Oral Health Access for Young Children
Funding Opportunity

Request for Proposal for Contractual Services

Nebraska Department of Health and Human Services
Division of Public Health
Health Promotion Unit

Office of Oral Health and Dentistry

October 2010

Revised

Date of Issuance: Wednesday, October 27, 2010

Applications Due: Tuesday, November 23, 2010

Issuing Office: Office of Oral Health and Dentistry
Health Promotion Unit
Nebraska Department of Health and Human Services
301 Centennial Mall South, P.O. Box 95026
Lincoln, NE 68509-5026

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Summary

The information contained in this summary highlights items of immediate importance to all potential applicants.

RFP Title: Oral Health Access for Young Children Funding Opportunity

Contracting Organization: Nebraska Department of Health and Human Services (NDHHS), Division of Public Health, Health Promotion Unit

Contracting Program: Office of Oral Health and Dentistry (OOHD)

Funding Source for Contracts: Department of Health and Human Services Health Resources and Services Administration (HRSA), Grant # T12HP14997

Funds Available: Funding will be made available for up to ten (10) contracts. Average compensation will range from $2,500.00 to $ 25,000.00. Contracts up to $50,000.00 will be considered.

Terms of the Contracts: A contract resulting from this Request for Proposal will be issued for a period of eight (8) months effective January 1, 2011 through August 31, 2011, with a potential option to renew.

General Information: The Request for Proposal is designed to solicit proposals from qualified vendors who are experienced with delivering public health services and are familiar with the Nebraska systems that deliver services to young children birth to eight years of age **(specific emphasis on birth through three years of age)**. NDHHS seeks multiple applicants, so that preventive oral health services may be provided to meet the unique needs of communities across the state of Nebraska.

The awarded applicants will be responsible for delivering preventive oral health services at a competitive and reasonable cost and fixed-price contracts will be awarded as a result of this proposal.

Services to Be Delivered: Deliver preventive oral health services to young children birth to eight years of age **(specific emphasis on birth through three years of age)**. The services to be delivered will be selected from one of the following items listed below (A summary of each option is listed in the Appendices – "Programs in A Box"):

1. WIC Setting
2. Head Start/Early Head Start Setting
3. Preschool/Child Care Setting
4. School Setting

Instructions and Background

Purpose of Contract: To increase preventive oral health services across the state of Nebraska for young children birth to eight years of age **(specific emphasis on birth through three years of age)**.

Response Requirements: Proposals shall conform to all instructions and requirements included in the Request for Proposal, and the proposals will first be examined to determine if all mandatory requirements have been addressed to warrant further evaluation. The mandatory requirement items are:

- Completed Form A (maximum one page)
- Completed of Form B (maximum five page limit – not including budget/timeline)
    - Corporate Overview
        - A description of the capacity and skill of the applicant to deliver the requested services that meets the requirements of this Request for Proposal;
        - Brief description of current experience delivering preventive oral health services and/or programs to young children birth to eight years of age **(specific emphasis on birth through three years of age)**; and
        - Whether the applicant can perform the Contract within the specified time frame.
    - Statement clearly identifying which "Program in A Box" the applicant plans to accomplish (See Appendix pages 11-19 for full descriptions);
    - A written plan including all planned activities, anticipated completion dates, resources needed, budget needed and identified responsible staff;
    - A clear statement of whether a dental hygienist with required Nebraska Public Health Authorization has been selected (the OOHD can assist in identifying an authorized dental hygienist upon request).
- Timeline/Budget (maximum two pages)
    - Include in your budget a statement agreeing to attend in-state training session with costs to attend included in the budget (early 2011, Kearney, NE).
- Letter of Support indicating level of enthusiasm and cooperation from individual programs that will receive oral health services
        - WIC Setting – letter co-signed by the WIC regional director and local WIC clinic coordinator
        - Head Start/Early Head Start Setting – letter signed by the Head Start program director
        - Preschool/Child Care Setting – letter signed by the Preschool program director
        - School Setting – letter co-signed by the principal, school superintendent and school nurse

Eligibility for Contracts: Those eligible include Nebraska Local Public Health Departments and/or Nebraska Federally Qualified Health Centers.

