REQUEST FOR PROPOSALS

RFP NUMBER: DYS120106CH
DATE ISSUED: October 28, 2011

The Ohio Department of Youth Services (ODYS) is requesting Bids for:

PSYCHIATRIST SERVICES AT CUYAHOGA HILLS JUVENILE CORRECTIONAL FACILITY (CHJCF)

INQUIRY PERIOD BEGINS:	**October 28, 2011**
INQUIRY PERIOD ENDS:	**November 4, 2011, 8:00 AM Eastern Standard Time**
OPENING DATE:	**November 7, 2011**
OPENING TIME:	**3:00 PM Eastern Standard Time**
OPENING LOCATION:	**Cuyahoga Hills Juvenile Correctional Facility (CHJCF)** **4321 Green Road** **Highland Hills, OH 44128**
ATTN:	**Steve Matas, Business Manager**

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Attached is an Ohio Department of Youth Services` (ODYS) Request for Proposal (RFP). If you are interested in responding please complete the "Bidder Response" and attach all documentation required. Provided below are additional requirements and directions for all potential Bidders.

- After reviewing Part Three, Exhibit A; Part 4, regarding the Declaration Statements Explanations and Attachment Three, (Standard Terms and Conditions) and if applicable, other attachments, complete and sign "Bidder Response".
- Directions for completion of the Bidder Response Form:

  1. Sections should all be completed. We request that they be typed or legibly printed.

  2. Proposed costs are to be ALL INCLUSIVE. Services will NOT be reimbursed if they are not listed. If the proposed cost is based upon a fee schedule or budget, be sure to attach these documents.

  NOTE: If the Bidder receives or anticipates receiving any other type(s) of funding (e.g. Medicaid, Title IV-E, etc.), the Bidder is to provide multiple rates based on eligibility (e.g. one rate for non-eligible program/youth and one rate for eligible). A schedule detailing the adjustment(s) is to be attached to the "Bidder Response."

  3. Attach any and all documents requested.

- General Notes:

  1. If you have any questions, please submit an inquiry as directed in Part One, General Instructions.

  2. Make a note of the deadline date and time detailed in Part Two, RFP Time Requirements. This information provides the date and time that your Response must be received by the ODYS Site requesting the bid. There will be no exceptions.

  3. Be sure to return the ENTIRE package received (not just the "Bidder Response" page but also all attachments), with original signatures, (blue ink is preferred) and Three (3) copies of the complete package.

  4. A "Provider Checklist" is attached (final page) to assist you with completing the RFP package.

PART ONE: GENERAL INSTRUCTIONS

I. GENERAL INSTRUCTIONS

A. Contacts

The following section provides details on how to get more information about this RFP and how to respond to this RFP. All responses must be complete and in the prescribed format.

The following Project Representative will represent ODYS during the Bid process:

Name: Steve Matas, Business Manager
Institution: Cuyahoga Hills Juvenile Correctional Facility
Address: 4321 Green Road
Highland Hills, OH 44128

During the performance of the Contract, a Project Representative will represent ODYS and will be the primary contact for matters relating to the Contract. ODYS will designate the Contract Monitor in writing at the time the contract is awarded.

By submitting a Bid, the Bidder acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements.

The State is not responsible for the accuracy of any information regarding this RFP that was gathered through a source different from the inquiry process described in this RFP.

B. Inquiries/Clarifications

Bidders may make inquiries or seek clarifications regarding this RFP any time during the inquiry period listed in the RFP Timeframe Requirements. To make an inquiry, Bidders must contact the above listed Bid Manager, via email. Responses will be emailed. All inquiries and responses will be posted on the website where the bid opportunity is posted. Interested bidders will be able to access the questions and answers during the time the bid is posted.

Bidders may make inquiries regarding this RFP any time during the inquiry period listed in the Timeframe Requirements.

The State will try to respond to all inquiries within 48 hours, excluding weekends and State holidays. But the State will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.

Inquiries and or requests for clarification about a specific portion of this RFP must reference the relevant part of this RFP and include the provision heading with the RFP page number. The inquiry must contain the name of the prospective Bidder, and prospective Bidder's representative who should receive the response, including the representative's business telephone and fax numbers.

Bidders who attempt to seek information or clarifications verbally will be directed to reduce their questions to writing in accordance with state purchasing policy. No other form of communication is acceptable, and use of any other form of communication or any attempt to communicate with ODYS staff or any other agency of the State to discuss the bid may result in the bidder being deemed not responsive.

C. Bid Deadline and Requirement

Each Bidder should submit the complete, sealed, and signed original and copies of its Bid, with the outside of the envelope(s) clearly marked as indicated in Part Two.

Acceptable delivery methods for submission of contractor Bids are U.S. Mail, any over night or express delivery service, courier or hand delivery. All Bids must be received at the submission address indicated within this RFP no later than 3:00 pm, Eastern Standard Time on the listed deadline date. No Bids will be accepted after the deadline. The time clock at the receiving facility will rule the official receipt time.

Submit Bids to the ODYS RFP Project Representative named under the Contact.

ODYS may reject any Bids or unsolicited Bid amendments received after the deadline. ODYS will reject late Bids regardless of the cause for the delay. Should a disagreement occur regarding delivery, the Bidder must provide evidence of delivery date and time.

Each Bidder must carefully review the requirements of this RFP and the contents of its Bid. Once opened, Bids cannot be altered, except as allowed by this RFP.

ODYS may reject any Bid if the Bidder takes exception to the terms and conditions of this RFP, fails to comply with the procedure for participating in the RFP process, or the Bidder's Bid fails to meet any requirement of this RFP. ODYS may also reject any Bid that it believes is not in its interests to accept and may decide not to do business with any of the potential contractors responding to this RFP.

To protect the integrity of the evaluation and award process, Bid responses will not be available for public viewing until after the contract has been officially awarded. Bidders may not contact ODYS staff, other contractors or any other member of the State to discuss their Bid or to discuss any of the other responses to the RFP. Bidders who attempt to make such contacts may be deemed not responsive.

All Bids and other submitted material will become the property of ODYS and will not be returned. The Bidder should not include proprietary information in a Bid because ODYS maintains the right to use any materials or ideas submitted without compensation to the Bidder. Additionally, all Bids will be open to the public after ODYS awards the Contract.

