



**REQUEST FOR PROPOSALS**

**TITLE X  
FAMILY PLANNING SERVICE  
DELIVERY FUNDING  
RFP# 002022**

Family Planning Clinical and Telemedicine  
Services

Project Funding Available: \$1,900,000

Project Award Period 4/1-3/31

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*Application Submissions are due on a rolling  
basis*

Questions concerning this solicitation must be e-mailed to Denise Diaz at [DDiaz@convergems.org](mailto:DDiaz@convergems.org). Questions received, if any, will be posted on the Converge website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.



## **SECTION 1: INTRODUCTION**

Converge is soliciting proposals from qualified non-profit health care organizations to provide high quality, comprehensive family planning clinical and education services (including telemedicine), as well as outreach, in accordance with the terms of this Request for Proposals (“RFP”).

Converge was founded in 2018 to expand access to quality, person-centered family planning care for all people. Converge is Mississippi's Title X grantee. The goal of Converge's Title X program is to ensure all Mississippians, especially low-income people, have access to quality, person-centered family planning services and related services when and where they need them. In pursuit of this goal we are happy to invite proposals to provide Title X family planning services in select counties described in this RFP.

The initial award period is expected to begin approximately June 1, 2023 and continue through March 31, 2024. Converge reserves the right to renew awards on an annual basis for up to four (4) additional 12-month periods depending upon successful Sub-Recipient performance and availability of funding.

Converge seeks to identify qualified Sub-Recipients who will provide services in targeted geographical areas outlined in this Request for Proposal (RFP). Services must be provided in accordance with Section 1001 of the Title X Act and all applicable federal regulations, as amended in Title X 42 C.F.R., subpart A, Part 59 as well as all applicable state and federal regulations. Telemedicine provision is an approved method of service delivery for this RFP.

The objective of this Request for Proposals (RFP) is to procure the services of qualified non-profit or publicly funded health care organizations, such as a hospital-based clinic, community health center, county health departments, or a family planning specialty agency, that have the experience providing comprehensive family planning clinical services.

Responses will be evaluated on the basis of the relative merits of the proposal.

## **SECTION 3: BACKGROUND AND PURPOSE**

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 U.S. Department of Health and Human Services (HHS).

The Title X Program is the only federal program dedicated solely to the provision of family planning services. OPA annually sets Title X Family Planning Program Priorities and key issues that must be addressed by recipients of these funds. Recipients of these funds. All Converge clinical partners who are funded through this RFP will receive training and support in carrying out the identified program priorities.

Title X Priorities include all of the legal requirements covered within the Title X statute, regulations, and legislative mandates. All applicants must comply with the requirements regarding the provision of family planning services that can be found in the statute (Title X of the Public Health Service Act, 42 U.S.C. § 300 et seq.) and the implementing regulations (42 CFR part 59, subpart A), as applicable. In addition, sterilization of clients as part of the Title X program must be consistent with 42 CFR part 50, subpart B (“*Sterilization of Persons in Federally Assisted Family Planning Projects*”)

### **BACKGROUND**

Family planning services are embedded within a broader framework of preventive health services. Improving the quality of family planning services will lead to improved reproductive health outcomes. Converge believes that quality family planning care is not evidence based medicine but also centered on patients and their preferences and desires. This person-centered focus ensures that the Title X network is building trust throughout communities and is

providing care that people want and need.

**SECTION 4: SCOPE OF WORK**

Applicants may apply for more than one geographical area, if appropriate. Applicants applying solely to provide telehealth coverage must provide assurances of existing referral processes to ensure access to care is not limited to only telemedicine. Entities may apply for multiple geographic areas under one application. For the purposes of this RFP, the targeted counties will be as follows:

Adams	Itawamba	Lee
Alcorn	Jefferson	Monroe
Amite	Jefferson Davis	Montgomery
Attala	Jones	Newton
Bolivar	Kemper	Prentiss
Claiborne	Lafayette	Scott
Clarke	Lauderdale	Simpson
Forrest	Leake	Winston
Harrison	Holmes	

The sub-recipient is required to recruit and retain qualified staff to perform all activities described in this 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.

**PROJECT DESCRIPTION: TITLE X FAMILY PLANNING SERVICES**

Title X Family Planning Program is designed to provide access to high-quality, comprehensive family planning services, including, but not limited to: contraceptive counseling and supplies; preconception care; and reproductive life planning. Family Planning/Reproductive Health Program services provide individuals with the information and means to exercise personal choice in the number and spacing of their children. Family planning services are available to all who seek reproductive health care, with priority given to individuals from low-income families.