Response to Opportunity to Contract due: **Tuesday, November 23, 2010**
Anticipated Date of Contract Execution: **Wednesday, December 22, 2010**

Scope of Services for Contracts: Applicants awarded funding will be required to agree to the terms and conditions of the project deliverables including but not limited to the following:

- Provide an electronic version of the RFP
- Provide an electronic executive summary for selected "Program in A Box"
- Provide an electronic version of the work plan
- Attend required training
- Implement selected "Program in A Box"
- Collected required data for evaluation
- Complete and submit program reports by stated deadlines to OOHD
- **All contract deliverables must be completed by August 31, 2011 with invoices dated no later than this date.**

Conference call: A conference call regarding this RFP is scheduled for Wednesday, October 27, 2010 at 1:00pm CT to allow for questions and answers. Conference call information:
1-888-626-7441 passcode: 7429080#

Written Questions and Answers: Any explanation desired by the applicant regarding the meaning or interpretation of any Request for Proposal provision must be submitted via email to dhhs.oralhealth@nebraska.gov, clearly marked "Oral Health Access for Young Children Funding Opportunity" in the subject line. Written answers will be provided in a timely manner (within 24 hours during the normal Monday-Friday workweek not including holidays), and posted at http://www.dhhs.ne.gov/dental/ The deadline to submit questions is 12:00 pm CT on Monday, November 22, 2010. Questions will **NOT** be answered after deadline. Note that questions will **NOT** be answered via phone after the scheduled conference call.

Review Process: Proposals must meet the requirements outlined in this request for proposal to be considered valid. Proposals will be rejected if not in compliance with these requirements. All awards will be made in a manner deemed in the best interest of the state.

Proposals may be submitted by email, hand delivery or postal mail with a postmark any time on or before 5:00pm Central Time, on **Tuesday, November 23, 2010.** Only one (1) copy of the proposal is required to be submitted. Faxed documents will **NOT** be accepted.

Submit to: dhhs.oralhealth@nebraska.gov Subject line of the email should read: "Oral Health Access for Young Children Funding Opportunity"

or

Suzanne Forkner
Office of Oral Health and Dentistry
NE DHHS
301 Centennial Mall South
P.O. Box 95026
Lincoln, NE 68509-5026

Notification: Notification of contract awards will be made via email on or before **Wednesday, December 22, 2010**. Notification will be made available to the authorized individual named in the submitted response to this notice.

Background: Since 1949, the state Health Department's Dental Program, now called the Office of Oral Health and Dentistry, has sought to improve the lives of Nebraskans by promoting preventive oral care, particularly in young children.

According to the United States Surgeon General, oral health is an integral part of general health and good dental care is critical to oral health. Therefore, good dental care is critical to overall physical health and well-being. According to the Surgeon General's Report on Oral Health in America (2000), approximately 25,000,000 Americans live in areas lacking adequate oral health services and as many as 11 percent of the Nation's rural population has never seen a dentist. This access problem is complicated by the fact that more than 20 percent of dentists will reach retirement age in the next 10 years, and the number of dental graduates by 2015 may not be enough to replace retirees.

Dental disease is largely preventable; it can cause pain and dysfunction, as well as other consequences including: delayed or insufficient physical development, absence from school, difficulty concentrating and learning, poor appearance, low self-esteem and increased likelihood of hospitalization and emergency room visits. The proposed project presents a community based opportunity to accelerate the pace of finding solutions to oral health access shortages and prevent needless suffering among Nebraska's children.

This RFP issued by the Nebraska Department of Health and Human Services, Office of Oral Health and Dentistry, is available as a result of funding received from the Department of Health and Human Services Health Resources and Services Administration (HRSA). The OOHD seeks proposals from Nebraska Local Public Health Departments (LPHD) and Federally Qualified Health Centers (FQHC) that would like to complete an application for the Oral Health Access for Young Children Grant.

The purpose of the project overseen by the Nebraska Department of Health and Human Services OOHD, is to increase access to oral health services and simultaneously decrease the need for restorative dental care by emphasizing primary prevention services. This will be accomplished by initiating deliberate action aimed at integrating oral health services within the NDHHS, challenging the public health network to develop local solutions, increasing collaboration with the several partners already actively involved in workforce issues, and providing preventive oral health services to young children.