ODYS will retain all Bids or a copy of them, as part of the contract file for the period of the contract and any subsequent renewals. After the retention period, ODYS may return, destroy, or otherwise dispose of the Bids and copies.

D. Waiver of Defects

ODYS maintains the right to waive any defects in any Bid or in the Bidder's submission process. ODYS will only waive immaterial defects if it believes that is in the ODYS's interest.

E. Bid Instructions

The Contractor must organize each Bid in a manner consistent with the order of this RFP and any attachments, if any.

ODYS wants clear and concise Bids. Potential contractors should take care to completely answer questions and meet all RFP requirements.

The requirements for the Bid's contents and formatting are contained in an attachment to this RFP.

ODYS will not be liable for any costs incurred by any Bidder in responding to this RFP, even if the ODYS does not award a Contract through this process. ODYS may decide not to award a service contract. It may also cancel this RFP and contract for these services through some other process or by issuing another RFP.

Responsive: A bidder is responsive if its bid responds to the bid specifications and requests for documents and attachments in all material respects; and, contains no irregularities or deviations from the specifications that would affect the amount of the bid or otherwise give the bidder an unfair advantage.

Responsible: DYS' determination of a bidder's responsibility includes the following factors:

1. experience of the bidder;
2. bidder's financial condition;
3. bidder's conduct and performance on previous contracts;
4. the bidder's facilities (if applicable);
5. he bidder's management skills;
6. the bidder's ability to execute the contract properly, and;
7. review of Federal and the Ohio Department of Transportation debarment list.

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PART TWO: RFP TIMEFRAME REQUIREMENTS

II. RFP TIMEFRAME REQUIREMENTS

A. Firm Dates

RFP Issued:	October 28, 2011
Inquiry Period Begins:	October 28, 2011
Inquiry Period Ends:	November 4, 2011, 8:00 AM Eastern Standard Time
Bid Due Date:	November 7, 2011 by 3:00 PM Eastern Standard Time
Controlling Board, if Necessary	December 12, 2011
Work Begins:	January 1, 2012

Failure to meet a deadline, in the submission or evaluation phases or any objection to the dates for performance in the Bid phase, may result in the ODYS not considering the Bid of the Bidder.

B. Amendments to Bids

Amendments or withdrawals of Bids are allowed until 3:00 P.M., Eastern Standard Time, on the stated Bid Due Date. No amendment or withdrawals will be permitted after the due date, except as expressly authorized by this RFP.

C. Bid Deadline and Requirement

Each Bidder should submit its Bid, in a sealed envelope, with the outside of each envelope clearly marked with the Bid Number and title:

"PSYCHIATRIST SERVICES FOR CUYAHOGA HILLS JUVENILE CORRECTIONAL FACILITY"

The term of this contract is from January 1, 2012 to June 30, 2012.

Staffing Plan – on-site at the facility at times mutually agreeable to the facility and the contractor. The day(s) and total number of hours on-site and the times of the day shall be mutually determined and agreed upon by the contractor and the facility. Exhibit A defines the specific hourly requirements

The objective of this RFP is to solicit Bids for the requested services to the Ohio Department of Youth Services at the institution(s) indicated. The successful Bid will form the basis of a contract for such services, and be the minimum acceptable standard expected of the contractor throughout the term of the contract.

The Contractor must fully describe and document how they will fulfill the services as required by the RFP. The Contractor must provide services in a manner consistent with established standards of the American Correctional Association (ACA), the Ohio Department of Youth Services and all federal, state and local laws.

The Contractor will schedule service times with the appropriate ODYS Institution program administrative staff within hours that inmates are available as dictated by count, meal, movement schedules, and support staff availability.

EXHIBIT A – Psychiatrist Services

A. STATEMENT OF NEED:

- The Ohio Department of Youth Services, Cuyahoga Hills Juvenile Correctional Facility is seeking a psychiatrist to oversee and provide on-site psychiatric services to the youths under the jurisdiction of the Ohio Department of Youth Services.
- The anticipated contract period is from approximately ***January 1, 2012 through June 30, 2012*** but is subject to change at the sole discretion of ODYS.
- Youth committed to ODYS often exhibit behaviors and levels of distress that require the immediate attention of a psychiatrist. In varying degrees, these youths most frequently manifest one or more of the following:
    - Excessive anxiety
    - Acute or chronic levels of depression
    - Hyperactivity
    - Violent behavior
    - Suicidal and self-mutilating behavior
    - Psychotic episodes, some of which may be secondary to drug and alcohol use
    - Psychosomatic illnesses
    - A broad range of Axis II symptomatology
- It is also important that the psychiatrist be familiar with malingering in adolescent offender populations.

B. STATEMENT OF SERVICES:

The psychiatrist shall provide on-site psychiatric services, to include planned administrative meetings, at the facility. A schedule will be developed for each facility for the days and times mutually determined and agree upon by the contractor and facility. Any changes to the schedule shall be submitted to the Psychology Supervisor and the Health Services Administrator. The psychiatrist is required to be on-site at least **10 hrs per week.** The days and total number of hours shall be negotiated with the institution by the Psychology Supervisor or the Health Services Administrator.

The contractor must at all times during the term of this contract maintain current licensure by the State of Ohio, with no restrictions or limitations. The contractor must provide proof of current and updated licensure. Board eligibility in psychiatry - child and adolescent psychiatry is preferred. Malpractice insurance is preferred. The contractor shall observe the laws, regulations and policies of the State of Ohio and the Ohio Department of Youth Services in providing psychiatric care to youth.

Contractor services shall include, but not be limited to, the following:

- Psychiatric evaluations for the purpose of assisting with diagnosis and treatment. For youth housed in higher security units, the evaluations may take place on the unit in a location that is secure. On occasion, the psychiatrist may also be called upon to respond to a unit to evaluate a youth who is out of control.
- Professional consultation via weekly treatment teams with the department of psychology and social services as well as the administrative staff on an as needed basis. On a rotating basis all youth who are determined to have a mental health classification, whether or not they are currently on medication or a mental health unit, will be discussed. Consults with the facility physician to assure continuity of care and comprehensive medical management of youth.
- Completes intake evaluations on youth who are transferred to the facility to assess medication need and write prescriptions.

- May complete risk assessments per policy and make determinations regarding appropriate precautionary status levels for youths who are displaying suicidal behavior or ideation.

