



RFP# 2010-010

# Washington State Migrant Council

## ANNOUNCEMENT

**Title: Request for Proposal - Medical and Dental Service Provider(s)**

**Release Date: Wednesday, August 18, 2010**

**Purpose:**

Washington State Migrant Council (WSMC) is a federal and state funded non-profit organization providing child care and other human services to farm workers and rural families. WSMC is requesting proposals for a Medical and Dental Contract Service Provider(s) for the agency's State and Federally funded Early Childhood Programs.

WSMC is seeking only qualified contractor(s) to provide a range of services, listed below. Services are to be provided onsite at several WSMC Child Development facilities located throughout the state of Washington, see Attachment B, Service Schedule. Contract Service period is three (3) years for each of the programs, provided programs are funded. WSMC reserves the right to award contracts to multiple providers should this be in the best interest of the agency.

**Contract Services Requested:**

- Dental Examinations ( Initial Exam)
- Medical/Well Child Examinations according to EPSDT guidelines
- Nurse Consultation Services/Site Visits at requested WSMC Child Development Centers
- Lead Testing Screenings

Early and Periodic Screening, Diagnosis and Treatment Program (EPSDT) includes the following: A comprehensive health and developmental history, but not limited to: a comprehensive physical examination performed at each screening examination; appropriate vision testing, hearing testing, developmental assessment, nutrition assessment, appropriate laboratory tests ,appropriate testing for blood lead poisoning.

**Contact Person:**

Peggy Glossen, Purchasing Inventory Manager  
Washington State Migrant Council  
105 B South 6<sup>th</sup> Street  
Sunnyside, WA 98944  
Telephone: (509) 837-2225 ext 30820 Fax: (509) 839-5220  
Procurement@wsmconline.org

Any inquiries or requests regarding this procurement must be submitted to the Procurement Department in writing, preferably via email.

**Proposal Deadline:**

All proposals will be noted and stamped by time and date submission. All contractors responding to this solicitation shall have until **4:00 PM PACIFIC STANDARD TIME ON Friday, SEPTEMBER 10, 2010** to submit a fully completed proposal package. Proposals received after this deadline will not be accepted.



# Washington State Migrant Council

## RFP: Medical and Dental Service Provider

### General Information/Requirements:

This procurement will be conducted in accordance with the Washington State Migrant Council’s Procurement Policies and Procedures, OMB Circulars and applicable grant regulations. The proposals will be kept confidential. WSMC is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of WSMC to disclose bids/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

### Proposal Documents

All proposal documents; including, proposal schedules, addenda, appendices, questions and owner responses may be accessed online at [www.wsmconline.org/rfp.phtml](http://www.wsmconline.org/rfp.phtml).

### Proposal Solicitation Schedule

Posting of Proposal Announcement	August 18, 2010	
Deadline to Submit Questions	September 7, 2010	5:00 PM PST
Submission of Proposals	September 10, 2010	4:00 PM PST
Notice of Award	within 30 days from proposal closure	

### Contract Terms

The contract resulting from this request for proposals shall be for three (3) program years, provided programs are funded. WSMC reserves the right to cancel the contract at anytime upon providing a thirty (30) day written notice.

### Breakdown by Program Year:

	<u>MSHS</u>	<u>ECEAP</u>	<u>EHS/RHS</u>	<u>EHS Expansion</u>
<b>First Year</b>	12/01/09 – 11/30/10	7/01/10 – 6/30/11	11/01/10 – 10/31/11	9/30/10 – 9/29/11
<b>Second Year</b>	12/01/10 – 11/30/11	7/01/11 – 6/30/12	11/01/11 – 10/31/12	9/30/11 – 9/29/12
<b>Third Year</b>	12/10/11 – 11/30/12	7/01/12 – 6/30/13	11/01/12 – 10/31/13	

### Submission Requirements:

#### Letter of Transmittal:

Contractors must complete and attach the Letter of Transmittal as the proposal cover sheet, provided as Attachment A.

#### Proposal Schedule Form (Schedule of Costs)

Contractors may submit a proposal for multiple facilities and/or multiple services within this solicitation. The RFP document provides information specific to each service location and each type of service requested, and must be used as the basis for contractor’s proposals. Reference Attachment B, Service Schedule.