The target populations for the proposed project include children birth to eight years of age **(specific emphasis on birth through three years of age)**:

- whose families are low income
- have limited access to oral health care
- are not being reached by existing preventive oral health programs
- have special health care needs

The focus areas to be addressed for the proposed project are:

- Establishment of local programs focused on providing preventive oral health treatments and education to benefit the health of young children at high risk for oral disease. Programs will encourage the establishment of a dental home.
- Utilization of "Program in A Box" (selection of **one** required within the work plan application, see Appendix "Program in A Box" on page 11)
    - WIC Setting
    - Head Start/Early Head Start Setting
    - Preschool/Child Care Setting
    - School Setting

FORM A

Cover Sheet
Limited to one page.

Oral Health Access for Young Children Funding Opportunity

Organization Name: _____

Federal Tax ID Number: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Project Director: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone : _____

Email : _____

Financial Officer: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone : _____

Email : _____

By signing and submitting this form, the potential applicant agrees that if a contract is awarded, it will operate the project as described and in accordance with the contract's provisions.

Total Proposed Fixed Fee $_____

Signature of Authorized Official: _____

Title: _____Date: _____

FORM B

1. **<u>Template for written plan (use is optional, applicant may substitute with its own format).</u>** **Limited to five pages.** The narrative sections must be typed, single-spaced on 8 1/2" by 11" size pages, with one-inch margins and font no smaller than 12 point, such as Times New Roman (as in this document).

Name of Applicant_____ Date _____

Title/name of project _____

Service(s) to be delivered. Include target audience, geographic area, number to be served, and method for providing preventive oral health services.

_____

_____

_____

_____

_____

_____

_____

Corporate Overview:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Timeline/Budget: (Activities included are meant to be used as examples only and are not all-inclusive.) **Limited to two pages.**

Activity	Anticipated completion date	Resources Needed	Cost	Staff Responsible

Total Proposed Fixed Fee $_____

Allowable Cost

- Staffing associated cost appropriate for activities
- Contractual
- Interpretation services
- Program Costs
- Printing/Copying
- Postage
- Media Costs
- Meeting Logistics
- Telecommunications
- Travel
- Office Equipment and Supplies (as listed in the "Programs in A Box" see Appendices starting on page 10)
- Dental/Oral Health Supplies (as listed in the "Programs in A Box" see Appendices starting on page 10)
- Indirect costs up to 10% of the total budget
- Other program related costs (Please specify)

Not Allowable

- Lobbying
- Equipment costs exceeding 10% of the overall budget
- Construction, renovation or improvement of facilities or real property.

Appendices – “Program in A Box” Options

WIC Setting

–Program serving at risk pregnant mothers, primary caregivers of young children, children birth to age 8, as well as children with special needs. Services offered are oral health education as well as education on correlating systemic factors, oral screenings, fluoride varnish and antimicrobial applications and dispensing of homecare supplies. All services are provided on a 2 month recare interval at participating WIC sites.

NOTE: All program protocols reflect current Best Practices recommendations.[i]

MATERIALS

FOR THERAPIST (PHDH)

- Toothbrushes (various age appropriate sizes)
- Toothpaste
- Tooth brushing Timers
- Reward stickers for children
- Give away sacks for patient supplies
- Iodine
- Sodium Fluoride Varnish
- 2x2 cotton
- Disposable Mirrors
- Masks
- Gloves
- Disposable cups
- Paper towels
- Trash bags
- Small paper plates
- Patient bib napkins
- Vomit bags
- Protective eyewear*
- Headband light*
- Hand sanitizer
- Lysol
- Clorox wipes
- Small dry erase board (for patient education)*

FOR ASSISTANT

- Clipboards (various colors)*
- Pens
- Stapler*
- Tissue
- White out
- Tape
- Scissors*
- Computer*
- Flash drive*
- Appointment Book
- Supply list form

PATIENT EDUCATION

- Food, Beverage and Dental Product Display*
- Storyboards *
- Reception room posters*
- Dentaform and Puppet*
- PowerPoint presentations
- Take home brochure pamphlets (including, but not limited to, HCI, referral information, oral and systemic health information and PO care instructions)
- Patient mirror

