

# STATE OF OREGON



## COVER PAGE

Oregon Health Authority

## SCHOOL HEALTH SERVICES PLANNING GRANT

Request for Grant Proposals (RFGP)

### RFGP 4855-0

Date of Issue: July 25, 2019

Closing Date: September 20, 2019 at 5:00 P.M.

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## SECTION 1: GENERAL INFORMATION

### 1.1 INTRODUCTION

The State of Oregon, acting by and through the Oregon Health Authority, Public Health Division, School-Based Health Center (SBHC) State Program Office (“SPO”), is issuing this Request for Grant Proposals (RFGP) for School Health Services Planning and Technical Assistance Grants in the 2019-2021 biennium. The funding will support up to 12 school districts or education service districts (ESDs) to evaluate the need for school-based health services in their respective communities. At the end of the Year 1 evaluation period, at least 6 new SBHCs and up to 4 sites to pilot a school nursing model, will continue to develop and implement a plan to address the identified need in Year 2. All Year 1 funding must be spent prior to June 30, 2020; funding for Year 2 must be spent prior to June 30, 2021.

All persons or firms submitting Proposals are referred to as Proposers in this RFGP; after execution of the Grant, the awarded Proposer will be designated as Grantee. The scope of the Grantee services and deliverables for the Grant are described in Section 2.2. Scope of Work. The parties will negotiate the final Statement of Work to be included in the Grant.

SBHCs (defined in 2017 ORS 413.225) are a unique health model for comprehensive physical, mental and preventive health services provided to youth and adolescents either within a school or on school property. To learn more about Oregon’s SBHCs visit the state SBHC website: [www.healthoregon.org/sbhc](http://www.healthoregon.org/sbhc).

School nurses serve a pivotal role for bridging health care and education systems, provide care to all students, provide students with resources and referrals for health insurance coverage, and support student success by providing health care through assessments, intervention and follow up for all students in the school setting. For purposes of this RFGP, school nursing is defined by:

- a. ORS [342.465](#), or
- b. as a registered nurse who is an employee or contractor of a school district and who practices nursing in a school setting.

All Year 1 Awards assume a 6-month needs assessment process to evaluate site readiness and community need for an SBHC and school nursing services. After reviewing Proposals from the Year 1 assessment phase, the SPO will select at least 6 sites to continue to Year 2 for SBHC Phase 2 Planning and up to 4 sites to continue to Year 2 to plan their School Nursing Model. SBHC Phase 2 Planning Grantees will move forward with planning for certified SBHCs within 12 months of the Year 2 cycle and enter the SBHC funding formula in the 2021-2023 biennium. School Nursing Model Planning Grantees will move forward with planning an alternative model focused on school nursing and enter into a new funding formula for the school nursing model in the 2021-2023 biennium. Funding is contingent upon available funds in the 2021-2023 legislatively adopted budget. Please see Sections 1.2 and 2 for full award descriptions.

Awarded monies for planning grants must be used to initiate sustainable partnerships within the community, explore whether the SBHC model or school nursing model would best fit the needs identified in the evaluation process, and develop a plan for addressing the needs identified.

SPO will prioritize Proposals from school districts or ESDs that:

- Do not currently have any certified SBHCs;
- Do not currently have a school nurse; and
- Have a clear demonstration of local need

## 1.2 ESTIMATED AWARD AMOUNTS AND DURATIONS

### Phase 1 Planning Grant – Evaluation and Assessment Phase (lasting 6 months)

- Phase 1 Planning (Jan-June 2020): Grantee will receive \$35,000 for the grant period.
  - The award will run from approximately January 2, 2020 through June 30, 2020.
  - This award is designed to cover the duration of Phase 1 Planning, culminating in a final status report made to the SPO documenting the progress made and assessment results in Year One. This process includes conducting an in-depth needs assessment to evaluate site readiness and community need for school health services, including: consulting with a nonprofit organization with experience in organizing community projects, or a local organization that coordinates with a statewide nonprofit organization which will facilitate the planning process and to provide technical assistance; and soliciting community participation in a needs assessment, including the participation of the local public health authority, any federally qualified health centers located in the district, and a regional health equity coalition, if any, serving the district and every coordinated care organization (CCO) with members residing in the district. Districts should assure representatives from the demographic groups of their school population are invited to participate/provide input in needs assessment activities; the process includes input from the community of the eligible Proposer, including school employees, students and parents; and information collected by the ESD or school district enables the Proposer to make equity-based decisions. If the ESD or School District determines the community is ready for Phase 2 at the end of the 6-month assessment period, they will develop a proposal—that addresses the need identified through the needs assessment—to receive funding in Year 2 for an SBHC or school nursing model to move forward to the Advanced Planning phase (Phase 2).

