

STATE OF COLORADO

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Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department
of Public Health
and Environment

Request for Applications (RFA)

School-Based Health Center (SBHC) Program

2016-2021 Request for Applications

RFA # 1972

Application submission in **electronic format only** to:

cdphe_sbhcprogram@state.co.us

by

Thursday, February 4, 2016
4:00 p.m.

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I. BACKGROUND AND OVERVIEW

A. Background

Pursuant to C.R.S. 25-20.5-501-503, the Colorado Department of Public Health and Environment's (CDPHE) **School-Based Health Center (SBHC) Program** provides grants to school-based health centers with priority given to centers that **serve a disproportionate number of uninsured or underinsured children and youth (defined as birth to < 21 years of age), a low-income population or both** and may award grants to (1) establish new school-based health centers; (2) expand primary health, behavioral health and oral health services offered by existing school-based health centers; (3) expand public and private health insurance enrollment; and/or (4) provide support for ongoing operations of school-based health centers. Funding is aligned with the **SBHC Program Priorities: Quality** (through the *Revised Quality Standards for Colorado School-Based Health Centers*, clinical outcomes and performance measures); **Quantity** (by increasing the number of SBHCs, the number of persons served, and the services provided); **Sustainability** (through infrastructure support, quality improvement activities and technical assistance); and **Partnerships** (through active stakeholder involvement). The SBHC Program is re-shaping under the **Triple Aim: Better care for individuals; Better health for populations; Lower per capita costs**, which can be reviewed at: <http://www.ihl.org/engage/initiatives/TripleAim/Pages/default.aspx>

In the spirit of responsible stewardship, CDPHE aims to continue supporting the existing SBHC network while also funding new SBHC sites to continue expanding the network in Colorado. CDPHE recognizes the uniqueness of each SBHC site and the many variables that come into play in operating a strong school-based health center. Applications will be reviewed on their own merit, but categorized as either urban or rural/frontier and within each of these categories as either a part-time or full-time operation with significant consideration of accessibility and utilization, a strong patient base, staffing levels, quality and level of service, and sustainability. **Ultimately, the funding goal is to invest in SBHC sites that provide accessible and high quality care, in the most patient-centered, efficient and sustainable way, and utilized by the greatest number of high-need children and youth possible to improve health outcomes.**

To that end, the SBHC Program is releasing this five-year Request for Applications (RFA) only for SBHC sites that are currently in full operation or will move from the planning stage into year one of full operation by July 1, 2016. Funding will be awarded on a competitive basis for the period of July 1, 2016 through June 30, 2017; and annual awards thereafter are contingent upon available funding, a strong grantee operations plan, solid grantee performance, and compliance with all contract requirements, including cooperation and active participation in the SBHC Program evaluation with CDPHE's current evaluation vendor, Apex Education, Inc., involving electronic data exchange and reporting as required by the SBHC Program statute. All SBHC sites currently funded by CDPHE are required to apply as well as any other interested SBHC sites. Funding is never guaranteed, even if previously funded by CDPHE.

This new RFA contains significant revisions and more competitive expectations from past SBHC Program applications. It is imperative that interested parties carefully read the entire RFA prior to completion and submission of the application. The RFA is considerably longer than past applications requiring far more details primarily because it is a five-year RFA. It should be noted that applicants selected for funding will be required to update aspects of this application at minimum on an annual basis or as often as is required by CDPHE.

The Fiscal Year 2015-16 appropriation was just over \$5.1 million, which funded 22 contractors for 55 SBHC sites in the state. Level funding is expected for Fiscal Year 2016-17.

B. Definition of Terms

School-based health centers are defined in Colorado statute [C.R.S. 25-20.5-502(1)] as a clinic established and operated within a public school building, including charter schools and state-sanctioned high school equivalency examination programs associated with a school district, or on public school property by the school district. School-based health centers are operated by school districts in cooperation with hospitals, public or private health care organizations, licensed medical providers, public health nurses, community health centers, and community mental health centers. The term "school-based health center" includes clinics or facilities authorized to provide clinic services pursuant to section 26-4-513, C.R.S., or authorized to apply for and receive medical assistance payments under a contract entered into pursuant to section 26-4-531, C.R.S.

For additional terminology, please see the SBHC Program Glossary at: www.colorado.gov/cdphe/SBHC-5-year-funding.

C. Eligibility

1. Applicants:

- a) School districts, charter schools, or state-sanctioned high school equivalency examination programs associated with a school district.

- b) Local public health agencies
- c) Community health centers
- d) Rural health centers
- e) Hospitals
- f) Private medical practices
- g) Nurse practitioner practices
- h) University medical centers
- i) Community mental health centers
- j) Managed care organizations
- k) Independent nonprofit medical practices

2. Applicant Requirements:

Applicant is solely responsible for the review of all RFA materials, including attachments and reference documents, and to submit a complete and accurate application, including current data and mathematically correct figures, pursuant to the RFA requirements.

Applicant must only be either (1) an existing school-based health center in full operation for at least the previous twelve months; or (2) a school-based health center beginning full school-based health center operations as of July 1, 2016. Planning activities for a new SBHC site are not permitted under this RFA.

