SOUTHWEST OHIO DEVELOPMENTAL CENTER
4399 East Bauman Lane
Batavia, Ohio 45103

Date: March 18, 2011

Dear Prospective Vendor:

Subject: **REQUEST FOR SEALED PROPOSAL**

Attached to this memo is the Southwest Ohio Developmental Center's **Request for Sealed Proposal** for Dental Hygienist Services. If you and/or your firm are interested, please review this document thoroughly and prepare a proposal accordingly. Should you have any questions, call me at (513) 735-8245. The deadline for submission of your proposal is **April 4, 2011 at 1:00 p.m.**

Thank you for your interest in providing services to persons with developmental disabilities who reside at Southwest Ohio Developmental Center.

Sincerely,

Lisa Wirick
Fiscal Officer
Enclosures

REQUEST FOR SEALED PROPOSAL

DENTAL HYGIENIST SERVICES

FOR THE PERIOD

JULY 1, 2011 THROUGH JUNE 30, 2013

OHIO DEPARTMENT OF
DEVELOPMENTAL DISABILITIES

SOUTHWEST OHIO DEVELOPMENTAL CENTER
4399 East Bauman Lane
Batavia, OH 45103
(513) 732-9200
FAX (513) 735-8236
TDD (513) 732-9222

Contracts subject to appropriation availability and approval of DODD and, if applicable, the Controlling Board, State of Ohio.

1.0 INTRODUCTION

1.0 Southwest Ohio Developmental Center (The Center) management intends to select an offer through this Request for Proposal (RFP) process to provide dental hygienist services to residents of the Center.

1.1 Southwest Ohio Developmental Center is a Medicaid-certified Intermediate Care Facility (ICF) operated by the Ohio Department of Developmental Disabilities (DODD), serving approximately 117 persons with developmental disabilities.

2.0 SERVICES REQUIRED

2.1 The services consist of all items listed herein for Southwest Ohio Developmental Center, including all required labor and transportation. It is the intent of this document that vendors provide a single proposal covering all categories of work for these services.

2.2 Services requested under this RFP are to provide:

2.2.1 A maximum of fifteen (15) hours per week, minimum of ten (10) hours of dental hygiene care and related services to residents of the Center.

2.2.2 Under the direction of a licensed dentist, perform the following services:

2.2.2.1 Oral prophylaxis, including removal of stains, plaque, and other deposits from the teeth.

2.2.2.2 Apply fluoride to the teeth of residents when indicated to aid in the prevention of caries.

2.2.2.3 Expose and process dental x-rays.

2.2.2.4 Provide dental care education for staff and residents, including the design and implementation of dental desensitization plans for residents.

2.2.2.5 Assist residents in the care of their teeth and mouths through direct one–to-one contact.

2.2.2.6 Provide services to residents of the Center, utilizing the Center's dental clinic and equipment.

2.2.2.7 Prepare and maintain records for the dental department of the Center.

2.2.3 Provide written input to the interdisciplinary team and, if requested, attend Individual Plan meetings for residents.

2.2.4 Maintain a flexible working schedule in order to accommodate Resident's dental needs.

3.0 SPECIAL CONSIDERATIONS

3.1 The offeror shall identify by name, address and dental hygienist license number the person(s) providing services under this RFP.

3.2 A dental hygienist providing services under this RFP shall:

3.2.1 Present evidence that her/she is an Ohio-licensed dental hygienist in good standing.

3.2.2 Preferably have experience working as a dental hygienist with adults with developmental disabilities.

3.3 The person(s) providing services under this RFP shall successfully complete a criminal background check prior to performing any services at the Center.

3.4 All services provided under this RFP shall meet the appropriate standard of the Federal Medicaid program for Intermediate Care Facilities (ICF).

3.5 The provisions of the Ohio Department of Developmental Disabilities Personal Service Contract will become part of the final agreement between the successful offeror and the Center.

3.6 The evaluation process resulting in the final award of this contract rests with the Center and the Ohio Department of Developmental Disabilities.

3.7 The Center and the Ohio Department of Developmental Disabilities reserve the right to determine that the award of a contract would not be in the best interest of the Center, the Ohio Department of Developmental Disabilities or the State of Ohio.