**Phase 2 Planning Grants** – Advanced planning for SBHC or School Nursing Model (lasting 1 year). For Year 2, sites approved during Year 1 will be funded to move forward with planning an SBHC or a new model focused on school nursing.

- SBHC Phase 2 Planning (July 2020-June 2021): Grantee will receive \$60,000 for the grant period.
  - The award will run from approximately July 1, 2020 through June 30, 2021.
  - This award is designed to cover the duration of Phase 2 SBHC Planning, culminating in the certification of the SBHC during Spring 2021. This process includes continued community participation in the planning process as described in Year 1; continued consultation with a nonprofit organization which will facilitate the planning process and to provide technical assistance preparing the new SBHC as described in Year 1; identification of a process for billing insurance, medical assistance or another third-party payer, or identify other funding, for the cost of services; timely application for certification; a certification site visit; and successful and timely completion of all required action items identified during the certification site visit. We recommend the center to be open 4 to 6 weeks prior to the SPO certification site visit.
- School Nursing Model Phase 2 Planning (July 2020-June 2021): Grantee will receive \$60,000 for the grant period.
  - The award will run from approximately July 1, 2020 through June 30, 2021.
  - This award will provide funds to pilot a school nursing approach. This process includes using findings from the Year 1 assessment to inform the school nursing model; solidifying a partnership with your community health care providers including but not limited to CCOs, federally qualified health center (FQHCs), local public health authority (LPHA) or other health care providers; identifying a process for billing insurance, medical assistance, or another third-

party payer, or identifying other funding for the cost of services; developing a report for the SPO and meeting any state established guidelines.

- **SBHC Entry into Funding Formula (July 1, 2021-June 30, 2023):** Funding for certified SBHCs is based on the SBHC funding formula for certified sites.
  - SBHCs that have successfully completed the certification process no later than June 30, 2021 will be eligible to receive \$60,000 per year for SBHC operations beginning July 1, 2021.
  - Annual awards are contingent upon each biennium’s legislatively adopted budget and the SBHC’s continued compliance with SPO Standards for Certification.
- **School Nursing Model Entry into Funding Formula (July 1, 2021- June 30, 2023):** Funding for the School Nursing Model is based on a new funding formula for up to five years.
  - School Nursing Model sites that have successfully completed the process will be eligible to enter a new funding formula to pilot the School Nursing Model beginning July 1, 2021.
  - School Nursing Model funding will fund sites at \$60,000/year to provide school nursing services to address school health needs.
  - Annual awards are contingent upon each biennium’s legislatively adopted budget and site’s continued compliance with SPO program requirements.

**1.3 SCHEDULE**

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change.

Event	Date	Time
RFGP Q&A Session #1 (phone) See Section 3.3.3	August 12, 2019	1:30-2:00 PM
RFGP Q&A Session #2 (phone) See Section 3.3.3	August 28, 2019	10-10:30 AM
Written questions / requests for clarification due	August 30, 2019	5:00 PM
Answers to questions / requests for clarification posted no later than	September 6, 2019	5:00 PM
Closing (Proposals due)	September 20, 2019	5:00 PM
Issuance of notice of award (approx.)	October 4, 2019	

**1.4 SINGLE POINT OF CONTACT (SPC)**

The SPC for this RFGP is identified on the Cover Page, along with the SPC’s contact information. Proposer shall direct all communications related to any provision of the RFGP, whether about the technical requirements of the RFGP, contractual requirements, the RFGP process, or any other provision only to the SPC.

**SECTION 2: AUTHORITY, OVERVIEW, AND SCOPE**

**2.1 AUTHORITY AND METHOD**

SPO is issuing this RFGP pursuant to its authority under ORS 413.033 and ORS 190.

**2.2 SCOPE OF WORK**

As the Grantee, the School District or ESD is expected to lead in the following activities:

**Phase 1 Only**

- During Phase 1— the 6-month evaluation and assessment period—conduct an in-depth needs assessment to evaluate site readiness and community need for school health services.
  - Submit a report to the SPO with results of the needs assessment and evaluation of community need for an SBHC or School Nursing Model.
  - Develop a proposal for Phase 2 Funding if the ESD or School District determines the community is ready for Phase 2 at the end of the 6-month assessment period. The proposal should address the needs identified in the assessment phase and outline the scope of advanced planning in Phase 2 for an SBHC (as defined in ORS 413.225) or School Nursing Model.

