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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

(203)797-4652
FAX: (203)796-1526

MEMORANDUM

TO: HON. MARK D BOUGHTON VIA THE COMMON COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DST*
SUBJECT: RESOLUTION-SCHOOL BASED HEALTH CENTER IMPROVEMENTS FUNDING
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 to apply for funding from the State of Connecticut Department of Public Health.

This funding is part of a State bond and will be used for the purchase of equipment, renovations, and improvements and expansion of School Based Health Center facilities and will allow for the expansion of services to the qualified student population.

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

20-1

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 200__

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the State of Connecticut Department of Public Health (CTDPH) has made available a total of \$2,000,000.00 in bond funds for allocation to school based health clinics for the purchase of equipment, renovations, improvements and expansion of facilities and acquisition of land or buildings; and

WHEREAS, the City of Danbury may apply for a portion of said funds by submitting a proposal to the CTDPH by December 10, 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.

IMPACT STATEMENT

School Based Health Clinics Grants in Aid for the Expansion of School-Based Health Centers

School Based Health Center Bond RFP # 2008-0909

Proposed Use:

For purchase of equipment, renovations, improvements and expansion of School-Based Health Center Services to Rogers Park Middle School

Maximum Funding Award: \$2,000,000

Program Impact

The Connecticut Department of Public Health (DPH) is making available up to \$2,000,000 in state bond funds for expansion and enhancement of school based health centers as outlined in Special Act 05-1.

This State bond funds will enable the City of Danbury school based health clinics to increase capacity to provide comprehensive primary, behavioral and dental health care access to uninsured and underinsured youth and adolescents Rogers Park Middle School (RPMS).

The requested funds will expand the provision of school based health center services in the City of Danbury by supporting activities, services or items including: design and architect fees, construction, and renovation improvements to RPMS to accommodate new health center, purchase of fixed/movable equipment which includes equipment necessary to expand the service capacity, and purchase of equipment such as fixed, mobile or portable dental equipment.

Fiscal Impact

If awarded, the bonding funds will off set cost related to renovating and furnishing space designated for placement of a new school based health center within Rogers Park Middle School. No local funding match is required.

If bonding funding is not awarded, other funding sources, including City and or grant funds will be identified to carry out the scope of the project.

Anticipated Grant Lifetime

Applications recommended for funding will go to the State Bonding Commission on or before March 2008. Bonding funding for expansion of services will be awarded on a one-time basis and will not be increased after submission of proposal.

**Request for Proposal
Department of Public Health
School and Adolescent Health**

School Based Health Clinics Bond RFP # 2008-0909

The Connecticut Department of Public Health (DPH) is pleased to announce the availability of state bond funds for school based health clinics for the purchase of equipment, renovations, improvements and expansion of facilities, including acquisition of land or buildings, not exceeding \$2,000,000 as outlined in Special Act 05-1.

Funding

A total of up to \$2,000,000 of state bond funds is available to support this project. The Department will fund projects, which will expand school based health service capacity. Multiple projects may be funded. Funding cannot be used for direct services.

Eligibility

The applicant must be a municipality or non-profit entity wanting to expand school based health services in the community.

Closing Date

An original and **five (5)** copies of the completed proposal must be post marked no later than **December 10, 2007**.

Place To Be Sent

Department of Public Health
Public Health Initiatives Branch
410 Capitol Avenue, MS# 11MAT
P.O. Box 340308
Hartford, CT 06134-0308
Attention: Regina Owusu, Nurse Consultant (regina.owusu@ct.gov)
PHI/FHS/SBHC Unit

Further Information

Applicants are encouraged to submit a letter of intent due October 26, 2007 noting that they will be applying for funding pursuant to this RFP. Letters of intent should be mailed to the above address or e-mailed to **Regina Owusu at regina.owusu@ct.gov**. Applicants who download the RFP from the DPH web site should send written notice of their intent to apply to the DPH. This notice can be sent using either the postal address or the e-mail address provided under "place to be sent" above.

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 e-mailed by **November 9, 2007** to the DPH, School and Adolescent Health Unit, 410 Capitol Avenue, MS#11 MAT, P.O. Box 340308, Hartford, CT 06134-0308, Attention: Regina Owusu. A copy of all written questions and

responses will be provided to all applicants who request the RFP, send a letter of intent or who send a written request for such information to the DPH Project Manager (Ms. Owusu). 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 process is to improve health care access for uninsured and underinsured children and adolescents in the school setting through expansion of school based health center (SBHC) facilities. These funds can be used for the purchase of equipment, renovations, improvements and expansion of facilities, including acquisition of land or buildings as outlined in Special Act 05-1. Funding could be used for one or more projects.