- Availability for telephone consultations with the institutional nursing staff 24 hours per day, 7 days per week. Following a telephone consultation, the provider shall examine the youth and co-sign all telephone orders no later than 5 working days after the telephone consultation. Time spent responding to calls is reimbursed at the identified hourly rate. All absences are to be communicated to the Psychology Supervisor as soon as possible.
- Assist in facilitating the transfer of youth for emergency purposes.
- Maintenance of health files and client information in a secure and confidential manner consistent with department and local procedures, as well as guidelines set by the State Board of Medicine and the Ohio Revised Code.
- Notifies appropriate staff when youth are placed on medication and when medication is terminated. Explains to youths the need, benefits, use and side effects of medications.
- Participates in the development of institutional procedures designed to implement ODYS treatment policies (e.g., suicide directive) and is available to meet with clinical and administrative staff.
- Present research and training recommendations to ODYS administration for review and potential implementation as requested
- Adherence to security, key and tool control procedures.

C. KNOWLEDGE, EXPERIENCE AND LICENSURE:

- Experience in adolescent and correctional psychiatry care is preferred.
- Experience working with multi-cultural populations is preferred.
- Experience working with gender specific or MR/DD adolescents.

D. MONITORING & EVALUATION:

- The contractor will report administratively to the Psychology Supervisor who will be responsible for monitoring on-site psychiatric services provision. In the absence of a Psychology Supervisor, the contractor will report administratively to the Health Service Administrator.
- Contract compliance will be monitored by Clinical Services Director and the Nursing Director, in consultation with the Medical Director, to evaluate the services covered in this contract and to ensure effectiveness of services.
- The contractor is required to submit and sign an invoice of services rendered for the process of payment. Biweekly submission is preferred.

E. REQUIREMENTS:

- The contractor shall observe the laws, regulations and policies of the State of Ohio and the Department of Youth Services in providing contracted psychiatry services to the youth.
- Malpractice insurance is the responsibility of the contractor.
- Board certification is preferred.
- Contract compliance will be monitored by the appropriate institutional Deputy Superintendent and Health Service Administrator, the ODYS Medical Director, the Director of Nursing and/or the Medical Programs Administrator to ensure effectiveness of services
- The contractor is required to submit and sign an invoice of services rendered for the process of payment. Biweekly submission is preferred.
- Adherence to security, key and tool control procedures.

F. SELECTION CRITERIA:

Provided below are the scoring criteria that will be utilized in award of the contract:

To Determine if the Bidder is Responsive:

Documents Requested to be in the Bid Response:	Yes/No:
Bidder returned an original, signed bid and requested number of copies?	

Bidder returned a copy of required licensure?	
Bidder returned a signed Declaration of Material Assistance Form?	
Bidder returned the signed Declaration Pages?	
Bidder returned a signed W-9 Form and New Vendor Information Form?	
Bidder completed and returned Bid Checklist?	

Note: DYS may reject bid if bidder is deemed as non-responsive.

SERVICE DELIVERY:

- Proposal should reflect vendor's ability to meet the service needs on-site each week at a mutually determined and agreed upon day/time.
- Proposal should reflect vendor's ability to work with dually diagnosed adolescents.
- Proposal should reflect vendor's ability to participate in clinical team meetings to assure comprehensive psychiatric management of youth.
- Proposal should reflect vendor's ability to provide phone consultation with nursing staff 24 hours per day, seven days per week.
- Proposal should reflect vendor's ability to collaboratively work as a multi-disciplinary team member.

. **25 pts.**

KNOWLEDGE, EXPERIENCE AND LICENSURE:

- The proposal should reflect the vendor's documentation of current valid Ohio license to practice psychiatry.
- The proposal should reflect the vendor's ability to provide documentation of work with multi-cultural populations.
- The proposal should reflect the vendor's ability to work with juvenile offenders and correctional healthcare.
- The proposal should reflect the vendor's record of work with state agencies.
- The proposal should reflect the vendor's ability to work with gender-specific or MR/DD adolescents.

30 pts.

INTERVIEW: **30 pts**

COST EFFECTIVENESS:

- Is this the lowest bid? **15 pts**

Total **100 pts.**

G. RENEWAL CLAUSE:

At the sole option of ODYS, this contract may be renewed, beginning July 1, 2012, under the same terms and conditions applicable to this contract for any period of time, up to a maximum of twenty-four (24) additional months; but, such renewals may not extend beyond the biennium in which the renewal takes place. In order to exercise this option, ODYS must advise the Contractor, in writing, no less than thirty (30) days prior to the expiration of current contract.

In accordance with Section 126.07 of the Revised Code of Ohio, any renewal hereunder shall not be valid or enforceable, unless and until the Director, Office of Budget and Management first certifies that there is a balance in the appropriation, not already obligated to pay existing obligations.

The Ohio Department of Youth Services reserves the right to reject any and all proposals where the offeree takes exception to ODYS terms and conditions or fails to meet the terms and conditions, including, but not limited to, standards, specifications and requirements.

The Ohio Department of Youth Services reserves the right to reject, in whole or in part, any and all proposals where the offeree, taking into consideration factors including, but not limited to, price and the results of the evaluation process (if applicable), has determined that the award of a contract would not be in the best interest of the offeree or the state.

PROPOSAL EVALUATION:

Service Proposed: _____

Proposed Agency: _____

All bullet points in each section will be a consideration in the evaluation team's scoring.

I. SERVICES DELIVERY – 25 Total Points

Meets requirements of Exhibit A.	**Poor**	**Adequate**	**Good**	**Superior**
• Proposal reflects vendor's ability to meet the service needs on-site each week at a mutually determined and agreed upon day/time. • Proposal reflects vendor's ability to work with dually diagnosed adolescents. • Proposal reflects vendor's ability to participate in clinical team meetings to assure comprehensive psychiatric management of youth. • Proposal reflects vendor's ability to provide phone consultation with nursing staff 24 hours per day, seven days per week. • Proposal reflects vendor's ability to collaboratively work as a multi-disciplinary team member.				

