IOWA DEPARTMENT OF PUBLIC HEALTH

DIVISION OF HEALTH PROMOTION AND CHRONIC DISEASE PREVENTION

School-Based Dental Sealant Program

REQUEST FOR PROPOSAL 58814001

Project Period: October 1, 2013 – September 30, 2015
Contract Period: October 1, 2013 – September 30, 2014

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SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Request for Proposal (RFP) 58814001 is to solicit proposals that will enable the Iowa Department of Public Health (IDPH) to select the most qualified applicant to provide dental examinations/screenings and apply dental sealants to low-income, uninsured, and/or underinsured children in a school-based setting.

1.02 Project Period/Contract Term

The project period shall be from October 1, 2013 through September 30, 2015.

IDPH expects the initial contract period to be a one year term from October 1, 2013 through September 30, 2014. IDPH shall have the option to renew the contract for up to one additional one (1) year term subject to review of the continuation application, contractor performance and compliance with the terms and conditions of the contract, and availability of funds.

The issuance of this RFP in no way constitutes a commitment by IDPH to award a contract.

1.03 Eligibility Requirements

Applicants must meet each of the following eligibility requirements for consideration.

Eligible Applicants
Only current Title V child health program contractors are eligible to submit proposals in accordance with this RFP.

Electronic Communication Requirements
Applicant is required to maintain and provide to IDPH, upon application, a current and valid email account for electronic communications with IDPH.

1.04 Service Delivery Area

Schools served through this RFP must be located within applicant's approved Title V Child Health service area.

1.05 Available Funds

The source of funding is Title V of the Social Security Act, administered by the Health Resources and Services Administration, Public Health Service, Department of Health and Human Services.

IDPH anticipates availability of $84,000 for approximately seven (7) proposals through this RFP. Applicants may apply for up to $12,000 to cover costs of the initial contract period. Should the funds received by IDPH be different than expected, IDPH may change the funds offered through this RFP, or funding may be withdrawn completely. Actual total awards and individual contract

funding levels may vary depending on availability of funding. IDPH reserves the right to amend contracts issued as a result of this RFP.

Funds may not be used to purchase dental equipment (dental equipment includes portable units, dental chairs, operator stools, lights, and dental instruments). Applicants must already have or be able to purchase portable dental equipment with other funding to implement the program. Applicants are encouraged to use other sources such as community funds or foundation grants to purchase equipment.

Match Requirements

A one-dollar match for every four grant dollars received is required. For example, if the applicant applies for $12,000, a match of $3,000 must be shown. Allowable sources of matching funds include:

- Medicaid (Title XIX) reimbursements
- Local funds from non-federal sources
- In-kind contributions
- Funding from private foundations
- Other – interest, donations

None of the following may be used for match: I-Smile™ funds, CH-Dental/Title V funds, or IDPH payments for care coordination services.

1.06 Schedule of Events (All times and dates listed are local Iowa time.)

The following dates are set forth for informational purposes. IDPH reserves the right to change them.

EVENT	DATE
RFP Issued	June 10, 2013
Round 1 Questions Due Round 1 Responses Posted by	June 28, 2013 July 9, 2013
Round 2 (final) Questions Due Final Cumulative Responses Posted by	July 15, 2013 July 19, 2013
Proposals Due	July 30, 2013
Notice of Intent to Award Posted	August 27, 2013

A. RFP Issued – Monday, June 10, 2013

IDPH will post the RFP on the IDPH Web page under the *Funding Opportunities* quick link at: www.idph.state.ia.us. IDPH will email a notice of availability of the RFP to all Title V Child Health contractors. IDPH will send an electronic copy of the RFP to any person or entity which requests the RFP.

B. Written Questions and Responses Written questions related to the RFP must be submitted via email to Stacey Hewitt at stacey.hewitt@idph.iowa.gov no later than **the dates specified in the table above.**

Questions must be submitted by electronic mail. If the question or comment pertains to a specific section of the RFP, the section and page must be referenced. Oral questions will not be accepted.

IDPH will prepare written responses to all pertinent and properly submitted questions and post the written questions and responses on the IDPH Web page. IDPH's written responses will be considered part of the RFP. Written responses will be prepared and posted according the schedule of events table above.

It is the responsibility of the applicant to check the IDPH Web site periodically for written questions and responses to this RFP.

C. Proposals Due – Tuesday, July 30, 2013

Proposals **must be received by 4:00 p.m. (local Iowa time) on Tuesday, July 30, 2013** by the IDPH SharePoint Service Contract Application Center in compliance with the following requirements:

- Email proposal documents as a single zipped file (containing Microsoft Word and Excel documents) OR a single PDF file, no larger than 20MB, to **applications@idph.iowa.gov**.

  The preferred submission is a single zipped file of Microsoft Word and Excel documents. Instructions on zipping documents are in Appendix 1.

  (Note: Following the application process, IDPH will require receipt of budgets in Microsoft Excel and all other forms in Microsoft Word, if not submitted in that format.)

- The **subject line of the email must read "RFP 58814001"**. Do not include anything else in the subject line of the email.
- The single zipped file or single PDF file must be named "RFP 58814001 (insert your agency name)".
- Do not include additional information or text in the body of the email as it will not be available to IDPH staff.

Proposals submitted to IDPH in any manner other than through the IDPH SharePoint Service Contract Application Center (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, not reviewed by IDPH and a notice will be sent to the applicant. Any information submitted separately from the proposal will not be considered in the review process.

Proposals will be rejected and not reviewed by IDPH for the following reasons:

- If the proposal is received by the IDPH SharePoint Service Contract Application Center after the stated due date and time.
- If the proposal is submitted in any manner other than by email to applications@idph.iowa.gov.
- If the proposal is not submitted as a single zipped file with Microsoft Word and Excel documents or a single PDF file.

The due date and time requirements for receipt of the proposal by the IDPH SharePoint Service Contract Application Center are mandatory requirements and will not be subject to waiver as a minor deficiency.

The proposal that is attached to the applicant's email is automatically removed from the email upon receipt by the server and is filed in the IDPH SharePoint Service Contract Application Center. The proposal is date and time stamped upon filing in the IDPH SharePoint Service Contract Application Center. The time that is automatically documented on the submitted and filed proposal within the IDPH SharePoint Service Contract Application Center is slightly delayed from the time the email is received by the server, and is not the time that the applicant sent the email. Although the delay is minimal, it may be increased when server traffic is high or other uncontrollable internet traffic circumstances, encryption issues, firewall issues, or server issues, etc.

The date and time stamp by the IDPH SharePoint Service Contract Application Center shall serve as the official time of receipt of the proposal.

