

**CT Department of Public Health  
RFP#2016-0904 CT DPH SEAL CT!  
School-based/School-Linked Dental Sealant Program**

**RFP#2016-0904 Response to Submitted Questions**

**1. Is the priority focus on Grades 1 & 2 or Grades 2 & 3?**

- The priority for the use of these funds is Connecticut's 1st and 2nd grade students with a secondary focus on 6th and 7th grade students.
- The expansion or enhancement must be in Connecticut schools with 50% or more student participation in the FRLP and/or those located in DHPSA designated areas.
- The Priority focus is placing dental sealants on first and second molars. The priority is 1, 2, 6, and 7<sup>th</sup> grade students; however, students in other grades who need first and second molars sealed can also be targeted.

**2. Can sealants for school-age children be placed at the dental clinic (as opposed to on-site at the school)?**

Yes; however, you must be able to verify that the SEAL CT! Program services are linked to an identified school. Please note that under this funding opportunity qualifying travel expenses only apply to staff.

**3. Are students in other grades eligible?**

Yes. The Priority focus is placing dental sealants on first and second molars. The priority is 1, 2, 6, and 7<sup>th</sup> grade students; however, students in other grades who need first and second molars sealed can be targeted

**4. Can funding for uncompensated sealants be utilized for clinic-placed sealants?**

Yes, if directly connected to the SEAL CT! Program; you must be able to verify that the SEAL CT! Program services are linked to an identified school. Please note that under this funding opportunity qualifying travel expenses only apply to staff.

**5. It appears that applicants are supposed to fill in the forms appended to the RFP and submit with their application. However, several include text that seems unchangeable even though it should be changed. For example, several have "FUNDING PERIOD: 99/99/9999 to 99/99/9999" at the top. I can't seem to modify these dates on my computer. In addition, when I try to fill in "Applicant Information Form (continuation)" (p.31) I get strange behavior. For example whatever I type under "Name" for "Contract and Legal Documents/Forms" shows up also under "Name" for "Financial Expenditure Reporting Forms" and vice versa. How can we make sure we have appropriate editable forms?**

There were technical issues identified in the PDF fillable forms; you will find the corrected forms in the amended RFP uploaded along with these questions. On forms where the period dates read as 99/99/9999, you do not need to enter the date range. Your submitted budget should reflect your first year of expenditures. Your work plan will reflect your plans for the two year period.

- 6. On page 21 of the RFP, DPH requests evaluation documents. DPH asks for evaluation forms, satisfaction surveys, questionnaires, etc. Could you please let us know in what part of the application these evaluation documents should go? Also, do these documents count against the 25 page limit?**

Your evaluation plan needs to be outlined in the narrative. Forms and surveys do not need to be included in the application packet; however, if awarded and a contract is fully executed, evaluation documents will need to be available upon request. Page 21, section 7 of the RFP has been amended to reflect these changes.

- 7. On p.18 of the RFP it says that "each school identified must have a signed letter from school administrators (principal/superintendent) noting the commitment to participate in the sealant program". Is it possible to substitute a letter from the district superintendent on behalf of all the schools in his or her district?**

Yes, a superintendent of a school district can sign one letter indicating the schools that will be served in their school district.

- 8. On p.26 it says we need to "demonstrate that each school in your program has a current DPH outpatient license or plans to obtain one". We have a mobile dental van which is licensed to deliver dental services to 41 area schools and has been serving area schools for 3 years. We are not aware of any requirement for a "current DPH outpatient license" that is required for each school. Can you explain whether this requirement applies to us and if so what exactly the required "DPH outpatient license" is and how the schools can get it if they don't have it?**

The Outpatient Clinical licensure requirement applies to all school- based/school- linked dental sealant programs. In your situation, if your mobile unit is self-contained, you will only need one outpatient clinical license for the van. However, it is important to note that if you perform your caries risk assessments, or any part of your services outside the van in any part of the school, you will need to apply for a license for each school. If you do not have the licenses, please contact DPH and secure your plans to obtain them. For further information and assistance, Rose McLellan, License & Application Supervisor at DPH Facility Licensing & Investigations Section, can be contacted at [Rose.C.McLellan@ct.gov](mailto:Rose.C.McLellan@ct.gov)

- 9. How much time does the required SEAL CT! training course take?**

We are in the process of adapting the SEAL CT! SBSP module from another state's training. It is estimated that it will take 60 minutes to complete.

