

RFP 2013-0904 School Based Health Centers Program

Questions and Answers

The questions are listed in order of receipt.

1. **Question:** Is this for LHDs only or other agencies? Our current SBHC is run by Community Health Center Inc.

Answer: Please refer to Section I.C.4. Eligibility. "Applications will be accepted from public and private organizations, community-based agencies and individuals. All schools proposed as part of the project must be within Alliance Districts as identified by the State Department of Education. Priority will be given to SBHCs proposed for schools within Alliance Districts where there are no school based health centers; and further priority will be given to schools within Reform Districts and are in need of most support. Applicants may submit proposals inclusive of one up to twenty schools. Existing school based health centers that are not currently receiving state SBHC funding are not eligible.

Applicants must have a Connecticut address and must conduct business at a physical location in Connecticut before the contract is awarded."

2. **Question:** The eligibility criteria of the subject RFP states that it is for SBHCs "within Alliance Districts". Is it consistent with the eligibility requirement that an application be made for the funding of a SBHC situated at a State Technical High School that is in fact located "within an Alliance District", although the State School is obviously administered by the State Technical High School System, not the local Board of Education?

Answer: Please refer to *Section I.C.4. Eligibility* in the RFP. (response provided in Question 1) and Public Act 12-116 An Act Concerning Educational Reform which can be accessed at: <http://www.cga.ct.gov/2012/ACT/PA/2012PA-00116-R00SB-00458-PA.htm>

3. **Question:** Norwalk is listed in the Alliance Districts list on page 3 but not on the list on pages 58-59. Are we eligible to apply for expansion of a new site? Since Norwalk is missing from the "Schools in Greatest Need of Support" list, are we given a lower proposal score because of our absence on that list?

Answer: Please refer to *Section I.C.4. Eligibility* in the RFP. "Applications will be accepted from public and private organizations, community-based agencies and individuals. All schools proposed as part of the project must be within Alliance Districts as identified by the State Department of Education. Priority will be given to SBHCs proposed for schools within Alliance Districts where there are no school based health centers; and **further priority will be given to schools within Reform Districts and are in need of most support.** Applicants may submit proposals inclusive of one up to twenty schools. Existing school based health centers that are not currently receiving state SBHC funding are not eligible.

Applicants must have a Connecticut address and must conduct business at a physical location in Connecticut before the contract is awarded.”

4. **Question:** The Fair Haven Community Health Center currently has licenses to operate 5 SBHCs: three are DPH supported through a subcontract with the New Haven Board of Education; one with a contract with DMHAS and the fifth has no support or funding and we had been hoping that we could apply for these funds to initiate a fully functioning site there. My question relates to 4. Eligibility, Page 5 – which states “Existing SBHCs that are not currently receiving State SBHC funding are not eligible.” Please clarify what that means and because it is a licensed but unfunded site, what our eligibility to apply for that site would be.

Answer: Please refer to *Section I.C.4. Eligibility* in the RFP. “Applications will be accepted from public and private organizations, community-based agencies and individuals. All schools proposed as part of the project must be within Alliance Districts as identified by the State Department of Education. Priority will be given to SBHCs proposed for schools within Alliance Districts where there are no school based health centers; and further priority will be given to schools within Reform Districts and are in need of most support. Applicants may submit proposals inclusive of one up to twenty schools. **Existing school based health centers that are not currently receiving state SBHC funding are not eligible.**

Applicants must have a Connecticut address and must conduct business at a physical location in Connecticut before the contract is awarded.”

5. **Question:** Can you please tell me what an Alliance District is?

Answer: The definition for an Alliance District can be found in Section 34 of Public Act 12-116 and can be accessed at <http://www.cga.ct.gov/2012/ACT/PA/2012PA-00116-R00SB-00458-PA.htm> .

6. **Question:** Can an existing school based health center that does not receive state SBHC funding but is located in a district that does receive state SBHC funding apply for funds through this RFP to expand services?

Answer: Please refer to *Section I.C.4. Eligibility* in the RFP. “Applications will be accepted from public and private organizations, community-based agencies and individuals. All schools proposed as part of the project must be within Alliance Districts as identified by the State Department of Education. Priority will be given to SBHCs proposed for schools within Alliance Districts where there are no school based health centers; and further priority will be given to schools within Reform Districts and are in need of most support. Applicants may submit proposals inclusive of one up to twenty schools. **Existing school based health centers that are not currently receiving state SBHC funding are not eligible.**

Applicants must have a Connecticut address and must conduct business at a physical location in Connecticut before the contract is awarded.”