DOCUMENTATION, DATA COLLECTION MATERIALS

- Registration forms
- Progress notes (for children and caregivers)
- Bi-fold charts (include ID stickers)
- Recare trifold pamphlet
- Recare reminder stickers
- PO care forms

STORAGE ITEMS

- Lockable file cabinet*
- Lockable mobile dental cart (tool cart)*
- Lockable mobile storage cabinet*
- Mobile assistant cart for temporary accommodation of documents during treatment*

ACCESSORY ITEMS

- Hand out cards for nurses soliciting patients for participation in program
- Files, file labels and binding
- Referral cards or stickers for restorative care needed
- Stickers to place on WIC folders IDing participation in dental program
- Call sheet (for recare reminder calls)
- Schedule of days available for patient care (make available to staff & partners)
- Timesheets for employees

~Items with an asterisk (*) are an initial, one time purchase for initiation of program

Vital to program success is the development of good partnership relationships. Investment in time educating potential partnerships will be fundamental in the effectiveness of how well services can be provided.

- Initiate contact with potential participating WIC clinic administrators.
- Present dental program and its complimenting benefits to WIC mission service goals.
- Confirm interest in WIC partnership with dental program.
- Evaluate if participating WIC clinic can accommodate space and time for delivering dental services.
- Educate all WIC staff concerning dental program to ensure conformity of all those involved.

Staff required for program:

- Public Health Dental Hygienist (PHDH)
    - Is a Nebraska Dental Hygienist with authorization credentials allowing for unsupervised practice (within legal scope of practice) in public health settings.
- Assistant
- Professional Interpreter if serving non-English speaking individuals

Ideal environment for delivering services:

- Close proximity to nurse exam area and reception area.
- Adequate space to accommodate providing knee-to-knee exams and room for administrative tasks.
- Water source.
- Child-proofed for children

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[i] Best practices in health promotion are those sets of processes and activities that are consistent with health promotion values/goals/ethics, theories/beliefs, evidence, and understanding of the environment and that are most likely to achieve health promotion goals in a given situation.

Advisory Operating Budget for WIC Public Oral Health Program	
Initial startup costs …….	$2000.00
Computer and bag ……..	$1500.00
Cost of supplies per patient ……...	$5.00

Program Staff

Dental Hygienist …….	Recommend $30 - $35 an hour
Assistant …….	Recommend $11 an hour – If needed, include time for data entry
Interpreter ……...	$9 to $11 an hour

*Wage = (# hours per day) x (# days a year) x (wage)

Appendix B

Head Start / Early Head Start Setting

– Program serving at risk children ages 5 and under. Services provided are oral health education, fluoride varnish and antimicrobial applications, oral screenings and dispensing of homecare supplies. Services are provided at 2 to 3 month intervals at participating Head Start sites. Additional limited educational services are provided to families of Head Start children.

NOTE: All program protocols reflect current Best Practices recommendations.[i]

MATERIALS

FOR THERAPIST (PHDH)

- Toothbrushes
- Toothpaste
- Reward stickers or prizes for children
- Give away sacks for patient supplies
- Iodine swabs
- Sodium Fluoride varnish
- 2x2 cotton
- Disposable Mirrors
- Masks
- Gloves
- Paper towels
- Trash bags
- Small paper plates
- Patient bib napkins
- Vomit bags
- Headband light*
- Protective eyewear*
- Hand sanitizer
- Lysol
- Clorox wipes

FOR ASSISTANT

- Pens
- Computer*
- Flash drive*
- Appointment Calendar
- Supply list form

PATIENT EDUCATION

- Storyboards *
- Dentaform and Puppet*
- PowerPoint presentations
- Oral Health education cards to disperse in take-home bags
- Take home brochure pamphlets (including, but not limited to, HCI, referral information, oral and systemic health information and PO care instructions)
- Patient mirror

STORAGE ITEMS

- Lockable file cabinet*
- Lockable mobile dental cart (tool cart)*

DOCUMENTATION, DATA COLLECTION MATERIALS

- Enrollment forms
- Recording documents
- Referral cards for restorative care needed
- PO care forms

ACCESSORY ITEMS

- Hand out cards for teachers & administrators soliciting patients for participation in program
- Files, file labels and binding
- Schedule of days administering education & care (make available to staff & administrators)
- Timesheets for employees

~Items with an asterisk (*) are an initial, one time purchase for initiation of program

Vital to program success is the development of good partnership relationships. Investment in time educating potential partnerships will be fundamental in the effectiveness of how well services can be provided.