Applicant must be in good standing with CDPHE, including completion of contract requirements and deliverables and appropriate and complete expenditure of funding, if currently or previously funded by any program administered by CDPHE.

3. Funding Conditions:

- a) Submit a complete and accurate grant application with current data and mathematically correct figures pursuant to this RFA's requirements.
- b) Meet all elements of the Revised Quality Standards for Colorado School-Based Health Center found at this website: www.colorado.gov/cdphe/SBHC-5-year-funding.
- c) Comply with the requirements stated in Early Periodic Screening, Diagnosis and Treatment (EPSDT)/Bright Futures Guidelines. This document is incorporated and made part of this contract by reference and is available on the following website: <https://brightfutures.aap.org/materials-and-tools/guidelines-and-pocket-guide/Pages/default.aspx>.
- d) Prioritize services for low-income children and youth (birth to < 21 years of age) with documented needs, such as lack of access to primary care, uninsured or underinsured, and/or evidence of poor health status.
- e) Maintain at least one staff position responsible for administration of the school-based health centers(s).
- f) Perform and complete, in a timely and satisfactory manner, all contractual requirements and activities described in the SBHC Program Performance Work Plan, and incorporated in accordance with the approved budget.
- g) Provide, at a minimum, on-site primary physical care and behavioral health services as well as oral health services on-site or in collaboration with a contracted provider at each SBHC site.
- h) Offer to act as the primary care provider, if a SBHC user does not already have one.

- i) Provide easily accessible, high-quality health services in the school building or on school property in a space adequate for confidential service provision to facilitate steady utilization of each SBHC site.
 - j) Ensure 24 hour/7 day/week care, and link with community resources for services not provided onsite.
 - k) Maintain current, written agreements in place with all contractual partner agencies (subcontractors), including the required exchange of data elements related to service provision to school-based health center users.
 - l) Utilize outreach activities to enroll students and encourage use of the school-based health center(s) throughout the school year to ensure a strong and steady user base.
 - m) Enroll patients or assist with enrollment in public (e.g. Medicaid, CHP+) and private insurance coverage.
 - n) Generate revenue from third-party payer sources and secure financial support beyond SBHC Program funding, particularly as SBHC Program funding decreases in years 2 through 5 of this five-year RFA period in order to make funding available for new SBHC sites.
 - o) Pursue enrollment of the primary care provider working at each school-based health center in the Accountable Care Collaborative's Regional Care Collaborative Organization (RCCO) as a primary care medical provider.
 - p) Integrate health promotion efforts with the school community(ies) served by each school-based health center.
 - q) Demonstrate active and meaningful youth engagement.
 - r) Maintain a Community Advisory Council (CAC) with clearly-defined roles to help define services, support sustainability efforts, monitor quality improvement, and promote the school-based health center to the broader community.
 - s) Fully participate in the SBHC Program evaluation and cooperate with CDPHE's selected evaluation vendor including, but not limited to: review of the evaluation framework including performance measures; exchange of all required data including the Electronic Student Health Questionnaire (eSHQ) if utilized, user satisfaction surveys, community needs assessment data, youth and community engagement activities, site-specific operations plan, and Quality Improvement (QI) plans; troubleshoot and resolve data issues in a complete and timely manner; review and confirm Monthly Levels of Operation (MLO), QI and other reports in accordance with required content and set due dates; participate in required evaluation training and technical assistance (TA); and provide updates of any data-related or Information Technology (IT) staff within ten (10) days of staffing change.
 - t) Contractors must collect racial and ethnic data in a manner consistent with U.S. Department of Education guidelines. These guidelines are posted by the Colorado Department of Education at: <http://www.cde.state.co.us/cdereval/rvRace-Ethnicity.htm>.
 - u) Attend a post-award orientation provided by CDPHE as well as other required meetings, webinars and telephone calls for the purpose of information-sharing, training, technical assistance (TA) and contract monitoring. Assure that new administrative and fiscal staff received the mandatory SBHC Program orientation within thirty (30) days of date of hire.
 - v) Read the bi-monthly SBHC Program electronic newsletter and regularly review the SBHC Program website, which serve as the primary methods of communication for the SBHC Program.
- 4. Contractor Deliverables: (if selected to receive SBHC Program funding)**
- a) Contractors shall meet all funding conditions defined above.
 - b) Contractors shall fulfill all contract requirements, including the Performance Work Plan.
 - c) Contractor shall annually or as often as needed submit current site-specific operations plans, Quality

Improvement (QI) plans, sustainability plans, budgets, revenue forecasts and revenue reports, and other information as required and in accordance with set content and due dates.