It is the applicant's sole responsibility to submit emailed proposals in sufficient time so the proposal is received by the IDPH Service Contract Application Center prior to the stated due date and time. Applicants are strongly encouraged to submit emailed proposals as early as possible to allow sufficient time for any unforeseen issues to be resolved prior to the deadline, if they occur. Proposals received by the IDPH SharePoint Service Contract Application Center after the stated due date and time will be rejected, not reviewed by IDPH and a notice sent to the applicant.

An electronic notification of receipt of the applicant's proposal within the IDPH SharePoint Service Contract Application Center will be generated automatically and emailed to the sender of the emailed proposal. If the electronic notification is not received within ten (10) minutes of the applicant's email, please contact the SharePoint Helpdesk at 1-866-520-8987 to confirm delivery (available prior to 4 PM on Weekdays, excluding State Holidays).

If an applicant emails the proposal multiple times, only the last submission received by the IDPH SharePoint Service Contract Application Center prior to the stated due date and time will be accepted for review.

D. Release of Names of Applicants –Monday, August 5, 2013 The names of all applicants who submitted proposals by the deadline shall be released to all who have requested such notification via an email request to Stacey Hewitt at stacey.hewitt@idph.iowa.gov .

E. Notice of Intent to Award – Thursday, August 27, 2013 A Notice of Intent to Award the contract(s) will be posted on the IDPH Web page www.idph.state.ia.us under *Funding Opportunities* link by 4:30 pm. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

F. Contract Negotiations and Execution of the Contract – Following the posting of the Notice of Intent to Award, the successful applicant(s) will retrieve a contract document through the IDPH SharePoint Service Contract system. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with IDPH. If a contract has not been

executed within ten (10) working days, IDPH reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by IDPH. IDPH may, at its sole discretion, extend the time period for negotiations of the contract.

1.07 Inquiries

During the period following release of this RFP and until the Notice of Intent to Award is posted, applicants should contact only Stacey Hewitt in the manner provided for in section 1.06(B). Unauthorized contact regarding this RFP with other state employees may result in disqualification. In no case shall verbal communications override written communications. Only written communications are binding on IDPH.

IDPH assumes no responsibility for representations made by its officers or employees prior to the execution of a legal contract, unless such representations are specifically incorporated into the RFP or the contract.

Any verbal information provided by the applicant shall not be considered part of its proposal.

1.08 Amendments to the RFP

IDPH reserves the right to amend the RFP at any time. In the event IDPH decides to amend, add to, or delete any part of this RFP, a written amendment will be posted on the IDPH Web site. The applicant is advised to check the IDPH Web site periodically for amendments to this RFP.

1.09 Open Competition

No attempt shall be made by the applicant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

1.10 Withdrawal or Resubmission of Proposals

Proposals may be withdrawn, modified and resubmitted by an applicant at any time prior to the stated due date and time for the receipt of proposals. If an applicant emails the proposal multiple times, only the last submission received by IDPH SharePoint Service Contract Application Center prior to the stated due date and time will be accepted for review. **An applicant desiring to withdraw its proposal after submission shall submit notification via email to Stacey Hewitt at stacey.hewitt@idph.iowa.gov**

1.11 Acceptance of Terms and Conditions

A. An applicant's submission of a proposal constitutes acceptance of the terms, conditions, criteria and requirements set forth in the RFP and operates as a waiver of any and all objections to the contents of the RFP. By submitting a proposal, an applicant agrees that it will not bring any claim or have any cause of action against IDPH or the State of Iowa based on the terms or conditions of the RFP or the procurement process.

B. IDPH reserves the right to accept or reject any exception taken by an applicant to the terms

and conditions of this RFP. Should the successful applicant take exception to the terms and conditions required by IDPH, the successful applicant's exceptions may be rejected and IDPH may elect to terminate negotiations with that applicant. However, IDPH may elect to negotiate with the successful applicant regarding contract terms which do not materially alter the substantive requirements of the RFP or the contents of the applicant's proposal.

1.12 Costs of Proposal Preparation

All costs of preparing the proposal are the sole responsibility of the applicant. IDPH is not responsible for any costs incurred by the applicant which are related to the preparation or submission of the proposal or any other activities undertaken by the applicant related in any way to this RFP.

1.13 Multiple Proposals

Only one proposal will be accepted from each applicant.

1.14 Oral Presentation

Applicants may be requested to make an oral presentation of the proposal. The determination of need for presentations, the location, order, and schedule of the presentations is at the sole discretion of IDPH. If an oral presentation is required, applicants may clarify or elaborate on their proposals, but may in no way change their original proposal.

1.15 Rejection of Proposals/Cancellation of the RFP

A. IDPH reserves the right to reject, in whole or in part, any or all proposals, to advertise for new proposals, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFP if it is in the best interests of IDPH.

B. Any proposal will be rejected outright and not evaluated for any of the following reasons:

1. The applicant fails to submit the letter of intent, if required by this RFP, by the relevant dates and times and in the manner stated in section 1.06.

2. The applicant fails to submit the proposal in sufficient time for receipt by IDPH SharePoint Service Contract Center prior to the stated due date and time or in the manner stated in section 1.06.

3. The applicant is not an eligible applicant as defined in section 1.03.

C. Any proposal may be rejected outright and not evaluated for any one of the following reasons:

1. The applicant fails to include required information or fails to include sufficient information to determine whether an RFP requirement has been satisfied.

2. The applicant fails to follow the proposal format instructions or presents information requested by this RFP in a format inconsistent with the instructions of the RFP.

3. The applicant provides misleading or inaccurate answers.

4. The applicant states that a mandatory requirement cannot be satisfied.

5. The applicant's response materially changes a mandatory requirement.

6. The applicant's response limits the right of IDPH.

7. The applicant fails to respond to IDPH's request for information, documents, or references.

8. The applicant fails to include any signature, certification, authorization, or stipulation requested by this RFP.

9. The applicant initiates unauthorized contact regarding the RFP with a state employee.

1.16 Restrictions on Gifts and Activities

Iowa Code Chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and for complying with these requirements.

In addition, Iowa Code Chapter 722 provides that it is a felony offense to bribe a public official.

1.17 Use of Subcontractors

A. The applicant is permitted to subcontract for the performance of certain services required under the contract. Subcontracts must adhere to the provisions of Section 5 of the IDPH General Conditions effective January 1, 2013 Revised 1.10.13 as posted on the IDPH Web page at www.idph.state.ia.us under the *Funding Opportunities* link. Subcontracts of $2,000 or greater must be reviewed by IDPH. Planned use of subcontractors by an applicant must be clearly explained in the proposal. This information must include:

1. The name and address of the subcontractor if known;
2. The scope of work to be performed by each subcontractor;
3. Subcontractor qualifications; and
4. The estimated dollar amount of each subcontract.

