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CITY OF DANBURY
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MEMORANDUM

TO: HON. MARK D BOUGHTON VIA THE COMMON COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DST*
SUBJECT: RESOLUTION-FUNDING TO EXPAND SCHOOL BASED HEALTH CENTER SERVICES
DATE: 11/20/2007

Attached for your review is a resolution which would allow the City of Danbury Health Housing and Welfare Department's School Based Health Center to submit a request for proposal for funding from the State of Connecticut Department of Public Health.

This funding will be awarded for use in expanding medical, dental and mental health services at the existing School Based Health Services sites. If awarded, funding will be available from March 1, 2008 through June 30, 2009.

The Common Council is respectfully requested to consider this resolution at its next meeting. If you have any questions or should require any additional information, please contact my office at 203-797-4652.

DWS/sk

Attach.

cc: S. Leroy

M. Bonjour

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT



_____ A. D., 200__

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the Connecticut Department of Public Health (DPH) has made available a total of \$1,470,000.00 in bond funds for allocation to expand medical, dental and mental health services at DPH funded existing school based health services sites; and

WHEREAS, the City of Danbury may apply for a portion of said funds by submitting a proposal to the DPH by December 20, 2007; and

WHEREAS, the local School Based Health Center seeks to apply for said funding in order to improve health care access for uninsured and underinsured children in the school setting, through the use of this program of funding; and

WHEREAS, it is desirable and in the best interests of the City of Danbury to apply for said funding.

NOW, THEREFORE, BE IT RESOLVED THAT Mayor Mark D. Boughton or his designee Scott Leroy, Director of Health, Housing & Welfare, execute and submit such proposals or contracts as may be required to effectuate the purposes hereof, and to execute such documents as may be necessary to accept funding pursuant to this program, as maybe necessary and required.

**Request for Proposal
Department of Public Health**

RFP # 2008-0916

The Connecticut Department of Public Health (DPH) is pleased to announce the availability of funds to expand medical, dental, and mental health services at existing Department of Public Health funded school based health services sites.

Funding

A total of up to \$1,470,000 of state funds is available to support this project. Funding will be for this and the next state fiscal year beginning approximately March 1, 2008 through June 30, 2009 and then ongoing subject to the availability of funds and satisfactory performance. Funds are designated for expansion of medical, mental health, and dental services at existing DPH funded school based health service sites located in priority school districts, medically underserved areas or areas with a medically underserved population (See Attachment D). **There are no specific budget amounts per proposal. Whatever amount is necessary to adequately support the proposed expansion of services can be submitted but the total must not exceed the total amount of RFP.**

Eligibility

Applications will be accepted from public and private organizations, community-based agencies, etc. that have existing contracts with the DPH to provide school based health services. Only those sites located in priority school districts, medically underserved areas or areas with a medically underserved population are eligible for funding. Applicants can apply for funding for multiple sites if those sites meet eligibility requirements. If multiple sites are involved, the services to be provided, budget, work plan and staffing documents must be completed for each site and presented in prioritized order. Please include site name on all documents relating to that site.

Closing Date

An original and **five** copies of the completed proposal must be postmarked no later than **December 20, 2007**. No hand delivered applications will be accepted.

Place Due

Department of Public Health
Public Health Initiatives Branch
410 Capitol Avenue, MS# 11 MAT
P.O. Box 340308
Hartford, CT 06134-0308
Attention: Meryl Tom, Social Work Consultant Email: meryl.tom@CT.GOV
Public Health Initiatives Branch, Family Health Section, School and Adolescent Health Unit

Further Information

Applicants are encouraged to submit a letter of intent noting that they will be applying for funding pursuant to this RFP. Letters of Intent should be mailed to the address above or e-mailed to meryl.tom@CT.GOV by **November 28, 2007**.

To avoid giving one applicant advantage over others, all questions regarding the preparation of proposals in response to this RFP must be submitted in writing or via e-mail by **December 3, 2007** to the postal or the e-mail address provided under "place due" above.

A copy of all written questions and responses will be provided to all applicants who submit a Letter of Intent or who send a written request for such information to the DPH Project Manager, Meryl Tom. Responses to questions will be sent via e-mail to applicants who provide their e-mail address to the contact person listed above.