II. KNOWLEDGE, EXPERIENCE & LICENSURE – 30 Total Points

Demonstrates past experience/knowledge of servicing serious juvenile offenders.	**Poor**	**Adequate**	**Good**	**Superior**
• The proposal reflects the vendor's documentation of current valid Ohio license to practice psychiatry. • The proposal reflects the vendor's ability to provide documentation of work with multi-cultural populations. • The proposal reflects the vendor's ability to work with juvenile offenders and correctional healthcare. • The proposal reflects the vendor's record of work with state agencies. • The proposal reflects the vendor's ability to work with gender-specific or MR/DD adolescents.				

III. BUDGET – 15 Total Points

Billing components are clear and concise.	**Poor**	**Adequate**	**Good**	**Superior**
• Unit cost is reasonable considering the comprehensive services to meet the needs of the contract agency (ODYS). • The proposal reflects the lowest bid.				

IV. INTERVIEW – 30 Total Points

PART FOUR: DECLARATION STATEMENT EXPLANATIONS

I. Instructions – The intent of this part of the bid document is to clarify the items that will be required to implement a contract and to explain the Declaration Statements on Attachment Three. Bidders must sign and return Attachment Three with their bid response.

Ohio Elections Law

A. Prohibition

State agencies whose directors or heads are appointed by the Governor are prohibited by Divisions (I) and (J) of Section 3517.13 of the Revised Code from awarding any noncompetitively bid contract for the purchase of goods or services costing more than $500.00 to an entity listed in those Divisions if a party listed in those Divisions or the 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 the Governor's campaign committee.

B. Individual, Partnership, Association, Estate or Trust

A vendor that is an individual, partnership, association, including, without limitation, a professional association organized under Chapter 1785. of the Revised Code, estate, or trust shall include in its bid an affirmative statement that, as applicable to the vendor, no such individual or spouse of such individual has made, and no partner, shareholder, administrator, executor, or trustee, or the spouses of any of them 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 the Governor's campaign committee, consistent with the restrictions of Section 3517.13 (I) of the Revised Code.

C. Corporation or Business Trust

A vendor that is a corporation or business trust, except a professional association organized under Chapter 1785. of the Revised Code, shall include in its bid an affirmative statement that no owner of more than twenty percent of the corporation or business trust or the spouse of such person, has made, as an individual, within the two previous calendar years, taking into consideration only owners for all of such period, one or more contributions totaling in excess of $1,000.00 to the Governor or to the Governor's campaign committee, consistent with the restrictions of Section 3517.13 (J) of the Revised Code.

Ohio Ethics and Conflict of Interest Laws

In accordance with Executive Order 2007-01S, Vendor or Grantee, by signature on this document, certifies: (1) it has reviewed and understands Executive Order 2007-01S; (2) it has reviewed and understands the Ohio ethics and conflict of interest laws; and, (3) will take no action inconsistent with those laws and this order. The Vendor or Grantee understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this contract or grant and may result in the loss of other contracts or grants with the State of Ohio.

Equal Employment Opportunity: The Contractor will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Equal Opportunity Department's website: http://www.das.ohio.gov/Eod/AAPV.htm

Statement of Compliance.

ODYS intends for the Contractor, all of the Contractor's employees and/or subcontractors to implement and comply with all federal and Ohio laws, rules of the Ohio Administrative Code, ODYS security policies, Standard Operating Procedures and, where applicable, Protocols of the Office of Correctional Healthcare, ODYS Management Audit Standards and ACA Standards pertaining to healthcare services as those laws, rules and policies, and standards are currently enacted and promulgated and as they may subsequently be amended and adopted. The Contractor agrees that any students, interims, or residents, as part of a formal training program, will work under staff supervision commensurate with their level of training.

Bidder Profile Summary

Using the form provided in Attachment Two, the Bidder must provide a five-year history of all contracts, for which the Bidder is providing, or has provided under any previous corporate name or identity, services similar to those requested in this RFP. Information provided includes: Company name and address, contact person and phone number, program name, beginning date of project (month/year), ending date of the project (month/year), description of related services provided that relates to the requirements of this RFP. Attachment Two may be reproduced as needed to respond to the mandatory requirements and desirable requirements as stated in this RFP.

Conflict of Interest

Each Bid must include a statement indicating whether the Bidder, or any people that may work on the project through the Bidder, have a possible conflict of interest, direct or indirect, which is incompatible with the fulfillment of these services. ODYS has the right to reject a Bid in which a conflict is disclosed or cancel the contract if any interest is later discovered that could give the appearance of a conflict. See third page of Declaration Statements, Attachment Three.

Proof of Workers' Compensation Insurance

The Contractor must carry and show proof of current coverage for Workers' Compensation for all employees, subcontractors and independent contractors under this contract. The Contractor agrees and understands that ODYS shall not provide Workers' Compensation coverage for the contractor, employees of the contractor or any subcontractors. Sole proprietors and staffing agency companies are also subject to comply with all Workers' Compensation insurance requirements.

All insurance policies must remain in effect during the term of this contract and any subsequent renewals. The Contractor must continue to provide proof of current coverage for each policy any time a previous certificate expires.

W-9 Form

The Bidder must complete a W-9 form in its entirety. At least one original W-9 form must be submitted, completed in blue, not black, ink. All other copies of a Bid may contain copies of the W-9 form. Please indicate on the cover letter, which Bid is the original. The W-9 form may be accessed and downloaded at the following website: http://www.irs.gov/faqs/faq12-5.html

Declaration of Material Assistance

Completed Declaration of Material Assistance (DMA)/NonAssistance to Terrorist Organization. *Prior to Award*, the Contractor must complete return this form with the bid response. No award can be made unless this form is on file with the Contracts Section of ODYS. The form may be accessed and downloaded at the following website:

http://www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf

Ohio Department of Youth Services

SAMPLE CONTRACT INVOICE

CONTRACTOR NAME/ADDRESS	**PURCHASER NAME/ADDRESS (ODYS Site)**
NOTE: Contractor must invoice ODYS within 10 working days of the final date of service for the invoice period	
The following are to be utilized for "Description of Service(s) and "Unit Type" listed below	*PER YOUTH *SCREEN/TEST *ASSESSMENT *MILEAGE *INDIVIDUAL SESSION *GROUP SESSION *PER YOUTH/PER HOUR *PER MEAL *HOURLY *WEEKLY *MONTHLY *PER VISIT
TYPE OF SERVICE:	
DATES OF SERVICE:	

	DESCRIPTION OF SERVICE(S)	UNIT TYPE (IF REQUIRED)		TOTAL UNITS	X	UNIT RATE (A)	=	TOTAL
	FY2012	Hour			X		=	
					X		=	
					X		=	
					X		=	
							TOTAL:	
	(A) if rate is less than "contracted rate due to cost sharing, other funding received, etc. attach detailed explanation							

NOTE: if travel reimbursement is a part of said contract, it shall be paid in accordance with rates in the travel rules of the State of Ohio, Office of Budget and Management as set forth in Ohio Administrative Code, Rule 126.1-02

I certify that the above units of service were delivered and that any other related reimbursements requested are accurate and in accordance with the established contract. Above costs are not being reimbursed by Medicaid.