#### In-Kind Services (Non-Federal Match)

Head Start grantees, such as WSMC, are required to generate In-Kind Non-Federal Match (donated goods/services) that is a benefit to our programs. In-Kind Non-Federal Match must be contributed by non-federal sources without charge to the program. In-Kind (donated) services are not limited to but may include; donated indirect or direct services such as; client file management and consultation time and travel time. For this purpose, Contractors are asked to provide their current rate as well as their proposed rate, if different.



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### General Information/Requirements cont.

#### Required Certifications

WSMC is soliciting proposals from contractors, which are in the business of providing the services listed in this RFP. Contractors must provide documentation that clearly demonstrates experience, knowledge and qualifications for proposed service(s). See attached Appendices 1-3 for Scope of Contract Services, Education/Certification Requirements.

#### References

WSMC is requiring a minimum of three (3) references (most recent) for contracts completed which are similar in scope, complexity and dollar value. Reference information to be provided: Company Name, Address and Phone Number, Contact Person and Title. References are to be submitted as part of the Contractor's Proposal.

#### Proposal Submission

Prospective contractors shall provide one (1) original and four (4) identical copies of the proposal and supporting documentation. All proposals must be submitted on the prescribed forms.

All proposals must be placed in a sealed envelope marked "SEALED PROPOSAL#2010-010" on the front of the envelope and submitted to: Washington State Migrant Council, Purchasing Department, 105 B South 6<sup>th</sup> Street, Sunnyside, WA 98944.

#### Proposal Deadline

All proposals will be noted and stamped by time and date submission. All contractors wishing to proposal on this project shall have until **4:00 PM PACIFIC STANDARD TIME ON FRIDAY, SEPTEMBER 10, 2010** to submit a fully completed proposal package. Proposals received after this deadline will not be accepted.

#### Proposal Award

Proposals will be evaluated and selected based on experience, qualifications, cost (to include proposed In-Kind), delivery of services and references.

Preference (not priority) is given to the following types of contractors, providing this involves no sacrifice in quality, service, or price; Contractors who are historically underutilized (small, minority, and/or women owned business); Contractors, to the extent practical and economically feasible, that provide products and services that conserve natural resources, protect the environment and are energy efficient; Contractors, to the extent practical and economically feasible, that provide products and services dimensioned in the metric system.

#### Laws and Regulations

The prospective contractor must be licensed in the State and Community for which they are proposing to provide services. The prospective contractor is assumed to be familiar with all Federal, State, County and City laws, codes, and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the proposed services or which in any way affect the conduct of work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

#### Interpretation of Proposal Documents

Prospective contractor's contemplating submitting proposals who are in doubt as to the true meaning of any part of the proposal documents, or find discrepancies in or omissions from this proposal document shall submit to WSMC a written request for an interpretation or correction thereof. Such requests shall be submitted and received not later than seven (7) days prior to the date specified as the deadline to submit. Any interpretation or correction of the proposal documents will be made in writing by addendum duly posted on the WSMC website. WSMC will not be responsible for any other explanation or interpretation of the proposal documents.



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### General Information/Requirements cont.

#### Rejection of Proposals

WSMC reserves the right to reject any proposal which omits any one or more items for which proposals are required; any proposal which omits prices; or any proposal, that in the opinion of Washington State Migrant Council, does not meet the special requirements specified in this Request for Proposals. WSMC, at its sole discretion, reserves the right to reject any or all proposals at any time prior to the execution of a contract at no penalty.

#### Ownership of Proposals

All proposals and accompanying documentation become the property of WSMC and will not be returned.



# Washington State Migrant Council

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### Scope of Services

Contractors submitting proposals for any of the services listed above must be able to accept Medicaid coupons for qualifying individuals, and bill Medicaid and Private Insurance companies for services rendered. WSMC will be responsible for payment of children not eligible under Medicaid Title XX Program. Contractor to submit an itemized billing invoice for services with the purchase order number clearly indicated on the invoice to the appropriate Center Director at each location.

Contractor also responsible for submitting a monthly report outlining the work performance, and shall maintain and make available to WSMC complete records and materials as are deemed necessary by WSMC to ensure compliance with WSMC accounting requirements.

### Dental Examinations

Contractor to provide initial dental examinations to children enrolled in Washington State Migrant Council Child Development Centers.

Upon initial examination, Contractor to prioritize children for restorative work as follows and provide the necessary restorative and surgical care to those children examined to the extent that they can be provided within the clinic:

- Urgent – required for relief of pain or infection
- Posterior Deciduous or permanent teeth needing immediate care
- Posterior deciduous or posterior anterior permanent teeth needing restoration
- Deciduous central and lateral incisors

Upon completion of examination/treatment, fill out the “Treatment” section of WSMC Dental History and Treatment Form.

