May 20, 2019

To all interested parties:

Wisconsin Seal-A-Smile (SAS) is pleased to announce approximately $600,000 in 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.

Specific requirements must be met in order to receive funding. Please refer to the Wisconsin SAS Administration Manual for detailed requirements, policies and restrictions of the SAS program. Grant awards can only be used for allowable expenses incurred from July 1, 2019 through June 30, 2020. All awards are contingent upon the availability of funding.

The application deadline is **11:59 p.m. on June 30, 2019**. Incomplete or late proposals will not be considered. Proposals must be submitted according to the specifications outlined in the RFP Grant Guidance document. All proposals will be reviewed by the award committee using a point system to determine the level of funding. The committee reserves the right to award funding based on the reach of the target population, even if the score on the proposal was lower than the next unfunded program.

Programs that are sustainable through other funding sources, yet wish to be a part of Wisconsin SAS, may apply for funding as a “data only” program and should follow the same process for submitting a proposal. Data only programs must follow all SAS policies and will be reimbursed based on data entered into DentaSeal, the data collection tool used by all SAS funded programs. Data only programs will receive additional support at no cost through the SAS program, including technical assistance, access to discount purchasing programs, participation in the annual meeting, and oral health supplies for all participating children.

Program awards will be announced by July 26, 2019. Please contact Matt Crespin at (414) 337-4562 or mcrespin@chw.org or Robbyn Kuester, at (608) 266-0876 or robbyn.kuester@wisconsin.gov for additional information.

Sincerely,

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

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 two separate worksheets.
- **Both parts should be submitted together prior to 11:59 p.m. on June 30, 2019. Late proposals will not be accepted.**
- Incomplete submissions and those with errors or that do not follow the grant guidance will not be scored during the first round of review. If funding is still available, incomplete submissions will be considered in a second round once they have been completed.
- There will be no technical review process this year as there has been in prior years however if you would like SAS administrators to review your submission for any potential errors or issues please do so by June 14, 2019.
- Prior to beginning work on the RFP, review the Wisconsin SAS Administration Manual, paying specific attention to sections III and IX regarding expenses and SAS protocols.
- Questions regarding the RFP may be submitted via email to mcrespin@chw.org prior to June 14. **Any questions received after June 14 will not be answered.**
- Applicants are encouraged to attend the RFP technical assistance webinar on May 31 at 3:30 p.m. for assistance with preparing and submitting the proposal. Questions will be answered at the conclusion of this webinar.
- 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.
- It is recommended that programs compile answers to all questions and are ready to complete the entire proposal before beginning any portion of the online submission form.
- 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. Do not submit this document.
- 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 Survey Monkey link available at the bottom of this document.
- The primary focus of SAS is the placement of school-based dental sealants on permanent 1st and 2nd molars. Other services are secondary to sealants.
• SAS administrators have entered into an agreement to purchase toothbrushes, toothpaste and goodie bags at a deeply discounted price. Funding for these items should not be included in the proposed budget. SAS administration will collect orders upon receipt of funding acceptance and products will be direct shipped. Toothbrushes are limited to the number of children screened.
• Programs submitting a proposal for only data entry should complete the online proposal. Programs applying for data only funding are required to follow all SAS policies and procedures outlined in the SAS Administration Manual. Funding will be awarded based on the number of children who will be seen and entered in to DentaSeal.
• All programs will be required to answer questions 1-15.
• After completing questions 1-15, the questions required to be answered depends on several factors:
  o Programs NOT funded in 2018-19 will be required to answer questions 16-20 and then skipped ahead to question 23.
  o Programs funded in 20118-19 will be skipped ahead to question 21.
  o Programs applying for data only skip to the electronic signature section.
  o Programs applying for full funding will need to complete questions 24-30.

**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 two separate worksheets within the document. All programs must fill out the Schools-Mileage worksheet. Data only applications need not complete the Budget worksheet unless they are requesting equipment.
• If any of the worksheets do not have enough rows for your information, please contact the program administrators prior to June 14. Email the document to mcrespin@chw.org. In the body of the email message, indicate how many additional rows are needed, which worksheet, and in what section they are needed. Please allow 2 business days for the changes to be emailed back.
• 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.
• Programs applying for data only and were funded in 2018-19 will only need to complete the schools worksheet in the electronic workbook unless an equipment request is being submitted in which case this should be added to the budget worksheet.
• Data only programs requesting equipment should ONLY complete the equipment section of the budget worksheet and SAS administration will contact programs if further justification is needed.
• Once the electronic workbook is complete and ready for submission, save the document in this format: [name of your program]Electronic Workbook 2019-20.xlsx (i.e. Marathon County SAS Electronic Workbook 2019-20.xlsx)
Budget worksheet

- The total project budget column is locked and will automatically add up the SAS request and other in kind funding to reflect the total project budget.
- In kind/matching funding should not include Medicaid revenue or other grants used for this project. Any budget that is not accurately completed by the due date will result in the RFP not being considered for funding.
- Expected Medicaid revenue should be entered at the bottom of the sheet along with other grant 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 2019-20 Wisconsin SAS Master School List. (The 2019-20 Wisconsin SAS Master School List will be available on the SAS website soon). DO NOT use an old version of this document, doing so will result in the proposal not being considered for funding. If the school is not listed please contact SAS administrators about including.
- The Wisconsin SAS Master School List can be sorted by county, school district and various other categories using the arrows in the column headers.
- Enter the Free and Reduced Meal Program (FRMP) participation rate exactly as it appears in the 2018-19 Wisconsin SAS Master School List.
- Do not use self-reported FRMP participation numbers from the schools. All programs should use the 2019-20 Wisconsin SAS Master School List to ensure consistency and accuracy.
- Enter the school ID number exactly as it appears in the 2019-20 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.
- Indicate in column H whether or not your program served each school in the 2019-20 school year.
- Only complete columns J-P if your program is requesting funding for mileage from Wisconsin SAS.
- Only include schools that have confirmed participation for the 2019-20 school year.

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 2019-20 Wisconsin Seal-A-Smile Master School. The password to open the document is SAS.
3) Click here to register for the Wisconsin SAS RFP technical assistance webinar on May 31.
4) Click here to access Survey Monkey and submit the online proposal.
5) Click here to access the electronic workbook. After completing and submitting the online proposal, email the completed electronic workbook to mcrespin@chw.org.