3.8 The Center and the Ohio Department of Developmental Disabilities reserve the right to accept or reject any and all offers, in whole or in part, and may determine that any irregularities or deviations from the specifications do not result in the offer being non-responsive, provided this does not affect the amount of the offer or result in a competitive advantage to the offeror.

4.0 PROPOSALS

4.1 All proposals shall be submitted in accordance with information provided in this document and may consist, as well, of an interview on site, if requested.

4.2 All proposals shall be in writing and signed by the person providing services or, in the case of companies, by an authorized representative on company letterhead.

4.3 All proposals shall be submitted on the basis of an hourly rate for each hour of service to be provided during the contract period.

4.4 All proposals shall be guaranteed for service and price until June 30, 2013.

4.5 SEALED PROPOSALS WILL BE RECEIVED BY:
Southwest Ohio Developmental Center
Attn: Business Office
4399 East Bauman Lane
Batavia, Ohio 45103

4.6 Deadline for Proposal:

Proposals will be received at the above address until **April 4, 2011 at 1:00 p.m.** and opened immediately thereafter. Proposals not received at SODC by the deadline will be returned to the sender unopened.

5.0 CONTRACTOR INFORMATION

5.1 A Contractors' Conference will be conducted from **9:30 a.m to 10:00 a.m.** at SODC **March 29, 2011**. Potential contractors can attend the conference at the Administration Building, Business Office Conference Room at 4399 E. Bauman Lane, Batavia, Ohio 45103. For directions to the site, call Lisa Wirick at 513-732-9200 or e-mail her at lisa.wirick@dodd.ohio.gov. Personnel from the SODC will be available during the conference to respond to requests for interpretation/clarification submitted to the SODC and DODD prior to the conference and to questions presented at the conference.

Responses to questions provided at the conference will be tentative until they have been confirmed in writing by the SODC and DODD. The written confirmation will be sent to all potential contractors who originally received the RFP, as well as any additional potential contractors who either attend the conference or submit written questions.

The potential contractor is strongly encouraged to attend the Contractors' Conference. Failure of the contractor to attend the conference, resulting in the contractor not being fully acquainted with the requirements of the RFP, will not be considered as a basis for additional compensation or reduced performance standards.

5.2 If the contractor finds any perceived conflict, error, omission, or discrepancy in the contract document as they pertain to this RFP, the contractor shall submit, before the Contractors' Conference, a written request for an interpretation or clarification to the individuals named immediately below, or present the written request at the Contractors' Conference.

Gregory R. Meyer
Operations Director
Southwest Ohio Developmental Center Center
4399 E.Bauman Lane
Batavia, Ohio 45103
Fax 513-735-8236
gregory.meyer@dodd.ohio.gov

Lisa Wirick
Fiscal Officer
Southwest Ohio Developmental Center
4399 E.Bauman Lane
Batavia, Ohio 45103
Fax 513-735-8236
lisa.wirick@dodd.ohio.gov

The SODC will send a written response to all such requests to all potential contractors after the Contractors' Conference. Requests for interpretation or clarification must be received by **4:30p.m. on March 30, 2011**.

6.0 SUBMISSIONS REQUIRED

6.1 Complete and submit with your proposal a "Contractor Information" form (attached), together with the W-9 form.

6.2 List of previous services performed to include facility name, complete address, telephone number, and contact person and dates service was performed.

6.3 Any accommodation or special needs of any person providing services under the provisions of this RFP.

6.4 Fee schedule for compensation for all deliverables as described in this Request for Proposal.

6.5 Copy of Certificate of Liability Insurance ($1,000,000 Minimum Coverage).

6.6 Ohio Department of Public Safety (Form HLS 0038 2/06)

6.7 Submission of a NEW Affirmative Action Program Verification (first time applicant) http://das.ohio.gov/Eod/AAPV.htm

7.0 SCHEDULE

7.1 The term of the contract will extend from July 1, 2011 through June 30, 2013. Payments for these services will be made once per calendar month (30 Day Payment Terms) with the submittal of the following:

7.1.1 Contractor invoice for services rendered is required monthly.

7.1.2 Completed "Contract Payment Request" (DMR-0044), provided by the center.

8.0 EVALUATION CRITERIA

8.1 Scores will be given for each of the following items.

8.1.1. Offeror is licensed as a dental hygienist in the State of Ohio and is in good standing with the licensure board. (Yes = continue to next criteria; No = proposal is rejected).