### Medical Well Child Examinations

Contractor to provide well child examinations to children enrolled in WSMC Child Development Centers. Examination to be provided within thirty (30) days of enrollment after child enters Center, and/or on a regular basis determined by Center’s needs (not to exceed one examination per child per calendar year). Well Child Examination to include hematocrit and tuberculin skin testing to children in need of these screenings prior to physicals. During the examination, if any condition (physical and/or developmental) is found, contractor is to treat and assist with the referral process. Contractor is also required to keep record of all children examined and complete WSMC’s “Well Child Examination Form” on all children examined. Examination also to consist of and follow Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Guidelines which include:

- A Review of all screenings performed by WSMC Health Staff
- An undressed well child examination of all systems or regions which are made suspect by the history of the screenings.
- Search for certain defects in specific regions, common or important in his age group, i.e. skin, eye, ear, nose, throat, heart, lung and groin (inguinal) area.

### Nurse Consultation Services/Site Visits

Contractor to conduct a monthly infant/toddler site visit at requested WSMC Child Development Centers. Services to include initial TB testing and hematocrit screens for children if not done by provider.;TB testing for parents ,staff and volunteers, complete review of the Health Status Report for each site and complete file and notebook reviews, which include the immunization binder and health training notebook. Additional services provided are follow-up to nutrition issues, technical assistance to health staff, and staff and parent trainings as needed. Contractor to become familiarized with WSMC’s Policies/Procedures and health manuals.



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## **Scope of Services, cont.**

### **Blood Lead Screening Services**

Contractor to provide blood lead screenings for WSMC Child Development Centers. Standard protocol for screening is as follows: samples are collected by WSMC staff and delivered to clinic for screen. After screen, the results are to be provided to authorized WSMC staff member. WSMC will further release/disperse the results appropriately. All screens to be compliant with WAC Requirements. Lead Screening may be added as part of the Well Child Examination.



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### Response Instructions

Proposals must include a detailed response to each of the following items:

1. Statement of Qualifications:
  - a. Company Experience and Staff Experience
  - b. Experience working with Early Childhood Education Programs
2. Statement of Work – Provide a detailed statement of work, which:
  - a. Scope of proposed services
  - b. How services will be delivered
    - i. On-site at customer’s locations
    - ii. Contractor’s facility
    - iii. Mobile Unit
    - iv. Other
  - c. Specify if proposed contract services are available in both English and Spanish (not required)
  - d. Define proposed service location(s), reference Attachment B.
3. Cost Schedule – identify hourly rate and/or fee (both current rate and proposed rate) for:
  - a. Proposed Contract Service(s)
    - i. Dental Examinations ( Initial Exam)
    - ii. Medical/Well Child Examinations according to EPSDT guidelines
    - iii. Nurse Consultation Services/Site Visits, at requested WSMC Child Development Centers
    - iv. Lead Testing Screenings
  - b. Training Preparation and/or Travel Time
  - c. In-Kind (Non-Federal Match) - please describe, in detail, In-Kind Services your company will be providing as part of your proposed services.
4. Client References for Similar Projects (minimum of three references), information must include:
  - a. Company/Client Name, Address and Phone Number
  - b. Brief Description of Services Provided
5. Mailing Instructions
  - a. All proposals must be placed in a sealed envelope marked “**Proposal #2010-010**” on the front of the envelope and submitted to: Washington State Migrant Council, Purchasing Department, 105B South 6<sup>th</sup> Street, Sunnyside, WA 98944.



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# **Washington State Migrant Council**

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## **Attachment A**

### **Letter of Transmittal**



# Washington State Migrant Council

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Letter of Transmittal - **Please complete and attach this page to the proposal.**

Contractor or Contracting Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Primary contact - this person must be authorized by the proposing contractor or contracting agency to: contractually obligate the agency; negotiate on behalf of the agency, and to provide clarification to the proposal response.

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address (required): \_\_\_\_\_

Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- By responding to this RFP, you are hereby certifying neither the contractor or the contracting agency have been suspended or in any way excluded from Federal procurement actions by any Federal agency and fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid award.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities.

If applicable, provide certification of minority-owned or women-owned business: reference General Information and Requirements, Page 3 Proposal Award (Preference).