7. **Question:** The Verplanck Elementary School (Manchester) is identified as the school with the greatest need. Does this preclude other schools from applying? I don’t want other schools to engage in the proposal process if the chances are slim to none.

Answer: Please refer to Sections *I.C.4. Eligibility* and *1.C.3 Contract Awards* in the RFP. “Applications will be accepted from public and private organizations, community-based agencies and individuals. All schools proposed as part of the project must be within Alliance Districts as identified by the State Department of Education. Priority will be given to SBHCs proposed for schools within Alliance Districts where there are no school based health centers; and further priority will be given to schools within Reform Districts and are in need of most support. Applicants may submit proposals inclusive of one up to twenty schools. Existing school based health centers that are not currently receiving state SBHC funding are not eligible.

Applicants must have a Connecticut address and must conduct business at a physical location in Connecticut before the contract is awarded.

The Department anticipates the following:

- Total Funding Available: \$822,831
- Awards will not exceed \$61,901 per site for first year and \$123,803 per site for subsequent years.
- Awards will not exceed \$61,901 per year per existing DPH-funded SBHC seeking to expand services.
- Awards will not exceed \$123,803 per year for new sites.
- Number of Awards: 20 within Allied school districts.”

8. **Question:** Will the funding allocated to the twenty grantees/sites be to cover three and half years or will the amount be an annual grant for the three and half years? (i.e. organization is granted \$40,000 to cover the entire three years (40,000/3.5) or is it \$40,000 per year (40,000 x 3.5)?

Answer: Please refer to Sections *I.C.3. Contract Awards* and Section *III.D.2 Budget Requirements* in the RFP. “The Department anticipates the following:

- Total Funding Available: \$822,831
- Awards will not exceed \$61,901 per site for first year and \$123,803 per site for subsequent years.

- Awards will not exceed \$61,901 per year per existing DPH-funded SBHC seeking to expand services.
- Awards will not exceed \$123,803 per year for new sites.
- Number of Awards: 20 within Allied school districts.”

“Budget Requirements – Budget and Budget Narrative

SBHC contractors are currently required to provide at least 25% matching funds to support activities to be provided. The applicant awarded this contract will be required to provide at least 25% in-kind support to operate their center(s). This must be clearly identified in the submitted budget.

Budget

Payments will be negotiated based on time frames and deliverables described in section V (Attachments) of this RFP. The proposal must contain the existing budget and the itemized budget with a detailed justification for each line item on the budget forms included in the Application in Attachments. All costs (travel, printing, supplies, etc.) must be included in the contract price. **Competitiveness of the budget will be considered as part of the proposal review process. Note: Please submit a separate budget for each site for the contract periods of 5/1/13-6/30/13 (submit a two month budget for first year), 7/1/13-6/30/14, and 7/1/14-6/30/15.**

The State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal and/or state government. Such taxes must not be included in contract prices.

The maximum amount of the bid may not be increased after the proposal is submitted. All cost estimates will be considered as “not to exceed” quotations against which time and expenses will be charged. The proposed budget is subject to change during the contract award negotiations.

The selected Contractor must provide DPH with an original, five copies and an electronic version of the subcontractor(s) as stipulated in Section I.C.10. All information required of the contractor must be applied to the subcontractor as well. **Copies of state set aside certifications for small and/or minority business must also be provided.**

Payments will be negotiated based on time frames and deliverables described in section V of this RFP.”

9. **Question:** As one of the Alliance Districts, it is my understanding that Windham is eligible to apply for expansion funds under this RFP. At the back of the RFP, there is a listing of schools in greatest need of support. The question our district has is that Windham will be opening a new school in the Fall. Obviously, it could not make this list because the school does not exist yet although it will include some students from schools referenced on that list when it opens in the

Fall. Is it possible to write the proposal for the establishment of a new clinical site at this new school?

Answer: Yes.

10. **Question:** Will the purchase of electronic medical records software/hardware be an allowable expense?

Answer: Please refer to the Funding Restrictions identified in the RFP on Page 3. **“Funding Restrictions:** Funds are for SBHC services and may be used for personnel, fringe benefits, staff travel, contractual services, and other direct and indirect costs associated with the operations of the SBHC and allowed in the budget. Other examples of allowable costs include purchase of SBHC equipment or supplies.

Funds cannot be used to pay for or replace school personnel (such as school nurses, counselors, social workers), **capital improvement projects**, or vehicles.”

*You may also refer to the State of Connecticut Office of Policy and Management Cost Standards which can be accessed at:

<http://www.ct.gov/opm/lib/opm/POSCostStandards090106.pdf> (Pages 28-29).