In addition to contraceptive services and related counseling, comprehensive family planning services provided by Title X supported clinics include pregnancy testing and counseling; preconception health services; services to help clients achieve pregnancy; basic infertility services; HIV and STI screening, treatment, and referral. Related preventive services provided by Title X clinics include physical examinations, risk assessments and referral (including substance use), breast and pelvic examinations; cervical cancer screening; and related lab testing. Comprehensive pregnancy options counseling is provided. Abortion is not provided as a method of family planning within the project.

Telemedicine is a valid method for delivering some Title X services, including the provision of contraceptives, screening for necessary testing and preventive care, and STI testing and treatment.

Family planning services often serve as an entry point into the healthcare system. For many clients, Title X clinics serve as the primary source of health care and health education. Title X-funded services, available regardless of insurance status or 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.

Title X Family Planning services should be provided to all individuals of reproductive health age regardless of age, sex, race, ethnicity, sexual orientation, limited English proficiency, or disability. Family planning visits should be conducted in a culturally competent manner that focuses on a person-centered approach. Professional recommendations for how to address the needs of diverse clients, such as LGBTQ persons or persons with disabilities should be consulted and integrated into policies & protocols, as appropriate. A Title X agency should be welcoming and friendly to all individuals and providers should avoid making assumptions about a client's gender

identity, sexual orientation, race, or ethnicity. Targeted outreach and educational activities should be developed to increase utilization among these various populations that may not necessarily enter an agency with family planning as the primary purpose of the initial visit.

## **SCOPE OF WORK – SEE ATTACHMENT A**

### **MINIMUM SUB-RECIPIENT REQUIREMENTS**

The successful Sub-Recipient 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 Sub-Recipient must:

- Be a non-profit health care organization, such as a hospital-based clinic, community health center, county health department or family planning specialty agency, located in or near the targeted geographical area with proven experience in delivering services to individuals of reproductive health age.
- Provide enough dedicated on-site and/or consulting staff with expertise and credentials to carry out activities detailed in the scope of work.
- Implement and utilize an electronic system for reporting encounter level data to the Converge Title X Data System via either: 1) integrating EMR systems with required data collection elements for data submission or 2) downloading required data collection elements and submission of data from the current practice management system. Sub-Recipients unable to complete electronic data collection and transmittal must describe the barriers to this mode of data collection and propose an alternate plan of data collection to be approved by Converge. Each Sub-Recipient will be required to implement one of these options by no later than, and preferably earlier than, January 1, 2023.

### **SECTION 5: CONTRACT TERMS**

A total of \$1.9 million will be available during the initial project period, which will be earmarked for the provision of family planning clinical, telemedicine, and education services, as well as outreach. The amount awarded to each selected Sub-Recipient will be distributed based on the application of a funding methodology.

Funding allocations for Title X Family Planning and subsequent awards within the project period are estimated. Actual total awards and individual contract funding levels may vary from that listed, or funding may be withdrawn completely, depending on availability of federal funding, and as directed by OPA.

For the initial award project period, the available funds will be allocated to awarded Sub-Recipients based upon a three-part funding methodology:

- (1) Each clinic location will be awarded \$60,000 annually to support the delivery of family planning care. In the event an organization applies with multiple clinic locations, that organization will receive \$60,000 for each clinic location.
- (2) \$10,00 will be distributed to each clinic to support the use of a patient satisfaction survey.
- (3) Additional funding will be available to support data and reporting improvements

*\*\*Estimated funding is subject to change based on the availability of funds. Total available funds will be allocated among awarded Sub-Recipients based on the described funding methodology.*

### **SECTION 6: PROPOSAL**

Applicants applying for funding to support more than one (1) targeted geographical service area are encouraged to submit an integrated application that includes all pertinent areas. Converge reserves the right to fund any or all targeted geographical services areas included in an integrated application.

The following sections must be completed in response to the RFP. Applications may only be submitted via email to [ddiaz@convergems.org](mailto:ddiaz@convergems.org) in PDF format.

## **PROJECT NARRATIVE**

The information contained in this section constitutes the bulk of the project proposal. The requested supporting documentation must be included as appendices. The Project Narrative must be submitted in accordance with the following format:

### **PART A - AGENCY QUALIFICATIONS & EXPERIENCE**

The applicant should briefly describe the degree to which it is qualified and experienced in providing family planning clinical services (including telehealth if the applicant is proposing providing telehealth under this RFP). The applicant should include a brief description of family planning service provision at proposed clinical sites, including the number of clients served. An estimate is acceptable.

The narrative for this section should not exceed 3 pages in length.