B. Current individual employees of the State of Iowa may not act as subcontractors under this contract.

C. The applicant is fully responsible for all work performed by subcontractors. No subcontract into which the applicant enters into with respect to performance under the contract will, in any way, relieve the applicant of any responsibility for performance of its duties.

1.18 Reference Checks

IDPH reserves the right to contact any reference to assist in the evaluation of the proposal, to verify information contained in the proposal and to discuss the applicant's qualifications and the qualifications of any subcontractor identified in the proposal.

1.19 Criminal Background Checks

IDPH reserves the right to conduct criminal history and other background investigations into the applicant, its officers, directors, managerial and supervisory personnel, clerical or support personnel, and health care professional personnel retained by the applicant for duties related to the performance of the contract. Such information may be used in determining contract awards. The applicant shall cause all waivers to be executed by appropriate persons to effectuate the investigations.

1.20 Information from Other Sources

IDPH reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's product or services, personnel, and subcontractors, and the applicant's capability and performance under other IDPH contracts, other state contracts and contracts with private entities. IDPH may use any of this information in evaluating an applicant's proposal.

1.21 Verification of Proposal Contents

IDPH reserves the right to verify the contents of a proposal submitted by an applicant. Misleading or inaccurate responses shall result in rejection of the proposal pursuant to Section 1.15.

1.22 Bid Proposal Clarification Process

IDPH may request clarification from applicants for the purpose of resolving ambiguities or questioning information presented in the proposals. Clarifications may occur throughout the proposal evaluation process. Clarification responses shall be in writing and shall address only the information requested. Responses shall be submitted to IDPH within the time stipulated at the time of the request. An applicant will not be permitted to modify or amend its proposal if contacted by IDPH for this reason.

1.23 Waivers and Variances

IDPH reserves the right to waive or permit cure of non-material variances in the proposal's form and content providing such action is in the best interest of IDPH. In the event IDPH waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the applicant from full compliance with RFP specifications or other contract requirements if the applicant is awarded the contract. The determination of materiality is in the sole discretion of IDPH.

1.24 Disposition of Proposals

All proposals become the property of IDPH and shall not be returned to the applicant.

If IDPH awards funds to an applicant, the contents of all proposals will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.

1.25 Public Records

All information submitted by an applicant will be treated as public information following the conclusion of the selection process unless the applicant properly requests that information be treated as confidential at the time the proposal is submitted.

Any request for confidential treatment of information must be included in the transmittal letter with the applicant's proposal. In addition, the applicant must enumerate the specific grounds in Iowa Code Chapter 22 which support treatment of the material as confidential. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the applicant to respond to any inquiries by IDPH concerning the confidential status of the materials.

Any proposal submitted which contains confidential information must be conspicuously marked as containing confidential information and must indicate which sections of the proposal should be treated as confidential. Identification of the entire proposal as confidential shall be deemed non-responsive and shall disqualify the applicant. A Proposal containing confidential information must be emailed as a single zipped file or PDF to applications@idph.iowa.gov by 4:00 p.m. (local Iowa time) on July 30, 2013. The subject line of the email must read RFP 58814001. The single zipped file or PDF must be named "RFP 58814001 (insert your agency name) Confidential".

The applicant must submit one copy of the proposal from which the confidential information had been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the proposal as possible. A proposal from which the confidential information had been excised must be emailed as a single zipped file or PDF to applications@idph.iowa.gov by 4:00 p.m. (local time) on July 30, 2013. The subject line of the email must read RFP 58814001. The single zipped file or PDF must be named "RFP 58814001 (insert your agency name)".

In the event IDPH receives a public request for RFP information marked confidential, written notice shall be given to the applicant seventy-two (72) hours prior to the release of the information to allow the applicant to seek injunctive relief pursuant to Iowa Code Section 22.8. The information marked confidential shall be treated as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other provisions of law by a court of competent jurisdiction.

The applicant's failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by IDPH as a waiver of any right to confidentiality which the applicant may have had.

1.26 Copyrights

By submitting a proposal, the applicant agrees that IDPH may copy the proposal for the purpose of facilitating the evaluation of the proposal or to respond to requests for public records. By submitting the proposal, the applicant consents to such copying and warrants and represents that such copying will not violate the rights of any third party. IDPH shall have the right to use ideas or adaptations of ideas that are presented in the proposals. In the event the applicant copyrights its proposal, the department may reject the proposal as noncompliant.

1.27 Appeal of Rejection Decision

The applicant's receipt of a rejection letter constitutes receipt of notification of the adverse decision per 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, to Stacey Hewitt, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

1.28 Appeal of Award Decision

The posting of the Notice of Intent to Award on the IDPH Web page constitutes receipt of notification of the adverse decision per 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, return receipt requested, to Stacey Hewitt, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

1.29 Definition of Contract

The full execution of a written contract by both parties shall constitute the making of a contract for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the successful applicant and the IDPH.

1.30 Construction of RFP

This RFP shall be construed in light of pertinent legal requirements and the laws of the State of Iowa. Changes in applicable statutes and rules may affect the award process or the resulting contract. Applicants are responsible for ascertaining the relevant legal requirements.

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SECTION 2 – DESCRIPTION OF SERVICES

2.01 Description of Work and Services

Dental sealants are clear or opaque plastic materials applied to the pit-and-fissure surfaces of teeth to prevent tooth decay. Sealants provide a physical barrier that prevents debris and decay-causing bacteria from collecting in the pits and fissures of vulnerable teeth (mainly molars). These areas are often the first and most frequent sites to be affected by tooth decay in children and adolescents. The permanent first and second molars are at the highest risk for tooth decay.

To be most effective, sealants should be placed on teeth soon after they erupt. School-based dental sealant programs provide sealants to vulnerable children less likely to receive private dental care, such as children eligible for free or reduced-cost lunch programs. They are conducted in school settings, with teams of dental providers (which may include dentists, dental hygienists, and/or dental assistants) using portable dental equipment. School-based dental sealant programs seek to assure that children receive preventive dental services through a community-based approach.

Grant funds available through this RFP are limited to use within schools with 40% or greater participation in the free/reduced lunch program, targeting moderate and high-risk children including those who are low-income, uninsured, and/or underinsured.

Minimum program requirements for applicants include the following:

- The applicant must partner with local schools and dental providers to implement the program.
- The applicant must serve children in grades 2 and/or 3.
- The applicant may also serve children in grades 4, 5, 6, 7, and/or 8.
- The applicant must use appropriate equipment, supplies, and techniques to apply dental sealants to permanent molar teeth and may also apply dental sealants to deciduous molars and permanent premolars as determined on an individual basis.
- The applicant is encouraged to provide a fluoride varnish application to all participating children that have parental/guardian consent.
- The applicant must provide care coordination for children identified with dental treatment needs by referring children to dental offices for care, assisting families in making appointments, assisting families in finding payment sources for care, and educating families about the need for good oral health and regular care.
- The applicant must provide retention checks as prescribed by IDPH for quality assurance purposes.
- The applicant must assure collaboration with I-Smile™ objectives and activities to improve the dental support system for families.
- The applicant must use the IDPH Sealant Data Recording System and submit monthly service data to IDPH.