- d) Contractor shall participate in fiscal and administrative/clinical site visits and/or desk reviews and complete a School-Based Health Center Site Visit Record Self-Assessment Report(s) prior to the site visit.
- e) Contractors shall submit monthly invoices to receive payment based on services rendered and actual costs incurred.
- f) Contractor shall send, via email to cdphe_SBHCProgram@state.co.us, a PDF copy of every new or revised signed Attestation of Memorandum of Understanding documenting services between a school-based health center site(s) and every Contractual Partner Agency (subcontractor).
- g) Contractors shall notify CDPHE of programmatic changes that might affect the viability, effectiveness, productivity or sustainability of any school-based health center within ten (10) business days of the change. These changes may include, but are not limited to:
 - i. Personnel (including those responsible for program or fiscal oversight);
 - ii. Lead Sponsor Agency or Medical Sponsor Agency;
 - iii. Schools served;
 - iv. Physical facilities in which services are provided to patients;
 - v. The site-specific Operations Plan and/or Performance Work Plan that deviates from the approved contract;
 - vi. Sources of funding and support;
 - vii. Local interagency or political circumstances.

II. PROJECT BUDGET, TIMELINE AND LIFE OF PROJECT

A. Project Budget

The number and amount of SBHC Program grant awards will vary depending on the SBHC Program annual appropriation; number of applications received and approved for funding; support for both existing SBHC sites as well newly operational sites; and geographic area and community needs. Individual awards will be based on the applicants' ability to (1) meet the SBHC Program statutory intent and program priorities; (2) complete a strong, compelling and competitive application including accurate and current information; (3) meet all requirements and contingencies stated within this RFA, including the Revised Quality Standards for Colorado School-Based Health Centers; (4) secure and maintain third-party payer revenue and other sources of funding as well as school, school district, SBHC user and community support; and (5) as applicable, past performance with any CDPHE-administered program, including the SBHC Program. Funding is never guaranteed, even if previously funded by the SBHC Program.

B. Award Period (Life of Project)

The anticipated project term is July 1, 2016 through June 30, 2021, unless unforeseen circumstances determine otherwise. For selected grantees, this RFA may result in a one (1) year contract, which may be eligible for renewal for up to four (4) additional one-year periods, at the sole discretion of the State, contingent upon compliance with and completion of all contractual requirements, and the annual appropriation and availability of SBHC Program funds. Any aspect of the SBHC Program is subject at any time to changes, revisions, inclusions, exclusions, etc., as needed and/or pursuant to directives or changes required by rule, regulation, statute or guidance, and contractors are required to comply with any such changes, revisions, inclusions, exclusions, etc.

C. Questions on the RFA

CDPHE's SBHC Program will host an informational webinar about the RFA on Thursday, January 7, 2016 (10:00 am – 11:30 am) at online at: <https://www-na2.globalmeet.com/w/pub/entry?hcid=2438652&loc=EN>.

Call-in information: 1-877-820-7831

Participant Code: 664237#

The webinar will provide an overview of the application and address questions. In addition, questions will be accepted and answered via email for from Tuesday, December 15, 2015 – Friday, January 29, 2016. Applicants may submit questions regarding the RFA to cdphe_sbhcprogram@state.co.us. Questions and answers will be posted, no less than weekly, through the close of business on January 29, 2016 at: www.colorado.gov/cdphe/SBHC-5-year-funding. Questions will not be accepted or addressed in direct emails or phone calls to SBHC Program or any other CDPHE staff to ensure consistent information for all applicants.

III. GOALS and PURPOSE

The goal of the School-Based Health Center Program is to provide high-quality, integrated health care for children and youth to improve health, improve academic performance and improve protective factors. The SBHC Program aims to serve low-income, underserved, uninsured or underinsured children and youth (birth to < 21 years of age) with, at minimum, an annual well-child check, oral health screening, behavioral health assessment as well as scheduled immunizations.

The purpose of the SBHC Program is to provide grants to school-based health centers with priority given to centers that **serve a disproportionate number of uninsured or underinsured children and youth (defined as birth to < 21 years of age), a low-income population or both** and may award grants to (1) establish new school-based health centers; (2) expand primary health, behavioral health and oral health services offered by existing school-based health centers; (3) expand public and private health insurance enrollment; and/or (4) provide support for ongoing operations of school-based health centers. Funding is aligned with the **SBHC Program Priorities: Quality** (through the *Revised Quality Standards for Colorado School-Based Health Centers*, clinical outcomes and performance measures); **Quantity** (by increasing the number of SBHCs, the number of persons served, and the services provided); **Sustainability** (through infrastructure support, quality improvement activities and technical assistance); and **Partnerships** (through active stakeholder involvement). The SBHC Program is re-shaping under the **Triple Aim: Better care for individuals; Better health for populations; Lower per capita costs**, which can be found at: <http://www.ih.org/engage/initiatives/TripleAim/Pages/default.aspx>

The Performance Work Plan defines what deliverables are expected of the Awardees. The Reference Document: Performance Work Plan can be found on CDPHE's School-Based Health Center Program, at www.colorado.gov/cdphe/SBHC-5-year-funding.

IV. HOW TO APPLY

The applicant is solely responsible for the review of all RFA materials, including attachments and reference documents, and to submit a complete and accurate application, including current data and mathematically correct figures, pursuant to the RFA requirements. Applications that do not adhere to all RFA requirements will not be accepted. The submitter will be notified by email of the disqualification of the application.

