FAQ

Expanding the Safety Net Dental Care Infrastructure

Updated 08/15/2011

Q  Are organizations that did not attend the information session allowed to apply?

A  Yes. Organization that could not attend information sessions can apply. Please check eligibility requirements on page 10 of the RFP.

Q  Is the RFP focusing on the expansion of clinics solely providing services to children, or can we build a child-friendly section of a clinic that also serves adults?

A  The Safety Net expansion RFP has the following objectives:
  • Establish oral health services to address the barriers that prevent pregnant women, infants, toddlers, and young children access to dental care
  • Increase the number of children 0-5 who receive dental care
  • Strengthen, enhance, and expand the dental care capacity of the safety net in Los Angeles County
  • Increase the number of general dentists that treat children aged 0-5 in community clinics
  • Establish systems that promote oral health education and access to dental care within community clinics' primary care services.

The focus of First 5 LA funding is pregnant women and children 0-5. The expectation is that children 0-5 receive services in a child-friendly environment; however, we understand once dental capacities are built, other populations may receive services at the clinics.

Q  Are mobile dental clinics permissible?

A.  Mobile dental clinics will not be considered under this funding opportunity.

Q  If selected, you will be conducting interviews - will these be at your site or at our site (i.e., to see where the proposed dental space will be)?

A  Site visits will take place at clinics’ site.
Q  Projected # of Services per visit (by ADA CDT Code) - We are assuming there are
many codes. Is First 5 expecting a count for every code? Are there specific codes we
should address? How would you suggest these are presented in the document?

A  First 5 LA would like a reasonable number of codes that reflect the applicant’s
expectation/understanding of services that will be provided to the target
population.

Q  Clinic description - Is First 5 requiring separate waiting areas from the medical
clinic? What are the minimum requirements - is it possible to have 2 private
operatories only or must we also have an "open bay" area too? Does First 5 have a
minimum # of operatories per agency it is seeking to fund?

A  Proposals will be rated on a variety of criteria. As stated in the RFP and
reiterated at the information session, for efficiency purposes, it is
recommended to outsource the design and construction to a “turn-key”
operation contractor. This might provide great assistance to all clinics, but
especially to FQHCs with no dental experience.

Q  Can you provide a definition/distinction of the following: "Projected number of new
patients per year" vs. "Projected number of unduplicated patients per year?"

A  Unduplicated patients are all patients served by the dental clinic. New
patients is the total of new patients served by the clinic in a given 12-month
period.

Example: Clinic A served 3,000 unduplicated patients in 2011. Of the 3,000
patients 1,700 were new patients, 1,300 were existing patients that had
received dental services in prior years.

This may not apply to clinics with no existing dental services.

Q  Fiscal year - if awarded, we would begin the contract in late October 2011. Would
we begin the scope of the work in late October and end it on June 30, 2012
(truncated period)? Or is it the expectation of First 5 that we start our scope now to
account for a 12 month period?

A  Account for a 12-month period. Both Fiscal and Calendar Year –based
budgets will be accepted. Final budget will be agreed upon during contract
negotiation.
Q What are the funding criteria?

A As stated at the information session, proposals will be evaluated based on the following criteria:

- Prospects for Success
- Potential Impact
- Community Need
- Sustainability
- Community Collaboration
- Data Collection
- Organizational Commitment
- Financial Viability and Accountability
- Sliding Scale Fee Schedule
- SOW & Budget

Q What is the allowed length for the proposal narrative?

A Proposal narrative should be limited to 20 pages. The limit does not include budget and other documents that may be required as part of the proposal.

Q Which documents require original signatures?

A Documents that require original signature are:
1. Application (Proposal Package) checklist
2. Budget Summary
3. Signature authorization form
4. Agency involvement in litigation

Q According to the OHN RFP (pg. 10), “Proposals must have exact headings and subheadings.” Can you please clarify if “headings” i.e. Description of the Applicant, Project Description, etc. are listed on page 11 of the RFP under Proposal Narrative and if “subheadings” i.e. Prospects for Success, Potential Impact, etc. are listed on page 13 under Selection Criteria?

A Proposal heading is “Proposal Narrative”

Proposal subheadings are: “Description of the Applicant”, “Project Description”, and “Project Evaluation”.
Chapter IX of the RFP, including the list you find on page 13 – 15 describes the selection process and the selection criteria reviewers will apply when rating proposals.

Q If the start of the project is November 1 and since First 5 LA’s fiscal end in June 30—should we then, in our budget, define the three periods of 8 months (Nov 11-June 12), 12 months (July 2012-June 13) and 4 months(July 13-Oct 2014) for both the detailed budget as well as the summary budget?

A You must submit an annual budget and a summary budget. Account for a 12-month period. Both Fiscal and Calendar Year –based budgets will be accepted. Final budget will be agreed upon during contract negotiation.

Q For the narrative, do we include only one year (per checklist) for the narrative or could we use the narrative to include all costs for the 24 month period (spanning over three fiscal years as described above) so it would total the total amount of funds requested for the entire project?

A Narrative should describe the first year.

Q Per the Checklist, it denotes an * for any original forms that need to be submitted with original signature in blue ink. It includes a budget narrative but not the budget and yet the budget summary has a signature line. Should we include the budget summary page or the entire budget with original signature? We also assume that in the budget narrative, we can sign at the bottom of the last page?

A Only budget summary page is needed. Budget Narrative does not require original signature.

Q Should we attach under “other attachments”, our new lease agreement for new the dental office and other quotes for equipment purchase?

A You may include those documents as support for your budget.

Q In the selection criterion section (on page 14), it states that letters of commitment are required from other agencies. Is that an error, or should we include standard letters expressing support of the project/organization or some more involved role? And where in the proposal packet do you want them included?

A Letters of support are suggested to be included. If an organization is more involved, they should state their commitment to the role they will play.

Q In developing our project budget, what start date should we use? – When will the grants be awarded?

A Suggested start date is November 1, 2011.
Q I am confused as to what parts of the proposal you want as hard copies by mail, since the RFP says “all work samples” besides the three signed forms. Do you want the proposal narrative, scope of work, etc.?

A Hard copies needed: documents that require original signatures. Work samples are not needed in hard copy.

Q The attachments that indicate “if applicable” – do we send them if we have them, or not send them because we have submitted them to First 5 in the past?

A Three forms indicate “(if applicable)” All are applicable in this case. Copies of the 501 (c) 3 Letter of Determination from IRS, Organization’s Bylaws, and Articles of Incorporation must be submitted to First 5 LA.