

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		The Notice of Small Business Purchase Set-Aside on the reverse of this form <input type="checkbox"/> is <input type="checkbox"/> is not applicable.		PAGE OF PAGES 1 6	
1. SOLICITATION NO.	2. DATE ISSUED 12-21-10	3. REQUEST/PURCHASE REQUISITION NO. RQ710898	4. COMMODITY GROUP AND CLASS	RATING	
5A. ISSUED BY Office of Contracting and Procurement Bid Counter 441 4 th Street NW., Suite 703 South Washington, DC 20001			6. DELIVER BY <i>(Date)</i> <i>days from date of award</i>		
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Crystal Farmer-Linder (202) 724-4959 Fax (202) 727-8843			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE Prospective Vendor			9. DESTINATION <i>(Consignee and address, including ZIP code)</i> Department of Health 825 North Capitol Street, NW 5 th Floor, Suite 5100 Washington, DC 20002		
8a. Vendor Tax ID #			9b. Duns Number		
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 12:00 PM 12/27/10		11. BUSINESS CLASSIFICATION <i>(Check appropriate boxes)</i> <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> RESIDENT-OWNED			
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
12. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	TOTAL (f)
1.	The DC Office of Contracting and Procurement on behalf of the DC Department of Health is seeking a contractor to provide Temporary services for the following: Certified Tumor Registrar (1) Please see attached statement of work	520	hrs		
2.	Certified Tumor Registrar (1) Please see attached statement of work	520	hrs		

13. DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
14. NAME AND ADDRESS OF QUOTER (<i>Street, city, county, State and ZIP Code</i>) Government Tax ID number	14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
	17. NAME AND TITLE OF SIGNER (<i>Type or print</i>)		18. TELEPHONE NO. (<i>Include area code</i>)	

Standard Form 18 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR)53-215-1(A)

**DC Department of Health
Bureau of Cancer and Chronic Disease (BCCD)
District of Columbia Cancer Registry**

STATEMENT OF WORK

The District of Columbia Department of Health (DOH), DC Cancer Registry (DCCR) seeks the services of two (2) Certified Tumor Registrars (CTRs) to obtain specialized subject matter expertise in Cancer Registry Operations. The selected CTRs will provide specialized technical expertise in performing registration and processing of cancer and reportable benign tumor cases for DC residents and non-residents diagnosed and /or treated with all forms of Cancer in the District of Columbia.

The DCCR is a central cancer registry located in the Department of Health in the District of Columbia. DCCR collects, maintains and reports data on cancer incidence in the District of Columbia as mandated by Code of D.C. Municipal Regulations CDCR 22-125 and CDCR 22-215 thru 22-218. The law mandates submission of all incident cancer reports (reports of invasive cancers and certain in-situ [pre-malignant] cancers) to the DCCR by hospitals, radiation therapy centers, physician offices, and freestanding diagnostic laboratories licensed in DC.

All reporting facilities are required to submit electronic reports within 6 months of initial cancer diagnosis or treatment. DCCR receives data through the Internet, via the mail (diskette/compact disk), and hard copy (paper) reports accepted from physician offices and freestanding diagnostic laboratories. Data are used to track trends in cancer incidence, uncover geographic differences in cancer incidence, and provide a systemic basis for conducting broad-based programs in cancer prevention and control throughout the district. Typically such analyses are performed by a Certified Tumor Registrar (CTRs). Individuals who become certified tumor registrars review records of cancer patients, review medical reports, and code the diagnostic and treatment records of cancer patients. They also track the progress of cancer patients over time and note whether the patients live or die from cancer.

To obtain CTRs designation, individuals must have specialized skills in data collection, medical coding, cancer management, medical terminology, epidemiology, biostatistics, cancer data abstraction, database management, and cancer registry procedures.