Only one application per agency/organization is allowed. If requesting funds for more than one school-based health center, the applicant must ensure that specified sections of this RFA are submitted for each individual SBHC site as directed. All sections of the **application must be submitted in electronic form only** and in the exact format and writing requirements listed in each document. Do not exceed indicated word limits and do not leave any item blank. Instead, enter "N/A" if an item is not applicable. However, no item may be marked as "unknown" as all information is required unless not applicable. Where permitted and necessary, add additional rows to tables. All acronyms must be spelled out the first time they are used.

Applications must be received in electronic format only by CDPHE's SBHC Program at cdphe_sbhcprogram@state.co.us by 4:00 pm MST on Thursday, February 4, 2016. An auto-reply email from cdphe_sbhcprogram@state.co.us will be sent to the applicant within 24-48 business hours confirming electronic receipt. Applications received after 4:00 p.m. on Thursday, February 4, 2016 will receive an auto-reply email from cdphe_sbhcprogram@state.co.us informing the submitter of the disqualification of the application. Hardcopy or faxed applications will not be accepted, and the submitter will be notified by email from cdphe_sbhcprogram@state.co.us of the disqualification of the application. All documents must be submitted in their original format (e.g. PDF, Excel, etc.) as directed. Take note that several documents require hand-written signatures and must be signed, scanned and saved in Portable Document Format (PDF) format prior to submission.

A. Required Documents:

All applications must include the following items in the order as listed below:

1. Attachment A: SBHC Application Submission Checklist
2. Attachment B: CDPHE Request for Applications Coversheet and Signature Page
Must include hand-written signature of the Authorized Contract Signatory.
3. Attachment C: SBHC Program Application Cover Sheet
4. Attachment D: SBHC Program Application Signature Page
Must include hand-written signature of the Authorized Contract Signatory.
5. Attachment E: SBHC Financial Information
6. Attachment F: SBHC Sustainability
7. Attachment G: Coordination of Care
8. Attachment H: Youth Engagement
9. Attachment I: Community Advisory Committee
10. Attachment J: Site-Specific Operations Plan
A separate Operations Plan must be submitted for each individual SBHC site.
11. Attachment K: Revised SBHC Program Quality Standards Checklist
12. Attachment L: Budget with Justification Form – Fiscal Year 2016-2017
13. Attachment M: Operational Budget Form – Fiscal Years 2 to 5 (2017-2018 to 2020-2021)
14. Attachment N: Attestation of Memorandum of Understanding (MOU)
A separate signed attestation is required for each Contractual Partner Agency.
15. Attachment O: Pre-Award Risk Assessment Questionnaire
IMPORTANT: Local public health departments are not required to complete the form since they already have a risk rating assigned via the CDPHE Financial Risk Management Survey (FRMS). This form must be completed and submitted by all other applicants. The application will not be reviewed if this completed form is not included. A risk rating will be assigned for all applicants. The final application score will be impacted by risk determinations made by CDPHE based on information contained in the form.
16. Attachment P: Current Organizational Chart
Create a and submit a diagram showing lines of authority and supervision between Lead Sponsor Agency, Medical Sponsor Agency, SBHC sites(s) and all Contractual Partner Agency(s).

B. Project Description:

1. Application

Every item in all sections of the application must be answered in a clear and concise manner with accurate, including mathematical calculations, and current information for the application to be considered complete and acceptable for review. Please follow instructions taking special note of required signatures, formatting, word limits, font type and size, and all other requirements. Do not leave any item blank and follow all instructions to avoid the application being disqualified. Applications will be reviewed on their own merit, but categorized as either urban or rural/frontier and within each of these categories as either a part-time or full-time operation with significant consideration for the center(s) accessibility and utilization, a strong patient base, staffing levels, quality and level of service, and sustainability. Ultimately, the funding goal is to invest in SBHC sites that provide accessible and high quality care, in the most patient-centered, efficient and sustainable way, and utilized by the greatest number of high-need children and youth possible to improve health outcomes.

C. Page Formatting Instructions

Only electronic submissions, as instructed, are permitted. Hard copy or faxes of this RFA will not be accepted, and the submitter will be notified by email of the disqualification of the application. Applicants must follow all instructions provided for each section of the RFA and below. No additional documents of any sort outside the required RFA materials are permitted, and they will promptly be deleted from the application during the initial technical review by CDPHE staff.

1. The RFA should be submitted using the following page formatting requirements:

- a) Application Format: Maintain original format as provided (e.g. PDF, Word, Excel), including pages that require hand-written signatures.
- b) Application Font: Times New Roman
- c) Application Font Size: 9-point, when instructed
- d) Application Spacing: Single-spaced
- e) Limitations: Comply with word limits as provided. Surpassing the word limits will result in point reductions.
- f) Additions: Additional rows are permitted only where indicated in the section instructions.

V. SUBMISSION INSTRUCTIONS

This Request for Applications is issued by the Colorado Department of Public Health and Environment, also referred to as the "State," for the benefit of the Prevention Services Division, School-Based Health Center Program. The SBHC Program email address (cdphe_sbhcprogram@state.co.us) is the sole point of contact concerning this RFA.

