



May 22, 2024

To all interested parties:

Wisconsin Seal-A-Smile (SAS) is pleased to announce funding for the 2024-25 school year is available for new, current and expanding school-based sealant programs. This funding is comprised of state general purpose revenue and matching funds from Delta Dental of Wisconsin. All interested parties are encouraged to submit a request for proposal (RFP). This includes, but is not limited to: dentists, dental hygienists, schools, hospitals, community health centers, local public health departments, non-profit agencies and safety net clinics. We encourage applicants to communicate with all schools they intend to serve prior to submitting a RFP and gain confirmation before adding any schools to your electronic workbook. **The deadline for submitting all aspects of the RFP will be June 30, 2024 at 11:59 p.m.**

All applicants must follow specific requirements in order to receive funding. **Please refer to the Wisconsin SAS Administration Manual for detailed requirements, policies, performance standards and restrictions.** Applicants must be able to comply with all requirements prior to providing any dental care. Funding will be awarded for school-based oral health services provided between July 1, 2024 and June 30, 2025. All awards are contingent upon the availability of funding. If you have equipment needs please contact us immediately so we can account for those in advance of July 1 and also include your equipment requests within the online proposal.

Proposals must be submitted according to the specifications outlined in the RFP Grant Guidance document, available below. Award notification will be sent prior to August 1. **The SAS annual launch meeting will take place on Sept. 4-5 in Wausau, WI. All grantees are required to have a representative from their program attend the full meeting.** Funding to cover travel, accommodations and expenses will be included in your award (up to \$500 but do not need to be accounted for in your budget.)

Please contact [chawsealasmile@childrenswi.org](mailto:chawsealasmile@childrenswi.org) and [dhssealasmile@dhs.wisconsin.gov](mailto:dhssealasmile@dhs.wisconsin.gov) for additional information.

Sincerely,

A handwritten signature in black ink that reads "Jenna Linden".

Jenna Linden, BSDH, RDH, CDHC  
Children's Health Alliance of Wisconsin  
Program Leader,  
Oral Health Initiative  
(414) 337-4564

A handwritten signature in black ink that reads "Carrey Spencer".

Carrey Spencer, BSDH, RDH  
Wisconsin Department of Health Services  
Oral Health Prevention Program Coordinator,  
Division of Public Health  
(608) 334-8864



## Request for Proposal Grant Guidance

### Overview

- The submission process has two parts, an online proposal and an electronic workbook.
- Proposals will not be considered until all parts are completed and submitted.
- Incomplete submissions will be denied and applicants will need to resubmit.
- Prior to beginning work on the RFP, review the [Wisconsin SAS Administration Manual](#). Prior to submitting a proposal, ensure all requirements, guidelines, performance standards and recommendations can be adhered to.
- All programs are required to adhere to the Centers for Disease Control and Prevention guidelines and recommendations and the Organization for Safety, Asepsis and Prevention (OSAP): [OSAP's Infection Prevention & Control guide for School Sealant Programs](#).
- Questions regarding the RFP may be submitted via email to [chawsealasmile@childrenswi.org](mailto:chawsealasmile@childrenswi.org) and [dhssealasmile@dhs.wisconsin.gov](mailto:dhssealasmile@dhs.wisconsin.gov).
- A checklist and links to all required documents are provided at the end of this document. All SAS RFP documents and resources can be found on the [Wisconsin SAS website](#).

### Online proposal

- Information entered in the online submission form *cannot* be saved or returned to at a later time.
- If the online submission form is left idle for an extended period of time, the session will time out and information already entered will be lost.
- Programs *previously funded must* use the most recent DentaSeal Comprehensive Report for your program to complete the RFP and ensure an accurate submission.
- The *RFP Questions Document* outlines all the questions (36) that need to be answered. This is a tool intended to assist in preparation of the proposal. You should not submit this document.
- Consider compiling answers to all questions provided in the *RFP Questions Document* prior to beginning any portion of the online submission form.
- For best results in transferring information from the *RFP Questions Document* into the online submission form, use Microsoft Word to develop answers to all questions. After this has been completed, use the cut/paste option to transfer the information into the online submission.
- The responses prepared for the RFP should **ONLY** be submitted using the online submission form, available via the Survey Monkey link available at the bottom of this document.