Contractor's Signature:_____ Date:_____

I certify that the above units of service and any other related reimbursements requested for payment were received and are in accordance with the established contract. If applicable, I have verified that the information submitted on the attached "Contractor's Activity Sheet" balances to the above information.

ODYS Signature:_____ Date:_____

ODYS Approver:_____ Date:_____

Note: Submit original and 1 copy

PART FIVE: BIDDER RESPONSE FORM

BIDDER RESPONSE

BID DYS120106CH, PSYCHIATRIST SERVICES –CHJCF

Please Print or Type:

a) Bidder's Name	b) Company Name (If applicable)	
c) Address	d) City, State and Zip	e) Telephone Number
f) Federal Tax I.D. # or S.S.# (Circle One)	g) Contact Person's Name (List telephone # if different than above)	
h) Contact Email Address:		

i)	*(Required)* STATE FISCAL YEAR	*(Required)* UNIT (Hour, each, etc.)		*(Required)* PROPOSED # OF UNITS *	X	*(Required)* * MAXIMUM UNIT COST	=	*(Required)* MAXIMUM TOTAL
	FY2012 (7/1/11 – 6/30/12)	Hour			X		=	
					X		=	
					X		=	
					X		=	
	TOTAL							

* **If the Bidder receives or anticipates receiving any other type(s) of funding (e.g. Medicaid, Title IV-E, etc.), the Bidder is to provide multiple rates based on eligibility (e.g. one rate for non-eligible program/youth and one rate for eligible). A schedule detailing the adjusted rates is to be attached to the Bidder's Response.**

i) Provide a detailed description of the program/service that will be provided in response to this RFP. Include how you or your organization meets or exceeds the capability to provide the services described in the attached Exhibit A. If it is demonstrated that you or your organization can NOT provide these services, your RFP Response may be rejected.

j) If there are any exceptions to the services requested in Exhibit A of this RFP, attach a detailed explanation. DYS reserves the right to disqualify any bidder whose exceptions significantly impact the delivery of services.

The following are the licenses and/or certificates and/or accreditations the bidder must have, (or be able to secure within a timeframe to be determined at the discretion of ODYS), in order to qualify to provide this service.

A COPY OF ANY LICENSE REQUIRED SHOULD BE ATTACHED TO BID BUT, MUST BE AVAILABLE PRIOR TO BID AWARD.

Current, Valid Ohio Psychiatrist Certificate

Bidder Response Form (Continued):

*My **ORIGINAL SIGNATURE** below signifies that I understand and accept, on behalf of myself or the above named Company, all of the terms and conditions contained herein and attached. I understand that an unsigned or copy of this RFP is **NOT** acceptable.*

Authorized Signature: **Date**

_____ _____

NAME (type or print) **TITLE** (type or print)

_____ _____

ATTACHMENT ONE: STANDARD TERMS AND CONDITIONS

1. DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS) OR CONTROLLING BOARD APPROVAL: If DAS or Controlling Board approval is required, this Contract shall not be valid and enforceable until appropriate approvals are received.

2. CERTIFICATE OF AVAILABLE FUNDS: Notwithstanding any other provision of this Contract, and in accordance with Section 126.07 of the Revised Code of Ohio, this Contract shall not be valid or enforceable, unless and until the Director, Office of Budget and Management first certifies that there is a balance in the appropriation, not already obligated to pay existing obligations.

3. NATURE OF CONTRACT: It is fully understood and agreed that the Contractor is an independent contractor and is not an agent, servant or employee of the Ohio Department of Youth Services (ODYS) or the State of Ohio. The Contractor must receive ODYS written approval prior to entering into any subcontract or joint venture for the delivery of services required by this Contract. If the Contractor enters into any agreement with a subcontractor, the Contractor is ultimately responsible for any and all actions or omissions by the subcontractor in the delivery of services under this contract.
   Throughout the term of this contract, the Contractor shall provide ODYS with copies of all current licensure, certification, and/or accreditation, including any renew or re-issuance thereof, for any employee or subcontractor, providing services under this contract.

   The Contractor agrees that while operating in an ODYS facility the contractor and/or any employee or subcontractor of the contractor, shall follow all applicable rules and regulations for that facility.

   Except as expressly provided herein, neither party shall have the right to bind or obligate the other party in any manner without the prior written consent of the other party.

4. NONDISCRIMINATION: Pursuant to O.R.C., Section 125.111, the Contractor agrees that Contractor, any subcontractor, and any person acting on behalf of the Contractor or subcontractor, will not discriminate, by reason of race, color, religion, sex, age, disability, as defined in ORC 4112.01, national origin, or ancestry against any citizen of this state in the hiring of any person qualified and available to perform the work under this contract. Contractor further agrees that Contractor, any subcontractor, and any person acting on behalf of Contractor or subcontractor shall not, in a manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under this contract on account of race, color, religion, sex, age, disability as defined in ORC 4112.01, national origin, or ancestry.

   The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices, setting forth the provisions of this nondiscrimination clause. The Contractor and any Subcontractor shall state in all solicitations or advertisements for employees placed by, or on behalf of, the Contractor that it is an equal opportunity employer and shall incorporate the requirements of this Section in all of its contracts for any of the performance of work under this contract.

   The Contractor agrees that it has a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as defined in Ohio Revised Code, Section 122.71. Annually, the contractor agrees to file a description of the affirmative action program and a progress report on its implementation with the Equal Employment Opportunity Office of the Department of Administrative Services.

5. TAXES: The Contractor affirms that it is not delinquent in the payment of any applicable federal, state, and local taxes and agrees to comply with all applicable Federal, State and Local laws in the performance of the work hereunder.

