



# Chicago Department of Public Health

## Questions & Answers 2012 – 2015 RFP School Dental

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June 19, 2012 (RFP #OC-41-3066-05-2012-001)

- **If all of my employees are Independent contractors, will the DA and RDH need to purchase their own Malpractice insurance or can they still be covered under my insurance policies?** Dental Assistants cannot be independent contractors. They must be considered employees and covered under the dentist's malpractice insurance and workers compensation.
- **The Economic Disclosure and Affidavit is for Dr. David Trost (owner/President of Miles of Smiles, Ltd.) to fill out, correct? (Not each dental team member).**
  - The Economic Disclosure is to be filled out by the contracting dentist / owner. If there are multiple owners or partners an Economic Disclosure must be filled out and filed by each. Each dental team member does not fill out an Economic Disclosure.
- **On Exhibit E-1 City Requirements Professional Services Insurance Requirements it states: "Provider Dentist...". Does this mean only the dentists are required to add the "additional insured" to their liability and auto insurance? (not the RDHs or assistants)**
  - Commercial Liability Insurance is required by anyone working for a dental contracting company that is NOT considered an employee at the 1 Million Dollar level. This requires the Additional Insured language.
  - Automobile Insurance requires the Additional Insured Language for all driving to work. The \$500,000 per occurrence is required for the Contracting Dentists and any Dentists or Dental Hygienists that are not employees. Employees must carry what is required by the State of Illinois and carry the Additional Insured Language.
- **Can we make appointments for fingerprinting/background checks now, or do we need to wait until after next week's meeting?**
  - CPS will not provide the fingerprint service to anyone who does not have a Contract with the School – Based Program for 2012 – 2015. New paper work will be handed out today. It must have the wording "Office of Physical Health" KP / 4/4/12 in the 1<sup>st</sup> paragraph.
- **One of our hygienists is currently in your system with another provider. Does she need to get fingerprinted again or can you pull her record and use it for our program?**
  - If I can verify by my records that the individual passed the Print Check, the individual would not need to be printed again.

- **It states that the SEALS data is to be transmitted 7 days after completion. However, it also states 10 days. Which is it, 7 or 10?**
  - Apologize for the discrepancy... we will go with the 10 days.
- **What is the date for SEALS training? And how do we register for the HAN System?**
  - SEALS training will be set after the new contracts have been awarded
  - HAN training and registration will occur the same day as the SEALS training
- **Do you need us to RSVP for the June 12<sup>th</sup> meeting?**
  - No
- **Are we allowed to request a certain number of packets?**
  - The RFP states that a provider can request up to 4 packets. You must be able to show staffing and equipment for the number of packets requested
- **If a school resists participation, what techniques have been successful in the past to help persuade them?**
  - A written report is submitted to the Program Director and the Program director works with CPS to solve the problem.
- **Is the cost per packet the same regardless of the number of schools agreeing to participate? Is there any adjustment if a significant number of schools refuse?**
  - The cost of the packet is the same.
  - No adjustment. The number of schools that refuse is minimal and we have taken steps to remove the schools that have consistently refused from the program. Last year there were 5 schools that refused and they will not be considered for the 2012 – 2015 school year contracts.
- **Are we allowed to collect the consent forms from the school to review prior to the date of service? Or is it a requirement that they stay at the school until the team arrives the first day?**
  - Yes, you are allowed to collect the forms prior to date of service. It is highly recommended that you collect them at the beginning of the school year - September and keep in touch to see if there is a possibility to increase the consents prior to your visit.
- **Do we copy the consent and HIPPA form back-to-back? Or are the consent forms copied English/Spanish back to back & the HIPPA forms copied English/Spanish back to back?**

- The Consent / HIPAA forms are printed by language back to back. Students receive their 1<sup>st</sup> ability to sign up for the Program when their Parents/ guardians receive their Free & Reduced Lunch Packet at the beginning of the school year. These are the forms that are initially available to the providers. Subsequent forms to increase consent return are the responsibility of the providers.
- **The school packets last year came to @ 9200 kids each. Do you foresee the packets changing in number for the new contract. I know you said participation rate @40%.**
  - It is possible for a slight change in the packet population. It is totally dependent on the individual schools. I cannot commit to a specific number until the lists are completed
  - Participation Rate is also dependent on multiple factors. I cannot state that each school will come in at 40%.
- **I plan on working daily on my team/teams. If have another DDS interested in working for me, will there be time to credential him and other staff after finding out if I am in the program? Concerned about (fingerprinting turnaround).**
  - If all the paperwork is complete correctly, there should be enough time.
- **I just want to verify if the HIPAA Compliance Acknowledgement will not be required in the submitted proposal due to the last minute nature of obtaining the full HIPAA disclosure, and upon hopefully being awarded the contract, HIPAA will be completed then by all staff members**
  - That is correct. Full compliance with the HIPAA material will be required upon receipt of confirmation of obtaining a contract.
- **I checked the City of Chicago Health website and did not see the RFP Checklist was put up yet. Can you please either email this to me or let me know when it is on the website?**
  - The RFP Checklist will be placed on the Website as soon as possible.
- **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
- **Does the Worker's Compensation and Employers Liability Insurance need to be bound by the 29th along with documentation?**
  - Yes