During the solicitation process for this RFA, all official communication with applicants will be via notices on the SBHC Program web site at www.colorado.gov/cdphe/SBHC-5-year-funding, which will also be the site where notifications about the RFA will be posted. Notices may include any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning applicant(s). Applicants are solely responsible for monitoring for publication of modifications to this RFA. **It is incumbent upon applicants to carefully and regularly monitor the SBHC Program web site for any such notices.** Applicants are not to contact any other state office or individual regarding this RFA or this project. Applicants are not to rely on any other statements that alter any specification or other term or condition of this RFA.

Electronic applications only must be received on or before the due date and time as indicated in the Schedule of Activities. **Late applications will not be accepted, and the submitter will be notified by email of the disqualification of the application.** It is the sole responsibility of the applicant to ensure that the application is received by the SBHC Program at the email address listed in these instructions on or before the due date and time.

The *CDPHE Request for Applications Cover Sheet & Signature Page* (Attachment B), *SBHC Program Application Signature Page* (Attachment D), *Attestation of Memorandum of Understanding* (Attachment N) and *Pre-Award Risk Assessment* (Attachment O) must be **hand-signed in ink** by the person who is legally authorized to bind the applicant to the application and submitted in PDF format. Submissions that are determined to be at a variance with this requirement may be deemed non-responsive and may not be accepted.

Applicants are to segregate the portion of the application responding to the pricing and funding application so the technical application can be evaluated without consideration of the price or funding model.

All materials submitted shall become the property of the CDPHE, and will not be returned unless the RFA solicitation is cancelled prior to the submittal due date, in which case applications will be returned unopened or opened only for identification purposes.

All materials submitted will become public record and open to inspection after the Award notice is issued. Any materials requested to be treated as Confidential and/or Proprietary information are to be packaged separately and clearly identified. Such request must include justification for the request. The request will be reviewed and either approved or denied in writing by the CDPHE Purchasing Director. If denied, the proposer will have the opportunity to withdraw its entire application, or to

remove the restrictions. (Ref §24-72-201 et.seq, C.R.S., as amended, Public [open] Records) **Neither cost nor pricing information or a total application will be considered Confidential and/or Proprietary.**

A. Electronic Applications

Applications must be received electronically no later than the due date and time indicated on the cover page of this document. Hard copy or faxed applications will not be accepted, and the submitter will be notified by email of the disqualification of the application. Email your application and all attachments per instructions to the following address:

cdphe_sbhcprogram@state.co.us.

VI. APPLICATION TECHNICAL ASSISTANCE

A. Inquiries

1. Applicants may make written inquiries via email to obtain clarification of requirements concerning this RFA. No inquiries will be accepted after the date and time indicated in the Schedule of Activities listed under Section VII of this document. Send all inquiries to: cdphe_sbhcprogram@state.co.us.
2. Clearly identify your inquiries with:
 - a) RFA Number (which is #1972)
 - b) RFA Title (which is *School-Based Health Center (SBHC) Program 2016-2021 Request for Applications*)
 - c) The name of the document, page number, and the section number, section heading, paragraph or question number the inquiry applies to.
3. Responses to applicant inquiries will be published as a modification on www.colorado.gov/cdphe/SBHC-5-year-funding by close of business on the date indicated in the Schedule of Activities listed under Section VII of this document. Applicants are not to rely on any other statements that alter any specification or other term or condition of the RFA.

B. Pre-application Webinar

An informational webinar will be held on Thursday, January 7, 2016 (10:00 am – 11:30 am) at online at: <https://www-na2.globalmeet.com/w/pub/entry?hcid=2438652&loc=EN>.

Call-in information: 1-877-820-7831

Participant Code: 664237#

VII.SCHEDULE OF ACTIVITIES

Dates listed are subject to change. All modifications will be listed on the CDPHE SBHC Program’s website at: www.colorado.gov/cdphe/SBHC-5-year-funding

Solicitation Activity Timeline		Date and Time
1.	2016 – 2021 SBHC Program Request for Applications posted at: www.colorado.gov/cdphe/SBHC-5-year-funding	Tuesday, December 15, 2015
2.	Applicants may submit questions regarding the RFA to cdphe_sbhcprogram@state.co.us Questions and answers will be posted, no less than weekly, through the close of business on January 29, 2016 at: www.colorado.gov/cdphe/SBHC-5-year-funding	Tuesday, December 15, 2015 – Friday, January 29, 2016
3.	RFA Webinar Orientation. Webinar archived on the SBHC Program website: www.colorado.gov/cdphe/SBHC-5-year-funding	Thursday, January 7, 2016 10:00 am – 11:30 am