   The Contractor accepts full responsibility for payment of all taxes, including and without limitation, unemployment compensation, insurance premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by the Contractor in the

performance of the work authorized by this Contact. The contractor must provide workers compensation for their employees and submit proof upon request. ODYS and the State of Ohio shall not be liable for any taxes under this Contract.
Additionally, the State of Ohio, ODYS is exempt from state, county, and transit sales taxes for services and goods supplied to and billed directly to ODYS.

6. GOVERNING LAW: This Contract and any claims arising in any way out of this Contract shall be governed by the laws of the State of Ohio and the United States. Any provision of this Contract prohibited by the law of Ohio shall be deemed void and of no effect. Any litigation arising out of or relating in any way to this Contract or the performance hereunder shall be brought only in the courts of Ohio, and the Contractor hereby irrevocably consents to such jurisdiction.

7. TERMINATION OR DEFAULT: Prior to the expiration of the term of this Contract, either party may terminate the Contract, with or without cause, by providing written notice to the other party not less than thirty (30) days prior to the termination date.
Termination pursuant to this paragraph will relieve either party of further obligation under this Contract. In no event will ODYS be obligated to pay for any services not actually performed by the Contractor.

8. CONTRACT AMOUNT CHANGES: ODYS and the Contractor agree that ODYS may make adjustments in the total amount of this contract as may be necessary to provide essential services. Adjustments shall not cause ODYS to exceed annual or biennial allocations. An increase in the total amount of the contract may be subject to approval by DAS or Controlling Board before any such change is valid and enforceable. ODYS shall notify the contractor, in writing, the effective dates of any such change.

9. MODIFICATION TO SERVICES: ODYS and the Contractor agree that any change in the rate(s) or type(s) of service shall require written agreement by both parties.

10. RECORDS RETENTION: The Contractor shall maintain independent books, records, documents, and papers involving all transactions relative to the performance of this Contract which reflect any and all direct and indirect costs expended in the performance of this contract in a manner consistent with generally accepted accounting principals in the performance of services required by this contract.
Youth case files and material filed or referenced under a youth's name shall be maintained according to the retention schedule established by ODYS.
The Contractor shall, for each subcontract authorized by ODYS, in excess of twenty-five hundred dollars ($2,500.00), require its subcontractor(s) to agree to the same provisions of this article.

All of the above records, books, documents, papers, case files, etc. shall be retained for seven (7) years unless ODYS approves a shorter retention period, in writing. The Contractor may apply for such authorization after the fiscal year in which the final entry was made. In addition, all of the above documents shall be made available at all reasonable times during the period of their required retention by authorized Federal, State and ODYS personnel.
The Contractor agrees to be responsible for the costs of any audit in which it is determined that the Contractor violated, in any material respect, any provision of Federal, and State or local law.

11. DISCLOSURE OF INFORMATION: Contractor agrees that it will not use or disclose any information concerning ODYS youth for any purpose unless necessary to the administration of ODYS or Contractor's responsibilities under this Contract. The Contractor agrees to obtain the written consent of ODYS prior to disclosure of youth records unless otherwise ordered by a court of competent jurisdiction.

12. LIMITATION OF LIABILITY: The State's liability for damages, whether in contract or in tort, shall not exceed the total amount of compensation payable to the Contractor under the ODYS “Contract and Agreement”, “Compensation of Services” article, above, or the amount of direct damages incurred by the Contractor, whichever is less. In addition, the Contractor agrees that ODYS and the State of Ohio and any funding source for this contract are held harmless and immune from any and all claims for injury or damages arising from this contract which are attributable to the Contractor’s own actions or omissions or those of its trustee, officers, employees, subcontractors, suppliers, and other third parties while acting under this contract. Such claims shall include any claims made under the Fair Labor Standards Act or under any other federal or state law involving

wages, overtime, or employment matters and any claims involving patents, copyrights and trademarks. Contractor agrees to bear all costs associated with defending against any such claims or legal actions when requested by ODYS or State to do so.

13. CONFLICTS OF INTEREST: No personnel of the Contractor or member of the governing body of any locality or other public official or employee of any such locality in which, or relating to which, the work under this Contract is being carried out, and who exercises any functions or responsibilities in connection with the review or approval of the understanding or carrying out of any such work, shall prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of said work.

    If any person acquires an incompatible or conflicting personal interest, on or after the effective date of this contract, or any such person involuntarily acquires any such incompatible or conflicting personal interest, then the contractor shall immediately disclose such interest to ODYS in writing. Thereafter, such person shall not participate in any action affecting the work under this contract, unless ODYS shall determine that, in the light of the personal interest disclosed, such participation in any such action would not be contrary to the public interest.

14. ENTIRE AGREEMENT: The Contract, when signed by both parties, along with any attachments and the Request for Proposal and Response (if an RFP process was used), constitutes the entire agreement between the parties herein. No rights herein will be waived, unless specifically agreed upon in writing by the parties hereto. This Contract supersedes any and all previous agreements, whether written, or oral, between the parties. A waiver by any party of any breach or default by the other party under this Contract shall not constitute a continuing waiver by such party of any subsequent act in breach of or in default hereunder.

15. NOTICES: Except as specifically provided otherwise, all notices, consents and communications hereunder shall be given in writing, and be either hand carried or sent by certified mail, return receipt requested, to the respective addresses on the signature page of this document

16. SEVERABILITY: The provisions of this Contract are severable and independent. If any provision of this contract be deemed unenforceable by a court of competent jurisdiction in whole or in part, the remaining provisions of this contract and any partially enforceable provisions, to the extent enforceable, shall be binding and enforceable.

17. SUCCESSORS AND ASSIGNS: Except as provided in this paragraph, neither this Contract nor any rights hereunder may be assigned or transferred in whole or in part by either party, without the prior written consent of the other party. The work contemplated in this contract is to be performed by the Contractor, who may subcontract without ODYS approval for the purchase of articles, supplies, components or special mechanical services that do not involve the type of work or services described in Exhibit A but which are required for its satisfactory completion. The Contractor shall notify ODYS, in advance, of any of these subcontracts or joint ventures. All work subcontracted shall be at the expense of the Contractor.