Service Site Information Form (See Appendix II) should be completed and included as Appendix I of the proposal. Use additional sheets if necessary.

### **PART B –PROPOSED APPROACH**

The applicant should provide information on how the agency will address the following:

- Family Planning Services Provided
- Confidential Services
  - Title X projects must have safeguards to ensure client confidentiality, including adherence to HIPAA requirements. Applicants must agree to uphold these safeguards and prioritize client confidentiality if funded.
- Adolescent Services
  - Adolescent minor clients must receive counseling to encourage family involvement in the decision to seek family planning services, as well as counseling on resisting coercion into sexual activities
- Data Collection & Reporting Practices

### **PART C – STAFFING PLAN**

This section should describe how the applicant's proposed staffing plan will provide project support that is both clinical and administrative. Applicants must name staff who will provide and support family planning services, including their FTE, credentials, and a certification that all required insurance and licensure is up to date.

### **PART D – BUDGET**

Applicants will upload a proposed budget for year 1 of activities. Funds may be used in the below allowable expenses.

#### **ALLOWABLE EXPENSES**

- **Personnel:** Indicate each staff name and position for this project. Show percentage of time allocated to this project, the hourly rate and the total annual salary, the personnel costs being requested under this RFP, and the percentage of time that will be in-kind.
- **Fringe Benefits:** Include those benefits normally provided by an organization. Percent and detail breakdown of each benefit is required, such as FICA, unemployment, workers compensation, medical, dental, vision, vacation time, personal time, sick leave, etc. Also indicate the fringe benefit rate for the organization.
- **Consultants:** List each consultant individually, specifying the hourly rate and anticipated annual cost. Only expenses for functions related to this project may be included.
- **In-State Travel:** Local travel only is allowed. Reimbursement for mileage expenses is not to exceed the current approved IRS rate per mile. Reimbursement of travel expenses is allowed for activities related to this project only.
- **Printing / Copying:** Include the cost of duplicating materials, site schedules, flyers, resource lists, referrals,

and other Health-related forms to be distributed during the contract year. The duplication or printing of flyers, brochures, booklets, information sheets, and other educational materials related to the project should be included.

- Supplies: List office and program supplies allocated to the project.
- Telephone/Internet: Include telephone and internet expenses associated with the project.
- Educational/Resource Materials: List books, brochures, curricula, videos, or other written resource materials purchased for program use.
- Postage: Indicate postage expenses allocated to the project.
- Other / Special Initiatives: Medical Expenses, Contraceptives, etc.
- Administrative Cost: may be up to 10% of total direct costs or based upon the organization's federally negotiated indirect cost rate.

Funds may **not** be used for capital expenses.

Applicants are advised that Converge is not responsible for any expenses incurred by the Applicant prior to the contract award.

### **DUPLICATION OF SERVICES/COST AVOIDANCE**

Applicants must be certain to assure Converge that the funds to be utilized associated with this scope of work are not duplicated in other areas of the agency. These funds are specific to the agreed-upon scope of work via this contract and therefore should be utilized to service populations in need as specified in the RFP.

### **SECTION 7: EVALUATION AND SELECTION**

Applications will first be reviewed administratively for completeness, responsiveness, and eligibility. A proposal will be disqualified at this point if it does not meet the basic requirements set forth in the RFP.

Applications will be evaluated competitively for adherence to the RFP, Title X, and other federal and state requirements. Applicant experience, capacity to provide family planning services and the strength and relevance of the proposed program of services will be assessed. The location of the clinic to be funded will be a factor of consideration as well as prior performance of applicant organizations. The following list outlines the relevant evaluation items and their maximum scores. Each proposal will receive a rating score.

<b>Criteria</b>	<b>Possible Points</b>
Agency Qualification and Experience	20 Points
Work Plan/Proposed Approach	40 Points
Staffing Plan	20 Points
Budget	20 Points

The applicant with the highest total score will be considered first for possible funding. Based on the evaluation and assigned scores, a recommendation for awards will be made. Once approved, Converge will work with the recommended Sub-Recipients to finalize the contractual agreements.

***Applications, which are incomplete in any material respect, will be deemed non-responsive and will not be considered.***

Converge reserves the right not to award this contract, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

## **SECTION 11: ATTACHMENTS**

- Attachment A Proposed Scope of Work





## **Attachment A: Scope of Work for Title X Sub-Recipients**

The goal of the Converge Title X program is to ensure all Mississippians, especially low-income people, have access to quality, person-centered family planning services and related services when and where they need them.