- The applicant must enter services into the IDPH Child and Adolescent Reporting System (CAReS).
- The applicant must follow infection control guidelines and standards as prescribed by the Centers for Disease Control and Prevention (Guidelines for Infection Control in Dental Health-Care Settings 2003).

The applicant must perform services pursuant to the approved plan on file with IDPH, and in accordance with federal legislation, state Department of Human Services rules, the Iowa Administrative Code MCH IAC 641, Chapter 76, and OH IAC 641, Chapter 50, Maternal and Child Health Administrative Manual, and Iowa Dental Board rules.

2.02 Objective

The objective of the school based sealant program is to deliver preventive dental sealants in schools to large numbers of moderate and high-risk school children to prevent tooth decay. Successful applicants must see a minimum of 200 children per contract period (year one: October 1, 2013 – September 30, 2014).

2.03 Staffing or Personnel Requirements

The School-based Dental Sealant Program requires these staffing / personnel requirements:

- All dental providers – dentists, dental hygienists, and dental assistants – who provide services must be licensed or registered to provide applicable services within the state of Iowa. Lay people (unlicensed, non-dental providers) may not be used in conjunction with any intra-oral, extra-oral, and infection control services.

- The applicant must use dentists to provide examinations <u>or</u> dental hygienists to provide screenings to determine which teeth will benefit from the application of dental sealants. Dental hygienists providing screenings must have a public health supervision agreement that allows the hygienist to provide dental screenings to make such a determination in a school setting.

- The applicant must use dentists <u>or</u> dental hygienists to apply dental sealants to permanent molar teeth (and may also apply dental sealants to deciduous molars and permanent premolars as determined on an individual basis). Dental hygienists applying sealants must have a public health supervision agreement that allows the hygienist to do so in a school setting.

- If applying fluoride varnish, the applicant must use dentists <u>or</u> dental hygienists. Dental hygienists applying fluoride varnish must have a public health supervision agreement that allows the hygienist to do so in a school setting.

- The applicant is strongly encouraged to use registered dental assistants to assist dentists and/or dental hygienists.

Supervision of dental hygienists:
Dental hygienists must have a public health supervision agreement that includes sealant and fluoride varnish application services and may include dental screenings to determine teeth to be sealed (as applicable).

For more information about dental scope of practice, go to the Iowa Dental Board website at: http://www.state.ia.us/dentalboard/

NOTE: School-based dental sealant program services (screenings, sealants, fluoride varnish) are within the direct services level of the MCH pyramid. Applicants who submit proposals that include use of an I-Smile™ Coordinator to provide these direct services must ensure that the I-Smile Coordinator will continue to meet the minimum requirements for infrastructure-building, population-based, and enabling services, as outlined in the IDPH RFP#58810019, #58810037, and # 58811002.

2.04 Budget

The School-Based Dental Sealant Program has these budgetary requirements:

- Applicants must submit a line item budget, using the instructions found in Section 3.03.
- Grant funds may only be used to provide services for children in schools with 40% or greater free/reduced lunch rate. (Applicants may include schools with free/reduced lunch rates <40% within their sealant program, but must use other sources of funding for those costs.)
- Grant funds are considered payer of last resort.
- Applicants must have a Medicaid cost plan in place which includes the dental sealants (or plan to amend an existing cost plan).
- Medicaid must be billed for services provided to children enrolled on Medicaid. Grant funds may not be used for services provided to children enrolled on Medicaid.
- Care coordination must be provided for children with dental treatment needs and billed to IDPH when applicable.
- Revenue generated from the sealant program must be used to enhance the program.
- I-Smile funds cannot be used for direct service costs.
- Grant funds may not be used to purchase dental equipment (portable compressor units, chairs, operator stools, lights, and instruments). Applicants are encouraged to use other sources of funding to purchase these things.
- The applicant must provide a one dollar match for every four grant dollars received. Sources that may be used as matching funds include:
    - Medicaid (Title XIX) reimbursements
    - Local funds from non-federal sources
    - In-kind contributions
    - Funding from private foundations
    - Other – interest, donations

NOTE: I-Smile™ funds, CH-Dental/Title V funds, and IDPH reimbursement for care coordination services may NOT be used for match.

2.05 Required Reporting

Reports listed below, as well as the due date and method of submission, are subject to change at the sole discretion of IDPH.

Successful applicants must prepare the following reports on templates provided by IDPH. Additional reports may be requested by IDPH.

Report	Method of Submission	Date Due
IDPH Sealant Data Recording System – Microsoft Excel data file	1 MS Excel file uploaded to the Completed Reports folder in the Contractor's SharePoint Service Contract site	15th of the month following services

Expense Reports:
The successful applicants shall prepare a monthly expense report in an Electronic Expenditure Workbook (EEW).

Expense Report	Date Due
Monthly Electronic Expenditure Workbook (EEW)	Within 45 days of month of expenditure

Contract Performance Measures: Successful applicant's contracts may include the following performance measure(s). Contract Performance Measures are subject to change at the sole discretion of IDPH.

The successful applicant shall serve a minimum of 200 children per year. For the purpose of this performance measure, children served are the number of children screened through the school-based dental sealant program. (Year one: October 1, 2013 – September 30, 2014)

This performance measure will be determined using the monthly program services Microsoft Excel data file submitted to IDPH. Satisfactory completion will result in an incentive of $200 to be awarded to the contractor by the end of the contract year. Unsatisfactory completion will result in a disincentive of $200 withheld from the total amount awarded.

This performance measure may be changed in the final contract.

SECTION 3 -- PROPOSAL FORMAT AND CONTENT

These instructions prescribe the format and content of the proposal and are designed to facilitate the submission of a proposal that is easy to understand, review, and evaluate.

3.01 Technical Requirements

Submitted proposals must meet the following formatting and technical requirements:

A. Proposal documents must be submitted in a single zipped file format with Microsoft Word and Excel documents or as a single PDF file. Submissions can be no larger than 20 MB, and emailed per the instructions outlined in section 1.06 C. (Refer to Appendix 1 for zipping instructions.)
B. Shortcuts or links to proposal documents will not be accepted and shall result in document rejection, which may result in rejection of the proposal.
C. Do not submit promotional materials. Promotional materials or items other than required by this RFP will not be considered during the review process.
D. Any information or materials submitted separately from the proposal will not be considered in the review process.
E. Proposals must be typewritten and follow the format delineated herein.