I. Statement of Purpose

The goal of this RFP is to improve health care access for uninsured and under insured children and adolescents in the school setting through expansion of medical, mental health and dental services at existing DPH-funded school based health service sites located in priority school districts, medically underserved areas, or areas with a medically underserved population.

II. Background

School Based Health Centers (SBHC) have served as safety net providers for medical, mental health and dental health care for Connecticut's uninsured and underinsured students and their families dating back to the early 1980s. The Centers are located within schools or on school grounds and are present in elementary, middle, and high schools or in combination schools serving elementary and middle school students or middle and high school students in the same facility. The services offered to students and their families are provided by a multidisciplinary team that includes but is not limited to: nurse practitioners, social workers, dentists, dental hygienists, health educators, prevention specialists, nutritionists, outreach workers and other ancillary providers as needed. SBHCs also offer continuity of care, increased service coordination, earlier identification and treatment of medical/mental health/dental issues resulting in lower rates of absenteeism and increased academic achievement. The acceptance and support for SBHC continues on both the national and state levels. According to the 2005 National Assembly of School Based Health Centers (NASBHC) census, 1,735 SBHCs are currently operating nationwide. At present, the Connecticut Department of Public Health funds 66 SBHCs in elementary, middle and high schools in 19 communities statewide. SBHC services were provided to 20,046 students in 2005-06.

Per legislative mandate, the Commissioner of the Department of Public Health established an Ad Hoc Committee for assistance in improving health care for underinsured or uninsured children and adolescents by increasing access to SBHCs. A detailed report of the Committee's findings and recommendations was submitted to the Commissioner in December 2006. The Committee's report can be accessed at the DPH website: <http://www.ct.gov/dph>, go to Programs and Services, look under School Based Health Centers, SBHC Ad Hoc Report & Appendices.

III. Proposal Content Requirements

Proposals must be submitted on the DPH Application Forms included in Attachment A. All requirements of this RFP must be met. Content requirements not addressed by the DPH Application Forms must be submitted in narrative form with numbered pages.

A. Applicant Information

The application must contain the official name, address and phone number of the applicant, the principal contact person for the application, and the name and signature of the person (or persons) authorized to execute the contract.

B. Contractor Information

In order for the Department to communicate effectively with the contractor, it is necessary to have accurate information about contractor staff that is responsible for certain functions.

Please provide the name, title, address, telephone and FAX number and e-mail address of staff persons responsible for the completion and submittal of:

1. Contract and legal documents/forms
2. Program progress reports
3. Financial expenditure reports

Accurate information is needed by the Department concerning the applicant's legal status.

Please indicate whether or not the agency is incorporated, the type of agency applying for funding, the fiscal year for the applicant agency, the agency's federal employer ID number and/or town code number, the applicant's Medicaid provider status and Medicaid number, if any, and if the applicant agency is registered as a Connecticut Minority Business Enterprise and/or Women Business Enterprise.

C. Services to be provided (limit 5 pages per site)

The contractor must clearly describe proposed services and the contractor's approach must be addressed in the proposal. Proposal must document the **need** for the proposed expansion.

Expansion of SBHC medical, mental health and dental services can take a variety of forms. Examples include, but are not limited to:

1. Hiring additional staff (including support staff, such as data staff);
2. Extending school based health service site hours of operation;
3. Expanding existing services; and
4. Adding other services not currently provided at this site.

D. Budget

The proposal must contain the existing budget and the itemized budget with justification for each line item on the budget forms included in the Application in Attachment A. All costs (travel, printing, supplies, etc.) must be included in the contract price. **Competitiveness of the budget will be considered as part of the proposal review process. Note: If applying for funds that will be used for multiple sites, please submit a separate budget for each site.**

The State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal and/or state government. Such taxes must not be included in contract prices.

The maximum amount of the bid may not be increased after the proposal is submitted. All cost estimates will be considered as "not to exceed" quotations against which time and expenses will be charged.

The proposed budget is subject to change during the contract award negotiations.

The selected Contractors must provide DPH with four copies of any subcontracts. All information required of contractors must be applied to any subcontractors as well.

Copies of state set aside certifications for small and/or minority business must also be provided.

Payments will be negotiated based on time frames and deliverables described in Section V of this RFP.