### Electronic workbook

- This is an Excel workbook that should not be altered. It is a locked document and information can only be entered into unlocked boxes (white cells).
- There is a single worksheet within the document which captures all schools your program plans to serve for the upcoming school year



- If the schools workbook does not have enough rows to accommodate all of your schools please submit a separate document that includes all of the appropriate information. Email the document to [chawsealasmile@childrenswi.org](mailto:chawsealasmile@childrenswi.org) along with your submission.
- There is sample information preloaded in the worksheet which should be deleted before completing the worksheet. The sample data is meant to serve as an example of the format that should be used.
- Do not reuse any worksheets or workbooks from previous years.

#### ***Discretionary incentive payment***

- Based on feedback from WI-SAS grantees, the discretionary incentive payment will be provided to programs based on growth and expansion.

#### ***Schools worksheet***

- ALL programs must fill out columns A-K of the schools worksheet.
- ONLY list schools in your school worksheet where confirmation has been obtained that your program will be providing care this year. Your school worksheet should/can be updated throughout the year as more schools confirm and schedule dates with your program.
- Enter the name of the school **exactly** as it appears in the 2024-25 Wisconsin SAS Master School List. DO NOT use an old version of this document or other older data.
- The Wisconsin SAS Master School List can be sorted by county, school district and various other categories using the arrows in the column headers.
- Include all schools, 4K and Head Start locations on the list you submit.
  - If a school you will serve is not included on the SAS Master School List please contact SAS administration.
  - Verify if the schools you are serving also have a Head Start (HS) program and check if it is listed as a separate school on the SAS Master School List. If it is listed separately, the HS programs should be listed as its own school on the schools worksheet.
- Enter the Free and Reduced Meal Program (FRMP) participation rate **exactly** as it appears in the 2024-25 Wisconsin SAS Master School List.
- **Do not** use self-reported FRMP participation numbers from the schools. All programs should use the 2024-25 Wisconsin SAS Master School List to ensure consistency and accuracy.
- Enter the school ID number **exactly** as it appears in the 2024-25 Wisconsin SAS Master School List.
- Enter the number of children that will be targeted, which is not necessarily the total number of children enrolled in the school.
- In column I indicate if you have confirmed that you will be able to provide care or if your ability to return to the school in 2024-25 is still pending.
- In column J indicate what grades you are serving at the school (e.g. All, K-2 or 2 and 5). Note WI SAS recommends services be offered to all grades within a school.
- Indicate in column K whether or not your program served each school in the 2023-24 school year



**Wisconsin Seal-A-Smile RFP links: (if links are not working visit [www.chawisconsin.org/sas](http://www.chawisconsin.org/sas))**

- 1) Click here to access the [2024-25 RFP Questions Document](#).
- 2) Click here to view the [2024-25 Wisconsin Seal-A-Smile Master School List](#). The password to open the document is **SAS2025**.
- 3) Click here to access [2024-25 Survey Monkey](#) and submit the online proposal.
- 5) Click here to access the [2024-25 Electronic Workbook](#). After completing and submitting the online proposal, email the completed electronic workbook to [chawsealasmile@childrenswi.org](mailto:chawsealasmile@childrenswi.org).

**Wisconsin Seal-A-Smile RFP Checklist:**

- If your program was funded program through WI SAS last year, review last schools years' program comprehensive report from DentaSeal to accurately complete your online proposal.
- View the 2024-25 RFP Questions Document and first answer all questions in a word document
  - All grantees must answer all questions included in the survey regardless of whether they received WI SAS funding last school year.
  - There are several new questions in the RFP to help streamline the application process and ensure adherence to program performance standards.
- Open the 2024-25 WI SAS Survey Monkey link for the online proposal and copy/paste answers from the word document into the survey.
  - If you are a previously funded program and not using the standard WI SAS consent (online or paper) a copy of your consent form needs to be uploaded into the WI SAS RFP Survey Monkey (question #26).
  - Complete questions 1-36 and electronically sign the Request for Proposal (questions/fields 33-36) to submit the survey.
  - Note: all requests for equipment are now entered as part of the online proposal.
- Open the 2024-25 Electronic Workbook and add the school names and information for each school your program plans to serve for the upcoming school year into the schools worksheet.
- Save the Electronic Workbook using the following format: *Program Name WI SAS Electronic Workbook 2024-25*.
- Email the completed Electronic Workbook to [chawsealasmile@childrenswi.org](mailto:chawsealasmile@childrenswi.org) with the following subject line: *Program Name WI SAS Electronic Workbook 2024-25*.