Characteristic	Requirement
Format	The IDPH forms provided with this RFP must be used. Proposals must be in Microsoft Word and Excel or in a single Adobe PDF file. MS Office 97-2003 format is the minimum product accepted.
Forms	All required forms must be included and completed.
Font size	Minimum font that may be used on the forms is 10.
Spacing	Responses on forms may be single- or double-spaced.
Pagination	Sequentially number the pages of each form (e.g. 1, 2, 3…)
Signatures on Cover Page	The Cover Page (Attachment A) must be complete and contain an electronic signature by an individual authorized to legally obligate the applicant agency.
Minority Impact Statement	The Minority Impact Statement (Attachment B) must be complete and contain an electronic signature by an individual authorized by the applicant agency.
Proposal Content	Failure to adhere to prescribed instructions, technical requirements (section 3.01), format, or proposal content (section 3.02) may result in disqualification (rejection) of the proposal.

3.02 Proposal Content

Submitted proposals must contain the following forms and be prepared by the applicant in compliance with these instructions, meeting all minimum and eligibility requirements outlined in this RFP.

Attachment A – Cover Page and Personnel: **This is a required form.** It must be fully completed and signed. The form identifies the applicant's legal name, federal identification number, and key contact information for the project. The form also provides information for personnel associated with this proposal. Where indicated, provide evidence for any necessary professional licenses required by law.

Complete **Attachment A** using the following instructions.

COVER PAGE	
Applicant Agency Legal Name	Provide the legal name of the applicant entity. This must be the entity associated with the Federal Identification (ID) number per the Internal Revenue Service (IRS) that is listed below.
d/b/a (doing business as)	If the entity operates under another name as a "d/b/a" (doing business as), list that here.
Agency Federal ID Number	Provide the applicant agency's federal identification number.
Agency Address	Provide the applicant agency's address.
Agency Phone	Provide the agency phone number.
Agency Fax	Provide the agency fax number.
Total Funds Requested	Indicate the total funds being requested with this proposal. Use whole dollar amount only. Request may not exceed $12,000 as outlined in Section 1.05 and must be consistent with the budget form.
Executive Director's Signature	The person authorized to execute legal documents on behalf of the entity must insert an electronic signature to certify that the applicant is in agreement with the conditions listed. According to the definition outlined in Iowa Code 554D.103 and U.S. Code (http://www.gpo.gov/fdsys/pkg/PLAW-106publ229/pdf/PLAW-106publ229.pdf) defines an electronic signature as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.
Date of Signature	Insert the date the document was signed electronically.
Executive Director's Name	Type in the name of the Executive Director.

PERSONNEL	
KEY PERSONNEL TABLE	
Executive Director	Provide the name, email address, credentials/license number, and phone number for the person who has overall responsibility and authority for administering the program for which the entity is applying for funds.
Sealant Program Coordinator	Provide the name, email address, credentials/license number, and phone number for the person who has overall responsibility and authority for this project.
I-Smile Coordinator	Provide the name, email address, credentials/license number, and phone number for the person who serves as the agency I-Smile coordinator.
Fiscal Contact/CFO	Provide the name, email address, credentials/license number, and phone number for the person who has overall responsibility and authority for financial management of this program.
DIRECT SERVICES PERSONNEL TABLES	
Dentist Name(s)	List the name(s) of any dentist who will be working with the sealant program by providing direct services and/or supervising hygienists and/or assistants. Use one name per row. Add rows as needed.
Indicate Duty(s)	For each dentist listed, indicate their direct service duties within the sealant program by placing an "x" in the cell beneath the applicable responsibility. Choices include: Exams, Sealant Application, Fluoride Varnish Application, and/or Public Health Supervision of Hygienist.
Indicate Employment Status	For each dentist listed, indicate whether he/she will be employed, contracted, or fulfilling their responsibilities as a volunteer by placing an "x" in the cell beneath the applicable status.
Iowa License Number	Provide the Iowa dental license number for each dentist listed.
Dental Hygienist Name(s)	List the name(s) of any dental hygienist who will be working with the sealant program. If the hygienist has not yet been hired, indicate "to be hired". Use one name per row. Add rows as needed.
Indicate Duty(s)	For each hygienist listed, indicate their direct service duties within the sealant program by placing an "x" in the cell beneath the applicable responsibility. Choices include: Screenings, Sealant Application, and/or Fluoride Varnish Application.
Indicate Employment Status	For each hygienist listed, indicate whether he/she will be employed, contracted, or fulfilling their responsibilities as a volunteer by placing an "x" in the cell beneath the applicable status.
Iowa Dental Hygiene License Number	Provide the Iowa dental hygiene license number for each hygienist listed.

Dental Assistant Name(s)	List the name(s) of any dental assistant who will be working with the sealant program. If assistant has not yet been hired, indicate "to be hired". Use one name per row. Add rows as needed.
Indicate Duty(s)	For each assistant listed, indicate their direct service duties within the sealant program by placing an "x" in the cell beneath the applicable responsibility. Choices include: Suctioning/Intraoral, Infection Control, and/or Paperwork/Charting.
Indicate Employment Status	For each assistant listed, indicate whether he/she will be employed, contracted, or fulfilling their responsibilities as a volunteer by placing an "x" in the cell beneath the applicable status.
Iowa Dental Assistant Registration Number	Provide the Iowa dental assistant registration number for each assistant listed.

Program staffing provided on the Direct Services Personnel Tables must be sufficient to effectively provide services within the schools and targeted numbers of children listed on Attachments E and F, as well as be consistent with the Sealant Budget Summary and Narrative (Attachment H).

Attachment B – Minority Impact Statement: **This is a required form** and must be fully complete and signed. The form identifies the applicant's potential impact of the project's proposed programs or policies on minority groups.

Complete **Attachment B** using the following instructions:

- Applicants must independently complete the "Minority Impact Statement" form by checking the box that most accurately reflects the proposed project programs or policies impact on minority persons.
- Describe the rationale or evidence for your choice in a brief narrative, as well as identifying the specific minority groups in which there is a positive or negative impact (if applicable) on the checklist.
- Document must be electronically signed by a person authorized by the applicant agency and return it with the proposal.

Attachment C – Applicant Background, Demonstrated Experience, and Community Partnerships: This is a required form. This form includes information about applicant's capacity to perform the services within this RFP.

Complete **Attachment C** using the following instructions.

Applicant	Provide the name of the applicant agency.
Projects currently provided that are similar to services in this RFP	List the name or description of any projects that the applicant currently provides that are similar to the services in this RFP. Add rows as needed.
Projects formerly provided that are similar to services in this RFP	List the name or description of any projects that the applicant fhas provided in the past that are similar to the services in this RFP. Add rows as needed.
Established partnerships / relationships within the community relevant to this RFP	List the names of businesses, organizations, people, or government agencies with which the applicant has developed partnerships / relationships that are relevant to the services in this RFP. Add rows as needed.