In January 2010, DOH transitioned its registry operations to new CDC developed software, *Registry Plus*. With this transition to a new system, a backlog of data and required analysis was created based on the volume of data received by the program. CDC has provided some technical support. However, DOH requires the services of two (2) expert Certified Tumor Registrars to assist program staff in reviewing current systems operations, and helping to clear case backlogs to ensure that cancer incidence data is being accurately reported.

REQUIREMENTS

The selected Certified Tumor Registrars (CTRs) shall have minimum of one year experience working in a central cancer registry and have past experience and qualifications in the following;

- Cancer Case finding
- Preparation of Cancer Abstracts
- Expertise in registry staging/coding regimens to include Collaborative Staging, SEER, ICD-0-3, AJCC TNM Staging, and Multiple Primary and Histology Coding.
- Solid knowledge and understanding of rules regarding data collection in order to perform quality assurance reviews of medical centers data submissions and advise on remediation of any inconsistencies to reflect proper procedures and guidelines.
- Experience in understanding and clearing cancer registry data edits.
- Solid understanding of the record consolidations process.
- Ability to perform auditing and quality assurance/quality control activities.
- Skills in use of personal computers, LAN and Microsoft Office software as well as cancer registry software.
- Skills in verbal and written communication; gathering and analyzing information.
- Ability to communicate effectively, identify problems in coding and case ascertainment, prioritize assignments.

SERVICES TO BE PERFORMED

The CTRs shall register and process all tumor reports.

Develop and implement procedures for the timely receipt and processing of cancer reports. Facilities are required to submit cases every month (during even months), although more frequent submissions are encouraged. The CTRs shall log in all abstracts submitted by reporting facilities within one working day of receipt.

Process hard copy abstracts received from each reporting facility. (Most facilities submit reports electronically.) Physician offices and free standing laboratories submit hard copy abstracts to the DCCR. Processing shall include coding data on the form and entering of the data from hard copies into the main electronic database. All hard copy abstracts shall be processed through CRS Plus within three months of receipt.

The CTRs shall also process all electronic tumor reports received from each reporting entity. Most cancer reports are submitted on-line via the Web Plus system. It is expected that DCCR will receive approximately 14,600 individual reports, including in situ cases and reports from multiple years, annually. All electronic tumor reports shall be processed through CRS Plus within two months of receipt.

The CTRs shall perform case finding activities utilizing traditional and non-traditional sources to assure timeliness and completeness of cancer and benign brain and Central Nervous System tumor case reporting. Provide monthly reports to DCCR Program Manager, detailing case finding activities.

Obtain and utilize a hospital “disease index” from each reporting hospital

Complete selective case finding audits for each reporting hospital on an annual basis

Complete re-abstraction of a random sample of cancer reports received from selected reporting facilities to determine the accuracy of incoming abstracts

Annually process all “laboratory only” reports of cancer by contacting the physician to obtain missing demographic and clinical information.

The CTRs shall perform routine, standard edit checks on all reports received in accordance with NPCR and NAACCR standards. The CTRs shall be responsible for the accuracy of the data it codes, enters, edits, and consolidates, and for maintaining the integrity of the data. Provide edit reports by reporting facility, and analyze this data at the end of each designated period; provide recommendations for improvements.

Routine visual review of abstracts and error reports.

Installation and use of the most recent edit set metafiles.

Detection of errors during the editing, documentation of errors found and correction of errors detected.

Detection and consolidation of multiple abstracts (tumor records) received that match cases received in current or prior years.

Detection and removal of duplicate consolidated cases.

The CTRs shall consolidate tumor records and treatment information in accordance with standards set fourth by NAACCR, NPCR and SEER.

Consultation and Technical Assistance

The CTRs shall provide consultation and technical assistance to assure accurate, timely and complete data from reporters (registrars, medical records personnel and abstractors) at reporting facilities (hospitals, freestanding physician offices, freestanding laboratories, and therapeutic radiation therapy centers).

The CTRs shall provide technical assistance by phone or in person to individual reporting facilities during normal weekday business hours. Response time for telephone consultation shall be no longer than one working day, 24 hours, after request is received.