- **For the submission of the proposal and its 4 copies, do you require that all pages from the link to be included in the submission, or just the pages that needed to be filled out?**
    - The entire RFP (all pages) with all requested documentation must be returned completed to be considered complete.
  - **We would like to know if all the doctors/owners need to be the respondents to apply or can the one main doctor/owner apply as a respondent on behalf of the company? The remaining doctors will still complete the EDS affidavit as required.**
    - It depends on how your organization is set up and what the established name is for the organization.
    - All doctors listed in an organization as owners must complete the EDS Affidavit.
1. **For students without a signed HIPAA, should we provide a child level event data for them when we submit the SEALS report?**
    - a. Yes. The HIPAA comes into play when we (CPDH) must report the information.
  2. **If we are planning on using personnel that has previously worked in the program and has cleared the background check, should we just document this on the staff list as we will not have paperwork showing that they have been fingerprinted?**
    - a. If I have proof that the individual has passed the Print Check, they will not need to be printed again. Providers need to document prior print check on staff list.
  3. **In regards to the INCIDENT PROTOCOL, what specific incidents should be reported? Please provide clarification**
    - a. Difficulties with a given school, school staff or child
    - b. Accidents that involve a student or staff member
    - c. Accidents that involve a dental staff member in connection with the school program
  4. **Will the consultants receive a copy of the evaluation report after each QA visit?**
    - a. That is our intent
  4. **There is a section that discusses grant awards. Who is eligible for these grants and do we have to apply for them? Are they for the companies participating in the programs?**
    - a. The only Grant that I am aware of is the IDPH Oral Health Division Dental Sealant Grant. This is only available to Health Departments.
  5. **Please provide clarification as to what "Deliverables" will need to be submitted regularly to the city? Will it be more than the SEALS report that is required on a regular basis?**

- a. SEALS Child & Event Data
  - b. Insurance Updates for Provider and staff
  - c. Google Calendar updates
6. **"Consultant must not reassign or replace Key Personnel without the written consent of the City". Does that mean that all staffing changes including terminations must have prior approval from the city? This is not very clear to me.**
- a. NO
- **For the automobile insurance it states that the Provider Dentist must provide Automobile Liability insurance with the limits of not less than \$500,000 along with the additional insured. Does staff such as EFDA, RDH, and DDS who are employees and not sub-contractors also have to have this limit and do they have to have additional insured?**
    - Commercial Liability Insurance is required by anyone working for a dental contracting company that is NOT considered an employee at the 1 Million Dollar level. This requires the Additional Insured language.
    - Automobile Insurance requires the Additional Insured Language for all driving to work. The \$500,000 per occurrence is required for the Contracting Dentists and any Dentists or Dental Hygienists that are not employees. Employees must carry what is required by the State of Illinois and carry the Additional Insured Language.
  - **Regarding the insurance requirement, Valuable papers, what is an acceptable level of coverage? What is a typical amount of coverage?**
    - Acceptable Level of Coverage - an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.
    - Typical amount of coverage - \$25,000 - \$50,000
  - **If staff went for finger printing but has not cleared do we give you the number on the paperwork?**
    - I will need the copy of the print - out that the staff person received from CPS.
  - **If a staff member does not have their pink Slip from fingerprinting in the past but has cleared what do you need for documentation? This member has worked for another team prior to working for me this past year.**
    - If I have proof that the individual has passed the Print Check, they will not need to be printed again. Providers need to document prior print check on staff list.
  - **Starting on page 21 of the RFP titles "Program Design" there is the following:**
    - (I) **Respondent's Proposal: Please submit a written response in compliance with all the materials below.**

**Is the “response” considered the actual handling in of the RFP or a typed document?**

- Insure that all materials requested are submitted in writing.

**(II) Coordination of Service: Please detail a written response to the following:**

**Is the “response” considered the actual handling in of the RFP or a typed document?**

- i.g Staff listing, equipment lists, product lists

**1) I have one potential employee that tells me her insurance company only lists lien holders as additional insureds. They can however, give a certificate of liability naming the CDPH and the Board. Will that suffice?**

- NO only State Farm, All State and UAA military insurance can list other than Additional Insured

**2) Where can I find information for SEALS training?**

- This information and training will be given to those who receive contracts.