RFP #2019-0903 School Based Health Centers Program
Questions and Answers

1. **Question**: Are proposals due January 10 or January 11? The RFP lists January 10 but the DAS website lists January 11.

   Answer: Clarification: Submission deadline is 3:00 p.m. January 10, 2019 for RFP 2019-0903. There was a typographical error in the initial Biznet (DAS) website posting. A clarification notice has been posted on the DAS website (https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2).

   Please see I.C.10 Proposal Due Date and Time. The Official Contact is the only authorized recipient of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time:

   Due Date: January 10, 2019

   Time: 3:00 p.m.

The remaining questions are listed in order of receipt.

2. **Question**: Item 11. On page 7 states: "Submission of multiple proposals is not an option with this procurement". Does this mean that if we decide to move forward with a submittal we could do so in conjunction with only one (1) school district? More than one (1) school district in our service area has approached us regarding the establishment of a SBHC.

   Answer: Only one proposal can be submitted per school site. Applicants may submit multiple proposals for different schools or in different communities.

3. **Question**: Is it a requirement that medical services be provided "onsite"? Would a proposed "Expanded Services Site" be acceptable where Behavioral Health is provided "on site" with patients being seen for medical needs at a nearby static health center site?

   Answer: It is not a requirement to provide both medical and behavioral health services. Please refer to Section I.A.2. *Summary* in the RFP. " The State of Connecticut, Department of Public Health (DPH or the Department), is seeking proposals to provide coordinated, culturally sensitive, developmentally appropriate, School Based Health Center (SBHC) **services that <u>may</u> include: outreach, primary care, mental/behavioral health, dental health care and health promotion/education** at one school in East Hartford, and one school anywhere in Connecticut.

4. **Question**: On page 3, it states "funds cannot be used to support existing SBHC services funded through other sources." What is categorized as other sources? Does this mean through other grants? Would Medicaid reimbursement count as other sources?

   Answer: Other grant awards would be categorized as other sources. Medicaid reimbursement would not be identified as another source.

5. **Question**: On page 5 of the RFP, section #4, it states "Priority will be given to SBHCs where there are no SBHCs." Does this mean if we live in a community where we may had an established SBHC but there is a need to establish another in a different school in the same community, that we would not be considered?

   Answer: Please refer to Section I.C.4 Eligibility in the RFP. "Priority will be given to SBHCs were there are no school based health centers", all are encouraged to apply. Please also refer to the Organizational Profile section of the scoring criteria on page 53. One of the scoring criteria for this section is "How the proposal will provide services within Districts where there are currently **no state / (DPH) SBHC funded clinics,** and for schools in greatest need of support."

6. **Question**: I'm a dental hygienist looking for an opportunity to work as a public health Dental hygienist in Connecticut. I was hoping to put together a dental program for high-need schools that would provide dental hygiene services including: cleanings, X-rays, fluoride treatments, sealants, oral hygiene education and referrals to a dentist when necessary. Is there any chance of utilizing RFP # 2019-0903 for this endeavor?

   Answer: Please refer to Section I.A.2. *Summary* in the RFP. " The State of Connecticut, Department of Public Health (DPH or the Department), is seeking proposals to provide coordinated, culturally sensitive, developmentally appropriate, School Based Health Center (SBHC) **services that may include: outreach, primary care, mental/behavioral health, dental health care and health promotion/education** at one school in East Hartford, and one school anywhere in Connecticut.

7. **Question**: The following is stated on Page 5: "Priority will be given to SBHCs where there are no school based health centers." Does this mean a town that doesn't have a SBHC, a school that doesn't have a SBHC or an organization that doesn't have a SBHC?

   Answer: Please refer to Section I.C.4 Eligibility in the RFP. "Priority will be given to SBHCs were there are no school based health centers", all are encouraged to apply. Please also refer to the Organizational Profile section of the scoring criteria on page 53. One of the scoring criteria for this section is "How the proposal will provide services within Districts where there are currently **no state / (DPH) SBHC funded clinics,** and for schools in greatest need of support."

8. **Question**: If a SBHC was recently built (2018), but there are no operating funds, therefore minimal services are being provided; can an organization apply for funding for that site under this RFP?