II. Background

Since the early 1980's, school based health clinics/centers have served as safety-net providers of comprehensive medical, dental and behavioral health care within a school facility or on school grounds. They are located in high, middle, elementary and mixed schools (Mixed schools are combinations of elementary and middle schools and middle and high schools). SBHCs are staffed by multi-disciplinary teams of providers including, but not limited to, nurse practitioners, social workers, dentists, dental hygienists, health educators, prevention specialists, nutritionists, outreach workers, and other ancillary staff as needed. SBHCs offer convenience in access to care, fewer missed school days, continuity and assurance to care. The acceptance of SBHC is evident by their growth throughout the country. According to the National Assembly of School Based Health Clinics (NASBHC) 2004-2005 census, there are 1,735 SBHCs operating in this country. There are currently 66 SBHCs funded by the Connecticut Department of Public Health in 19 communities in the state, in elementary, middle and high schools.

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 and should show how funds received from this RFP will be allocated to develop and/or expand school based health clinics.

It is required that all construction, renovation, improvement and/or expansion of school based health centers follow the guidelines outlined in Public Act No. 07-185, Section 33, which states that any school-based health clinic constructed on or after October 1, 2007, that is located in or attached to a school building shall be constructed with an entrance that is separate from the entrance to the school building.

Preference will be given to projects in Connecticut priority school districts. (See Attachment D)

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 of Public Health 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, e-mail, telephone and FAX number 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. Scope of Project

Funds may be used for construction, renovation, improvement or expansion of school based health clinics and for the purchase and installation of health service equipment. These funds will expand school based health clinics by supporting the following kind of activities, services or items:

1. Design and architect fees
2. Acquisition of land and/or buildings
3. Construction, renovation improvements and expansion of a facility
4. Fixed/movable equipment which includes any equipment necessary to expand the service capacity.
5. Expand services to include dental by purchasing equipments such as fixed, mobile or portable dental equipment.

D. Expected Results

School based health clinics/centers will increase capacity to provide comprehensive primary, behavioral and dental health services and improve health care access to uninsured and underinsured youth and adolescents, in the school setting.

E. Project Cost Estimate

The proposal must contain project cost estimates on the budget forms included in the Application in Attachment A. All project costs, funding sources and their status must be included in the proposed amount. **Cost effectiveness of the budget will be considered as part of the proposal review process.** No contingency line item will be funded.

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.

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

Payments will be based on the actual costs as they occur.

F. Proposal Submission Requirements

1. Proposals will be accepted from municipalities and not-for-profit entities for the expansion of school based health services in CT. Each proposal must:
 - a. describe how funds will be used to address the need for health services in a priority school district;
 - b. describe the proposed project in detail;
 - c. describe how it will expand health care services in the community;
 - d. demonstrate the viability of the community/school to operate the program on a long term basis;
 - e. demonstrate that all applicable federal, state and local laws, ordinances and regulations have been met (such as zoning ordinances, licensing regulations, and/or certificate of need);
 - f. demonstrate that resources exist to initiate the project;
 - g. provide a letter from the municipality or school board stating that they are aware of and/or concur with the proposed project (must be on agency letterhead);

2. All costs must be included in the proposal budget including source of funds. The budget form (Attachment A) included with this Request for Proposal must be completed and submitted with the proposal. It is mandatory to disclose any other funding sources for the same project. Successful proposals will be recommended for approval before the Bond Commission.

G. Project Plan

A comprehensive and realistic project plan with measurable objectives describing the project, activities, expected outcomes, measures of success and timelines, must be provided on the Application Forms included in Attachment A. The project plan must be consistent with the RFP and the project's goals and objectives.

H. Staffing

The proposal must describe the staff that will oversee the project (including: title, role and experience to perform assigned duties). Job description(s), hours per week assigned to the project and hourly rates charged to the project must be provided on the form included in Attachment A. The applicant must also describe the staffing plan to operate the clinic/center, including work hours once the project is completed. Recent resumes must be provided for all existing professional staff that will be working in the clinic/center.

I. 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 (5) copies** of the completed proposal must be addressed to: Regina Owusu, Nurse Consultant, Public Health Initiatives Branch, Family Health Section, School and Adolescent Health Unit, 410 Capitol Avenue, MS# 11 MAT, P.O. Box 340308, Hartford, CT 06134-0308.
and must be postmarked no later than **December 10, 2007**.
“No hand delivered applications will be accepted; all applications must be sent by mail.” If applications are being hand delivered the person delivering it will need to go to the post office to get the packet postmarked and sent by mail.
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. Following the final selection and as appropriate, applications will be submitted to Bonding Commission on behalf of the applicant. No financial obligation by the State can be incurred until approval of the Bonding Commission and a contract is fully executed.
6. Clearly mark the outside envelope: “Bonding RFP”.