



DPH RFP #2024-0902
Mobile Medical Dental Integration Project
RFP Questions and Answers

- 1. DSS regulations in CT currently require FQHCs to adhere to performing a new patient or periodic dental visit in one appointment time slot in conjunction with prophylaxis, radiographs/ diagnostic imaging, and fluoride treatments, rather than unbundling the services. Many FQHCs do not have the provider coverage to be able to have both a Dentist and Hygienist in a mobile program at the same time. Given these facts, what guidance can you provide to fulfill this mandate?**

Per the Department of Social Services (DSS), it is permissible to break up an appointment for reasons of medical necessity and see the HUSKY member at a later visit to complete the procedures and DSS will pay for the second visit with prior authorization or post procedure review approval (T1015 Payment). DSS states there is no prohibition of seeing a HUSKY client on one visit for services and then delivering the services at a different date, but the services rendered at the second appointment will not be eligible for an encounter reimbursement rate (T1015 payment) if there is no reason of medical necessity to break up the services into multiple appointments. For more information on reimbursement, please reach out to DSS.

- 2. The RFP states that dental prevention and treatment services should be provided on the mobile dental vehicle. Please clarify what type(s)/level of treatment services are expected to be provided on the MDV.**

The applicant must determine and describe what types of dental services will be provided on the MDV.

- 3. Reporting Requirements: Please clarify whether there is a target number of patients to be served annually, or other targets such as COVID vaccines administered, number of dental service visits provided, etc.**

By the end of the four-year period, the overall goals of the project are a:

- 5% increase in dental utilization by HUSKY/Medicaid enrollees in the identified Dental Health Professional Shortage Area (HPSA).
- 5% increase in COVID-19 testing rates in the identified Dental HPSA.
- 5% increase in COVID-19 vaccination rates in the identified Dental HPSA.

There are no set annual targets at this stage.

- 4. The RFP states DPH/Office of Oral Health was awarded this grant from HRSA to implement an innovative project to address the oral health and COVID-19 needs for residents living in Dental HPSAs. Given only one award will be made and there are 39 dental HPSAs across the state, it may not be logically and financially feasible for one awardee to meet the needs of all dental HPSAs state-wide through this grant. Please clarify the evaluation criteria to be used by DPH to**



determine which application presents the best value. Is there a minimum number of dental HPSAs or towns/counties that should be served by applicants through this project?

Proposals will be evaluated per the Criteria Worksheet included on page 53 of the RFP. There is not a minimum number of Dental HPSAs that need to be served through this project. The applicant must confirm that the proposed service area is within Dental HPSAs.

5. **The RFP states “[t]he selected contractor identified through this RFP will work with the Department and any additional contractors to accomplish program goals as per HRSA grant requirements.” Can DPH clarify who these additional contractors might be?**

Additional contractors are still being determined.

6. **The RFP Program Overview describes the correlation between oral disease risk, low COVID-19 vaccination rates, and high social vulnerability index (SVI) scores. Are the cited towns/cities considered high impact amount the least vaccinated municipalities, i.e. those having the highest Socioeconomic Status Index, the priority locations to be served under this project?**

The RFP does not outline priority locations. The applicant must include their proposed location of services.

7. **One of the main RFP goals is to “[i]ncrease access and reduce barriers to oral health services and COVID-19 vaccination and testing in Dental HPSAs through an innovative MDV model.” Will the identified contractor only be permitted to use these funds to provide required services in those particular locations with the highest SVI/HPSA scores and lowest vaccination rates? Or, can required services also be provided in other locations as well?**

The location of services must be within the state of Connecticut and located within a Dental HPSA.

8. **RFP Section I Part D indicates the page limit is not to exceed 25 pages, excluding budget forms. In RFP Section III under Main Proposal Components it states 10 page maximum. Please clarify the required page limits. Which sections of the proposal outline (Section IV) should be counted towards the page limit. Are the cost proposal items listed on the Proposal Outline included in the page limit, with the exception of the budget summary form and budget justification table? Are the required appendices and forms included in the page limit?**

The full proposal cannot exceed 25 pages. The only page limits within the full proposal are for the Main Proposal Components (10 page maximum) and the Work Plan (six page maximum). All items listed in Section IV Proposal Outline are included in the page limit except for the Executive Summary, Budget Summary Forms, and the Budget Justification Schedule B Forms. Appendices and Forms, excluding the budget forms, are included in the page limit.