Solicitation Activity Timeline		Date and Time
4.	Application submission deadline: One electronic application in the original formats (e.g. PDF, Excel) with signatures where required must be submitted to cdphe_sbhcprogram@state.co.us	Thursday, February 4, 2016 4:00pm (MST)
5.	Application reviews, scoring and funding selection	Completed by Monday, February 22, 2016
6.	Estimated Notification of Award/Notification of Funding Denial	No later than Friday, March 4, 2016
7.	Contract negotiations and budget adjustments in accordance with funding levels	Friday, March 4 – Thursday, March 31, 2016
8.	Contract assembly and dissemination by CDPHE contracting services staff	No later than Thursday April 29, 2016
9.	Deadline to return signed contracts to CDPHE. Awardees must ensure the Authorized Signatory is available to review and sign the contract in order to meet this due date.	No later than Wednesday, June 1, 2016 4:00pm
11.	Estimated Contract Effective Date. Failure to meet the stated due dates may result in a delayed contract start date. The resulting contract may be renewed for a maximum of up to 4 additional years, at the sole discretion of CDPHE.	Friday, July 1, 2016
12.	Mandatory Contractor Orientation/Post Award Meeting at CDPHE	Wednesday, July 27, 2016 8:00am – 4:00pm

VIII. SELECTION AND EVALUATION

The technical aspects of applications will be assessed based on the soundness of the applicant's approach and the applicant's understanding of the requirement. Past experience/qualifications will be assessed by considering the extent to which the qualifications, experience, and past performance are likely to foster successful, on-time performance. Technical and past experience assessments may include a judgment concerning the potential risk of unsuccessful or untimely performance, and the anticipated amount of State resources necessary to insure timely, successful performance. The State may use all information available regarding past performance as defined in C.R.S. §24-102-205 et.seq.

The SBHC Program designed a scoring and selection process to ensure fair selection of the best qualified applicants. The selection process is described below. The criteria for scoring are in direct relation to the required application components.

Applications that fail to follow ALL of the requirements may be disqualified

A. Evaluation:

1. Consideration of Factors:

The evaluation factors include:

a) Application content, including:

- (1) Soundness of methods proposed to complete the project;
- (2) Commitment of qualified and appropriate personnel, funding and other resources to accomplish the project;
- (3) Alignment of the application with the purpose and goal of the RFA;
- (4) Budget is detailed, reasonable and justified in direct relation to the proposed project, and reflects other sources of funds and support.

b) Experience:

- (1) Past performance as a CDPHE contractor, as applicable, including fulfillment of contract terms, work plan requirements, and complete and appropriate expenditure of awarded funds;

- (2) Organizational strengths are clear, including expertise as a pediatric practice, a strong and sustainable organization and functional structure, and historical accomplishments;
- (3) Applicant's experience, qualifications and experience of key personnel assigned to this project;
- (4) The extent to which the qualifications, experience, and past performance are likely to foster successful, on-time performance.

c) Compliance with Terms, Standards and Requirements:

- (1) The extent to which the applicant agrees to and demonstrates evidence of compliance with all related terms, standards and requirements, including Colorado's basic contract terms and required Special Provisions without seeking exceptions

2. Application Review Process/Scoring:

Only complete, accurate, including mathematically correct, applications will be reviewed by CDPHE staff. Non-conforming applications will not be accepted, and the submitter will be notified by email from cdphe_sbhcprogram@state.co.us of the disqualification of the application. Review teams will read, evaluate and score all eligible applications based on the points as listed below.

No appeals of award decisions are allowed in a RFA.

3. Total Points Available: 200

a) SBHC Program Application Cover Sheet (5 points):

- (1) Applicant fully and accurately completes Attachment C: SBHC Program Application Cover Sheet per instructions.
- (2) Coversheet is hand-signed by the Authorized Contract Signatory from the lead applicant agency in PDF format.

b) Financial Information (20 points):

- (1) Applicant fully and accurately (including correct mathematical calculations) completes Attachment E: Financial Information per instructions.
- (2) Applicant demonstrates an adequate mix and balance of sustainable sources of support beyond SBHC Program funding, including third-party payer revenue for all SBHC sites for which funding is requested.

c) Sustainability (20 points):

- (1) Applicant fully and accurately completes Attachment F: Sustainability per instructions.
- (2) Applicant demonstrates strong support from different partners and stakeholders to ensure long-term support for and operation of the SBHC site(s).

d) Coordination of Care (15 points):

- (1) Applicant fully and accurately completes Attachment G: Coordination of Care per instructions.
- (2) Applicant demonstrates effective care coordination and communication between SBHC site staff, school staff, patients' primary care provider, and other outside specialists.

e) Youth Engagement (15 points):

- (1) Applicant fully and accurately completes Attachment H: Youth Engagement per instructions.

