administrative support DCRAC's Information Technology Task Force.
- Implements an improved integrated system for data exchange and data collection of hospital and non-hospital reporting as recommended by the DCRAC's Information Technology Task Force.
- Supervises the Quality Assurance Consultant/Training Coordinator and Administrative Assistant.

Quality Assurance Consultant/Training Coordinator

Delaware Cancer Registry

Job Description

Description of Occupational Work: The Quality Assurance (QA) Consultant/Training Coordinator will develop and implement quality assurance activities for the Delaware Cancer Registry. This individual will also provide trainings and technical assistance to cancer case reporting organizations to ensure compliance. **Abstract cancer cases.**

Special Requirements:

- Excellent communication skills and demonstrated ability to work with others.
- Basic knowledge of Microsoft Office and email.
- Familiar with Rocky Mountain Cancer Data Systems or related cancer database software.

Minimum Qualifications:

- Extensive knowledge and skills in cancer reporting
- The QA Consultant/Training Coordinator **must be a Certified Tumor Registrar (CTR) or eligible to take the CTR exam this year (2008).**
- Effective written and oral communication

Principle Accountabilities:

- Develop, implement and oversee all quality assurance activities and monitor program policies and procedures necessary to implement the program.
- Plan, develop and administer an ongoing statewide program on procedures to reduce abstracting errors.
- Provide consultation and technical assistance on matters relating to implementation of quality assurance standards and compliance.
- Review, analyze and evaluate abstracts for completeness and accuracy, applying quality assurance criteria.
- Educate hospital registry personnel on rules/policies, including FORDS, Rocky Mountain Cancer Data Systems and state law pertaining to cancer.
- Investigate incidents of non-compliance and conduct special studies as requested by superiors.
- Develop and implement training sessions.
- Assist in the training of personnel.

- **Abstract cancer cases submitted to the DCR from non-hospital reporting facilities.**
- As needed assistance in abstracting and data entry.
- As needed assistance in NAACCR and NPCR submissions.
- Participate in meetings and discuss problems and solutions to assure an efficient DCR office.
- Possibly represent the DCR at meetings as directed by supervisor and/or division leadership.