

Request for Proposal
Psychiatrist Services
July 24, 2012

The Montgomery Developmental Center is a 95 bed residential center serving individuals with mental retardation and other developmental disabilities, living in six houses, on one campus. Located on approximately 18 acres in Huber Heights, Ohio, the center is operated by the Ohio Department of Mental Retardation and Developmental Disabilities. It is certified as an Intermediate Care Facility for people with developmental disabilities under the Medicaid program.

A Request for Proposal is requested for services for the period beginning September 1, 2012 and ending **June 30, 2013**.

1. Scope of Work:

- 1.1.1. Contract Psychiatrist will work approximately 6 (six) hours on site per week and may receive calls during crisis to serve Montgomery Developmental Center's 95 clients.
- 1.1.2. 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.

2. Duration of Contract:

2.1.1. September 1, 2012 - June 30, 2013

3. Required Information for Submittal:

3.1.1. A psychiatrist providing services under this RFP must:

3.1.1.1.1. Be an Ohio-licensed physician;

3.1.1.1.2. Have a minimum of five (5) years documented experience in serving persons with intellectual disabilities;

3.1.1.1.3. Have a minimum of two (2) years documented experience, since 1988, in providing services under the Federal Medicaid Program for Intermediate Care Facilities for the Intellectually Disabled (Chapter 42 CFR).

3.1.1.1.4. Enclose a copy of the vitae and current license recognizing the individual identified to serve MDC as a psychiatrist by the Ohio State Medical Association or the Ohio Osteopathic Association.

3.1.1.1.5. Have not been found guilty of, or pleaded guilty to, any offense set forth in Section 5123.08(1), (2), or (3) of the Ohio Revised Code; nor employ any person to provide services under this RFP who has been found guilty to, any offense set forth in Section 5123.08(1), (2), or (3) of the Ohio Revised Code. *The person(s) providing services under this RFP shall be subject to a criminal background check and a drug screen prior to performing any services at MDC.*

3.1.1.1.6. Fee schedule for compensation for all deliverables as described in this Request for Proposal. All proposals must be submitted on an hourly basis.

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

3.1.2. All proposals must be returned to the center at the above address, in a sealed envelope marked on the outside as “**contract RFP**” to the attention of **Nancy Banks, Superintendent** **no later than the opening of RFP’s at 1 pm, August 7, 2012.**

3.1.3. Montgomery Developmental Center reserves the right to require an interview with the specific psychiatrist who would be identified to serve our clients to assure the individual can meet our needs.

4. Evaluation Criteria

4.1. Scores will be given for each of the following items. The highest possible score is noted with each line item. The award will be given to the vendor with the highest score.

4.1.1. Person to provide services is an Ohio-licensed physician, has 5 years experience serving persons with mental retardation, and has 2 years experience, since 1988, in providing service under ICF/MR standards. (Yes = continue to next criteria; No = proposal is rejected).

4.1.2. Experience serving persons with mental retardation (<6 years = 0; 6 – 9 years = 5 points; 10+ years = 10 points).

4.1.3. Experience providing service under ICF/MR standards (<3 years = 0; 3 – 5 years = 2; 6 – 9 years = 5; 10+ years = 10).

4.1.4. Experience serving Montgomery Developmental Center individual (Yes = 20, No = 0).

4.1.5. Price. Rank highest to lowest order when compared to all proposals and multiplied (1 = 5, 2 = 10, 3 = 15, 4 = 20, 5 = 25 etc.).

4.1.6. In the event of a tie, the award will be determined through the vendor interview process.

5. Additional Information:

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. Therefore, the evaluation process resulting in the final award of a contract rests with the Center and the Ohio Department of Developmental Disabilities. 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.

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 offeror being non-responsive, provided this does not affect the amount of the offer or result in a competitive advantage to the offeror.

5.1.1. Successful contractor will be required to attest that

5.1.1.1.1. All employees while working on state property will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

5.1.1.1.2. By submitting a signed proposal for this service, the vendor affirms that, as applicable to the vendor, no party listed in Division (I) and (J) of Section 3517.13 of the 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.

5.1.2. 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. Therefore, the evaluation process resulting in the final award of a contract rests with the Center and the Ohio Department of Developmental Disabilities. 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.

5.1.3. Successful contractor will provide her/his own workers' compensation coverage.

5.1.4. Successful contractor will assure that they or the people they provide have not been found guilty to, any offense set forth in Section 5123.081 (1), (2), or (3) of the Ohio Revised Code; nor employ any person who has been found guilty of, or pleaded guilty to, any offense set forth in Section 5123.081 (1), (2), or (3) of the Ohio Revised Code.