- Initiate contact with potential participating Head Start administrators.
- Present dental program and its complimenting benefits to Head Start mission service goals.
- Confirm interest in Head Start partnership with dental program.
- Educate all Head Start instructors & staff concerning dental program to ensure conformity of all those involved.

Staff required for program:

- Public Health Dental Hygienist (PHDH)
    - Is a Nebraska Dental Hygienist with authorization credentials allowing for unsupervised practice (within legal scope of practice) in public health settings.
- Assistant
- Professional Interpreter if serving non-English speaking individuals

Ideal environment for delivering services:

- Adequate space to accommodate providing exams and room for administrative tasks.
- Water source.
- Treatment area not impeding or disturbing current curriculum activity area

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[i] Best practices in health promotion are those sets of processes and activities that are consistent with health promotion values/goals/ethics, theories/beliefs, evidence, and understanding of the environment and that are most likely to achieve health promotion goals in a given situation.

Advisory Operating Budget for Head Start Oral Health Program

Initial startup costs …….	$850.00
Computer and bag ……..	$1500.00
Cost of supplies per student for one year ……..	$16.00

Program Staff

Dental Hygienist …….	Recommend $30 - $35 an hour
Assistant …….	Recommend $11 an hour – If needed, include time for data entry
Interpreter ……...	$9 to $11 an hour

The dental team visits each site four times per year. After initial oral evaluation a typical class of 20 students can be treated with fluoride varnish in approximately 45 minutes.

Appendix C

Preschool/ Child Care Setting

- Program serving at risk children ages 6 and under. Services provided are oral health education, fluoride varnish and antimicrobial applications, oral screenings and dispensing of homecare supplies. Schools are encouraged to establish in school tooth brushing programs. Supplies for these programs will be provided through this funding. These services are provided on a 2-3 month interval 4 times per school year.

NOTE: All program protocols reflect current Best Practices recommendations.[i]

MATERIALS

FOR THERAPIST (PHDH)

- Toothbrushes
- Toothpaste
- Toothbrush Racks
- Reward stickers or prizes for children
- Give away sacks for patient supplies
- Iodine swabs
- Sodium Fluoride varnish
- 2x2 cotton
- Disposable Mirrors
- Masks
- Gloves
- Paper towels
- Trash bags
- Small paper plates
- Patient bib napkins
- Vomit bags
- Headband light*
- Protective eyewear*
- Lysol
- Clorox wipes
- Napkin Holder
- Refill Napkins

FOR ASSISTANT

- Pens
- Computer*
- Flash drive*
- Appointment Calendar
- Supply list form

PATIENT EDUCATION

- Storyboards*
- Dentaform and Puppet*
- PowerPoint presentations
- Oral Health education cards to disperse in take-home bags
- Patient mirror

DOCUMENTATION, DATA COLLECTION MATERIALS

- Enrollment forms
- Recording documents
- Referral cards for restorative care needed
- PO care forms

STORAGE ITEMS

- Lockable mobile dental cart (tool cart)*

ACCESSORY ITEMS

- Hand out cards for teachers & administrators soliciting patients for participation in program
- Files, file labels and binding
- Schedule of days administering education & care (make available to staff & administrators)
- Timesheets for employees

~Items with an asterisk (*) are an initial, one time purchase for initiation of program

Vital to program success is the development of good partnership relationships. Investment in time educating potential partnerships will be fundamental in the effectiveness of how well services can be provided.

- Initiate contact with potential participating Child Care and/or Preschools.
- Present dental program and its complimenting benefits to Child Care and/or Preschool mission service goals.
- Confirm interest of Child Care and/or Preschool's partnership with dental program.
- Educate all Child Care and/or Preschool instructors & staff concerning dental program to ensure conformity of all those involved.