### **Phases 1 and 2**

- Consult with a nonprofit organization with experience in organizing community projects, or a local organization that coordinates with a statewide nonprofit organization, which will facilitate the planning process and to provide technical assistance.
- Solicit community participation in the needs assessment and planning processes, including the participation of the LPHA, any FQHC located in the district, a regional health equity coalition, if any, serving the district and every CCO with members residing in the district.
- Work with partners to engage and educate the community about the proposed SBHC or School Nursing Model and how it addresses the Public Health mission through meeting the health needs of students.
- Form, or continue to support an established SBHC or School Nursing Model Planning Committee from interested community agencies such as students, parents, community health agencies, LPHAs, local physical, behavioral and dental health providers, hospitals, county commissioners, CCOs, FQHCs and local businesses.
- For SBHC planning sites: collaborate with the planning committee to develop a plan to implement and sustain a certified SBHC. The SBHC Standards for Certification Version 4 are available at <https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/YOUTH/HEALTHSCHOOL/SCHOOLBASEDHEALTHCENTERS/Documents/SBHC%20Certification/SBHCstandardsforcertificationV4.pdf>
- Identify a process for billing insurance, medical assistance or another third-party payer, or identify other funding, for the cost of services.
- Participate in monthly scheduled Technical Assistant conference calls with SPO.

## **SECTION 3: PROCUREMENT REQUIREMENTS AND EVALUATION**

### **3.1 MINIMUM PROPOSER REQUIREMENTS**

Proposer must be a School District or ESD located in Oregon.

### **3.2 MINIMUM SUBMISSION REQUIREMENTS**

#### **3.2.1 Proposal Format and Quantity**

Proposers should only use the forms included in this RFGP to submit a Proposal as listed in Section 3.4 Proposal Content Requirements section. Responses to each attachment, section and subsection must be complete. Incomplete Proposals will be rejected. Proposal must describe in detail how requirements of this RFGP will be met and may provide additional related information.

Proposer shall submit one electronic copy of its Proposal via email to the SPC. **Proposer must enter into the subject line as follows “School Health Services 2019 Planning Grant**

**Proposal Submission**". Once SPC receives the Proposal, SPC will respond to the email a confirmation of receipt. If Proposer does not receive a confirmation of receipt within one business day it is the Proposers' sole responsibility to confirm receipt by additional email or phone contact with SPC. In addition, if Proposer believes any of its Proposal is exempt from disclosure under Oregon Public Records Law (ORS 192.311 through 192.478), Proposer shall complete and submit the Disclosure Exemption Affidavit (Attachment B) and a fully redacted version of its Proposal, clearly identified as the redacted version.

### **3.2.2 Authorized Representative**

A representative authorized to bind the Proposer shall sign the Proposal. Failure of the authorized representative to sign the Proposal may subject the Proposal to rejection by SPO.

## **3.3 PROCUREMENT PROCESS**

### **3.3.1 Public Notice**

The RFGP, including all Addenda and attachments, will be posted on the SBHC OHA website and emailed to the SBHC network, County Public Health Departments, school district superintendents and administrators, The School Nursing Listserv, The Oregon School-Based Health Alliance, and the Oregon School Nurses Association.

### **3.3.2 Questions / Requests for Clarification**

All inquiries, whether relating to the RFGP process, administration, deadline or method of award, or to the intent or technical aspects of the RFGP must:

- Be emailed to the SPC
- Reference the RFGP name
- Identify Proposer's name and contact information
- Be sent by an authorized representative
- Refer to the specific area of the RFGP being questioned (i.e. page, section and paragraph number); and
- Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule (September 6, 2019)

### **3.3.3 Pre-Proposal Phone Conference**

SPO will hold two calls for all interested parties to call in and participate in RFGP Q&A sessions. These calls are designed to offer an open forum format to answer questions as they arise. Each call is set up for half an hour. To participate from any telephone, call **1-877-848-7030** and enter participant code **148921** on the dates and times listed below.

### **3.3.4 Proposal Submission**

Proposer is solely responsible for ensuring its Proposal is received by the SPC in accordance with Section 3.2.1 of this RFGP before Closing. SPO is not responsible for any delays in email or by transmission errors or delays or mistaken delivery. Proposal submitted by any means not authorized may be rejected.

### **3.3.5 Modification or Withdrawal of Proposals**

Any Proposer who wishes to make modifications to an Proposal already received by SPO shall submit its modification by email and must denote the specific change(s) to the Proposal submission.

If an Proposer wishes to withdraw a submitted Proposal, it shall do so prior to Closing (September 20, 2019 at 5:00pm PST). The Proposer shall submit by email a Written notice

signed by an authorized representative of its intent to withdraw its Proposal. The notice must include in the subject line of the email “SBHC 2019 Planning Grant Withdrawal of Proposal” and be submitted to the SPC.