- 10. We are required to follow the outline presented on p.26-29 of the RFP. However, there appears to be an inconsistency in the outline. Section F is broken down as follows :**

**F. Main Proposal:**

**1.Organizational Requirements and Profile (10 points)**

[Sub-questions a thru f]

**2. Scope of Services & Program Requirements (35 points)**

[Sub-questions a thru j]

**3. Staffing Plan (5 points)**

[Sub-questions 4 thru 10.]

**11. Data/Information Management (10 points)**

[Sub-question 12]

**5. Work Plan (20 points)**

[Sub-questions a thru c]

**In F1, F2, and F5, sub-questions are labelled with letters – e.g. a thru j. F3 (Staffing Plan) is different. It appears that 4 thru 10 beneath it are meant to be sub-questions rather than section headings on the same level, as the numbering would indicate. If so, Data/Info Management should be section Number 4 instead of 11 and the one question under it (a) instead of 12. Is it ok if we relabel as follows:**

**3. Staffing Plan (5 points)**

[Sub-questions a thru g]

**4.Data/Information Management (10 points)**

[Sub-question a]

These documents are part of a template that is highly sensitive. During the editing process some of the numbering and lettering shifted and we did not catch it in the final review. The amended RFP uploaded with these answers should have the issues addressed.

- 11. May the superintendent of a school district responding to the RFP sign one letter indicating all schools to be served, or must the application include a separate letter for each school?**

Please refer to question #7 answer.

- 12. Should the required organizational chart cover the entire district, or just the staff related to the dental sealant program?**

Organizational charts should reflect how your program is set up within your organization. If your program is part of a school district, it would be the same as how you would reflect the school health services in that organizations chart. You may also submit an additional program organizational chart.

**13. Please provide a list of those who submitted Letters of Intent for this funding opportunity.**

DPH does not release the names of organizations who have submitted letters of intent until after the review process is completed and awardees are notified.

**14. Rather than providing the dental sealant services in a school, would it be permissible to transport children to our dental facility a few miles away?**

Please refer to question # 4.

**15. Will grantees need to purchase SEALS software and/or licenses (p. 6) and enter data into the data base using it?**

Grantees will not have to purchase any software. The SEAL CT! Program variables will be provided to grantees during the contract procurement process. The Office of Oral Health will provide technical assistance to programs as their informatics and program staff set up protocols for collecting the data variables. The SEALS software or SEALS Equivalent EXCEL program will be available at no cost to any dental sealant program in the state that wishes to capture data. There will be ongoing technical assistance to programs as data collection/ query issues are identified.

**15a.If yes, how can we obtain cost information for this product?**

There is no cost for the data collection software.

**16. If we have a SBHC and add the provision of dental sealants as a new service, would our application be considered in the "established program expansion" category?**

If the SBHC has an existing dental program, regardless of adding dental sealants as a new service, it would be considered an "established program expansion". If a dental program is being added to a SBHC that previously did not provide dental services, it would be considered a "start-up program".

**17. On page 25, we are asked to provide copies or state set aside certifications for small and/or minority business. Is this a state form? Is this specific to who we must approach when using a subcontractor for this project or is it specific to making purchases of supplies with these grant funds? How do we obtain this certification?**

- a. **Is this a state form?** This is not the Notification to Bidders form, it is a small or minority business certification issued by the State Department of Administrative Services (DAS) Supplier Diversity Program.
- b. **Is this specific to who we must approach when using a subcontractor for this project or is it specific to making purchases of supplies with these grant funds?** If the intent is to use the subcontractor as satisfaction of Set-Aside requirements of a contract then the subcontractor must have this certification. You submit the Minority Business Enterprises Form with a contract to request credit for the Set-Aside. If you don't wish to obtain Set-

Aside credit for a particular subcontractor or if the contract does not include Set-Aside requirements, then certification is not required.