11. **Question:** I am interested in finding out more about this program. Can you please tell me roughly how many applications your office received in the last round of funding, and of those, how many were awarded? This will help me approximate the relative competitiveness of the program.

Answer: This is a new RFP. Please refer to *Section I.C.3. Contract Awards* in the RFP. “The Department anticipates the following:

- Total Funding Available: \$822,831
- Awards will not exceed \$61,901 per site for first year and \$123,803 per site for subsequent years.
- Awards will not exceed \$61,901 per year per existing DPH-funded SBHC seeking to expand services.
- Awards will not exceed \$123,803 per year for new sites.
- Number of Awards: 20 within Allied school districts.”

12. **Question:** Pages 58 and 59 identify approximately 50 schools identified as “Schools in Greatest Need.” Windsor Locks is not on the list. Will schools on the list receive a higher priority for funding?

Answer: Please refer to *Section I.C.4. Eligibility* in the RFP. “Applications will be accepted from public and private organizations, community-based agencies and individuals. All schools

proposed as part of the project must be within Alliance Districts as identified by the State Department of Education. Priority will be given to SBHCs proposed for schools within Alliance Districts where there are no school based health centers; and **further priority will be given to schools within Reform Districts and are in need of most support**. Applicants may submit proposals inclusive of one up to twenty schools. Existing school based health centers that are not currently receiving state SBHC funding are not eligible.

Applicants must have a Connecticut address and must conduct business at a physical location in Connecticut before the contract is awarded.”

13. **Question:** Can we submit the budget as an Excel document as we are unable to do accounting in the Word Format?

Answer: Please refer to *Section I.D.5. Attachments* in the RFP. “Attachments other than the required Appendices or Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.”

14. **Question:** On page 20 of the RFP under Staffing Requirements-Implementation Plan, a.2., it talks about obtaining licensure as outlined in the Public Health Code for each site to meet the proposed timeline. If the application is for significant expansion of behavioral health services only, what licensure is required? Schools are obligated to provide educational services to some students through age 21.

Answer: Please refer to *Section I.3 Synopsis* in the RFP. “Significant expansion of services within existing sites is defined as the addition of primary care, dental, or behavioral health services in a state funded SBHC where such services do not currently exist. Significant expansion is also defined as an increase in existing services through the addition of at least a .50 full time equivalent (17.5 hours per week) clinician (P.A., APRN, LCSW, Nutritionist, or equivalent professional), or the expansion of clinical hours of operation of a minimum of 10 hours per week throughout the school year, or the expansion of hours of operation to include summer hours or beyond the current operations calendar by a minimum of four weeks per year. Services will be integrated within the existing state funded SBHC program. The financial competitiveness of proposals will be determined by hours of operation and budgets submitted.”

DCF currently has the statutory authority to license behavioral health services. Behavioral licensing information can be accessed at:

<http://www.ct.gov/dcf/cwp/view.asp?a=2567&q=429080> .

15. **Question:** Is the expectation that services will be in place, including all licensure requirements by May 1, 2013 as per the legal notice (page 1 of the RFP) or is that the date of the start of the contract and therefore the start of activities to implement services?

Answer: Licensure must be in place before execution of the contract. Funding for services will be provided upon the execution of the contract between the sponsoring agency and the DPH.

16. **Question:** Is the period of the “first year” May and June of 2013?

Answer: Please refer to *Section I.C.3. Contract Awards, Section III.D.2 Budget Requirements* and the response for Question Eight (8).

17. **Question:** For existing sites, is the maximum for all years \$61,901 per year, or is that just for the 1st year and subsequent years can be up to \$123,803?

Answer: Please refer to *Section I.C.3. Contract Awards, Section III.D.2 Budget Requirements* and the response for Question Eight (8).

18. **Question:** For new sites, is the maximum \$123,803 for all years, or is the 1st year maximum \$61,901?

Answer: Please refer to *Section I.C.3. Contract Awards, Section III.D.2 Budget Requirements* and the response for Question Eight (8).

19. **Question:** We were recently awarded federal funding for capital expenses only (no operating support) for a new SBHC. Renovations have not yet begun, and this SBHC does not currently receive state SBHC funding. Are we eligible to apply for this funding opportunity for this as a new site?

Answer: Please refer to *Section I.C.4. Eligibility, Section I.C.3. Contract Awards* and the response for Question Seven (7).

20. **Question:** Can the 25% in-kind support/matching funds come from income generated by 3rd party billing?

Answer: Yes.

