



September 14, 2020

To all interested parties:

Wisconsin Seal-A-Smile (SAS) is pleased to announce funding is available for new, current and expanding school-based sealant programs. This funding is comprised of state general purpose revenue and matching funds from Delta Dental of Wisconsin. All interested parties are encouraged to submit a request for proposal (RFP). This includes, but is not limited to: dentists, dental hygienists, schools, hospitals, community health centers, local public health departments, non-profit agencies and safety net clinics. There are currently some uncertainties about when schools will reopen and how school-based oral health programs will be allowed to operate. We encourage applicants to confirm school participation prior to submitting a RFP.

All applicants must meet specific requirements in order to receive funding. Please refer to the Wisconsin SAS Administration Manual and Wisconsin Seal-A-Smile Interim Guidance Document for detailed requirements, policies and restrictions. Applicants must be able to comply with all requirements prior to providing any dental care. Funding will be awarded for school-based oral health services provided between October 1, 2020 and June 30, 2021. All awards are contingent upon the availability of funding.

Proposals may not be submitted prior to September 18, 2020 after the two required infection control trainings have been completed. Proposals must be submitted according to the specifications outlined in the RFP Grant Guidance document. Programs will be unable to begin providing care until SAS Administration has reviewed and approved your programs infection control plan and you have received your award letter.

Please contact Matt Crespin at (414) 337-4562 or mcrespin@chw.org or Robbyn Kuester, at (608) 212-6851 or robbyn.kuester@wisconsin.gov for additional information. Please submit any questions you need answered prior to the Q/A session scheduled for September 18, 2020. All questions will be answered as a part of that presentation and session.

Sincerely,

A handwritten signature in black ink that reads "Matt Crespin".

Matt Crespin, MPH, RDH
Children's Health Alliance of Wisconsin
Associate Director

A handwritten signature in black ink that reads "Robbyn Kuester".

Robbyn Kuester, BSDH, RDH
Wisconsin Department of Health Services
Sealant & Fluoridation Program Coordinator



Request for Proposal Grant Guidance

Overview

- The submission process has two parts, an online proposal and an electronic workbook. The electronic workbook contains three separate worksheets.
- In addition to the submission of these two parts of the RFP, programs are required to submit electronically a copy of their infection control plan which includes a respiratory protection plan that will be reviewed and approved by SAS administration.
- Proposals will not be considered until all parts are completed and submitted.
- Incomplete submissions will be denied and applicants will need to resubmit.
- Prior to beginning work on the RFP, review the [Wisconsin SAS Administration Manual](#) and the [Wisconsin SAS Interim Guidance for Care during COVID-19](#). Prior to submitting a proposal, ensure all requirements, guidelines, and recommendations can be adhered to.
- Questions regarding the RFP may be submitted via email to mcrespin@chw.org
- All dental health care providers are required to complete two infection control trainings and pass the corresponding quiz that will accompany each prior to beginning care. There will be a live training on September 18 at XXX which will also be recorded for later viewing. At least one provider per program must complete these trainings and tests prior to submitting your programs RFP. However, all staff entering the schools will be required to complete both trainings.
- A checklist and links to all required documents are provided at the end of this document.

Online proposal

- Information entered in the online submission form cannot be saved or returned to at a later time.
- If the online submission form is left idle for an extended period of time, the session will time out and information already entered will be lost.
- Programs funded for the 2019-20 school year must use the most recent DentaSeal Comprehensive Report for your program to complete the RFP and ensure an accurate submission.
- The RFP Questions Document outlines all the questions that need to be answered. This is a tool intended to assist in preparation of the proposal. You should not submit this document.
- Consider compiling answers to all questions provided in the RFP Questions Document prior to beginning any portion of the online submission form.
- For best results in transferring information from the RFP Questions Document into the online submission form, use Microsoft Word to develop answers to all questions. After this has been completed, use the cut/paste option to transfer the information into the online submission.
- The responses prepared for the RFP should ONLY be submitted using the online submission form, available via the Survey Monkey link available at the bottom of this document.



- SAS administration will no longer purchase toothbrushes and paste however we have been working with Young Dental to secure brushes and paste along with other disposables and PPE at discounted rates for SAS programs. Contact information and a catalogue of products has been sent to all previous grantees and is available upon request.
- Programs not funded by SAS in 2019-20 will need to answer some additional questions to ensure SAS Administration has enough information to fully evaluate the proposal.

Electronic workbook

- This is an Excel workbook that should not be altered. It is a locked document and information can only be entered into unlocked boxes (white cells).
- There are three (3) separate worksheets within the document. All programs must complete all three tabs during the submission process.
- If the schools workbook does not have enough rows to accommodate all of your schools please submit a separate document that includes all of the appropriate information. Email the document to mcrespin@chw.org along with your submission.
- There is sample information preloaded in the worksheets which should be deleted before completing the worksheet. The sample data is meant to serve as an example of the format that should be used.
- Do not reuse any worksheets or workbooks from previous years.

Budget worksheet

- Your overall project budget is required. This value is your program's total cost per line item and not just that which you are requesting from SAS.
- Expected Medicaid revenue should be entered at the bottom of the sheet along with other grants or revenue.

Schools/mileage worksheet

- ALL programs must fill out columns A-H of the schools worksheet however you only need to complete columns J-P if your program is requesting funding for mileage reimbursement from Wisconsin SAS.
- Enter the name of the school **exactly** as it appears in the 2020-21 Wisconsin SAS Master School List. DO NOT use an old version of this document or other older data.
- The Wisconsin SAS Master School List can be sorted by county, school district and various other categories using the arrows in the column headers.
- Include all schools, 4K and Head Start locations on the list you submit.
 - If a school you will serve is not included on the SAS Master School List please contact SAS administration
- Enter the Free and Reduced Meal Program (FRMP) participation rate **exactly** as it appears in the 2020-21 Wisconsin SAS Master School List.



- **Do not** use self-reported FRMP participation numbers from the schools. All programs should use the 2020-21 Wisconsin SAS Master School List to ensure consistency and accuracy.
- Enter the school ID number **exactly** as it appears in the 2020-21 Wisconsin SAS Master School List.
- Enter the number of children that will be targeted, which is not necessarily the total number of children enrolled in the school.
- In column H indicate what grades you are serving at the school (e.g. All, K-2 or 2 and 5).
- Indicate in column I whether or not your program served each school in the 2019-20 school year.

2019-20 DentaSeal Comprehensive Report

- Please run a Comprehensive Report from 2019-20 in DentaSeal. Select to export via "excel" and then cut and paste that entire sheet into the corresponding tab in the electronic workbook.
- To easily transfer this over when the report is exported into excel you can click the box above "row 1" which will highlight the entire document.
- Select copy (or CTRL C) and then in your electronic workbook click the same box above "row 1" and then select paste (or CTRL V).
- This will keep the existing formatting of the report for easy submission with your RFP.

Wisconsin Seal-A-Smile RFP links: (if links are not working visit www.chawisconsin.org/sas)

- 1) Click here to access the [RFP Questions Document](#).
- 2) Click here to view the 2020-21 [Wisconsin Seal-A-Smile Master School](#) list. The password to open the document is **SAS**.
- 3) Click here to watch [Wisconsin SAS Infection Control Training Part 1](#). The password is WISAS.
- 4) Click here to watch the [Wisconsin SAS RFP Q/A Session and Infection Control Training Part 2](#). The password is WISAS.
- 5) Click here to access [Survey Monkey](#) and submit the online proposal.
- 6) Click here to access the [electronic workbook](#). After completing and submitting the online proposal, email the completed electronic workbook and written infection control plan to mcrespin@chw.org.