E. Work plan (limit 2 pages per site)

A comprehensive and realistic work plan with measurable objectives describing tasks to be performed, deliverables and timelines, including a project start date, must be provided on the Application Forms included in Attachment A. The work plan must be consistent with the RFP and the project's goals and objectives. **The project start date will be considered as part of the review criteria for this RFP. Note: If applying for funds that will be used for multiple sites, please submit a separate work plan for each site.**

F. Staffing

The proposal must describe the staff assigned to this project, including the extent to which they have the appropriate training and experience to perform assigned duties. Job descriptions, hours per week, and hourly rates must be provided for all staff assigned to this project on the form included in Attachment A. **Note: If applying for funds that will be used for multiple sites, please submit separate staffing documents for each site.**

G. Contract Compliance

The proposal must include a completed **Notification to Bidders** form (return one and keep one for your records) and a **Workforce Analysis Questionnaire**. In addition, proposals must include a **signed statement of adherence to Assurances**. These forms are included in Attachment A.

IV. Application Procedures

A. Applicants must complete their proposal using the following procedures:

1. An original and five copies of the completed proposal must be addressed to: Meryl Tom, Social Work Consultant, Public Health Initiatives Branch, Family Health Section, School and Adolescent Health Unit. Proposals must be postmarked no later than **December 20, 2007. No hand delivered applications will be accepted. If applications are hand delivered, the person delivering it will need to go to the Post Office to get the packet postmarked.**
2. The proposal must be completed on the Application Forms included in Attachment A and meet all requirements of this RFP.
3. The proposal must be signed by an authorized official of the applicant organization.
4. Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by DPH.
5. Notification of the outcome of proposal review will be mailed to all applicants. A contract will be mailed to the successful applicant (s).

V. Deliverables

In the course of providing the required services of this contract, several documents must be produced and delivered immediately upon completion to the DPH Project Manager for approval. These documents, along with the required services, will be the indicators for measuring the performance of the contractor. Development of these deliverables must be included as objectives in the project work plan described in Section III of this RFP (work plan forms are included in Attachment A). A payment schedule will be negotiated based upon the following deliverables:

- A. Quarterly program, statistical and expenditure reports in the format provided by the Department.
- B. Thirty days after the end of the second quarter (mid-year), and the fourth quarterly (year-end), submit to the Department, via computer diskette in Clinical Fusion or in other format approved by the Department, cumulative registration and standard visit data.
- C. A mid -year narrative progress report, in the format provided by the Department shall be submitted by February 1, annually.
- D. A report of progress meeting the objectives in the Annual Quality Improvement Work Plan and submission of the projected Annual Quality Improvement Work Plan, in a format specified by the Department of Public Health.

VI. Supervision

The DPH Project Manager within the Family Health Section will provide supervision.

VII. Review Criteria

Proposals submitted in response to this notice will be reviewed in two steps; first, to determine whether the applicant (s) meets the specific eligibility requirements outlined in the Eligibility Section as well as the minimum requirements identified on the Minimum Requirement Checklist (See Attachment C). Second, to determine the technical merit of the proposals and the extent to which they meet the goals and intent of the RFP.

A. Minimum Requirements

Proposals will be screened for completeness and compliance with the requirements specified in the RFP (see Attachment C, Minimum Requirements and Application Checklist). Applicants who fail to follow instructions or to include all required elements will be deemed incomplete and removed from further review. In addition, *applicants with long-standing, significant outstanding unresolved issues on current and prior year contracts with the Department may be removed from consideration for additional funding.*

B. Technical Requirements

Complete proposals will be reviewed for technical merit based on the following criteria:

- 1. The extent to which applicant has demonstrated successful experience providing similar services.**
- 2. The extent to which contractor provides evidence that it will utilize small and minority businesses, whenever feasible and appropriate, in the purchase of supplies and services funded through this contract.**
- 3. The extent to which services to be provided are described clearly and cover all requirements outlined in the RFP.**
- 4. The extent of need for expanded/enhanced services is thoroughly detailed and described.**
- 5. The extent to which the profile of staff who will be working on this project is clear and adequate to manage the services to be provided.**
- 6. The extent to which a thorough work plan is presented with SMART objectives: (SMART): Specific, Measurable, Achievable, Realistic and Time-phased.**
- 7. The extent to which a cost effective budget is presented that follows**