Attachment D – Demonstration and Assessment of Need: This is a required form. This form allows applicant to use data and other information to illustrate the need for school-based sealant program and how the applicant will assure project success.

Complete **Attachment D** using the following instructions.

Applicant	Provide the name of the applicant agency.
TABLE 1: DEMONSTRATION OF NEED - Include relevant data for applicant's service area that demonstrates a need for preventive dental services for school-aged children.	
Data Measure	List the relevant data measure. Examples of data measures: Percent of children within the poverty level; percent of children in a county needing a translator; percent of Medicaid-enrolled children who received a preventive service from a dentist in FFY2012; number of dentists in a county taking referrals
Indicator	Include the numerical indicator for the data measure. Example: 40%, 3 of 5
County / Area	Indicate the county (or applicable community / area) for the data measure and indicator.
Data Source	For each data measure, indicate the source of the data reported. Examples of data sources: US Census; EPSDT reports; Inside I-Smile data; CAReS
Year	For each data measure, indicate the year or time frame for the data reported.

TABLE 2: ASSESSMENT OF NEED	
Why is a school-based sealant program needed in your service area?	Using data from Table 1 AND other community needs and assets information, explain why the applicant's service area needs funding for a school-based dental sealant program.
Describe how you will acquire (or have already acquired) the portable dental equipment needed to implement to program.	Describe how the applicant will acquire portable dental equipment to implement the program. If equipment has already been purchased, describe how and when it was obtained.
Describe the planning process to provide care coordination, outreach, and Medicaid / ***hawk-i*** enrollment assistance to children in targeted schools.	Describe how the applicant will provide care coordination for children identified with further dental and health needs, provide outreach for the sealant program, and help families enroll on Medicaid and ***hawk-i.***
Describe the problems you anticipate and planned approaches to overcome them.	Describe any potential problems and how they will be managed.
Business Organization Form	Indicate whether the business organization form on SharePoint has been either reviewed and needs no changes or reviewed and updated by selected the appropriate box. (See Section 3.04.)

Attachment E – Location of Services: Elementary Schools: This is a required form. Use this form to indicate the targeted schools and enrollment numbers for the sealant program.

Children in grades two and/or three must be included in the sealant program. Grant funds are limited to be used for schools with 40% free/reduced lunch rate or greater. However, other funds may be used for schools with lower free/reduced lunch rates. Include all schools that will be included in the school-based sealant program on this form, whether funded through this grant or by using other funds.

Complete **Attachment E** using the following instructions. Complete as many pages of the form as needed.

Applicant	Provide the name of the applicant agency.
District	Provide the name of the school district.
School	List the name of the elementary school.

County	Provide the name of the county within which the elementary school is located.
Enrollment per Grade	Provide the TOTAL enrollment for the participating grades. (Do not use the anticipated number of positive consents.)
Total	This cell will automatically calculate.
School free/reduced lunch rate	Indicate the percentage of children participating in the free/reduced lunch program for the elementary school, using this 2012-2013 file / web link: http://educateiowa.gov/index.php?option=com_docman&task=doc_download&gid=14916&Itemid=55 Applicants MUST use this web link to complete this form.
Total Enrollment Elementary Schools (this page)	This cell will automatically calculate.

Attachment F – Location of Services: Middle/Junior High Schools: This form is required if applicant plans to include middle and/or junior high schools within the sealant program. Use this form to indicate the targeted schools and enrollment numbers for the sealant program in middle and/or junior high schools.

Grant funds are limited to be used for schools with 40% free/reduced lunch rate or greater. However, other funds may be used for schools with lower free/reduced lunch rates. Include all schools that will be included in the school-based sealant program on this form, whether funded through this grant or by using other funds.

If including middle/junior high schools in the program, complete **Attachment F** using the following instructions. Complete as many pages of the form as needed.

Applicant	Provide the name of the applicant agency.
District	Provide the name of the school district.
School	List the name of the middle/junior high school.
County	Provide the name of the county within which the middle/junior high school is located.
Enrollment per Grade	Provide the TOTAL enrollment for the participating grades. (Do not use the anticipated number of positive consents.)
Total	This cell will automatically calculate.
School free/reduced lunch rate	Indicate the percentage of children participating in the free/reduced lunch program for the middle/junior high school, using this 2012-2013 file / web link: http://educateiowa.gov/index.php?option=com_docman&task=doc_download&gid=14916&Itemid=55 Applicants MUST use this web link to complete this form.
Total	This cell will automatically calculate.

Enrollment Middle/Junior High Schools (this page)	

<u>Attachment G – Subcontractor Form:</u> This is a required form. Applicants are permitted to subcontract with direct service providers (dentists, dental hygienists, and/or dental assistants) for this program. Subcontractors are prohibited from further subcontracting. Use this form to document any anticipated subcontract(s) or to document that no subcontracts are planned.

Complete **Attachment G** using the following instructions. Add rows as needed.

Applicant	Provide the name of the applicant agency.
No subcontracts are anticipated	If no subcontracts for this project are anticipated, check this box. No additional information on this form is needed.
Subcontractor Name	If subcontract(s) is planned, provide the name(s).
Address	Include the address for each subcontractor listed.
Scope of Work	For each subcontractor listed, describe or list the services each will provide.
Subcontract Amount	Record the known or anticipated dollar amount for the subcontract.

Note: Subcontracts must adhere to the provisions of Section 5 of the IDPH General Conditions effective January 1, 2013, as posted on the IDPH website under *Funding Opportunities*. In the event of a funded proposal, proposed subcontracted services with a value of $2,000 or greater must be defined in a legal agreement, submitted to and approved by IDPH **<u>prior to</u>** signature by either party.

3.03 Budget

<u>Attachment H – Sealant Budget Summary and Narrative</u>: This is a required form. Applicants must provide a line item budget that demonstrates the planned use of grant funds and program income to cover anticipated program expenses for the contract period October 1, 2013 – September 30, 2014.

- Grant funds must be matched – applicant must demonstrate a $1 match for every $4 of grant funds received. This must be demonstrated in the “program income” section of the budget.
- Medicaid must be billed for services provided to children enrolled on Medicaid.
- I-Smile funds cannot be used for direct service costs.
- Information provided for this budget must be compatible with the approved MCH/FP budgets for FFY2014.

