Request for Proposal (RFP) for Oral Disease Prevention Project

Released by:
West Virginia Department of Education
In partnership with
West Virginia Oral Health Program

Due Date:
Friday, May 1, 2015

Submit to:
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Request for Proposal (RFP)

I. Purpose:
The purpose of this RFP is to solicit proposals from county boards of education to collaborate with local dentists, dental hygienists, local health departments, school-based health centers/community care centers and other relevant partners to implement the Oral Disease Prevention Project through the performance of three specific activities: 1) conduct a dental assessment; 2) place dental sealants on the molars of second graders; and 3) input information about the assessment/sealant placement, with parent/guardian permission, through an electronic data entry system. The target audience for this dental sealant project is second graders in Title I schools, specifically those designated as Priority schools (see attached list). Exceptions may be made in cases where students are transported to a nearby clinic or facility for the same preventive services.

II. Background:
Oral Health Care has a huge impact on the academic achievement of students in public schools. Even though tooth decay can be prevented, most children in West Virginia still get cavities. According to the Surgeon General’s report on oral health, sealants can reduce decay in school children by more than 70 percent. Sealants protect teeth from decay which damages teeth permanently. Sealants can save time, money, and the discomfort sometimes associated with dental fillings. Fillings are not permanent; and each time a tooth is filled, more drilling is done and the tooth becomes a little weaker. Dental sealants, on the other hand, can prevent tooth decay.

The West Virginia Department of Education (WVDE) is collaborating with the West Virginia Oral Health Program (OHP) to facilitate the OHP Oral Disease Prevention Project in conjunction with the implementation of WVBE Policy 2423, which recommends a dental exam for new enterers in Pre-K and Kindergarten and subsequent grades 2, 7 and 12. The policy will be phased in, with Pre-K and Kindergarten beginning school year (SY) 2015-16, grade 2 (SY 2016-17), grade 7 (SY 2017-18) and grade 12 (SY 2018-19).

In view of WVBE Policy 2423, the WVDE is working closely with the OHP to help support its implementation by offering sub-awards to school boards that partner with local dentists and/or dental hygienists to participate in the Oral Disease Prevention Project for dental sealant placement. Any child who does not have a dental home will automatically be enrolled in the Oral Disease Prevention Project to receive an assessment and sealant placement by a dental hygienist if their parent/guardian consent to such care. The OHP will work with the provider to facilitate care coordination in placing the student in a dental home for a 6-month follow-up and exam by a dentist.

While the sub-awards will be offered to those participating in the project, this does not limit activities to the target audience. Therefore, resources obtained through the sub-awards may be utilized to provide the same services to other
elementary students as long as all second graders are the first to receive the services. The applicant must demonstrate their willingness and ability to develop the necessary partnerships to fulfill the obligations of this RFP.

Recipients of the sub-awards must comply with the following:
- Adhere to all guidelines set forth in the Oral Disease Prevention Project Manual;
- Operate within the rules and regulations set forth by the West Virginia Board of Dentistry regarding mobile dentistry and portable units;
- Adhere to all OSHA regulations, including but not limited to, infection control; and
- Adhere to all guidelines and regulations set forth by HIPAA and FERPA.

III. Special Conditions:

Timelines
RFP release date: **Friday, April 3, 2015**
RFP due date: **Friday, May 1, 2015**
Review dates: **May 4-8, 2015**
Date for provision of recommendations for changes in proposal: **May 11-13, 2015**
Date for announcing approval: **May 15, 2015**

Eligibility
Proposal submission information: Please submit an original and two (2) copies. All proposals must contain the following: cover page, agency description/capacity, proposal narrative, budget and budget narrative. Proposals must be double-spaced with at least 12-point font; and all pages must be numbered.

Funding expenditure period end date: **December 31, 2015**. A brief report of expenditures and grant progress will be required at the funding expenditure end date. Another report will be requested by **June 3, 2016** to provide a view of the progress over the funded year.