- (2) Applicant demonstrates active and meaningful youth engagement, and effectively addresses challenges to youth engagement to ensure youth participation.

f) Community Advisory Committee (CAC) (10 points):

- (1) Applicant fully and accurately completes Attachment I: Community Advisory Committee per instructions.
- (2) All key constituency groups are adequately represented – i.e., school administration, school health staff (including the school nurse), faculty, students/youth, parents, and community provider agencies. If youth are not CAC members, the applicant must demonstrate how youth input is gathered and meaningfully used for relevant decision-making in the operation of the SBHC site(s).
- (3) Applicant demonstrates CAC's active and meaningful involvement in the development, on-going operations, and sustainability of the SBHC site(s).
- (4) CAC must meet at least twice in the calendar year.

g) Site-Specific Information (35 points): *This is the longest section of the SBHC Program application.*

- (1) Applicant fully and accurately completes Attachment J: Site-Specific Operations Plan per instructions for each SBHC site for which funding is requested.
- (2) Applicant operates an accessible, high-quality, patient-centered and efficient school-based health center with a strong patient base, solid utilization, and prioritized and integrated services for high-need children and youth.

h) Revised SBHC Program Quality Standards Checklist (35 points):

- (1) Applicant fully completes Attachment K: Revised SBHC Program Quality Standards Checklist per instructions.
- (2) Applicant demonstrates current compliance with all the standards on the checklist.
- (3) Applicant provides a sufficient explanation and plan to meet all standards by July 1, 2016, if not currently met.

i) Fiscal Year 2016-17 Budget with Justification Form (15 points):

- (1) Applicant fully and accurately (including correct mathematical calculations) completes Attachment L: Budget with Justification Form – Fiscal Year 2016-2017 per instructions.
- (2) Budget is reasonable, justified and indicates the operating costs for all SBHC sites for which funding is requested.
- (3) Description of Item or Work is directly tied to operating SBHC site(s) as described within the application.

j) Years 2 through 5 Operational Budgets (15 points):

- (1) Applicant fully and accurately (including correct mathematical calculations) completes Attachment M: Operational Budget Form – Fiscal Years 2 to 5 (2017-2018 to 2020-2021) per instructions.
- (2) Applicant presents realistic and viable projections including diversified, long-term support beyond SBHC Program funding, particularly as SBHC Program funding decreases in years 2 through 5 in order to fund new SBHC sites.

k) Attestation of Memorandum of Understanding (MOU) (10 points):

- (1) Applicant fully and accurately completes Attachment N: Attestation of Memorandum (MOU) per instructions.
- (2) A separate, hand-signed, scanned PDF document of Attachment N must be submitted for each Contractual Partner Agency (subcontractors) providing services at SBHC site(s).

l) Organizational Chart for the SBHC site(s) (5 points):

- (1) Applicant creates and submits an organizational diagram clearly illustrating lines of authority/supervision and responsibility for all SBHC site(s) and the Lead Sponsor Agency, Lead Medical Sponsor and all Contractual Partner Agencies (subcontractors). This document should be submitted with document name as: Attachment P: Current Organizational Chart.
- (2) The organizational chart must illustrate the overall operational structure.

4. Review Criteria:

SBHC Program staff will complete a technical review to assure that the applications meet the minimum submission requirements of all items outlined in the Application Submission Checklist. Non-conforming applications will not be accepted, and the submitter will be notified by email from cdphe_sbhcprogram@state.co.us of the disqualification of the application.

A team will review and prioritize eligible applications based upon review criteria for each proposal section as listed below. Applications will be scored and selected for funding on a competitive basis. To be considered for funding, applications must score seventy (70) percent or above based upon a 200-point scale, via a competitive process. Funding recommendations will be completed within 4-6 weeks from the RFA deadline. CDPHE will make the final determination on funding amounts.

5. Use of Risk Rating in Application Evaluation:

Prior to final evaluation, the risk rating determined from the submitted Risk Assessment Questionnaire or FRMS rating shall be applied in the form of a deduction from the final evaluation total score according to the following table. Award considerations will then be based on the adjusted total score.

Risk Determination	Percent of Possible Total Deducted from Evaluation Score
Low	0% reduction
Medium	10% reduction
High	20% reduction

6. Notification and Decision:

Applicants will be notified via email from cdphe_sbhcprogram@state.co.us of SBHC Program’s funding decisions. The estimated notification date is provided in Section VII.

B. Post-Award Process:

1. Contract Negotiation Process

The contract negotiation process will follow the Schedule of Activities above, which plans to hold contract negotiations on work plans and budgets for about three (3) weeks after notification of awards. The mandatory Post Award Meeting will be held at CDPHE on Wednesday, July 27, 2016, unless otherwise posted on the SBHC Program website.

2. Insurance Requirements

Insurance – Contractor. During the term of the contract, and any renewals or extensions thereof, Contractor, and its Subcontractors shall, and hereby agrees to, obtain, maintain, and keep in force at all times during the term of the contract an insurance policy or policies, issued by a company authorized to do business in Colorado, in the kinds and minimum amounts, and under the conditions specified below.

- a) Worker's Compensation Insurance as required by state statute, and Employer's Liability Insurance covering all of Contractor's employees acting within the course and scope of their employment.
- b) Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
 - (1) \$1,000,000 each occurrence;
 - (2) \$1,000,000 general aggregate;
 - (3) \$1,000,000 products and completed operations aggregate; and
 - (4) \$50,000 any one fire.

If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, the Contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to the State a certificate or other document satisfactory to the State showing compliance with this provision.