Budgets must use the following line item categories:

- A. Salaries/Fringe: This line item category includes staff directly funded, wholly or partially, with sealant program grant funds and program income. This includes positions that may be currently vacant.
- B. Contracted Providers: This line item category includes contracts – which may include contracted staff – directly funded, wholly or partially, with sealant program grant funds and program income.
- C. Equipment: This line item may not be used for this RFP.
- D. Other: This line item category includes other anticipated expenses directly funded, wholly or partially, with sealant program grant funds and program income. Expenses may include: clinical dental supplies, office supplies, educational supplies, communication costs, rent and utilities costs, training costs, travel costs, etc.
- E. Indirect or Administrative Costs: This line item category includes either indirect or administrative costs, but not both. Budgeting indirect or administrative costs is optional. If used, costs must be consistent with the FFY2014 MCH/FP budget(s) on file at IDPH.

  Applicants may charge an Indirect Rate in accordance with their federally approved Indirect Cost Rate Agreement. If used, a copy of the agreement must be on file at IDPH as part of the FFY2014 MCHFP approved application or submitted with this proposal. IDPH reserves the right to negotiate the application of the Indirect Rate per individual contract.

  Only in the absence of a federally approved Indirect Cost Rate Agreement, the applicant may charge an Administrative Cost* not to exceed a maximum rate of 15% of the total amount applied for.

  *Administrative costs are those that are incurred for common or joint objectives, and therefore cannot be identified readily and specifically with a sponsored program, but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation and administrative salaries are generally treated as indirect/administrative costs.

  The applicant shall maintain documentation to support the administrative cost allocation. IDPH reserves the right to request the documentation at any time.

Complete **Attachment H** using the following instructions.

BUDGET SUMMARY	
Applicant	Provide the name of the applicant agency.
A. Salaries/ Fringe	In this row: • Enter the estimated amount of employee salaries and fringe to be used from sealant grant funds. • Enter the estimated amount of employee salaries and fringe to be used from Program Income, within the appropriate column(s).

B.Contracted Providers	In this row: • Enter the estimated amount of sealant grant funds to be used for contracted providers. • Enter the estimated amount of Program Income anticipated to be used for contracted providers, within the appropriate column(s).
D. Other	In this row: • Enter the estimated amount of sealant grant funds to be used for "Other" expenses. • Enter the estimated amount of Program Income to be used for "Other" expenses within the appropriate column(s).
E. Indirect or Administrative Costs	In this row: • If neither indirect nor administrative costs are charged, enter zero. No additional information needed. • If including either indirect or administrative costs, enter the amount to be charged against sealant grant funds. • If including either indirect or administrative costs, also enter the estimated amount to be charged against Program Income in the appropriate column(s).
TOTAL	Information in this row will automatically be computed, totaling the amounts listed in each column per line item category.
BUDGET NARRATIVE – This section provides breakdowns of the line item amounts listed in the Budget Summary.	
Applicant	This field is automatically filled in from the Budget Summary.
A. Salaries/ Fringe	• List the name of each agency employee (or position title, if vacant) whose salary/fringe is included in this category from the Budget Summary. • For each listed employee/position, enter the total FTE (annual) for that employee to be paid using the sealant grant funds and program income. • For each employee/position listed, enter the amount to be paid by sealant grant funds. • For each employee/position listed, enter the amount to be paid by Program Income.
B. Contracted Providers	• List the name of all contracted providers (or position title, if vacant) whose funding is included in this category from the Budget Summary. • If the contracted provider listed will be providing services for the agency, include the total hours per year that contracted provider will be working for the agency. • For each contracted provider listed, enter the amount to be charged to the sealant grant. • For each contracted provider listed, enter the amount to be charged to Program Income.
D. Other	• Provide a brief description of all other expenses for which costs are included in this category from the Budget Summary. Entries may be grouped (e.g., travel, professional development, dental supplies). • For each, enter the amount to be charged to the sealant grant. • For each, enter the amount to be charged to Program Income.

E. Indirect or Administrative Costs	If no indirect or administrative costs are being charged: • Enter zero in the columns for amount charged to grant and amount charged to program income. If including Indirect costs: • Enter the applicant's Federally Approved Indirect Rate. • Specify what line item(s) is charged per the applicant's federally-approved Cost Rate Agreement. (e.g., Salaries, Salaries and Fringe, or Total Grant Funds) • Enter the percent of indirect costs charged to grant funds. (The same percent must be charged to all MCH programs.) • Enter the dollar amount of indirect costs charged to sealant grant funds. • Enter the dollar amount of indirect costs charged to Program Income. • Indirect costs must be proportionally allocated across both grant funds and program income. If including Administrative costs: • Enter the percent of administrative costs charged to grant funds, not to exceed 15 percent. (The same percent must be charged to all programs.) • Enter the dollar amount of administrative costs charged to sealant grant funds. • Enter the dollar amount of administrative costs charged to Program Income. • Administrative costs must be proportionally allocated across both grant funds and program income.

The amounts subtotaled for each category in the **Amount Charged to Grant** column of the ***Budget Narrative*** must equal the respective line item budget category totals in the **Grant Funds Total** column of the ***Budget Summary***.

The amounts subtotaled for each category in the **Amount Charged to Program Income** column of the ***Budget Narrative*** must equal the respective line item budget category totals in the **Program Income Total** column of the ***Budget Summary***.

3.04 Business Organization Information

A Business Organization Form must be fully completed and up-to-date within the contractor's SharePoint Service Contract site.

If the applicant is a current contractor with IDPH and already has an established SharePoint site for contract management with IDPH, then the applicant is responsible to verify the information included in the Business Organization form is **current and uploaded** in their respective Business Organization folder within their SharePoint Service Contract site. If any updates are needed to the Business Organization Form or supporting information, the applicant must complete these prior to proposal submission. **Applicant shall provide a statement in the proposal that the Business Organization form has been reviewed and is accurate (See bottom of Attachment D).**

3.05 Litigation or Investigation

The applicant shall list and summarize pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the ability of the applicant to perform the required services. Failure to disclose such matters may result in rejection of the proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a proposal must be disclosed in a timely manner in a written statement to the IDPH.

3.06 Proposal Checklist

Applicant is not required to submit a checklist with the proposal. Refer to **Appendix 2** for the list of items which must be included in the proposal.

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SECTION 4 – PROPOSAL REVIEW PROCESS AND CRITERIA

4.01 Overview of Review Process

Review/evaluation of proposals submitted under this RFP will be conducted in three phases.

Phase 1 -- Technical Review: The first phase will involve a preliminary review by the IDPH staff of an applicant's compliance with the mandatory requirements, including technical requirements (section 3.01) and proposal content (section 3.02), for submitted proposals. Proposals which fail to satisfy technical requirements or proposal content may be eliminated from the proposal review. These proposals may be rejected and will not be returned to the applicant. IDPH will notify the applicant of a rejection that occurs during Phase I of the review process. The IDPH reserves the right to waive minor variances at the sole discretion of the IDPH. (Refer to Appendix 4.)