Title X services include but are not limited to, contraceptives, preventative health counseling and education services, reproductive health-related testing, and screening and referrals. This document describes the scope of work for Title X sub-recipients and is a companion document to the Sub-Recipient Agreement. Please ensure that your organization is aware of the contract requirements for the following year.

**Goal #1:** Converge's Title X sub-recipient clinic network provides high-quality, person-centered care to Mississippians in need of family planning services, prioritizing people who are very low income.

**Objective #1:** Ensure that a broad range of acceptable and effective family planning methods (including natural family planning methods and basic infertility services) and related health services are made available at all designated Title X clinics *or* by referral.

### **Activities**

Sub-recipient clinics shall provide clinical services to Title X family planning clients.

Sub-recipients shall supply nursing and medical services, which shall include comprehensive health and social history and physical examination administered in accordance with all applicable Title X regulations, and all applicable nursing-medical policies or procedures, which have been or may be established by the Converge Title X Clinical Manual.

Sub-recipients shall supply a broad range of FDA-approved contraceptives and contraceptive information, and education regarding all family planning methods.

Sub-recipients shall provide clinical follow-up and provide referral services, as appropriate.

Sub-recipients shall receive an additional \$10,000 per clinic incentive per year for utilizing the Person-Centered Contraceptive Counseling Measure to assess patient satisfaction. More information will be provided about this activity during the virtual Post-Award meeting.

**Objective #2:** Sub-recipient clinics shall provide services to priority populations (very low-income people, adolescents, and people who identify as LGBTQIA).

### **Activities**

Sub-recipients shall utilize a Title X Sliding Fee Scale for Title X services.

Sub-recipients shall not charge for any Title X family planning and related services provided to patients with incomes at or below 100% of the federal poverty level, as defined by the Office of Management and Budget (OMB).

Sub-recipients shall charge for Title X services to patients with incomes at 101-250% FPL based on Title X sliding fee scale model. The sub-recipient shall not deny services based on the patient's inability to pay any of the sliding fees. Subrecipient will develop and utilize a Title X Sliding Fee Scale for Title X services. This sliding fee scale shall

provide discounted services up to and including people living at 250% of the federal poverty level and below. Subrecipient will provide Converge with the proposed sliding fee scale for approval before any funds are disbursed for this agreement.

Provide outreach services to at least one (1) organization designed to improve client recruitment, strengthen existing relationships or create new linkages.

Host at least one (1) community presentation (in-person or virtual) on a family planning-related topic annually.

Shall work toward or currently generate income through Medicaid reimbursement, third-party insurance payors, and other fundraising activities.

Converge sub-recipients shall offer clients printed resources and reference materials to support eligible clients to apply for Medicaid, the Mississippi Medicaid Family Planning Waiver, Marketplace coverage, and other coverage options.

Printed resource and referral materials shall be available for clients with Limited English Proficiency (LEP).

**Objective #3:** The sub-recipients shall maintain appropriate personnel to run the Title X program. Personnel who interact with Title X patients shall complete required Title X training

### **Activities**

Sub-recipient staff who interact with Title X patients shall follow personnel requirements as specified in the most recent Converge Clinical and Administrative Manual. Professional health care providers must be in compliance with State and Federal licensing requirements and regulations.

Each calendar year sub-recipients will send personnel to a virtual Title X orientation/post-award meeting. Personnel must include individuals with knowledge of clinical and administrative operations.

Personnel at sub-recipient clinic sites who interact with Title X clients shall complete required Title X trainings according to the following timeline:

- Once per project period (currently every 5 years): Cultural Competency in Family Planning E-Learning Course (all courses available at Reproductive Health National Training Center--RHNTC)
- Annually: Mandatory Child Abuse Reporting in Title X-Funded Family Planning Settings (RHNTC), Mississippi-Specific Laws on Child Abuse (Converge Connect); Identifying and Responding to Human Trafficking in Title X Settings (RHNTC); Counseling Adolescent Clients to Encourage family participation video (RHNTC); Counseling Adolescent Clients to Resist Sexual Coercion Video (RHNTC); Title X orientation E-Learning (RHNTC)
- Please see Attachment B for a full list of training requirements with links to courses.

Staff who interact with Title X patients shall use the “track your training” feature on the RHNTC website to document courses taken.

**Objective #4:** Sub-recipient staff will demonstrate compliance with Title X rules, regulations, and Converge Manuals through site visits and data submissions.

### **Activities**

Sub-recipient shall participate in an annual site visit (either clinical, administrative, financial, or chart) from Converge. Sub-recipient will collaborate with Converge staff to schedule these visits.