### **3.3.6 Proposal Due**

Proposal and all required submittal items must be received by the SPC on or before Closing. Proposal received after the Closing will not be accepted. All Proposal modifications or withdrawals must be completed prior to Closing.

Proposals received after Closing are considered LATE and will NOT be accepted for evaluation. Late Proposals will be returned to the respective Proposer or destroyed.

### **3.3.7 Proposal Rejection**

SPO may reject a Proposal for any of the following reasons:

- Proposer fails to substantially comply with all prescribed RFGP procedures and requirements, including but not limited to the requirement that Proposer’s authorized representative sign the Proposal in ink.
- Proposer fails to meet the responsibility requirements of ORS 279B.110.
- Proposer makes any contact regarding this RFGP with State representatives such as State employees or officials other than the SPC or those the SPC authorizes, or inappropriate contact with the SPC.
- Proposer attempts to inappropriately influence a member of the Evaluation Committee.
- Proposal is conditioned on SPO’s acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFGP or Addenda.

### **3.3.8 Opening of Proposal**

There will be no public Opening of Proposals. Proposals received will not be available for inspection until after the evaluation process has been completed and the Notice of Award is issued. However, SPO will record and make available the identity of all Proposers after Opening, upon request.

## **3.4 PROPOSAL CONTENT REQUIREMENTS**

All Proposals must be submitted to the SPC through the Local School District or ESD. The proposal may be written in partnership with other organizations; however, the Proposer (e.g., School District, ESD) will be the Grantee. Proposals in smaller communities may be considered for joint funding (i.e., one planning grant for two school districts).

Proposer must use the prescribed Attachments A through D to submit a Proposal. Proposer shall complete the Attachments, scan or convert to pdf keeping in one document and attach to the submission email.

### **3.4.1 Proposal Certification Sheet (Attachment A)**

The Proposer shall complete and submit the Proposer Information and Certification Sheet (Attachment A).

### **3.4.2 Proposal (Attachment B)**

The Proposer shall complete and submit Parts 1, 2, and 3 via email (Survey Monkey for Part 2)

### **3.4.3 Project Timeline (Attachment C)**

The Proposer shall review the Project Timeline (Attachment C)

### **3.4.4 Project Budget (Attachment D)**

The Proposer shall complete and submit the Project Budget Narrative (Attachment D)

## **3.5 EVALUATION PROCESS**

### **3.5.1 Responsiveness and Responsibility Determination**

Proposals received prior to Closing will be reviewed for Responsiveness to all RFGP requirements including compliance with Minimum Requirements section and Proposal Content Requirements section. If the Proposal is unclear, the SPC may request clarification from Proposer. However, clarifications may not be used to rehabilitate a non-Responsive Proposal. If the SPC finds the Proposal non-Responsive, the Proposal may be rejected, however, SPO may waive mistakes.

At any time prior to award, SPO may reject a Proposer found to be not Responsible.

### **3.5.2 Evaluation Criteria**

Proposals meeting the requirements outlined in the Proposal Content Requirements section will be evaluated by an Evaluation Committee. Evaluators will assign a weighted score from 0 to 25 points (weights vary by objective criterion) for each evaluation criterion listed below in this section.

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Proposals. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

### **3.5.3 Evaluation**

Scores will be assigned in the following criterion:

- a. Community Need for Assistance (Attachment B, Part 2) (25%): SBHCs are part of the State's safety net system as an access model focused on providing primary care, behavioral health and preventive services to children and adolescents who go without care. School nursing bridges health care and education systems, provides care to all students, provides students with resources and referrals for health insurance coverage, and supports student success by providing health care through assessments, intervention and follow up for all students in the school setting.
  - SPO will complete a Planning Grant Data Worksheet for each Proposer. Proposer is **NOT** responsible for completing the worksheet. The worksheet is an internal document that SPO will use to determine level of need for each Proposer's community. Review worksheet template (Part 3, Attachment B).
  - Describe how the SBHC or School Nursing Model aligns with any already completed needs assessment work in your community (i.e., Student Success Act, Community Health

Improvement Plan, Community Health Assessment, Public Health Modernization).

**b. Community Readiness (Attachment B, Part 2) (25%):**

- Include information about which local partners your ESD/school district will engage with. Include information about how your planning effort has engaged local partners, in particular the host school staff, school board, parents, and youth. If applicable, also describe any past efforts to sustain school nursing in your planned school including accomplishments and setbacks.
- If applicable, describe your community’s past SBHC planning efforts up to the present, including accomplishments and setbacks (Note: this is for informational purposes only. Proposers will not be weighted on the level of success from past efforts to engage communities around SBHC planning).