Future funding: Contingent on availability of funds and level of funding from Federal CDC Grant awards and other relevant funders, and contingent on approval by the review committee.

Important Note:
In addition to school-based services, the provisions of this funding opportunity may be fulfilled through community-based services during the summer by working with programs where the target population (2nd Graders) might be reached, including, but not limited to, Summer Feeding Programs, 21st Century Community Learning Center Programs, Energy Express, summer camps, or summer school and tutoring Programs offered in your county.

Equipment
All equipment, including portable dental equipment (such as a dental chair for school-based services) and electronic data entry devices, is the sole property of the OHP and will be returned upon termination of the agreement by either party or at the end of the partnership. Equipment will remain in the custody of the county board of education for as long as they actively participate in the project and abide by all rules and regulations.

**Budget**

The funding from this mini-grant is for the express purpose of placing dental sealants, while supporting the implementation of Policy 2423. **It is important to note that CDC funds cannot be used for direct services (i.e. cannot pay providers).** Some activities the funds can be utilized to support are: assistance with Medicaid billing, cover administrative activities such as finding providers, follow-up coordination, data coordinator, portable dental units, mileage/travel reimbursement, sealant materials and supplies, etc. Grant awards range from $1,000 - $10,000. The maximum award will be $10,000.

IV. **Reporting requirements**

- Activity and outcome reports, including but not limited to the following:
  - Number of schools served
  - Number of children served
  - Number of identified Priority schools served
  - Number of students served in Priority schools
  - Number of students requiring emergent care and follow-up
  - Dental sealant retention
  - Year-end report that will include the following:
    - Discuss barriers/challenges faced and how you were able to overcome them
    - Discuss recommendations for improving the program
- Input data pertaining to each visit into an electronic data entry system. Data requirements with parent/guardian permission include demographic information, oral health assessment findings, services provided, follow-up, referral, etc.
- Financial reports with statement of expenditures

V. **Program description components and scoring:**

1. **Agency description/capacity, not to exceed 2 pages (15 points)**

The applicant selected to provide prevention services should have strong administrative and financial experience in managing contracts and deliverables. Some important elements for evaluating the proposal follow:

Details outlining the qualifications and experience of the applicant including experience in providing school-based services, history of working with proposed partners, organizational and financial structure capable of supporting activities and adequately supporting the financial (billing capacity) and staffing levels (organizational capacity) of the project,
adequate work space and a facility that is accessible to the disabled community.

2. **Proposal narrative, not to exceed 3 pages – this does not include Attachments (70 points)**
   A. Background (15 points): Describe the relationship between your organization and the partners you plan to enlist to carry out this work (do you already have an established partnership; what is the nature of the partnership; how long have you been collaborating; what type(s) of projects have you collaborated on; are you currently collaborating on a project; etc.).
   B. Program description and scope of work (30 points):
      Description/outline of plan to implement a school-based dental sealant project in your county; anticipated barriers and how you plan to overcome those barriers; list of staffing and/or volunteer roles and responsibilities; billing capacity; electronic data entry capability; list of Priority schools involved with grant proposal (see attached list) and any other schools you plan to serve; number of students in each school if known; **timeline** (a table showing proposed timeline for reaching targeted schools). **Please note that grants inclusive of Priority Schools from the list, the Fluoride Rinse Program and/or Oral Health Education/Supplemental Curriculum incorporated into the school environment will receive preference in selection and maximum funding awards.**
   C. A general discussion of current assets relative to this project and associated needs (15 points): (Briefly describe what you already have and what you will need to fulfill the requirements of this proposal).
   D. Appendices to include letters of commitment from all partners and any support documentation (10 points): (i.e. proof of licensing, dental certificates, collaborative agreement, etc.).

3. **Project budget and budget narrative/justification (15 points)**

4. **Proposal checklist:**
   - Cover Sheet, including appropriate signatures
   - Agency Overview/Description
   - Proposal Narrative and Scope of Work
   - Budget Narrative (Justification)
   - Project Budget (Attachment A)
   - Appendices (Attachment B)