Sub-recipients shall submit required data regarding family planning visits. By the 30th day of every month, sub-recipient clinics shall report family planning user data for the prior month to the Converge/Ahlers data dashboard.

By January 15 of each calendar year, sub-recipient clinics will ensure all data from the previous calendar year is uploaded to the Converge/Ahlers data dashboard

Sub-recipients shall collaborate with Converge to ensure de-identified family planning data can be pulled directly from the electronic medical record to upload to data dashboard. Converge shall provide funding to support electronic medical record updates related to this request.

Sub-recipients shall participate in state-level evaluation efforts as requested by Converge.

The sub-recipient shall provide Converge with the annual Family Planning Expenditure/Revenue Reports by January 15 of the calendar year.

### **Additional Terms and Conditions**

Converge Title X clinical and administrative manuals may be updated periodically during the contract term. The sub-recipient will be notified of updates via email and is expected to comply with all updates.

Sub-recipient shall read and abide by rules and regulations described in the Converge Title X Administrative and Clinical Manuals. The services provided by the sub-recipient to the clients it serves shall be performed pursuant to law and in accordance with the prevailing medical standard of care for the same or similar medical, nursing and professional services.

The services provided shall also comply with applicable Title X regulations, incorporated and made part of this contract by reference, available at <https://opa.hhs.gov/grant-programs/title-x-service-grants/title-x-statutes-regulations-and-legislative-mandates> and the Converge Administrative Manual and Converge Clinical Manual and any applicable fiscal or administrative policies, laws, and regulations of the State or Federal government

Sub-recipient shall maintain compliance with the Health Insurance Portability and Accountability Act (HIPAA) and other relevant state and federal statutes protecting privacy and confidentiality of patient health information and medical records.

The sub-recipient shall uphold the Title X regulation that all adolescents, regardless of age, must be allowed services and may consent for their own visits. Title X service provision cannot be conditioned on parental consent or notification.

Sub-recipient shall keep confidential all information as to personal facts and circumstances about patients obtained by the project staff. Sub-recipient shall implement appropriate safeguards for confidentiality, including prohibiting providers from releasing a patient's individual information unless the provider has written authorization for the release, the release is necessary to provide services to the patient, or the state or federal law requires the release.

The sub-recipient shall ensure that all of their sub-recipients are fulfilling Title X requirements by embedding the Title X policy and guidelines into any sub-recipient MOU, contracts and interagency agreements.

Federal and State family planning funding cannot be the sole funder of any family planning program. The sub-recipient shall show a financial contribution of funds from either local, regional, grant, patient, Medicaid, or other third-party revenue.

The sub-recipient shall utilize program income generated from client fee collections and donations for family planning purposes only.

The sub-recipient shall ensure all necessary clinical staff complete the required trainings as noted in Attachment B.

Sub-recipient shall provide fiscal oversight for their grant from Converge and shall be solely responsible for compliance with all provisions and deliverables under this agreement.

Sub-recipient shall submit to the Converge Director of Clinical Services any subcontract or any fiscal agent agreement pertaining to this contract as soon as the agreement is in place.

The sub-recipient shall perform a cost analysis (every three years) for contraceptive items and services.

All of these requirements included in the annual scope of work are monitored and reported through the following Converge Title X tools:

- Family Planning Site Visits (Clinical, Financial and Administrative)
- Sub-recipient quarterly report
- Monthly reports to online Ahlers data dashboard

## **Required Title X Training**

### **Per Project Period**

(complete once during the 5 year project period of 2022-2027)

Cultural Competency in Family Planning E-Learning Course (RHNTC)

<https://rhntc.org/resources/cultural-competency-family-planning-care-elearning>

### **Annual (April-March of Each Year)**

Mandatory Child Abuse Reporting in Title X-Funded Family Planning Settings (RHNTC)

<https://rhntc.org/resources/mandatory-child-abuse-reporting-title-x-funded-family-planning-settings-instructions>

Mississippi-Specific Laws on Child Abuse (Converge Connect)

Identifying and Responding to Human Trafficking in Title X Settings (RHNTC)

<https://rhntc.org/resources/identifying-and-responding-human-trafficking-title-x-settings-elearning-course>

Counseling Adolescent Clients to Resist Sexual Coercion Video (RHNTC)

<https://rhntc.org/resources/counseling-adolescent-clients-resist-sexual-coercion-video>

Title X Orientation E-Learning (RHNTC)

<https://rhntc.org/resources/title-x-orientation-program-requirements-title-x-funded-family-planning-projects>

**\*For RHNTC courses, please use the Track Your Training feature to document trainings.**

**\*Converge Connect course will automatically save your course after you complete it.**