

***Twin Valley Behavioral Healthcare
Request For Proposal***

Period of Service: July 1, 2012 - June 30, 2013

Services requested: Music Therapy Intern service for persons on rolls
at Twin Valley Behavioral Healthcare (TVBH)

Location of Services: Twin Valley Behavioral Healthcare
2200 West Broad Street
Columbus, OH 43223 (Franklin County)

Type of Service: Music Therapy Intern Services

Bidding Period: March 23, 2012 to April 3, 2012

Instructions for submitting proposals:

1) Resume and supporting documentation must be submitted no later than April 3, 2012 at 4:00 p.m. (close of business). Resume can be forwarded by email to john.eardley@mh.ohio.gov, faxed to 614-995-0333; or by mail to Twin Valley Behavioral Healthcare, 2200 West Broad Street, Columbus, Ohio 43223. Attn: John Eardley

2) Request to change or alter an original bid must be received in writing prior to the deadline.

3) All information requested must be provided as specified. Failure to do so, will void the bid, and

4) Failure of the bidder/consultant to meet or perform within the terms as set forth in the contract will permit TVBH to rescind &/or cancel, said contract.

Equal Opportunity Employer M/F/D

Specification Requirements

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

1. Cover letter and summary of services to be provided consistent with duties identified below;
2. Three (3) references
3. Proof of insurance or ability to obtain (Worker's Compensation)
4. Hourly Rate or projected Stipend Fee Summary
5. Agency or State Licensure &/or Certification
 - Vendor must be enrolled in an accredited degree program in good standing.
6. 8. A vendor shall include in its proposal an affirmative statement that, as applicable, no sole proprietor, partner, shareholder, or other principal of the vendor or the spouse of such principal 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 (Ohio) or to his campaign committees, consistent with the restrictions of Section 3517.13 of the Ohio Revised Code.

Additionally, contractual proposals will be evaluated considering their ability to:

1. Contractor will sign a Business Associate Agreement that would define HIPPA responsibilities and parameters.
2. Contractor will provide music therapy services to on roll persons at TVBH as assigned.
3. Contractor will complete treatment plans, progress notes, discharge plans and all agency assignments based on Joint Commission and Center for Medicaid/Medicare Service standards.
4. Contractor will develop goals, observe treatments and assessments for internship.
5. Contractor will complete and present a music therapy special project.
6. Contractor agrees to learn procedures for crisis intervention, documentation of treatment planning, review of patient charts and discuss behavioral management techniques.
7. Contractor will review screening and assessment procedures.

PRELIMINARY ACTION PLAN

This contract has a maximum cost not to exceed \$2,400.00. TVBH is a tobacco and drug free workplace.

TVBH WOULD:

1. Payments are due 30 days upon receipt of invoice for services rendered. Late payments are subject to ORC 126.30.

2. Contact Information:

Twin Valley Behavioral Healthcare
2200 W. Broad Street
Columbus, Ohio 43223
614-752-0333

John S. Eardley, MBA
Director of Fiscal Services
614-752-033, ext 5207
john.eardley@mh.ohio.gov