9. **In RFP Section III under Staffing Requirements, it states the staffing plan narrative should include brief job descriptions, a description of each individual’s role, number of hours dedicated to the project, and hourly rates. This information is also requested in the required attachment Position**



Schedule #2a and the job descriptions to be included as appendices. Should this identical information be provided in the narrative if it is also to be included elsewhere?

The narrative provides a brief overview of the staffing plan with additional information included in the appendices.

10. RFP Section III Staffing Requirements indicates applicants must include an organizational chart as an appendix. However, **Section IV Proposal Outline** indicates the organizational chart should be included in the Main Proposal. Please confirm where the organizational chart should be included in the proposal submission, and whether it counts towards the page limit.

Follow the Section IV Proposal Outline. The organization chart is included in the page limit.

11. RFP Section III Work Plan states the work plan table and narrative must not exceed six pages. Are these 6 pages part of the overall 25 page limit? Please clarify the required page limits for each section of the proposal outline in Section IV of the RFP.

Yes, the work plan is included in the full proposal page limit. Page limit clarifications have been included in response to Question #8.

12. Under the instructions for Cost Proposal Components, it states “the proposal must contain a written narrative and an itemized budget with justification for each line item on the budget forms included in the Attachments Section.” However, the budget forms are not listed under the required Appendices in Section IV Proposal Outline. Please clarify where the budget requirements should be located within the proposal submission and whether they are part of the page limit.

The budget forms are included in the Attachments Section of the RFP. For a proposal, all items list under G. Cost Proposal must be included as outlined in Section IV Proposal Outline. The budget forms are excluded from the page limit.

13. Can you provide a list of all 39 of the Dental Health Professional Shortage Areas in CT?

Applicants can use this [tool](#) to determine if their proposed service area is located within a Dental HPSA.

14. On page 21, the RFP states the following: “An extra five (5) points will be given to applicants who propose to provide additional medical services on the MDV, such as screenings, immunizations, blood pressure, etc. Include a description of the services to be offered and by what type of provider.”

- a. Should these medical services be reflected in the project budget?
- b. If yes, are any of the listed medical costs (staffing, supplies, etc.) allowable through this funding?
- c. If these medical costs should only be in-kind, should they be included in the budget?

Yes, any services to be provided with funding from this RFP must be included in the project budget. Yes, medical costs can be included. Yes, include any in-kind contributions.



15. On page 23, the RFP states “The applicant must include an organizational chart in appendices.”

On page 53, under the technical review criteria worksheet, it lists organizational chart as an Attachment or Appendix. On page 26, the RFP does not list an organizational chart under “H. Appendices” but instead shows it under “F. Main Proposal, 3. Staffing Plan, C. Organization Chart.”

- a. *Where should this organizational chart be included in our proposal?*
- b. *Does the chart count against the page limit?*
 - i. *If it does go against the page limit, is it against the 10-page limit or the 25-page limit? Please advise.*

Follow the Section IV Proposal Outline. The organization chart is included in the Main Proposal Component page limit (10 page maximum).

16. On page 19, the RFP states, “B. MAIN PROPOSAL COMPONENTS (10 page maximum)”. On page 8, the RFP states, “Page Limits: Not to exceed 25 pages, excluding Budget Forms.”

- a. *What is included in the 10-page limit? What is excluded?*
- b. *What is included in the 25-page limit and what is excluded?*

Please refer to answer provided for Question #8.

17. On page 23, the RFP states, “b. Staffing Levels & Qualifications...c.

Organizational Chart...d. Recruitment, Hiring, Retention Plan, & Staff Turnover Plans”. On page 26, the RFP states, “3. Staffing Plan a. Narrative b. Position Schedule #2a c. Organization Chart”. Due to the differing information, we have a few questions:

- a. *Is 3b. supposed to be the “Staffing Levels & Qualifications” or Position Schedule #2a?*
- b. *If you would like 3b to be Staffing Levels & Qualifications, would you like applicants to repeat the same qualifications already provided in 3a. Staffing Plan*
Narrative “Description of the individual’s role and the extent to which he or she has appropriate training, qualifications, credentials, and experience to perform assigned duties.”
 - i. *For staffing levels, do you mean Position Schedule #2a or something else? If something else, please describe.*

Staffing Levels and Qualifications is met by submitting the Work Force Analysis form included in the RFP Attachments Section. Position Schedule #2a provides additional detail from what is include in the Staffing Plan Narrative.