**c. How do we obtain this certification? Is there a process of becoming certified. Do they need to submit anything to show the minority make-up of the submitter's organization or the subcontracting businesses?**

The Supplier Diversity Program is administered by the DAS. An application can be completed and submitted on line and is reviewed by DAS reviewer. Additional information may be requested and, if approved, an email will be received with a link to print the certificate. Additional information and the application are available at <http://das.ct.gov/cr1.aspx?page=34>. Please note that this RFP does not require that your organization or subcontractors to obtain certification.

**18. On page 27 item 12, what data storage formats are acceptable? Excel? Must we use a component of SEALS software for this task?**

Programs we are currently working with, may query their data from several databases, but submit the data to the Office of Oral health in Excel or Access files. You do not need to use the SEALS software. We can assist you in setting up an Excel or Access database with the SEAL CT! data variables.

**19. Could you please let us know which grant sections/documents specifically count toward the page limit? The "Style Requirements" on Page 9 of the RFP state that the grant application is "not to exceed 25 pages, excluding Budget." We're assuming that the Appendices/Forms don't count toward the page limit, but many of those documents (Work Plan, Organization Chart, Job Descriptions/Resumes, etc.) are also considered to be part of the Main Proposal. Are they included in the page count?**

Forms to be included in the Appendices sections of the proposal are not counted in the 25 page limit. Budget forms are not counted as part of the 25 page limit. The Cover Sheet (Application Sheet page 1) and Application Sheet page 2 are also not included in the 25 page limit. As noted in the amended proposal outline, both Application Sheet pages will be submitted at the beginning of the proposal. Appendices are as noted below:

- a. Job Descriptions
- b. Staff CVs/Resumes
- c. Organizational Chart
- d. Letters of Support (Applicants should provide three letters of support). One letter of support should be obtained from a stakeholder within the community with whom the proposed contractor has a collaborative relationship.)
- e. Letters of Commitment\*
- f. School Eligibility Forms\*
- g. Emergency Service Plan Memorandum of Understandings\*

\*Please note these additions to forms will be included in the appendices section of the proposal and not counted toward the 25 page limit. The Work Plan forms will be

included in the Main Proposal and counted toward the 25 page limit. If you need additional Work Plan or School Eligibility PDF Forms, please submit an email request.

- 20. On Page 15 of the RFP, DPH states that “a proposer must complete and submit OPM Ethics Form 5 to the Department with the proposal.” However, the form does not appear to be included in the RFP Attachments (pages 29-59), nor does it appear to be included in the Proposal Outline on pages 26-28. Could you please let us know where in the grant application we should include OPM Ethics Form 5?**

The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM’s website at <http://www.ct.gov/opm/fin/ethics> forms. This form is also found on page 40 of the RFP.

**\*\*IMPORTANT NOTE:** A proposer must complete and submit OPM Ethics Form 5 to the Department with the proposal.

- 21. Is it possible for DPH to provide the RFP and accompanying Attachments as Word documents (or fillable PDF forms) so they can be more easily prepared?**

Any forms that need to be filled out have been provided as PDF fill-in in the RFP document. There were some technical issues identified in those forms, so you will find an amended RFP that will be uploaded along with this document. Please note that signatures cannot be submitted electronically and will not be fillable on the forms provided.

**\*\*\*** It is important to review Section V. Attachments, page 29 for an outline of forms that will be included in the proposal and those that will be submitted during the contract negotiations.

- 22. Are the Letters of Commitment from participating schools—referenced on page 18 of the RFP—the same documents as the Letters of Support referenced on page 28 in the Proposal Outline?**

No. Letters of Support are for your organization regarding the submitted proposal. Organizations can determine those organizations best suited to provide a letter of support on their behalf; however, one letter of support should be obtained from a stakeholder within the community with whom the proposed contractor has a collaborative relationship. Letters of Commitment are regarding a commitment from the schools that you will be providing your services in. It is possible for the same organization (i.e. superintendent of a school district) to provide both a letter of support and a letter of commitment, however, they are two separate types of letters and should be treated as such.

