

Ohio Department of Developmental Disabilities

Montgomery Developmental Center (MDC)

7650 Timbercrest Drive

Huber Heights, Ohio 45424

Request for Proposal

Psychiatrist

Request for Proposal Number: MDC201501

Request for Proposal Issued: March 10, 2015

Request for Proposal Due: March 23, 2015 by 4:00 PM

A. Project Overview

Contract term is July 1, 2015 - June 30, 2017 – Approximately 6 hours per week of Psychiatry services for assigned individuals at MDC as needed.

Assignment location: Administration Building, Medical Clinic

B. Scope of Work

- Contract Psychiatrist will work approximately 6 (six) hours on site per week and may receive calls during crisis to serve Montgomery Developmental Center's clients.
- The contractor will participate in a Psychotropic Drug Review Committee and will provide direct psychiatric services to those clients receiving Psychotropic drugs. The contractor will provide written psychiatric evaluations and AIMS assessment on admission and as needed, for clients receiving psychotropic medication. The contractor will review psychological and medical data, and consult with the client and members of the interdisciplinary team to determine effectiveness of the treatment plan and will recommend environmental, programmatic and medical changes. Contractor will provide in-service training for staff members and represent the facility in any legal process requiring psychiatric input. The contractor will ensure that compliance with statutes, rules; regulations and standards including ICF/MR are met.
- Contractor shall maintain all necessary licenses or registrations. Contractor shall perform all services with reasonable care, skill and diligence as would normally be provided by an experienced consultant and in accordance with industry standards.
- The contractor reports directly to MDC Superintendent who will verify the contract's time and service charged to this contract.

C. Vendor Requirements

The provider shall include, but not limited to the following:

- Active State of Ohio medical license
- Medical degree diploma (M.D./D.O.)
- Current DEA License

D. Request for Proposal Submission Requirements.

The contractor will be required to submit proposals that include, but not limited to, the following:

- Cover letter and summary of services to be provide consistent with duties identified below:
- Proof of Insurance Liability and Worker's Compensation.
- Licensure &/or Certification
- Curriculum Vitae
- Required Hourly Rate

E. Submission of Proposal

Electronic bids must be sent to john.eardley@dodd.ohio.gov . Original bid may be sent via U.S. mail to: Montgomery Developmental Center, Attention John Eardley, 7650 Timbercrest Drive Huber Heights, Ohio 45424 . The proposal number must be clearly marked on the sealed envelope.

Bids must include: vendor name, address, Federal Tax Identification number, contact person, phone number, signature and documentation identifying experience relevant to proposals. Questions regarding this Request for Proposal must be sent via the State of Ohio Procurement Website www.ohio.gov under the Request for Proposal submit inquiry.