



## REQUEST FOR PROPOSALS

The Foundation for Community Health (FCH) seeks consulting services to assess and develop recommendations for its school based oral health program. Proposals are requested by April 15<sup>th</sup>, 2019 by 5pm EST. Complete proposals should be submitted as a single PDF and not exceed 5 pages. For questions or any additional information, please contact Natashea Winters at [nwinters@fchealth.org](mailto:nwinters@fchealth.org) or 860.364.5157.

### About the Foundation for Community Health

We are a private, not-for-profit foundation dedicated to improving the health and well-being of the residents of the greater Harlem Valley in New York and the northern Litchfield Hills of Connecticut. To accomplish our mission, we make grants, conduct research, provide technical assistance, and support collaboration and advocacy.

The Foundation for Community Health was initially funded with the net assets of the sale and conversion of Sharon Hospital and is a supporting organization of the Berkshire Taconic Community Foundation, Community Foundations of the Hudson Valley and the Northwest Connecticut Community Foundation.

### Our Commitment to Children's Oral Health

In 2007, FCH with program partners, launched school based oral health programs in northwest Litchfield County (CT) and southeastern Columbia County (NY), while no provider was identified for the school districts located in eastern Dutchess County (NY), FCH worked closely with Hudson River Healthcare, supporting their efforts to establish a local dental practice from 2007-2012. In 2012, HRH launched its school based oral health program in the Dover Union Free School District and expanded in 2017 to serve the Webutuck Central School District.

To date, the program is active in three school districts; the Region One School District in Connecticut and the Webutuck and Dover school districts in New York. We anticipate that the school based oral health program at the Taconic Hills Central School District in southeast Columbia County will be reinstated in the 2019-2020 school year, previously the program was in operation from 2007 – 2017.

For more information about our commitment to children's oral health and our program, please see our most recent [Cultivating Solutions](#).

### Scope of Services

Scope of services will encompass an assessment of current school based oral health partners in order to determine current and project operational costs of the program. Including, an assessment of current billing practices, an analysis of historical and projected payer mix, and other relevant factors such as organizational context and state policies. A final report will include an assessment of the various factors influencing operational costs and provide tailored recommendations for each program partner based on each partner's program model, organizational structure, and context in which each provider practices (state, school district(s), surrounding community).

At the beginning of the project period we expect for the scope of this project to be refined through conversations with key FCH staff and each program partner, ensuring that the development of recommendations meet the needs of both parties.

### Timeline

May	Meetings held with partner providers to refine scope of project Development of final work plan and outline of final report
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June	Coordination with partner providers to collect necessary data and identification of any third party data sources or individuals/organizations for stakeholder interviews (if necessary)
July – September	Assessment and analysis of all relevant data and information
October	Draft of final report shared with FCH for review
November	Final Report Submitted

## Expectations & Deliverables

We expect the consultant hired to work independently and assume complete leadership for this project. This includes (but is not exclusive of) handling of all data collection and analysis, identification of additional stakeholders, and periodic communication with program partners. FCH staff will facilitate necessary introductions of program partners and related project convenings in the beginning and at the end of the project period. Periodic check ins will be established between key FCH staff and the consultant during the project period.

We expect four key deliverables during the project period:

- A final work plan submitted within the first month of the project period
- An outline of a final report, based on information gleaned from program partners and FCH during the first month of the project
- Draft of final report
- Final report (accounting for any amendments made of the draft)

## Proposal Requirements

Submitted proposals should include the following information:

- Relevant professional background, including experience with public health dentistry, school based oral health programs, and any prior experience completing similar assessments
- Proposed methodology or approach to project
- Timeline, applicants are welcome to expand upon the timeline included in this RFP
- Itemized budget, estimating costs for each phase of the project and any projected incidental expenses
- Resume/CV (can be in addition to 5 page limit)
- 2-3 references, ideally previous clients
- 1-2 relevant examples of work (can be in addition to 5 page limit)

Complete proposals should be submitted as a single PDF and not exceed 5 pages. Proposals should be sent to the attention of Natashea Winters at [nwinters@fchealth.org](mailto:nwinters@fchealth.org). Proposals are requested by April 15<sup>th</sup>, 2019 by 5pm EST.

Review of proposals and interviews will take place during the remaining month of April, with a contract established for May.

## Review Criteria

Proposals will be reviewed with the following criteria:

- Strength of approach and methodology, demonstrated by:
  - Clear and concise rationale
  - Anticipation of challenges or potential roadblocks
  - Previous experience
- Appropriation of resources in budget and its overall alignment with one's proposed methodology
- Overall relevant professional experience
- Track record of working independently and meeting expectations of multi-stakeholder programs

## Budget

The total budget available for contracted services is \$30,000, this includes any staff time or incidentals incurred during the project period.