8.1.2. Offeror is not on the State of Ohio findings of recovery as stated in section 9.0 (Q.) (Yes = continue to next criteria; No = proposal is rejected)

8.1.3. References provided that were contacted by Center representatives were positive. A maximum of five (5) references will be contacted. (10 points per positive reference received; 50 points maximum)

8.1.4. Offeror has experience providing dental hygienist services to adults with developmental disabilities. (Yes = 10 points; No = 0 points)

8.1.5. Proposal price. Ranking in highest price to lowest price order when compared to all dental hygienist proposals accepted. (#1 = 5 points, #2 = 10 points, # 3 = 15 points, etc.

8.1.6. In the event of a tied score among offerors, the award will be determined through the vendor interview process.

9.0 The following terms will be part of this agreement:

Term and Termination

This contract shall be and remain in force until June 30, 2013. All financial obligations of the Center under this contract are subject to the appropriation of sufficient funds by the Ohio General Assembly. If at any time sufficient funds are not appropriated to continue funding the payments due under this contract, this contract will terminate on the date the available appropriation expires without any further obligation by the Center.

The contract may be terminated without cause by either party, at any time, for any reason, by giving thirty (30) calendar days' advance notice, in writing, to the other party. Notwithstanding this provision, any failure on the part of the vendor to perform (his/its) obligation under this contract shall be cause for immediate termination.

Miscellaneous Provisions

A. Pursuant to Ohio Revised Code Section 125.111, the vendor agrees that the vendor, any subcontractor of the vendor, and any person acting on behalf of the vendor or any subcontractors of the vendor, will not discriminate, by reason of race, color,

religion, sex, age, handicap, national origin, or ancestry against individuals qualified and available to perform the work under this contract. The vendor further agrees that the vendor, any person acting on behalf of the vendor or any sub-contractors of the vendor shall not, in any manner, discriminate against, intimidate or retaliate against any employee hired for the performance of work under this agreement on account of race, creed, religion, sex, age, handicap, national origin, or ancestry.

B. The vendor agrees to comply with all applicable state and federal laws regarding a Drug-free workplace. The vendor shall make a good faith effort to ensure that all the vendor's employees, while working on state property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

C. The vendor certifies that the vendor is currently in compliance and will continue to comply with the requirements of Ohio Ethics law as provided by Section 102.04 of the Ohio Revised Code.

D. The vendor certifies that the vendor is currently in compliance and will continue to comply with Ohio Election law, Divisions (I) and (J) of Section 3517.13 of the Ohio Revised Code. By submitting a signed proposal for this service, the vendor affirms that, as applicable to the vendor, no party listed in Division (I) or (J) of Section 3517.13 of the Ohio Revised Code or spouse of such party has made as an individual, within the two previous calendar years, one or more contributions totaling in excess of $1,000.00 to the governor or to his campaign committees.

E. The obligations of the State of Ohio under this contract are subject to the determination by the Director of the Ohio Department of Developmental Disabilities that sufficient funds have been appropriated by the Ohio General Assembly to the Ohio Department of Developmental Disabilities for the purpose of this contract and to the certification of the availability of such funds by the Ohio Director of Budget and Management as required by Section 126.07 of the Ohio Revised Code.

F. Any provision of this contract prohibited by the law of Ohio shall be deemed void and of no effect. Any action or proceeding arising out of or related to this contract shall be brought only in a state or federal court of competent jurisdiction located in Franklin County, Ohio. The parties hereby consent to in personum jurisdiction of said courts.

G. The vendor understands and agrees, in entering into this contract, that vendor serves as an independent contractor of the Center, and not as an employee of the Center. The parties intend no employer/employee relationship. The vendor agrees that the Center shall withhold no taxes from payments, and the vendor shall assume sole and entire responsibility for payment of vendor taxes. The vendor further agrees

to provide vendor own workers' compensation coverage.

