



June 9, 2023

To all interested parties:

Wisconsin Seal-A-Smile (SAS) is pleased to announce funding for the 2023-24 school year 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. We encourage applicants to communicate with all schools they intend to serve prior to submitting a RFP and gain confirmation before adding any schools to your electronic workbook. **The deadline for submitting all aspects of the RFP will be July 10, 2023 at 11:59 p.m.**

All applicants must follow specific requirements in order to receive funding. Please refer to the Wisconsin SAS Administration Manual 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 July 1, 2023 and June 30, 2024. All awards are contingent upon the availability of funding. If you have equipment needs please contact us immediately so we can account for those in advance of July 1.

Proposals must be submitted according to the specifications outlined in the RFP Grant Guidance document. Award notification will be sent prior to August 1. **The SAS annual kickoff meeting will take place on September 6-7 in Marshfield, WI. All grantees are required to have a representative from their program attend the full meeting.** The meeting will begin at 12 p.m. on September 6 and run until 3:30 on September 7. Funding to cover travel, accommodations and expenses will be included in your award (up to \$500 but do not need to be accounted for in your budget).

Please contact chawsealasmile@childrenswi.org and dhssealasmile@dhs.wisconsin.gov for additional information.

Sincerely,

A handwritten signature in black ink that reads "Jenna Linden".

Jenna Linden, BSDH, RDH, CDHC
Children's Health Alliance of Wisconsin
Program Leader,
Oral Health Initiative
(414) 337-4564

A handwritten signature in black ink that reads "Carrey Spencer".

Carrey Spencer, BSDH, RDH
Wisconsin Department of Health Services
Oral Health Prevention Program Coordinator,
Division of Public Health
(608) 334-8864



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 updated 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](#). Prior to submitting a proposal, ensure all requirements, guidelines, and recommendations can be adhered to.
- All programs are required to adhere to the Centers for Disease Control and Prevention: [Guidelines and Recommendations- Infection Prevention & Control in Dental Settings-Division of Oral Health](#) and the Organization for Safety, Asepsis and Prevention (OSAP): [OSAP's Infection Prevention & Control guide for School Sealant Programs](#).
- Questions regarding the RFP may be submitted via email to chawsealasmile@childrenswi.org and dhssealasmile@dhs.wisconsin.gov.
- A checklist and links to all required documents are provided at the end of this document. All SAS RFP documents and resources can be found on the [Wisconsin SAS website](#).

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 previously funded 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.



- Previously funded programs who answer “yes” to question 11 will skip ahead to question 16 on the Sustainability section on page 10.

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 jlinden@childrenswi.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-K 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.
- ONLY list schools in your school worksheet where confirmation has been obtained that your program will be providing care this year. Your school worksheet should/can be updated throughout the year as more schools confirm and schedule dates with your program.
- Enter the name of the school **exactly** as it appears in the 2023-24 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.
 - Verify if the schools you are serving also have a Head Start (HS) program and check if it is listed as a separate school on the SAS Master School List. If it is listed separately, the HS programs should be listed as its own school on the schools worksheet.
- Enter the Free and Reduced Meal Program (FRMP) participation rate **exactly** as it appears in the 2023-24 Wisconsin SAS Master School List.



- **Do not** use self-reported FRMP participation numbers from the schools. All programs should use the 2023-24 Wisconsin SAS Master School List to ensure consistency and accuracy.
- Enter the school ID number **exactly** as it appears in the 2023-24 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 I indicate if you have confirmed that you will be able to provide care or if your ability to return to the school in 2023-24 is still pending.
- In column J indicate what grades you are serving at the school (e.g. All, K-2 or 2 and 5).
- Indicate in column K whether or not your program served each school in the 2022-23 school year

DentaSeal Comprehensive Report

- Please run a Comprehensive Report from 2022-23 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 [2023-24 RFP Questions Document](#).
- 2) Click here to view the [2023-24 Wisconsin Seal-A-Smile Master School List](#). The password to open the document is **SAS2024**.
- 3) Click here to access [2023-24 Survey Monkey](#) and submit the online proposal.
- 5) Click here to access the [2023-24 Electronic Workbook](#). After completing and submitting the online proposal, email the completed electronic workbook and written infection control plan to jlinden@childrenswi.org.