   Answer: Yes

9. **Question**: Will there be any additional information related to the one East Hartford School that is identified as a recipient of services via the grant award; level of school, school population, free and reduced lunch # etc…

Answer: All information about the RFP has been released. No additional information will be released about the one school located in East Hartford.

10. **Question**: Can one contractor apply for both sites in one application or would you require 2 applications as this is contradicted in the budget as the RFP allows for 2 sites to be included. (pg 5 of 54 #4. states that applicants may submit proposals of one school), however on page 7 #11 it is stated that multiple proposals are not an option with this procurement). If you are able to apply for both sites in one application, do the page limits still apply or are they doubled? If combined application, can the budget be based upon a total of $250,000 or $125,000 each site?

    Answer: Only one proposal can be submitted per school site. Applicants may submit multiple proposals for different schools or in different communities. One application must be submitted per site. Combined applications are not an option. Budgets are based on $125,000 per site.

11. **Question**: "Priority will be given to SBHCs where there are no SBHCs"-did you mean priority will be given to "communities" that do not have SBHCs" or "to SBHC Programs/organizations that are not funded by DPH?"

    Answer: Please refer to Section I.C.4 Eligibility in the RFP. "Priority will be given to SBHCs were there are no school based health centers", all are encouraged to apply. Please also refer to the Organizational Profile section of the scoring criteria on page 53. One of the scoring criteria for this section is "How the proposal will provide services within Districts where there are currently **no state / (DPH) SBHC funded clinics,** and for schools in greatest need of support." Services provided shall not supplant existing school health services.

12. **Question**: If a community currently operates DPH funded SBHCs are they ineligible to apply for another in that community?

    Answer: No

13. **Question**: Are the provision of dental services required as part of the services to be provided directly on site; the staffing section of the RFP indicates that dental staffing are optional.

    Answer: It is not a requirement to provide dental services. Please refer to Section I.A.2. *Summary* in the RFP. " The State of Connecticut, Department of Public Health (DPH or the Department), is seeking proposals to provide coordinated, culturally sensitive, developmentally appropriate, School Based Health Center (SBHC) **services that <u>may</u> include: outreach, primary care, mental/behavioral health, dental health care and health promotion/education** at one school in East Hartford, and one school anywhere in Connecticut.

14. **Question**: Is it allowable under the terms of this RFP for an organization to apply directly for one grant award and serve as a subcontractor for the second grant award?

    Answer: Yes

15. **Question**: The RFP indicates that funds cannot be used to support existing SBHC services funded through other sources. Can you please clarify other sources?

    Answer: Other sources of funding could include municipal, federal, or state support.

16. **Question**: During the summertime, do services need to be available on-site at the SBHC or can services be delivered from a nearby community provider?

    Answer: Summertime services can be delivered from a nearby community provider.

17. **Question**: Where in our proposal should we attach the commitment and support letters? The directions for the Main Proposal ask for these, but it doesn't seem they should go in the space for our narrative text.

    Answer: Letters of support should be attached in the III.C.1 Main Proposal Components – Applicant Organizational Requirements and Profile section. These attachments will not apply to the page limit. There is a two (2) page limit for the narrative section.

18. **Question**: For the conforming, electronic copy of the proposal, do you want that copy submitted on a CD, a flash drive, or via email?

    Answer: CD or flash drives are acceptable.

19. **Question**: Primary care and mental health/behavioral health services clearly are required with this grant. Are dental services required or optional?

    Answer: Please refer to Section I.A.2. *Summary* in the RFP. " The State of Connecticut, Department of Public Health (DPH or the Department), is seeking proposals to provide coordinated, culturally sensitive, developmentally appropriate, School Based Health Center (SBHC) **services that <u>may</u> include: outreach, primary care, mental/behavioral health, dental health care and health promotion/education** at one school in East Hartford, and one school anywhere in Connecticut.

20. **Question**: If we intend to provide the after-hours care and/or care during summer/vacation periods for our own SBHC, do we need to provide a letter of assurance from our CEO? Or will his signature on the application and supporting documentation serve as sufficient assurance of our intentions?