18. DRUG FREE WORKPLACE: The Contractor agrees to require that all its employees, while working on state property, will not purchase, transfer, use, be under the influence of, or possess illegal drugs or alcohol or abuse prescription drugs in any way.

19. CHILD SUPPORT: The Contractor agrees to cooperate with the Ohio Department of Job and Family Services and any Ohio Child Support Enforcement Agency (CSEA) in ensuring that any person performing services hereunder meets child support obligations established under state law. Further, by executing this agreement the Contractor certifies present and future compliance with any court order for the withholding of support, which is issued pursuant to Chapters 3119, 3121, 3123 and 3125 of the Ohio Revised Code.

20. OWNERSHIP: ODYS shall have unrestricted authority to reproduce, distribute and use (in whole or in part) any reports, data or materials prepared by the Contractor, subcontractor or any person acting on behalf of the contractor pursuant to this agreement. No such documents or other materials produced (in whole or in part) with funds provided to the Contractor by ODYS shall be subject to copyright by the Contractor in the

United States or any other country. The Contractor agrees that all deliverables hereunder shall be made freely available to the general public to the extent required by law.

21. FIREARMS RESTRICTION: The Contractor agrees that the Contractor, any Subcontractor, and /or any person acting on behalf of the Contractor or Subcontractor, will not possess or maintain the presence of any firearm in or on any premise used in the delivery of residential services of youth. The Contractor agrees to apply, in writing, within ten (10) days of the Contractor's execution of this contract for a written waiver of this provision from ODYS Director in the event that this provision would create an economic hardship or would otherwise be unreasonable.

22. OTHER APPLICABLE LAW:
The Contractor is required to comply with O.R.C., Chapter 4115 "Wages and Hours on Public Works" as required by law.

The Contractor shall meet State of Ohio requirements for certification, licensure and registration where applicable. Contractor shall be required to provide proof of such certification, licensure and registration and to provide any renewal certification, licensure and registration.
The Contractor shall comply with the provisions as specified in the O.R.C., Section 109.572 regarding criminal records check and fingerprinting and maintain adequate records thereof.
In the performance of this contract, the Contractor agrees to comply with all Federal, State, and Local laws and the Ohio Administrative Code.
ODYS is subject to O.R.C. 149.43 "Availability of Public Records", and therefore any documents, which are a part herein, shall be disclosed as required by law.

23. NOTICE TO RETIREES: A retiree cannot continue to receive benefits and work as an independent contractor under a contract for any period of time for the employer from which they retired. This prohibition is applicable regardless of the number of hours or days actually worked.

24. UNRESOLVED FINDINGS FOR RECOVERY: Contractor affirmatively represents and warrants to ODYS that it is not subject to a finding or recovery under ORC 9.24, or that it has taken the appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section. Contractor agrees that if this representation and warrant is deemed to be false, the Contract shall be void *ab initio* as between the parties to this Contract, and any funds paid by ODYS hereunder shall be immediately repaid to ODYS, or an action for recovery may be immediately commenced by ODYS for recovery of said funds.

25. ***Sweatshop Free:*** By the signature affixed to this Invitation to Bid/Request for Proposal (ITB/RFP), Bidder/Offerer certifies that all facilities used for the production of the supplies or performance of services offered in the bid/RFP are in compliance with applicable domestic labor, employment, health and safety, environmental and building laws. This certification applies to any and all suppliers and/or subcontractors used by the Bidder/Offerer in furnishing the supplies or services described in the bid/RFP and awarded to the Bidder/Offerer. If DAS receives a complaint alleging non-compliance with sweatshop free requirements, DAS may enlist the services of an independent monitor to investigate allegations of such non-compliance on the part of the Contractor, any sub-contractors or suppliers used by the Contractor in performance of the Contract. If allegations are proven to be accurate, the Contractor will be advised by DAS of the next course of action to resolve the complaint and the Contractor will be responsible for any costs associated with the investigation. Violation of this paragraph is a material breech of any contract or agreement resulting from award of this bid.

ATTACHMENT TWO: BIDDER PROFILE SUMMARY

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided:		

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided:		

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided:		

ATTACHMENT THREE: DECLARATION STATEMENTS
Re: DYS, Psychiatrist Services for Cuyahoga Hills Juvenile Correctional Facility

Failure to complete, and return with the bid, this Declaration Attachment may deem your bid non-responsive

Ohio Elections Law Information: (See Part FOUR)

A. Prohibition

State agencies whose directors or heads are appointed by the Governor are prohibited by Divisions (I) and (J) of Section 3517.13 of the Revised Code from awarding any noncompetitively bid contract for the purchase of goods or services costing more than $500.00 to an entity listed in those Divisions if a party listed in those Divisions or the 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 the Governor's campaign committee.

B. Individual, Partnership, Association, Estate or Trust

A vendor that is an individual, partnership, association, including, without limitation, a professional association organized under Chapter 1785. of the Revised Code, estate, or trust shall include in its bid an affirmative statement that, as applicable to the vendor, no such individual or spouse of such individual has made, and no partner, shareholder, administrator, executor, or trustee, or the spouses of any of them 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 the Governor's campaign committee, consistent with the restrictions of Section 3517.13 (I) of the Revised Code.

C. Corporation or Business Trust

A vendor that is a corporation or business trust, except a professional association organized under Chapter 1785. of the Revised Code, shall include in its bid an affirmative statement that no owner of more than twenty percent of the corporation or business trust or the spouse of such person, has made, as an individual, within the two previous calendar years, taking into consideration only owners for all of such period, one or more contributions totaling in excess of $1,000.00 to the Governor or to the Governor's campaign committee, consistent with the restrictions of Section 3517.13 (J) of the Revised Code.

Ohio Ethics and Conflict of Interest Laws Information*)*

In accordance with Executive Order 2007-01S, Vendor or Grantee, by signature on this document, certifies: (1) it has reviewed and understands Executive Order 2007-01S; (2) it has reviewed and understands the Ohio ethics and conflict of interest laws; and, (3) will take no action inconsistent with those laws and this order. The Vendor or Grantee understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this contract or grant and may result in the loss of other contracts or grants with the State of Ohio.

Equal Employment Opportunity Information*:*

The Contractor will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

DECLARATION STATEMENTS (Continued)

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Equal Opportunity Department's website: http://www.das.ohio.gov/Eod/AAEEO.htm

LOCATION OF SERVICES/OFF-SHORE/I-9 CERTIFICATION

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES:

List names of subcontractors who will be performing work under the Contract.