Phase 2 – Review Committee: Proposals determined to be compliant with technical requirements and proposal content will be accepted for the second phase of evaluation, which shall be completed by a review committee or committees established by the IDPH. The membership of the review committee(s) shall be determined by the bureau chief with input and oversight from the respective division director. The review committee(s) shall evaluate proposals in accordance with a point system. Each committee member will review the proposals and the evaluation criteria outlined in this chapter and assign a point total for each criterion. If an applicant is requested to make an oral presentation of the proposal pursuant to RFP Section 1.14, the committee members may consider the oral presentation of the applicant in determining the points awarded. (Refer to Appendix 5.)

The total score awarded by each committee member will be averaged to arrive at the final score (rounded to the nearest whole number) for each proposal and the proposals will then be ranked based on the average of the evaluation scores. IDPH staff may solicit additional input and recommendations from the review committee(s). (Refer to Appendix 6.)

In the event competitive proposals receive an equal number of points or when IDPH receives more proposals than funding allows for, two division directors and the respective bureau chief administering the program may conduct a second review utilizing the same scoring process.

Phase 3 -- IDPH Review and Award: The third phase will be a final review. The IDPH will consider the submitted proposals and the review committee's scores and recommendations.

The IDPH may also consider geographical distribution, budget information, any information received pursuant to Sections 1.18 - 1.22 of the RFP, and any other information received pursuant to the procurement process. IDPH reserves the right not to award the contract to the applicant with the highest point average.

4.02 Scoring of Proposals

A maximum of 100 points may be awarded to each proposal. A minimum average score of 60 is required for the proposal to be considered for funding. Proposals scoring less than the minimum average score will be rejected.

Accepted proposals will be evaluated based on the following criteria:

- Proposal includes all of the RFP requirements and addresses each thoroughly.
- Descriptions and details are clear, understandable, and sufficiently developed.
- The proposal is reasonable for the amount of funding requested.
- The proposal includes sufficient staffing capacity for the work and services outlined in the proposal.
- The proposal is consistent with the work and services outlined in this RFP.
- The applicant's capacity and experience is sufficient to implement the proposed project.

Points will be assigned for each item listed above as follows:

Points	Criteria
5	Applicant's proposal or capability substantially exceeds expectations for these criteria.
4	Applicant's proposal or capability exceeds expectations for these criteria.
3	Applicant's proposal or capability meets expectations for these criteria.
2	Applicant's proposal or capability contains deficiencies for these criteria.
1	Applicant's proposal or capability does not meet expectations for these criteria.

The maximum points to be awarded for each proposal section are as follows:

PROPOSAL COMPONENT	WEIGHT	MAXIMUM POTENTIAL SCORE
Cover Page (Attachment A)	0	0
Personnel (Attachment A)	4	20
Minority Impact Statement (Attachment B)	0	0
Applicant Background, Demonstrated Experience, and Community Partnerships (Attachment C)	3	15
Demonstration and Assessment of Need (Attachment D)	5	25
Targeted Schools (Attachments E and F)	4	20
Subcontractor Form (Attachment G)	1	5
Budget Summary and Narrative (Attachment H)	3	15
TOTAL POSSIBLE POINTS		**100**

SECTION 5 – CONTRACT

5.01 Conditions

Any contract awarded by the IDPH shall include specific contract provisions and the IDPH General Conditions effective January 1, 2013 Revised 1.10.13 as posted on the IDPH Web page www.idph.state.ia.us under *Funding Opportunities link*. Refer to **Appendix 3** for the Draft Contract Template. The Draft Contract Template included is for reference only and is subject to change at the sole discretion of IDPH.

The contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFP and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFP. All costs associated with complying with these requirements should be included in the proposal. If the contract exceeds $ 500,000, or if the contract together with other contracts awarded to the Contractor by the IDPH exceeds $500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code chapter 8F.

IDPH requires Contractors to link with the local board of health when providing services supported by IDPH funding. In particular, Contractors are expected to assist the local board of health in carrying out the three core functions of public health as defined in 641 IAC 77.3 (137): assessment, policy development and assurance. Examples of linking with the board of health include, but are not limited to:

- Provide environmental and/or health data to the local board of health for the purposes of, and provide assistance in, assessing and analyzing the health status of the community.
- Submit reports to the local board of health on the effectiveness, accessibility, and quality of services provided.
- Include the local board of health in establishing policies and plans associated with the services provided. This can be accomplished by establishing a liaison between the contractor and the board of health or by attending regular meetings of the board of health.
- Educate the local board of health about the services provided and work with the board to identify target populations in need of the services provided.
- Be active in the Community Health Needs Assessment and Health Improvement Plan process.
- Provide the board of health expert input on the services provided and how those services relate to; the health priorities of the community and health improvement plans to address those priorities.

The contractor is expected to provide documentation of linkage efforts if requested by IDPH.

Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

5.02 Incorporation of Documents

The RFP, any amendments and written responses to applicant questions, and the proposal submitted in response to the RFP form a part of the contract. The parties are obligated to perform all services described in the RFP and proposal unless the contract specifically directs otherwise.

5.03 Order of Priority

In the event of a conflict between the contract, the RFP and the proposal, the conflict shall be resolved according to the following priorities, ranked in descending order:

1. the Contract;
2. the RFP;
3. the Proposal.

5.04 Contractual Payments

The IDPH provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514. In the event the contractor lacks sufficient working capital to provide the services of the contract, an advance not to exceed one month's value of the contractual amount may be provided by the IDPH. One -third (1/3) of this advance will be deducted from eligible reimbursement of expenses for the 7th, 8th and 9th months of service.

SECTION 6 – APPENDICES

Appendices are posted in a separate zipped file on the IDPH Web page under *Funding Opportunities link:* www.idph.state.ia.us.

- Appendix 1 – Zipping Instructions
- Appendix 2 – Proposal Checklist
- Appendix 3 – Draft Contract Template
- Appendix 4 – Technical Review Tool
- Appendix 5 – Proposal Review Tool
- Appendix 6 – Review Committee Summary

SECTION 7 – ATTACHMENTS

Attachments are posted in a separate zipped file on the IDPH Web page under *Funding Opportunities:* www.idph.state.ia.us. Applicants must download these forms and include them in the proposal as outlined in Section 3 of this RFP.

- Attachment A – Cover Page and Personnel
- Attachment B – Minority Impact Statement
- Attachment C – Applicant Background, Demonstrated Experience, and Community Partnerships
- Attachment D – Demonstration and Assessment of Need
- Attachment E – Location of Services – Elementary Schools
- Attachment F – Location of Services – Middle/Junior High Schools
- Attachment G – Subcontractor Form
- Attachment H – Sealant Budget Summary and Narrative