- c) Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit as follows: \$1,000,000 each accident combined single limit.
- d) The State of Colorado shall be named as an additional insured on the Commercial General Liability policy. Coverage required of the contract will be primary over any insurance or self-insurance program carried by Contractor or the State of Colorado.
- e) The insurance shall include provisions preventing cancellation or non-renewal without at least thirty (30) calendar days prior written notice to the State by certified mail.
- f) The Contractor will require all insurance policies in any way related to the contract and secured and maintained by the Contractor to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the State of Colorado, its agencies, institutions, organizations, officers, agents, employees and volunteers.
- g) All policies evidencing the insurance coverages required hereunder shall be issued by insurance companies satisfactory to the State.
- h) The Contractor shall provide certificates showing insurance coverage required by this contract to the State by the effective date of the contract. No later than fifteen (15) calendar days prior to the expiration date of any such coverage, the Contractor shall deliver to the State certificates of insurance evidencing renewals thereof. At any time during the term of this contract, the State may request in writing, and the Contractor shall thereupon within ten (10) calendar days supply to the State, evidence satisfactory to the State of compliance with the provisions of this section.
- i) The Contractor shall provide such other insurance as may be required by law, or in a specific solicitation.
- j) Notwithstanding the terms contained in General Provisions, Section 8, Insurance-Contractor, of this Contract, the parties agree to add the following language to the end of Paragraph 8:

The Contractor agrees to maintain in full force and effect a Professional Liability Insurance Policy in the minimum amount of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, written on an occurrence form that provides coverage for its work undertaken pursuant to this Contract. If a policy written on an occurrence form is not commercially available, the claims-made policy shall remain in effect for the duration of this Contract and for at least two (2) years beyond the completion and acceptance of the work

under this Contract, or, alternatively, a two (2) year extended reporting period must be purchased.

Successful applicants shall comply with the State's insurance requirements to protect the grantee and the state from any damages or loss. The grantee will need to submit certificates of insurance demonstrating coverage for Professional Liability and other coverage required by the State as outlined below. Do not submit your proof of insurance with the application. The State will request that you submit proof of insurance, usually when you submit signed copies of the contract, at a later date. Basic insurance requirements are addressed in the General Provisions.

3. Indirect (F&A) Cost Rate: You may request funding for indirect costs as part of your application.

Definition: Indirect costs are costs incurred for a common or joint purpose that benefit more than one cost objective or program, but are not readily assignable to a specific cost objective or program. Costs classified as indirect can differ depending upon your organizational structure and accounting practices but some common examples include depreciation on buildings and equipment, operating and maintenance costs of facilities, and general administrative expenses such as the salaries and expenses of executive officers and accounting or legal staff.

If your organization maintains an indirect rate and you choose to include these costs on your application budget, it is expected the budgeted amount will reflect your agency's **current** approved indirect cost rate. Be prepared to submit one of the following if you are a successful applicant:

- a) Federally-negotiated indirect cost rate agreement – An organization that receives funding directly from the federal government is eligible to negotiate an indirect cost rate with its federal cognizant agency.
- b) CDPHE-approved indirect cost rate agreement – An organization that receives no direct federal funding can recover its indirect costs by negotiating an agreement directly with CDPHE's Internal Audit Unit. (To request this option please contact the application contact as soon as possible.)
- c) De minimis indirect cost rate – Organizations that have never received a negotiated indirect cost rate can adopt a de minimis rate of 10% of modified total direct costs as defined at 2 CFR 200.68.

Regardless of the option chosen, CDPHE requires all indirect rates to comply with generally accepted accounting principles and be fully supported by actual cost data.

C. Attachments:

No additional documents of any sort outside the required RFA materials are permitted, and they will promptly be deleted from the application during the initial technical review by CDPHE staff. Failure to provide information as requested in this RFA may result in disqualification of the submittal. It is the sole responsibility of the applicant to ensure total compliance with this RFA.

IX. TEMPLATES AND RESOURCES

A. Templates and Forms:

1. Attachment A: Application Submission Checklist
2. Attachment B: CDPHE RFA Coversheet and Signature Page
3. Attachment C: SBHC Program Application Cover Sheet
4. Attachment D: SBHC Program Application Signature Page
5. Attachment E: Financial Information
6. Attachment F: Sustainability
7. Attachment G: Coordination of Care
8. Attachment H: Youth Engagement

9. Attachment I: Community Advisory Committee
10. Attachment J: Site-Specific Operations Plan
11. Attachment K: Revised SBHC Program Quality Standards Checklist
12. Attachment L: Budget with Justification Form – Fiscal Year 2016-2017
13. Attachment M: Operational Budget Form – Fiscal Years 2 to 5 (2017-2018 to 2020-2021)
14. Attachment N: Attestation of Memorandum of Understanding
15. Attachment O: Pre-Award Risk Assessment Questionnaire

B. Program Resources/Websites/References:

For more information on CDPHE's School-Based Health Center Program, visit www.colorado.gov/cdphe/SBHC-5-year-funding. This website contains information about the SBHC Program, grantee resources, reference documents, information for program funding, and training opportunities.