21. **Question:** Can the 25% in-kind support/matching funds come from staff salaries (not requested from this funding opportunity) to support the program (e.g. supervisor for the center coordinator, finance staff support, IT support, etc.).

Answer: Yes. In-kind support/matching funds may come from actual dollars, services or in-kind contributions from the sponsoring agency, board of education, etc.

22. **Question:** If applying for more than one SBHC site, can up to the full amount per year be requested for each site?

Answer: Please refer to *Section I.C.3. Contract Awards* and the response for Question Eight (8).

23. **Question:** If an SBHC serves two schools, may up to double the full amount per year be requested for the SBHC?

Answer: Please refer to *Section I.C.3. Contract Awards* and the response for Question Eight (8).

24. **Question:** Regarding priority of proposals, is equal weight given to schools within districts where there is no existing state funded SBHC, schools within Reform Districts and the lowest performing schools, or is one of these conditions higher in priority?

Answer: Please refer to *Section I.C.4 Eligibility.* "Applications will be accepted from public and private organizations, community-based agencies and individuals. All schools proposed as part of the project must be within Alliance Districts as identified by the State Department of Education. Priority will be given to SBHCs proposed for schools within Alliance Districts where there are no school based health centers; and **further priority will be given to schools within Reform Districts and are in need of most support.** Applicants may submit proposals inclusive of one up to twenty schools. Existing school based health centers that are not currently receiving state SBHC funding are not eligible.

Applicants must have a Connecticut address and must conduct business at a physical location in Connecticut before the contract is awarded."

25. **Question:** Governor's budget eliminates funding for 22 new or expanded school based health centers. Does elimination of this funding impact this current RFP?

Answer: Please refer to *Section I.A.2 Summary* regarding the availability of funds. "A total of up to \$822,831 in state funding is expected to be available to support this project. Funding will be for a three and a half year period beginning approximately May 1, 2013 through June 30, 2016, **subject to the availability of funds** and satisfactory program performance." and *Section II D.2 Amending or Canceling RFP.* "The Department reserves the right to amend or cancel this RFP on any date and at any time, if the Department deems it to be necessary, appropriate, or otherwise in the best interests of the State."

26. **Question:** Services are expected to begin on or before May 1, 2013. Is there any flexibility with this start date to account for start-up/implementation?

Answer: Please refer to *Section I.A.2 Summary.* "A total of up to \$822,831 in state funding is expected to be available to support this project. Funding will be for a three and a half year period beginning **approximately** May 1, 2013 through June 30, 2016, subject to the availability of funds and satisfactory program performance."

27. **Question:** Are there a minimum number of hours per week the school based health clinic is expected to be open?

Answer: Please refer to *Section I.A.3. Synopsis*. “Significant expansion of services within existing sites is defined as the addition of primary care, dental, or behavioral health services in a state funded SBHC where such services do not currently exist. Significant expansion is also defined as an increase in existing services through the addition of at least a .50 full time equivalent (17.5 hours per week) clinician (P.A., APRN, LCSW, Nutritionist, or equivalent professional), or the expansion of clinical hours of operation of a minimum of 10 hours per week throughout the school year, or the expansion of hours of operation to include summer hours or beyond the current operations calendar by a minimum of four weeks per year. Services will be integrated within the existing state funded SBHC program. **The financial competitiveness of proposals will be determined by hours of operation and budgets submitted.**”

28. **Question:** The RFP mandates a minimum staffing pattern, is there a minimum FTE requirement for each position?

Answer: Please refer to *Section I.A.3 Synopsis*. ““Significant expansion of services within existing sites is defined as the addition of primary care, dental, or behavioral health services in a state funded SBHC where such services do not currently exist. Significant expansion is also defined as an increase in existing services through the addition of at least a .50 full time equivalent (17.5 hours per week) clinician (P.A., APRN, LCSW, Nutritionist, or equivalent professional), or the expansion of clinical hours of operation of a minimum of 10 hours per week throughout the school year, or the expansion of hours of operation to include summer hours or beyond the current operations calendar by a minimum of four weeks per year. Services will be integrated within the existing state funded SBHC program. **The financial competitiveness of proposals will be determined by hours of operation and budgets submitted.**”

29. **Question:** If the school based health clinic is proposed in an area that does not include a bilingual population (i.e. indicated by census) is there still a requirement to have bilingual staff?