Answer: Please see section III.C.2.c.3 Collaborations/Community Linkages. Identify health care providers in the community willing to offer services to students and their families in the SBHC setting and from those who agree to accept referrals from the SBHC. (The list should include providers to address acute or complex problems, as well as **after-hours care** needs such as for acute care, mental health professionals, family/social services, dental health professionals, specialists, other.) **Provide letters of commitment from each provider willing to collaborate on this project that demonstrate past collaboration and intent to provide resources.**

21. **Question**: Most of the sections of the main proposal have page limits. Is there a page limit for the "5. Subcontractors" section?

    Answer: There is no page limit for this section.

22. **Question**: The "6. Work plan" instructions mention the Work Plan attachment that is on page 33 of the RFP. Do you want proposers to submit a Work Plan narrative in the main proposal in addition to the Work Plan attachment? Or will the Work Plan attachment fulfill the requirement of the Work Plan narrative in the main proposal? If the Work Plan attachment is required in addition to a Work Plan narrative, is there a page limit on the Work Plan attachment?

    Answer: Please refer to Section III.C.6. Work plan. A comprehensive and realistic work plan with measurable objectives describing tasks to be performed, deliverables and timelines, including a project start date, **must be provided on the Application Forms included in Section IV Attachments**. SMART objectives are objectives that are Specific, Measurable, Achievable, Realistic, and Time-bound. The work plan must be consistent with the RFP and the project's goals and objectives. The project start date will be considered as part of the review criteria. There is a three page limit per site for the work plan.

23. **Question**: For Section D. Cost Proposal Component, 2. Budget Requirements – Budget and Budget Narrative, is there a page limit?

    Answer: There is no page limit for this section.

24. **Question**: In the H. Forms section, which particular forms do you want included? It seems like several of the forms in the Attachments section of the RFP (starting on page 24) are included elsewhere in the application. For example:
    - The **Cover Sheet** and **Application Information Form** seem to comprise the "A. Cover Sheet" documentation in the Proposal Outline (page 23 of the RFP).
    - The **Budget Summary Form**, **Budget Justification Schedule B Form**, and the **Position Schedule #2a** seem to comprise the "G. Cost Proposal, 2. Budget Requirements – Budget and Budget Narrative" documentation in the Proposal Outline.
    - The **Work Plan Form** seems to comprise the "F. Main Proposal, 6. Work Plan" documentation in the Proposal Outline.

If that is correct, do we need to include the forms in the places listed above and in the "H. Forms" section of the proposal? If not, would the "H. Forms" section of the proposal only include the OPM Consulting Agreement Affidavit, Contract Compliance Policy Statement, Notification of Bidders, and Workforce Analysis forms?

Answer: Insert forms into the appropriate sections in the Main Proposal section as described in the instructions. All remaining forms will be at the end of the document in section H. Forms.

25. **Question**: What outcome measures will DPH request for the School Based Health Centers?

    Answer: Outcome measures and services to be provided are implemented with applicants who are selected for contract negotiations as a result of the RFP.

26. **Question**: Does DPH have minimum expectations regarding number of clients/patients served on an annual basis?

    Answer: DPH benchmarks and establishes thresholds/targets of the number of clients served during contract negotiations.

27. **Question**: Does DPH have minimum expectations regarding hours/week for the health center?

    Answer: SBHC must meet a minimum number of work hours per week. This is determined during contract negotiations.

28. **Question**: DPH is requesting a one year budget. Please clarify if this should be an annualized budget or a budget for the period March – June 2019.

    Answer: Please refer to Section III.D.2. Budget Requirements – Budget. Note: **Please submit a separate one year budget for each site**. The budget should be for July 1 - June 30.

29. **Question**: What budget periods should applicants include? On RFP page 21 applicants are asked to provide a one year budget but the budget instructions on page 27 ask for a budget for each period for multiyear grants.

    Answer: Budget periods are annual beginning on July 1 and ending on June 30.

30. **Question**: Are there restrictions around what can be used as in-kind match?

    Answer: There are no restrictions on what can be used as an in-kind match. In-kind support however is typically the providers own resources (something of value that can be measured)

applied to the program in support of the activities i.e., time an effort of an individual to provide program oversight for a given number of hours per week.

31. **Question**: Can third party billing be considered match?

    Answer: Third party billing could not be used as an in-kind match.