**c. Partnerships and Sustainability (Attachment B, Part 2) (20%):**

- The “success” of sustainable school services relies on strong partnerships and financial sustainability.
- Explain the current or future development of your Phase 1 Planning Committee. List current or potential planning committee members and, if applicable, attach minutes from planning committee meetings.
- Describe how school health services will become part of education services in your region. Indicate how you will collaborate with existing public health and school health services in your area.
- Describe your current relationship with the LPHA, and any FQHCs or CCOs located in the district, and the regional health equity coalition, if any, serving the district.

**d. Youth Involvement (Attachment B, Part 2) (20%):**

- Describe how you will incorporate youth involvement into your planning efforts. Some examples may include youth focus groups, youth advisory committees (YACs), and/or youth feedback on the renovation, design and marketing of a SBHC.

**e. Budget Narrative (Attachment D) (10%):**

Provide a detailed budget narrative for Phase 1 budget (note: budget must not exceed \$35,000 and must be spent by 06/30/2020), including answers to the following questions:

- What are the primary anticipated costs for Phase 1? Please include any costs for supplies, FTE, travel, etc.
- What are the possible gaps in funding during Phase 1? How will those gaps be addressed?

### **3.6 RANKING OF PROPOSERS**

The total score will determine rank order for each respective Proposal and Proposer with the highest score receiving the highest rank, and successive rank order determined by the next highest score. Funding will be awarded starting with the highest-ranking Proposals. Up to 12 Proposers will be funded for Year 1 Planning Grant funds. The highest ranked Proposers without SBHCs or nursing services will be given first priority for awards. The highest ranked Proposers with SBHCs or adequate school nursing services will be awarded after those without any of these services if funds are still available.

For evaluation purposes, SPO will add 10 percent to Proposals with no SBHCs and/or school nursing services (20 percent total “need weight” will be added if both services are not available).

## **SECTION 4: AWARD AND NEGOTIATION**

### **4.1 AWARD NOTIFICATION PROCESS**

#### **4.1.1 Award Consideration**

SPO, if it awards funding, shall award the School Districts or ESDs directly.

#### **4.1.2 Notice of Award**

SPO will notify all Proposers in writing that SPO is awarding funds to the selected Proposer(s) subject to successful negotiation of any negotiable provisions.

## **SECTION 5: ADDITIONAL INFORMATION**

### **5.1 GOVERNING LAWS AND REGULATIONS**

This RFGP is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFGP, evaluation and award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court.

### **5.2 OWNERSHIP/PERMISSION TO USE MATERIALS**

All Proposals submitted in response to this RFGP become the Property of SPO. By submitting an Proposal in response to this RFGP, Proposer grants the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating an Agreement, if awarded to Proposer, or as otherwise needed to administer the RFGP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478). Proposals, including supporting materials, will not be returned to Proposer unless the Proposal is submitted late.

### **5.3 CANCELLATION OF RFGP; REJECTION OF PROPOSALS; NO DAMAGES.**

Pursuant to ORS 279B.100, SPO may reject any or all Proposals in-whole or in-part, or may cancel this RFGP at any time when the rejection or cancellation is in the best interest of the State or SPO, as determined by SPO. Neither the State nor SPO is liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFGP, award, or rejection of any Proposal.

### **5.4 COST OF SUBMITTING AN PROPOSAL**

Proposer shall pay all the costs in submitting its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

## ATTACHMENT A — PROPOSER INFORMATION AND CERTIFICATION SHEET

Legal Name of Proposer: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

School District/ESD  
name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Any individual signing below hereby certifies they are an authorized representative of Proposer and that:**

1. Proposer understands and accepts the requirements of this RFGP. By submitting a Proposal, Proposer agrees to that any funds that will be awarded will be awarded through the current 19-21 Agreement for the Financing of Health Services.
2. If awarded funding, Proposer agrees to perform the scope of work and meet the performance standards set forth in the Program Element Description in the current Agreement.
3. Proposer certifies that all contents of the Proposal (including any other forms or documentation, if required under this RFGP) and this Proposal Certification Sheet are truthful and accurate and have been prepared independently from all other Proposers, and without collusion, fraud, or other dishonesty.
4. Proposer understands that any statement or representation it makes, in response to this RFGP, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" {as defined by the Oregon False Claims Act, ORS 180.750(1)}, made under the Current Agreement being a "false claim" {ORS 180.750(2)} subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.
5. Proposer acknowledges these certifications are in addition to any certifications required in the Current Agreement and Program Element Description.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed Name and Title)