Answer: Please refer to *Section III B. Staffing* “SBHC services are provided under the clinical direction of a medical director/designated physician with knowledge of community and school health and health promotion and disease prevention for pediatric populations. SBHC sites are staffed by interdisciplinary teams of professionals with expertise in child and adolescent health. Staffing at DPH funded sites includes at a minimum, an advanced practice registered nurse (APRN), physician assistant (PA) and social worker or equivalent mental health clinicians. Services provided are dependent upon the needs of students served and available resources. If dental services are provided, the staff would also include appropriate dental providers. Some sites employ additional health or allied health professionals such as: medical assistants, outreach workers, nutritionist and/support personnel.” And *Section III C. 3.a. 4-6. Staffing Requirements – Implementation Plan* “Describe your staffing plan including personnel and support staff to be funded at each site and identification of staff that will provide supervision, oversight, and coordination of services. Identify and describe roles of staff that will be utilized to provide services in your proposed model (medical director, nurse practitioner, physician

assistant, coordinator, medical assistant, social worker, outreach worker, dental hygienist, etc.). Include a plan and timeline describing how staff will be hired and trained to meet the requirements of the program plan. Include appropriate job descriptions and resumes of all professional staff. Describe and state the education, expertise and experience of all staff positions. Describe your plan and timeline for hiring and for staff training and maintaining clinical and cultural competencies. **The contractor will provide cultural competency through staff training and hiring practices to develop a diverse cadre of SBHC staff who reflect the ethnic, linguistic, and cultural diversity of students and families served. The contractor will adopt and implement strategies for culturally appropriate clinical and preventive services.”**

30. **Question:** The RFP indicates that services are to be provided free, yet it also asks for plan to participate with Medicaid and insurance provider. Can the clinic bill for services? If yes, and to a commercial insurer, can we bill the student/family for the co pay, as required by our contracts with insurers?

Answer: Please refer to *Section III B. Description* “Services are provided free of charge. Parent/guardian permission is required for enrollment. When submitting for reimbursement through a third party payor, conditions of the negotiated contract with the insurer apply.”

31. **Question:** The proposal states applicant must describe the training and experience of staff assigned to this project. If the staff are to be hired, can a job description which outlines required training and experience suffice?

Answer: Yes. Please refer to Section III.C.4-6 Staffing Requirements - Implementation Plan. “And *Section III C. 3.a. 4-6. Staffing Requirements – Implementation Plan* “Describe your staffing plan including personnel and support staff to be funded at each site and identification of staff that will provide supervision, oversight, and coordination of services. Identify and describe roles of staff that will be utilized to provide services in your proposed model (medical director, nurse practitioner, physician assistant, coordinator, medical assistant, social worker, outreach worker, dental hygienist, etc.). Include a plan and timeline describing how staff will be hired and trained to meet the requirements of the program plan. **Include appropriate job descriptions** and resumes of all professional staff. Describe and state the education, expertise and experience of all staff positions. Describe your plan and timeline for hiring and for staff training and maintaining clinical and cultural competencies. The contractor will provide cultural competency through staff training and hiring practices to develop a diverse cadre of SBHC staff who reflect the ethnic, linguistic, and cultural diversity of students and families served. The contractor will adopt and implement strategies for culturally appropriate clinical and preventive services.”

32. **Question:** Please explain the SID columns on the subcontractor budget detail.

Answer: SID (Special Identification Code) refers to the state funding source and is used to uniquely define appropriation budgets. For purposes of the application, only one SID column

should be used on the budget detail for each site. Please note that a budget for each site should be provided.

33. **Question:** Can a behavioral health organization be the lead applicant, and if so, would they need to obtain a primary care license?

Answer: Please refer to Section I.C.4. Eligibility. “Applications will be accepted from public and private organizations, community-based agencies and individuals. All schools proposed as part of the project must be within Alliance Districts as identified by the State Department of Education. Priority will be given to SBHCs proposed for schools within Alliance Districts where there are no school based health centers; and further priority will be given to schools within Reform Districts and are in need of most support. Applicants may submit proposals inclusive of one up to twenty schools. Existing school based health centers that are not currently receiving state SBHC funding are not eligible.

Applicants must have a Connecticut address and must conduct business at a physical location in Connecticut before the contract is awarded.” And *Section III C.3.2* “The applicant must include a reasonable and thorough implementation plan including the following: 1. Describe your capacity to serve students at the proposed schools. 2. Obtaining licensure as outlined in the Public Health Code for each site to meet the proposed timeline.” And *Section III B. Description* “SBHCs are comprehensive primary care facilities located in or on the grounds of schools. **They are licensed by DPH as outpatient or hospital satellite clinics.**”

DCF currently has the statutory authority to license behavioral health services. Behavioral licensing information can be accessed at:

<http://www.ct.gov/dcf/cwp/view.asp?a=2567&q=429080>.