



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

- Period of Service:** July 1, 2011 - June 30, 2013
- Services Requested:** On-Site Physician/Psychiatry Services on an as needed basis
- Location of Services:** Twin Valley Behavioral Healthcare
2200 West Broad Street
Columbus, OH 43223 (Franklin County)
- Type of Service:** Physician/Psychiatry
- Bidding Period:** March 18, 2011 - March 25, 2011

Instructions for submitting proposals

- 1) Bids are to be submitted on your facilities letterhead no **than March 25, 2011 at 5:00 p.m. (Close of Business)**.
- 2) Bids may be faxed to (614) 752-0386, with the original copy to follow, via U.S. mail, to Twin Valley Behavioral Healthcare, 2200 West Broad St., Columbus, Ohio 43223, Attn: Robert Armintrout, Business Manager or forward to **robert.armintrout@mh.ohio.gov**
- 2) Request to change or alter an original bid must be received in writing prior to the deadline and submitted to Robert Armintrout.
- 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 (Organizations)
 3. Proof of insurance (Liability and Worker's Compensation)
 4. Work Plan, e.g., how work is assigned and monitored by agency
 5. Rate Summary
 6. Agency Licensure &/or Certification
 7. 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 in 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.
- B. **Additionally, contractual proposals will be evaluated considering their ability to:**
On site at Twin Valley Behavioral Healthcare on an as needed basis.
1. Two year (2) contract for Fiscal Year 2012 and 2013, for approximately 800 hours per fiscal year to provide services at Twin Valley Behavioral Healthcare on an add needed basis, (i.e., weekends, holidays);
 2. Work with appropriate clinical supervisor/manager and/or designated point of contact;
 3. Complete medical records and other required documentation;
 4. Provide level of service consistent with professional standards;
 5. Responsible to refer patients/clients to other TVBH clinic physicians as deemed necessary;
 6. Provide psychiatric exams and diagnosis, physical health screening or physical exams to patients admitted to Twin Valley Behavioral Healthcare;
 7. Provide medical treatment and orders for a variety of treatment including prescription of Psycho tropic medication, follow-up exam and re-evaluation of care.
 8. Provide initial and comprehensive medical and psychiatric treatment plans.
 9. Sign confidentially for, maintain confidentially at all times including, no sharing of clients identity to others
 10. Complete all appropriate third party billing forms as needed;

"All proposals and other materials submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a Proposal or supporting materials because the State will have the right to use any materials or ideas submitted in any Proposal without compensation to the Offeror. Additionally, all Proposals will be open to the public after the award of the Contract has been posted."