18. The outline on page 26 does not mention a subsection “d” under 3. Staffing Plan (only a-c). The instructions at the top of the page under “IV. Proposal Outline” state, “Proposal must include a Table of Contents that exactly conforms to the required proposal outline (below).”

- i. *Do you want us to answer “d. Recruitment, Hiring, Retention Plan & Staff Turnover Plans” as described on page 23, or should we not include that section since it is not on the required outline?*



ii. ***If you do want us to answer that section, can we add 3d to the Table of Contents in our proposal?***

Include the Recruitment, Hiring, Retention Plan and Staff Turnover Plans in the Staffing Plan Narrative.

19. On page 26, IV. Proposal Outline, F. Main Proposal, 6. Work Plan, there are two subcategories listed:

- a. **Narrative**
- b. **Work Plan Form.**

Because there are no references to two separate sections (a. Narrative and b. Work Plan) on page 24, I have a few questions about what should be included and in what order for parts a and b:

- a. ***What should we describe or provide for 6.a. Narrative?***
- b. ***In b. Work Plan Form, there is a chart/table where we are supposed to fill in the details for Year 1, and then provide a narrative for years 2-4. How is the narrative in the Work Plan Form different from the narrative referenced in part "a. Narrative" of F6?***
- c. ***The instructions at the top of page 26 under "IV. Proposal Outline" states, "Proposal must include a Table of Contents that exactly conforms to the required proposal outline (below). Proposals must include all the components listed below, in the order specified, using the prescribed lettering and number scheme." Because the narrative is listed as part a in the required outline on page 26 but is after the table on the required Work Plan, please let applicants know exactly where each part (a. narrative and b. Work Plan Form- which *includes* a narrative for Years 2-4) should be placed in our applications.***

Per the Work Plan section on page 24, the Year 1 work plan should outline activities per the Work Plan Form, including staff responsible, deliverables and time frame. The subsequent year work plans should be included as a narrative. The Work Plan Form includes the narrative so the Proposal Outline criteria will be met by including the Work Plan under Section F.6. of the proposal.

20. On page 26, under "h. Appendices", #1 is Curricula. This is the only mention of curricula in the entire RFP. *What type of curricula should be included in this section?*

- a. ***If applicants are in fact supposed to provide curricula, these are usually long documents. Will this count against the page limits?***
- iii. ***If yes, which page limit – the 10-page limit or the 25-page limit?***

This was included in error. Applicants do not need to submit curricula for each staff assigned to the project.

21. On Page 18 in the 2nd full paragraph, the second sentence states, "The focus of this model is to offer access to care for underserved residents in isolated, rural communities." Page 17 identifies



both Hartford and New Britain as high impact among the least vaccinated municipalities. Are we allowed to offer services in underserved, marginalized communities as well?

Yes, as long as the location of services is in a Dental HPSA.

22. Dental hygienists were also COVID vaccinators. *Can they be considered in the MDV staffing?*

As of April 15, 2022, dental hygienists are no longer able to administer the COVID-19 vaccination. Please refer to the CT Department of Public Health's [Notification of Termination of Commissioner's Order Authorizing Alternative COVID-19 Vaccine Administrators](#).

23. On page 21, the RFP mentions referring patients to dental homes or for follow up or urgent care. *Do we need MOUs for the urgent care and referrals we would utilize?*

MOUs are not required to submit with the proposal.

24. Regarding page 23 – Staffing Plan - *Can we include dental hygienists? As medical assistants can vaccinate, could they be included in staffing plan if they are part of the other medical services provide on our MDV?*

Applicants can propose to include any staff. The Staffing Plan Narrative must include their role and confirmation of necessary credentials to perform the assigned duties.