The CTRs shall assess the training needs of various reporting facilities and report this information to the DOH DCCR Program Manager.

Quality Assurance/Quality Control

The CTRs shall carry out QA/QC activities, assure appropriate data coding, consolidation, and documentation, and assure complete case ascertainment and high quality data from all reporting sources in accordance with DC law/regulation, NAACCR, and NPCR standards. Provide reports to DOH DCCR Program Manager.

Clearances

The CTRs shall perform “Death Certificate Only” Clearance. Maintain death certificate only cases rate at $\leq 3\%$.

The CTRs shall also perform linkage with the Department of Vital Statistics Death Tape and the DCCR database for review of all DC residents expiring during a given year.

For deaths of individuals where cancer is a primary or underlying cause but where the case is not found in the DCCR database the CTRs shall request a hard copy of the death certificates. The CTRs shall follow back to hospitals, nursing homes, and/or physicians to obtain a case abstract report with relevant cancer information.

For deaths of individuals whose abstract is found in the DCCR database the CTRs shall electronically update the vital status, date of death and cause of death for matching cases in the consolidated database.

The CTRs shall conduct interstate data exchange with states with whom the department has entered into exchange agreements and incorporate out of state reports into DCCR database.

The CTRs shall be responsible for maintaining the security and integrity of existing DCCR data.

The CTRs shall immediately report to the DOH CA all errors or anomalies in DCCR data which could reasonably be believed to suggest that the security or integrity of the DCCR or its data may be compromised.

The CTRs shall report to the CA the results of its analysis of the same and, in addition, the steps it has taken or intends to take to ensure the security and integrity of the DCCR and its data.

PERFORMANCE

The vendor is required to render the services or product as agreed upon by a DOH representative and the vendor.

The vendor shall be responsible for the remedy of a service that is deemed unacceptable by DOH.

All work must be completed on site (DOH) and within 90 business days. DOH will provide training and give relevant and guidance within the first four (4) hours of the start of work so that there will be a continuous cycle of work being performed.

Due to the limited time frame available for completion of this project, DOH requests that proposals contain, implementation strategy, and cost estimate be submitted.

Price Schedule

CLIN	Item Description	Quantity	Unit	Pay Rate	Health & Welfare Benefit	Estimated Total Hours per employee	Profit	Estimated Taxes	Load Rate
0001	Certified Tumor Registrar (Monday thru Friday)	1	HR			520		10.43%	
0002	Certified Tumor Registrar (Monday thru Friday)	1	HR			520		10.43%	

The estimated taxes shall be incorporated into your loaded rate.

Please be advised that Office of Contracting and Procurement Contracting Officer can at any time verify an employee's pay rate to ensure compliances with Department of Labor Wage Determination & vendor's quoted price.

PLEASE INSERT WHICH REVISION NO. AND DATE OF REVISION YOU ARE USING

Wage Determination No.: 2005-2103

Revision No.: 10

Date of Revision: 6/15/10

ALSO PROVIDE ALL INFORMATION REQUESTED ON FORM

B.3 Price Schedule

CLIN	Item Description	Quantity	Unit	Pay Rate	Health & Welfare Benefit	Estimated Total Hours per employee	Profit	Estimated Taxes	Load Rate
0001	Certified Tumor Registrar (Monday thru Friday)	1	HR			520		10.43%	
0002	Certified Tumor Registrar (Monday thru Friday)	1	HR			520		10.43%	

The estimated taxes shall be incorporated into your loaded rate.

Please be advised that Office of Contracting and Procurement Contracting Officer can at any time verify an employee’s pay rate to ensure compliances with Department of Labor Wage Determination & vendor’s quoted price.

Wage Determination No.: 2005-2103

Revision No.: 10

Date of Revision: 6/15/10

ALSO PROVIDE ALL INFORMATION REQUESTED ON FORM