**23. If so, are we limited to three Letters of Commitment from participating schools?**

No. The number of Letters of Commitment will depend on the number of schools indicated in your submitted proposal; however, a school district can provide one letter of commitment for multiple schools.

**24. Our initial plans are to provide Seal CT! services in the five SBHCs where we currently provide primary care services. (It would be helpful to know if we are limited to providing services in three SBHCs.) However, if the Letters of Support are separate from the Letters of Commitment, are there any particular types of organizations from which DPH would like us to get Letters of Support?**

No, you are not limited in the number of schools you are providing services as long as they meet the following criteria:

- The priority for the use of these funds is Connecticut's 1st and 2nd grade students with a secondary focus on 6th and 7th grade students.
- The Priority focus is placing dental sealants on first and second molars. The priority is 1, 2, 6, and 7<sup>th</sup> grade students; however, students in other grades who need first and second molars sealed can be targeted.
- To focus on Connecticut Schools with 50% or more student eligibility in the Free and Reduced School Lunch Program (FRLP) and/or Dental Health Professional Shortage Areas (DHPSA).

**25. Many of the Grant Forms referenced on page 28 of the RFP in the Proposal Outline are also referenced as part of the Main Proposal—for example, the Applicant Information sheet (which appears to be page 2 of the Cover Sheet) is also part of the Organization Requirements and Profile section of the Main Proposal; the School Eligibility Form is also part of the DHPSA/FRLP documentation requested as subsection C of the Work Plan section of the Main Proposal; the Work Plan form is also part of subsection A of the Work Plan section of the Main Proposal; etc. Should these particular forms be placed directly in the corresponding sections of the Main Proposal? Or should they be placed in the Appendices or as Attachments to the Main Proposal and only referenced—as opposed to being included—in the narrative of the Main Proposal?**

Page 29 lists the application forms and has been updated to reflect the corresponding page numbers correctly. Page 30 applicant information form will also be the cover sheet of your submitted proposal. Page 2 will be page 31, or the second page of the applicant information form.

**26. In the Forms section of the Proposal Outline (page 28 of the RFP), there are two forms we had questions about. First, does the Consulting Agreement Affidavit form need to be included if the proposed Seal CT! project is less than \$50,000 annually? Second, does the Affirmative Action form need to be included since it does not appear to require a signature.**

There is only one version of the Consulting Agreement Affidavit and it needs to be submitted with the bid proposal only if the proposed project is \$50,000 or more. The

form labelled Form C is a Nondiscrimination Certification form and is included in the RFP package for informational purposes only. There is a different Nondiscrimination form for projects of less than \$50,000 and the proper form will be distributed for completion with an awarded contract.

**27a. The RFP notes that \$400,000 will be available for up to seven (7) awards. On p. 6 of the RFP (I.C.3-Contract Awards) it notes only six (6) award opportunities as follows:**

- **One (1) up to \$50,000 (annually) for start-up (pilot program)**
- **Five (5) up to \$30,000 (annually) per program for established program expansion**

**Please clarify the number and type of actual awards to be made.**

- Total Funding Available is \$400,000
- Number of Awards: Up to seven (7) Awards:
- One (1) up to \$50,000 for start-up (Pilot Program)
- Five (5) X \$30,000 for established program expansion
- Contract Cost: To be negotiated with successful proposers
- Contract Term: Two (2) years
- If there is no start up award, there can possibly be up to seven (7) established program expansion awards.

**27b. Additionally, does this mean that only one (1) new award will be available with this funding opportunity and that any/all remaining awards will go to already established and DPH funded programs? Please clarify it that is the case.**

There will only be one start up award. The other awards will be for established programs, however, they will not necessarily be DPH funded. Please refer to 27a answer for the award breakdown.

**27c. And, if remaining rewards are targeted for “established programs” please provide a list of the entities operating the programs and where they are located.**

Currently, DPH does not have a comprehensive list of entities operating the programs and where they are located.