25. Regarding page 23 – bullet b - *What is considered evidence for utilizing small and minority businesses?*

Applicants can fulfill this condition by including an attestation in the narrative that you will utilize small and minority businesses when feasible and appropriate in the purchase of supplies and services.

26. On page 6, the RFP states, “An acceptable submission must include the following:

- one (1) original proposal and
- five (5) conforming copies of the original proposal, OR
- one (1) conforming electronic copy of the original proposal emailed to Official Contact”.

Does this mean we EITHER submit:

- One original proposal and five conforming copies OR
- One conforming electronic copy of the original proposal e-mailed to the Office Contact?

Yes.

27. On pages 21-22, the RFP states, “the dentists must also hold an active license to practice in CT. Upon request, the applicant must provide written confirmation attesting to dentists involved in the project meeting all criteria. If other health care professionals will be administering the vaccines and/or testing, include a confirmation of proper training to do so.”



- a. I interpret the RFP to say that we only need to provide the dentist's medical license if DPH requests it. *Do we need to provide the medical license for the dentist with our proposal?*
- b. I interpret the RFP to say that we must provide training confirmation for every staff, with the exception of the dentist. *Do we need to provide confirmation of training and/or licensing for other medical staff administering vaccines?*
 - i. If yes, does this "confirmation of training" count towards the 10-page or 25-page space limitations? Please advise.

Written confirmation a dentist involved in the project is in compliance with all the requirements listed under Vaccine Administration (pages 21-22) are only required to submit upon request. All staff, including dentists, who will administer vaccination and/or testing through this project must be properly trained to do so and confirmation should be included in the Main Proposal Component (10 page maximum).

28. Due to COVID-related delays in delivery services, such as the U.S. Postal Service, FedEx, etc., and the typical holiday-related delays normal during the month of December, our organization has a policy of hand-delivering all proposals. Will you have procedures in place to accept grants hand-delivered the week of December 19-23?

Yes. Please refer to the below schedule, which outlines the DPH staff member who will be available to receive hand delivered proposals and the time proposals need to be received by.

	Monday, 12/19/22	Tuesday, 12/20/22	Wednesday, 12/21/22	Thursday, 12/22/22	Friday, 12/23/22	Monday, 12/26/22	Tuesday, 12/27/22
DPH Staff Person	Paul Gacek	Chantelle Archer	Chantelle Archer	Maryanne Goss	Lisa Budris	Office is closed	Maryanne Goss
Must be delivered by	4:00pm	3:30pm	3:30pm	3:00pm	3:00pm		12:00pm

29. Section IV Proposal Outline indicates "curricula" should be included as a required appendix. Please clarify what is meant by "curricula."

Please refer to answer provided for Question #20.

30. Page 9, item #3 says, "All proposals must include a Table of Contents that conforms to the required proposal outline." Then, it is required that the Proposal Outline on page 26, Section IV be followed. For Section H. Appendices, only 3 are listed: (1) Curricula, (2) Job Descriptions, and (3) Resumes, then lists the 4 forms. Other appendices though are listed in the Main Proposal section of the outline (i.e. Work Plan, Org Chart, etc.), but are intended to be included as attachments/appendices per the RFP. So, where in the Table of Contents should the attachment



documents appear and still somehow follow the order of the outline? We could list them consecutively in Section H, but if so, where should it be identified/ordered in the “conforming” TOC under the structure of the outline?

Follow the outline described in Section IV. Proposal Outline.

31. Please confirm the Schedule #2a Form, Organizational Chart, and Work Plan Form are not counted in the narrative page count. The outline on page 26 shows these 3 items listed under Section F (specifically, sections F.3.b., F.3.c and F.6.b.), however the RFP states these should be included as attachments, so please clarify for aligning the pagination and TOC for these documents.

Schedule #2a, the organization chart, and the Work Plan Form are included in the page limit. Include them in the proposal as outlined in Section IV. Proposal Outline.

32. The RFP states the target population for this project is children and adults; please advise as to if there is/are any specific age for children that we should be aware of when providing our target population and demographic information? (For example: patients 24 months and older or some other “start” age for services).

There is not a specific start age for children.