_____ _____

_____ _____

_____ _____

By the signature affixed to this Attachment, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of ODYS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of ODYS, will be deemed as a default. If a default should occur, ODYS will seek all legal remedies as set forth in the Terms and Conditions, which may include IMMEDIATE cancellation of the Contract.

_____ (Company) affirms it shall not and shall not allow others to perform work or take data outside the United States without express authorization from the Agency Project Representative.

_____ (Company) affirms that all personnel provided for the Project, who are not United States citizens, will have executed a valid I-9 form and presented valid employment authorization documents, and maintain records of such; and, also affirms that any small business program participants will provide necessary data to ensure program reporting and compliance.

_____ (Company) agrees that it (and any personnel or independent contractors provided for performance of this contract) is a separate and independent enterprise from the State of Ohio and the Ohio Department of Youth Services; and, that this contract does not constitute any joint employment relationship between (insert Company name, and its representatives and the Department of Youth Services, including obligation for any lawful taxes, deductions or contributions, federal, state or local.

_____ (Company) agrees to above:

Ohio Preference: (Buy Ohio):

Bidder has significant economic presence within the state of Ohio. Yes_____ No_____

(Bidder has ten or more employees based in Ohio or border state) Yes_____ No_____

(Bidder has 75% or more employees based in Ohio or border state) Yes_____ No_____

Border State Bidder: Yes_____ (KY__MI__NY__ PA__ IN__) No_____

DECLARATION STATEMENTS (Continued)

Contract Performance. The Bid must provide the following information for this section for the past seven years. **Please indicate yes or no in each column**. If the answer to any item is affirmative, the Bidder must provide complete details about the matter on a separate page.

Yes/No	Description
	The Bidder has had a contract terminated for default or cause. If so, the Bidder must submit full details, including the other party's name, address, and telephone number.
	The Bidder has been assessed any penalties in excess of five thousand dollars ($5,000), including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity). If so, the Bidder must provide complete details, including the name of the other organization, the reason for the penalty, and the penalty amount for each incident.
	The Bidder was the subject of any governmental action limiting the right of the Bidder to do business with that entity or any other governmental entity.
	Trading in the stock of the company has ever been suspended with the date(s) and explanation(s).
	The Bidder, any officer of the Bidder, or any owner of a twenty percent (20%) interest or greater in the Bid has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
	The Bidder, any officer of the Bidder, or any owner with a twenty percent (20%) interest or greater in the Bid has been convicted of a felony or is currently under indictment on any felony charge.

Conflict of Interest. Additional information regarding Conflict of Interest and Ethics Compliance, as it relates to award of this RFP, may be found in Attachment One, Article X.

The Bidder must include a statement indicating whether the Bidder, or any people that may work on the project through the Bidder, have any possible conflict of interest, direct or indirect which is incompatible with the fulfillment of these services.

Provide statement regarding any potential Conflict of Interest not indicated in the check list above:

_____

_____

_____

While an affirmative answer to any of the items in the <u>Contract Performance</u> checklist or, inclusion of a statement of possible <u>Conflict of Interest</u>, will not automatically disqualify a Bid from consideration, such an answer or statement and a review of the background details may result in a rejection of the Bidder's bid, at the sole discretion of the evaluation team. The team will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the Bidder's performance on the project, and the best interests of the State.

DECLARATION STATEMENTS (Continued)

I attest that I am a representative of the organization listed in this bid and have the authority to bind the Bidder to the aforementioned requirements.

Printed Name and Title: _____

Signature: _____

Organization: _____ Date: _____

Total Number of Employees: Nationwide: _____ Ohio: _____

Percentage of Women: Nationwide: _____ Ohio: _____

Percentage of Minorities: Nationwide: _____ Ohio: _____

	Yes	No
Are you a registered MBE Vendor with DAS EOD?	____	____
Are you a registered EDGE Vendor with DAS EOD?	____	____

If yes, please provide Certification Number: _____

	Yes	No
Do you have a current valid Ohio License to practice medicine?	____	____
What is the expiration date of the current, valid Ohio license?	_____	
Have you any proven experience with adolescent correctional environment?	____	____
Have you any proven experience with multi-cultural populations?	____	____
Have you experience with adolescents?	____	____
Have you had past performance on previous state contracts?	____	____

This Bid covers all Statement of Services listed on Exhibit A:

Yes _____ No _____

If No: please explain specific statement of services that could not be met.

_____

Authorized signature Date

PROVIDER CHECKLIST

Please read each question and initial or check each box

- [ ] Did you review the ODYS Exhibit A?
- [ ] Did you review the Terms and Conditions?

"Bidder Information"

- [ ] Did you complete each box of Bidder Response Form (Part Five)?
- [ ] Did you clarify (by circling) whether the # provided in (f) is a Federal Tax I.D. # or a Social Security #?
- [ ] Did you sign and date your Bidder Response?

"Proposed Cost"

- [ ] Did you bid as ODYS requested (e.g. by hour or other type of unit)?
- [ ] Did you bid for the entire time frame requested (e.g. 1 Year/Six Months)?
- [ ] Do you anticipate receiving any outside funding (e.g. Medicaid, IV-E, etc.) and if so, did you provide an attachment detailing such funding?
- [ ] Did you check your bid for mathematical errors?
- [ ] Does your Bidder Response include all services and/or other reimbursable costs for which you will invoice ODYS?

"Detailed Description"

- [ ] Did you include a **detailed** description of your program/services?
- [ ] Do you meet minimum qualifications outlined in the RFP?

"Exceptions"

- [ ] *If applicable,* did you provide a detailed explanation of any exceptions you have in regards to Exhibit A?

"OTHER"

- [ ] Did you include all required certifications, licenses, etc.?
- [ ] Did you include requested documents: i.e. the Declaration Statements Attachment; the Declaration of Material Assistance; W-9 Form?
- [ ] Is your bid being submitted within the timeframes established in Part Two?
- [ ] Are you returning the original bid package?
- [ ] Are you returning three (3) copies of the entire bid package?
- [ ] Have you labeled your sealed envelope with the bid number and title?
- [ ] Did you make a copy for your records?
- [ ] Did you include the W-9 Form?