32. **Question**: Can Year 1 funds be used for start-up expenses such as exam tables, refrigerator, etc.?

    Answer: Please see section I.A.3. Funding restrictions. 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, and social workers), capital improvement projects, or vehicles. Funds cannot be used to support existing SBHC services funded through other sources.

33. **Question**: On the cover page, for total program cost, would DPH like the total cost of the funds requested or the total program costs including third party reimbursement and matching funds?

    Answer: The total cost of funds requested. The total program cost cannot exceed the $125,000 award amount.

34. **Question**: On the cover page, do applicants need to provide a town code number? If yes, where can we find the town code for cities/towns in CT?

    Answer: Municipalities should use a town code. Non-municipalities should use a Federal Employer I.D. Number (FEIN). Town codes can be found at this link: http://www.ct.gov/dmv/lib/dmv/CT_DMV_Tax_Town_Code_List.pdf

35. **Question**: For the electronic copy, the RFP states it must be compatible with Word 2013. Can applicants provide one PDF document that includes the entire proposal (narrative and forms)? Or does DPH want a Word file for the narrative and a PDF of the forms?

    Answer: The electronic copy can be one PDF including narrative and forms.

36. **Question**: How should applicants provide the electronic copy of the proposal? On a CD? Flash Drive? Or by email?

Answer: CD or flash drives are acceptable.

37. **Question**: Can tables be single-spaced and in 10-pt font?

Answer: Please see I.D.6 Style Requirements.
Submitted proposals must conform to the following specifications:

Binding Type:	Unbound, but fastened with binder clips
Dividers:	None specified
Paper Size:	8.5” x 11”
Page Limit:	Refer to (Section III C.)
Print Style:	2-sided
Font Size:	12 point type
Font Type:	Easily readable (e.g., Times New Roman, Arial or Verdana)
Margins:	0.5” top, bottom, left and right margins
Line Spacing:	1.5 line spacing

38. **Question**: Please provide a list of all organizations who submitted a letter of intent.

Answer: As noted in Section I. C. 7. Letters of Intent (LOI) <u>is recommended, not required by this RFP</u>.

Statute Sec. 1-210. Access to public records. Exempt records. (24) Responses to any request for proposals or bid solicitation issued by a public agency or any record or file made by a public agency in connection with the contract award process, until such contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier, provided the chief executive officer of such public agency certifies that the public interest in the disclosure of such responses, record or file is outweighed by the public interest in the confidentiality of such responses, record or file.

39. **Question**: For application forms, does DPH want applicants to include #3, Budget Summary Instructions?

Answer: These are the instructions on how to complete the budget. This does not need to be sent back.

40. **Question**: Can applicants include letters of commitment in proposal Section H. Forms?

Answer: Letters of commitment can be included in section III.C.1. Application Organizational Requirements and Profile. Letters of commitment are not part of the 2 page limit of this section.

41. **Question**: Clarify where applicants should include Job Descriptions as requested in Section F.3. Staffing Requirements – Implementation Plan.

    Answer: Please see III.C.3 Staffing Requirements – Implementation Plan. Job descriptions, resumes, and Position Schedule #2a found in Section V Attachments should be included in this section. The 3 page limit applies to the narrative portion of this section not the job description, resumes and Position Schedule #2a.

42. **Question**: What information is DPH requesting for Position Description on the Position Schedule #2a form? Is DPH looking for just the title of the position?

    Answer: The Position Schedule #2a form can be found in Section V Attachments. Please fill out the full Position Schedule #2a form. This includes Position, Name, Site/Location, Hours wk. /wks. per year, Hourly rate, Total salary charged, Fringe benefit rate, and Total fringe benefits.

43. **Question**: Where within the proposal application should the Work Plan go: (a) in the body of the narrative in Section F.6.; (b) in the Section H. Forms (form #8); or (c) both?

    Answer: Work Plan should go in Section F.6.

44. **Question**: Is Narrative Section F.6. Work Plan supposed to include an explanation of the Work Plan to be included in the Forms section (Section H)? Or are applicants to include the Work Plan form in Narrative Section F.6?

    Answer: The applicant should use the Work Plan format (page 33) in Narrative Section F.6.