H. The vendor certifies that neither it nor any of its employees have been found guilty to, any offense set forth in Section 5123.081 (E) (1), (2) or (3) of the Ohio Revised Code.

I. The vendor shall indemnify and hold harmless the Center and the Ohio Department of Developmental Disabilities from any and all liabilities, claims and actions arising from the performance of the vendor pursuant to this contract.

J. The vendor shall perform its obligations under this contract in a manner that enables the Center and the Ohio Department of Developmental Disabilities to comply with its obligations under Subtitle A of Title II of the 1990, 42 U.S.C. Sections 12131 through 12134.

K. The Center may terminate this contract if it determines that the vendor has violated the above paragraph. The vendor shall assume all liability for and indemnify and hold harmless the Center and the Ohio Department of Developmental Disabilities, its employees, and agents from and against any and all liability, loss, claims, damage, expense, or cause of action of any character whatsoever proximately caused by the vendor, its employees or agents in connection with the vendor's violation of the above paragraph. The vendor's indemnification shall extend to all related expenses including, but not limited to, attorney's fees, investigator's fees, and litigation expenses.

L. The terms and conditions set forth in this contract constitute the entire understanding between the parties with respect to the matter contained herein and supersede all prior agreements and representations whether written or oral. This contract may not be modified except in writing signed by authorized representatives of all parties.

M. The vendor cannot assign any portion of this contract without the written permission of the Ohio Department of Developmental Disabilities.

N. The Provisions of Ohio Department of Developmental Disabilities Personal Service Contract (attached) will become part of the final agreement between the successful offeror and the Center.

O. The vendor understands and agrees to comply with the HIPAA compliance provisions enumerated in Attachment A. of this Request for Proposal.

P. The vendor and any subcontractor or agents of the vendor will not use or disclose any information made available to them for any purpose other than to fulfill the

contractual duties specified in the RFP. The vendor and any subcontractors and agents agree to be bound by the same standards of confidentiality that apply to the employees of the Ohio Department of Developmental Disabilities and the State of Ohio. The vendor and any subcontractors and agents understand that any violation of confidentiality will result in the immediate termination of the contract and may result in legal action.

Q. Section 9.24 prohibits the award of any contract for goods, services, or construction paid for in whole or part with State funds, to a person against whom a finding for recovery has been issued by the Auditor of State, if the finding for recovery has been issued by the Auditor of State, if the finding of recovery is unresolved. Paragraph (E) requires that a state agency or political subdivision plans to award the contract does not appear in the database to be maintained by the Auditor of State.

R. Any modifications, variations or addendums to DUTIES or SERVICES section of this contract shall result in the immediate disqualification of the bid.

S. The selected provider of services affirms it shall not allow others to perform work or take data outside the United States without express written authorization from the agency representative.

T. The selected provider of services affirms that all personnel provided for the project or service who are not United States citizens, will execute a valid I-9 form and present a valid employment authorization documents.

U. As part of the proposal/bid/quote, the offeror must disclose the following:
   (1) The locations where all services will be performed.
   (2) The locations where any state data applicable to the contract will be maintained or made available and
   (3) The principal location of business for the contractor and all subcontractors.

V. Contractor must demonstrate that they do not have active tuberculosis as outlined in 5123:2-3-07 (B)(6)(a) &(B)(6)(b) O.R.C.

W. The vendor certifies that it or its employees are not listed on the DODD abuser registry 5123:2-3-06. When conducting a background investigation, the licensee shall contact the department to inquire whether the person is included in the registry established pursuant to section 5123.52.

10 ATTACHMENTS

10.1 Personal Service Contractor Evaluation form

10.2 Sample Contract

10.3 Contractor Information Form

10.4 New Vendor Packet

10.5 Contract Payment Request

10.6 "HIPPA Compliance Provisions"

10.7 Consideration for Future Solicitation

10.8 Certificate of Drug Free Workplace Compliance

10.9 Ohio Department of Public Safety (Form HLS 0038 2/06)

10.10 Sweatshop Free Certification (Executive Order 2008 -21S)

10.11 Affirmative Action Program Verification (ORC 125.111(B))
Please go to this link on the internet and register.
http://das.ohio.gov/Eod/AAPV.htm