Staff required for program:

- Public Health Dental Hygienist (PHDH)
    - Is a Nebraska Dental Hygienist with authorization credentials allowing for unsupervised practice (within legal scope of practice) in public health settings.
- Assistant
- Professional Interpreter if serving non-English speaking individuals

Ideal environment for delivering services:

- Adequate space to accommodate providing exams and room for administrative tasks.
- Water source.
- Treatment area not impeding or disturbing current curriculum activity area

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[i] Best practices in health promotion are those sets of processes and activities that are consistent with health promotion values/goals/ethics, theories/beliefs, evidence, and understanding of the environment and that are most likely to achieve health promotion goals in a given situation.

Advisory Operating Budget for Preschool/Child Care Oral Health Program

Initial startup costs …….	$850.00
Computer and bag ……..	$1500.00
Cost of supplies per student for one year ……..	$28.00

Program Staff

Dental Hygienist …….	Recommend $30 - $35 an hour
Assistant …….	Recommend $11 an hour – If needed, include time for data entry
Interpreter ……...	$9 to $11 an hour

The dental team visits each site four times per year. After initial oral evaluation a typical class of 20 students can be treated with fluoride varnish in approximately 45 minutes.

Appendix D

School Setting

–Program serving children grades K thru 3rd. At risk schools eligible are identified by a significant percentage of children participating in the Free and Reduced School Lunch Program and/ or of Title One status. Services provided are the dispensing of toothbrushing supplies for school and home use, toothbrush storage racks and oral health education. These services are provided on a 2-3 month interval (4 times/year) at participating elementary schools.

NOTE: All program protocols reflect current Best Practices recommendations.[i]

MATERIALS

FOR PHDH (or SCHOOL NURSE)

- Toothbrushes
- Toothpaste
- Reward stickers or prizes for children
- Give away sacks for patient supplies
- Napkins Holders
- Refill Napkins
- Hand sanitizer
- Lysol
- Clorox wipes
- Supply list form

PATIENT EDUCATION

- Storyboards *
- Dentaform and Puppet*
- PowerPoint presentations
- Oral Health education cards to disperse in take-home bags

DOCUMENTATION, DATA COLLECTION MATERIALS

- Enrollment forms
- Recording documents

STORAGE ITEMS

- Lockable mobile dental cart or tote (tool cart)*
- Toothbrush storage racks (to be utilized in classrooms)

ACCESSORY ITEMS

- Program protocol guidelines for Instructors
- Schedule of days providing in-class education presentations (make available to instructors & administrators)
- Timesheets for employees

~Items with an asterisk (*) are an initial, one time purchase for initiation of program

Vital to program success is the development of good partnership relationships. Investment in time educating potential partnerships will be fundamental in the effectiveness of how well services can be provided.

- Initiate contact with potential participating Elementary School Superintendents, Principals, School Nurses and Administrators.
- Present dental program and its complimenting benefits to Elementary School education goals.
- Provide Administrators and School Nurses with program education materials to present to Instructors as well as information on the simplicity of implementing the program.
- Confirm interest of Elementary School's partnership with dental program.
- Educate all Instructors concerning dental program to ensure motivation and conformity of everyone involved.

Staff required for program:

- Public Health Dental Hygienist (PHDH)
    - Is a Nebraska Dental Hygienist with authorization credentials allowing for unsupervised practice (within legal scope of practice) in public health settings.
- Professional Interpreter if serving non-English speaking individuals.

Ideal environment for delivering services:

- Adequate space to accommodate toothbrush storage racks.
- Water source.
- Toothbrushing area not impeding or disturbing current curriculum activity area

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[i]Best practices in health promotion are those sets of processes and activities that are consistent with health promotion values/goals/ethics, theories/beliefs, evidence, and understanding of the environment and that are most likely to achieve health promotion goals in a given situation.

Advisory Operating Budget for School Setting Tooth Brushing Program

Initial startup costs ……	$250.00
Cost of supplies per student for one year……..	$22.00
Dental Hygienist ……	Recommend $30 - $35 an hour

*Time would need to include dental education to either each classroom or whole school assembly.