## ATTACHMENT B — SCHOOL HEALTH SERVICES PLANNING GRANT PROPOSAL

### School Health Services Planning Grant Phase 1: January-June 2020 Phase 2 (contingent): July 2020-June 2021

<b>Part 1</b>	
<b>School District or ESD Name</b>	
<b>Contact Name</b>	
<b>Contact Phone Number</b>	
<b>Contact Email</b>	
<b>Contact Job Title</b>	
<b>Title of Project</b>	
<b>Is this a joint Proposal with another School District or ESD? If so, list other entity.</b>	
<b>Part 2</b>	
<b>Host School (not weighted in RFGP evaluation)</b>	If applicable, identify the proposed host school for Phase 1 evaluation and needs assessment. Articulate why that school was chosen as the host school and indicate if the local school board has approved conducting the needs assessment at the host school. If no host school has been identified, list consideration criteria for selecting a host school.
<b>Community Need for Assistance (25%)</b>	<p>SBHCs are part of the State’s safety net system as an access model focused on providing primary care, behavioral health and preventive services to children and adolescents who go without care. School nursing bridges health care and education systems, provides care to all students, provides students with resources and referrals for health insurance coverage, and supports student success by providing health care through assessments, intervention, and follow up for all students in the school setting.</p> <ul style="list-style-type: none"> <li>• Describe how the SBHC or School Nursing Model aligns with any already completed needs assessment work in your community (i.e., Student Success Act, Community Health Improvement Plan, Community Health Assessment, Public Health Modernization).</li> <li>• SPO will complete a Planning Grant Data Worksheet for each Proposer. Proposer is NOT responsible for completing the worksheet. The worksheet is an internal document that we will use to determine level of need for each Proposer’s community. Review data worksheet template (Part 5, Attachment E).</li> </ul>
<b>Community Readiness (25%)</b>	Include information about which local partners your ESD/school district will engage with. Include information about how your planning effort has engaged local partners, in particular the host school staff, school board, parents, and youth. If applicable, also describe any past efforts to sustain school nursing in your planned school including accomplishments and setbacks. If applicable, describe

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	your community’s current or planned SBHC planning efforts up to the present, including accomplishments and setbacks (Proposers will not be weighted on whether efforts to engage communities around SBHC planning were unsuccessful).
<b>Partnerships and Sustainability (20%)</b>	<p>The “success” of sustainable school services relies on strong partnerships and financial sustainability.</p> <ul style="list-style-type: none"> <li>• Explain the current or future development of your Phase 1 Planning Committee. List current or potential planning committee members and, if applicable, attach minutes from planning committee meetings.</li> <li>• Describe how school health services will become part of education services in your region. Indicate how you will collaborate with existing public health school health services in your area.</li> <li>• Describe your current relationship with the local public health authority, any federally qualified health centers located in the district, and the regional health equity coalition, if any, serving the district.</li> </ul>
<b>Youth Involvement (20%)</b>	Describe a plan to incorporate youth involvement into your planning efforts. Some examples may include youth focus groups, youth advisory committees (YACs), and/or youth feedback on the renovation, design and marketing of a SBHC.
<b>Part 3</b>	
<b>School Health Services Survey</b>	<b>Complete at:</b> <a href="https://www.surveymonkey.com/r/MNQ9B65">https://www.surveymonkey.com/r/MNQ9B65</a> <b>*Proposal considered incomplete if survey is not filled out in total</b>
<b>Part 4</b>	
<b>Budget Narrative (10%)</b>	See Attachment D
<b>Part 5</b>	
<b>Data sheet</b>	Review Data Sheet Below (SPO will complete, <b>for review only</b> )

## ATTACHMENT C — YEAR ONE PROJECT TIMELINE

Estimated time of Phase 1 Award: Jan. – June 2020

Review activities for spending the funds requested (note all funds must be spent by 06/30/20)

Benchmark	Responsible party
<ul style="list-style-type: none"> <li>• Execute Phase 1 contract</li> </ul>	SPO
<ul style="list-style-type: none"> <li>• Identify local nonprofit organization(s) with experience in organizing community projects, or a local organization that coordinates with a statewide nonprofit organization, as a consultant to facilitate the planning process and to provide technical assistance</li> <li>• Determine community members to involve in the planning process and as potential planning committee members, including: the local public health authority, any federally qualified health center located in the district, a regional health equity coalition, if any, serving the district and every coordinated care organization with members residing in the district</li> <li>• Convene monthly planning committee meetings</li> </ul>	ESD or School District
<ul style="list-style-type: none"> <li>• Determine data to gather for needs assessment</li> <li>• Work with community nonprofit to conduct needs assessment data reviews, interviews, and focus group discussions</li> </ul>	ESD or School District, SPO, and local non-profit consultants
<ul style="list-style-type: none"> <li>• Present to school boards on execution and progress for Phase 1</li> <li>• Review the governance process and identify any tension points with the school board to moving to Phase 2</li> <li>• Identify decision-makers for progress toward Phase 2</li> </ul>	
<ul style="list-style-type: none"> <li>• Develop a report for SPO to review progress and determine Year Two eligibility</li> </ul>	ESD or School District

