



Chicago Department of Public Health

Questions & Answers 2012 – 2015 RFP School Dental

June 21, 2012 (RFP #OC-41-3066-05-2012-001)

- **I do not see an Exhibit A Information Page in the RFP which is listed on the RFP Check list as being required to submit. Can you please assist with where to find this document?**
 - Exhibit A is on Page 37 following the attachments.

- **What section of the checklist does page 21 of the RFP where it asks to "detail a written response to the following" fall under? Is this an additional section that should be on the check list or included in an existing section?**
 - On Page 21 – Section VII Evaluation Criteria – Program Design is an extended request for information on the Providers Program, Staff and ability to provide the required materials requested in the Program.
 - The responses to the bullet point section of the Check List can be incorporated into the – Section VII Evaluation Criteria – Program Design.

- **There is conflicting information on required fingerprinting. One section says that fingerprinting is mandatory for the RFP and another says that CPS will not fingerprint unless you have a contract. So please elaborate on this for NEW applicants who have never been in the program.**
 - CPS will fingerprint the new staff for any Provider that receives a contract with the Chicago Department of Public Health (CDPH) School – Based Oral Health Program.
 - New applicants to the Program must show adequate staffing as described in the RFP. A listing of names will show due diligence for the Providers and CPS will provide fingerprinting to those who are awarded a CDPH Contract.

- **For insurance coverage, there are some additional coverages required. We need to obtain the additional coverages PRIOR to knowing if we received a contract?**
 - Insurance for all staffing and Providers takes time. Provide the due diligence necessary for establishing the correct insurance for all who will be involved in the Program.

- **As a potential new provider, I am a bit confused by the following question:**
 - **Regarding the paperwork for employees and subcontractors, including TB testing, Fingerprinting, auto and professional liability insurance, are these documents required in the submission of the proposal statements due June 29th?**

Yes

When the question was asked about new providers and new employees at the meeting on June 12th, my understanding was that respondents who previously did not have contracts should include their plan to staff, but that this information would not be needed in the RFP. In fact, the representative from CPS requested that respondents not send potential staff for background checks until after they had procured a contract. Following that reasoning and due to the fact that most of my potential staff have not worked at CPS before, I have not moved forward with finalizing staff and the accompanying paperwork requirements, but instead I have tailored my plan to both staff and meet the timing requirements for completion of treatment. Please let me know immediately if I need to change course, as I would not like to be disregarded as a candidate over a misunderstanding about staffing.

- **New providers must show due diligence in the development of their staff, equipment, insurance, fingerprinting and TB testing. Therefore, if a contract is granted, the program will have the base materials in line that will be needed to start the program.**
- **Please verify the correct information. In the printed Q&A from presubmittal conf., one question referred to the number of students per packet stating 9200 kids. Is 9200 kids the number per packet or the number of kids seen? However AT the presubmittal conf., it was stated that there would be approx. 30,000 kids per packet at a 40% participation rate.**
 - Numbers for students and participations rates cannot be determined as any kind of absolute. Multiple factors can and will affect the number of students per packet and the consent return.
 - The numbers stated above were stated by a provider from the current contact and not from the program itself.
- **The check list for the required documentation to be submitted states the Qualifications of Respondent not to exceed 5 pages. Would the 5 pages INCLUDE the bullet points following that item OR would that information be provided on an additional document such as Program Design?**
- **Other than the reference to experience in working with children, the Qualification of the Respondent and the Program Design are requesting the same materials.**

- **Regarding the insurance requirement, Valuable papers, how does this affect/apply to the City of Chicago (knowing will help determine adequate levels of coverage?)**
 - If records are lost, destroyed or stolen, the provider must carry enough insurance to pay for the re-creation and reconstruction of the records.
- **Does the valuable papers coverage and amount of its coverage need to be listed on the insurance certificate submitted with the proposal? Or is a statement of coverage adequate?**
 - The amount of the coverage must be listed on the certificate.
- **On the Economic Disclosure Statement: page 10 of 13, “Certification Regarding Equal Employment Opportunity...does this only apply to Federally funded organizations?**
 - I do not know the answer to this question. I will look into the matter and provide an answer as soon as possible.
- **Does this apply to the individual dentists or private school-based dental programs? Not sure who this applies to.**
 - I do not know the answer to this question. I will look into the matter and provide an answer as soon as possible.
- **Hello, did you post what sealant completion certificates are recognized by the Board of Public Health? I have an applicant that completed her training with the US Navy.**
 - This question has been sent to the IDPH Director and the Illinois State Board of Dentistry for clarification.
- **Automobile Liability - Is this for my personal auto insurance or can hired non-owned automobile liability be shown on my general liability policy?**
 - The vehicle that is driven to the schools for the program must carry the auto insurance and it must be listed as additional insured naming the City of Chicago and the CPS Board of Education as seen on the Evidence of Insurance page.
- **Professional Liability - Do my independent contractor hygienists have to have their own policy even if my professional liability extends coverage to them?**
 - Independent contractor hygienists must carry their own professional liability coverage unless your professional liability insurance lists the individuals as covered in the policy.

-There seems to be a discrepancy between 2 of the questions asked and answered in the Q and A posted from the 19th (the first batch). On the first page, it states that staff fingerprinting will not be approved through CPS until packets are awarded, however on page 3 someone asks if fingerprinting (along with TB, insurances etc) all need to be included with the RFP by the 29th, and the answer was yes. Could you please clarify: For new applicants who have not previously had a packet, does fingerprinting of all staff (doctors, assistants etc) need to be completed prior to the 29? Or is that done only after packets are awarded?

New applicants who have not previously had a packet, DOES NOT need to have fingerprinting of all staff (doctors, assistants etc) completed prior to the June 29.