## ATTACHMENT D — PROJECT BUDGET NARRATIVE

Estimated time of Phase 1 Award: Jan. – June 2020

**Provide a detailed budget narrative for Phase 1 budget** (note: budget must not exceed \$35,000 and must be spent by 06/30/20)

- What are the primary anticipated costs for Phase 1? Please include any costs for supplies, FTE, travel, etc.
- What are the possible gaps in funding during Phase 1? How will those gaps be addressed?



**ATTACHMENT E — DATA WORKSHEET (TO BE COMPLETED BY SPO)**

Oregon School-Based Health Center State Program Office  
2019-21 SBHC Planning Data Worksheet

Funding Priority Area: Counties without Certified SBHC		
Indicator	Potential Data Resource (Source)	Resource link
# SBHCs in your county	Oregon School-Based Health Centers webpage (Oregon State Program Office)	<a href="http://www.healthoregon.org/sbhc">http://www.healthoregon.org/sbhc</a>
Funding Priority Area: School Demographics		
Indicator	Potential Data Resource (Source)	Resource link
Total school enrollment	2018-2019 Fall Membership Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx">https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx</a>
Race		
% American Indian or Alaskan Native	2018-2019 Fall Membership Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx">https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx</a>
% Asian	2018-2019 Fall Membership Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx">https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx</a>
% Black or African American	2018-2019 Fall Membership Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx">https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx</a>
% Multiracial	2018-2019 Fall Membership Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx">https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx</a>
% Native Hawaiian or Other Pacific Islander	2018-2019 Fall Membership Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx">https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx</a>
% White	2018-2019 Fall Membership Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx">https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx</a>
Ethnicity		
% Hispanic or Latino:	2018-2019 Fall Membership Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx">https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx</a>
Funding Priority Area: School Attendance & Poverty		

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Indicator	Potential Data Resource (Source)	Resource link
Absenteeism rate	Regular Attenders and Attendance Reports (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/reports-and-data/students/Pages/Attendance-and-Absenteeism.aspx">https://www.oregon.gov/ode/reports-and-data/students/Pages/Attendance-and-Absenteeism.aspx</a>
Graduation rate	Cohort Graduation Rate 2017-2018 Media File (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/reports-and-data/students/Pages/Cohort-Graduation-Rate.aspx">https://www.oregon.gov/ode/reports-and-data/students/Pages/Cohort-Graduation-Rate.aspx</a>
% students on free or reduced lunch	Students Eligible for Free or Reduced Lunch Report (Oregon Dept. of Education)	<a href="http://www.ode.state.or.us/sfda/reports/r0061Select.asp">http://www.ode.state.or.us/sfda/reports/r0061Select.asp</a>

**Funding Priority Area: Access to Healthcare Providers**

Indicator	Potential Data Source	Resource link
Healthcare Provider Shortage Area (HPSA)- Primary Care?	Data by Geography: Oregon, Shortage Areas (Health Resources and Services Administration)	<a href="https://data.hrsa.gov/hdw/tools/DataByGeography.aspx">https://data.hrsa.gov/hdw/tools/DataByGeography.aspx</a> Office of Rural Health – Service Area Profiles: onge@ohsu.edu
Medically Underserved Area/Population?	Data by Geography: Oregon, Shortage Areas (Health Resources and Services Administration)	<a href="https://data.hrsa.gov/hdw/tools/DataByGeography.aspx">https://data.hrsa.gov/hdw/tools/DataByGeography.aspx</a> Office of Rural Health – Service Area Profiles: onge@ohsu.edu
Distance/travel time to nearest primary care provider	UDS Mapper (American Academy of Family Physicians)	<a href="http://www.udsmapper.org">www.udsmapper.org</a> <i>Note: You must create user account to access this information</i>

**Funding Priority Area: Unmet Need**

Indicator	Potential Data Source	Resource link
Oregon Rural Unmet Healthcare Need Service Area?	August 2018 Oregon Areas of Unmet Health Care Need Report (Oregon Office of Rural Health)	<a href="https://www.ohsu.edu/xd/outreach/oregon-rural-health/about-rural-frontier/upload/2018-Area-of-Unmet-Health-Care-Need-Report.pdf">https://www.ohsu.edu/xd/outreach/oregon-rural-health/about-rural-frontier/upload/2018-Area-of-Unmet-Health-Care-Need-Report.pdf</a>
% students reporting unmet physical health care need	2019 Oregon Healthy Teens Survey Results (Oregon Health Authority)	<a href="https://public.health.oregon.gov/BirthDeathCertificates/Surveys/OregonHealthyTeens/Pages/index.aspx">https://public.health.oregon.gov/BirthDeathCertificates/Surveys/OregonHealthyTeens/Pages/index.aspx</a>
% students reporting unmet emotional or mental health care need	2019 Oregon Healthy Teens Survey Results (Oregon Health Authority)	<a href="https://public.health.oregon.gov/BirthDeathCertificates/Surveys/OregonHealthyTeens/Pages/index.aspx">https://public.health.oregon.gov/BirthDeathCertificates/Surveys/OregonHealthyTeens/Pages/index.aspx</a>

**Funding Priority Area: Local Demographics**

Indicator	Potential Data Resource (Source)	Resource link
Local population	American FactFinder (US Census Bureau)	<a href="http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t">http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t</a>

**Funding Priority Area: Poverty**

Indicator	Potential Data Resource (Source)	Resource link
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% population at or below 200% of federal poverty level	American FactFinder (US Census Bureau)	<a href="http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t">http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t</a> Office of Rural Health – Service Area Profiles: onge@ohsu.edu
Unemployment rate	Local Area Unemployment Statistics (Bureau of Labor Statistics)	<a href="https://www.bls.gov/web/laus/lausthl.htm">https://www.bls.gov/web/laus/lausthl.htm</a> Office of Rural Health – Service Area Profiles: onge@ohsu.edu
Funding Priority Area: Health Indicators		
Indicator	Potential Data Resource (Source)	Resource link
Teen pregnancy rate age 15-17	Teen Pregnancy by Resident County and Zip code (Oregon Health Authority)	<a href="https://www.oregon.gov/oha/PH/BIRTHDEATHCERTIFICATES/VITALSTATISTICS/TEENPREGNANCY/Pages/tpzip.aspx">https://www.oregon.gov/oha/PH/BIRTHDEATHCERTIFICATES/VITALSTATISTICS/TEENPREGNANCY/Pages/tpzip.aspx</a>
# adolescent suicide attempts	2019 Oregon Healthy Teens Survey Results (Oregon Health Authority)	<a href="https://www.oregon.gov/oha/ph/BirthDeathCertificates/Surveys/OregonHealthyTeens/Pages/index.aspx">https://www.oregon.gov/oha/ph/BirthDeathCertificates/Surveys/OregonHealthyTeens/Pages/index.aspx</a>
School immunization nonmedical exemption rate	PHD- Immunization Program	<a href="https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/GETTINGIMMUNIZED/Pages/SchRateMap.aspx">https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/GETTINGIMMUNIZED/Pages/SchRateMap.aspx</a>
Funding Priority Area: School Nursing and Complex Needs		
Indicator	Potential Data Resource (Source)	Resource link
Medically Fragile Student Count	Nurses in Schools and Students with Certain Medical Impairments Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/School-Nurses-Annual-Report.aspx">https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/School-Nurses-Annual-Report.aspx</a>
Nursing Dependent Student Count	Nurses in Schools and Students with Certain Medical Impairments Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/School-Nurses-Annual-Report.aspx">https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/School-Nurses-Annual-Report.aspx</a>
Medically Complex Student Count	Nurses in Schools and Students with Certain Medical Impairments Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/School-Nurses-Annual-Report.aspx">https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/School-Nurses-Annual-Report.aspx</a>
Licensed Practical Nurse Count	Nurses in Schools and Students with Certain Medical Impairments Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/School-Nurses-Annual-Report.aspx">https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/School-Nurses-Annual-Report.aspx</a>
Registered Nurse Count	Nurses in Schools and Students with Certain Medical Impairments Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/School-Nurses-Annual-Report.aspx">https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/School-Nurses-Annual-Report.aspx</a>
Meets state mandate ratios (Yes/No)	Nurses in Schools and Students with Certain Medical Impairments Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/School-Nurses-Annual-Report.aspx">https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/School-Nurses-Annual-Report.aspx</a>
Nurse to student ratio	Nurses in Schools and Students with Certain Medical Impairments Report (Oregon Dept. of Education)	<a href="https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/School-Nurses-Annual-Report.aspx">https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/School-Nurses-Annual-Report.aspx</a>
504 plan student count	Oregon Dept. of Education	Internal document
IEP plan student count	Oregon Dept. of Education	Internal document