

Department of Human Services
Statement of Work

Endodontic Services

IFB Number: 6100065215

I. Objective

The Department of Human Services (“Department”) is seeking contractors to provide endodontic services to individuals that reside at the following six facilities located throughout the Commonwealth.

Lots	FACILITIES	HOURS OF OPERATION
1	Loysville Complex (“LYDC”) 8 Opportunity Drive Loysville, PA 17047	24 hours a day, 7 days a week
2	Northeast Secure Treatment Unit (“NESTU”) 701 Sathers Drive Pittston, PA 18640	24 hours a day, 7 days a week
3	South Mountain Secure Treatment Unit (“SMSTU”) 10056 South Mountain Road South Mountain, PA 17621	24 hours a day, 7 days a week
4	Youth Forestry Camp #3 (“YDC#3”) 4534 Tar Kiln Road James Creek, PA 16657	24 hours a day, 7 days a week
5	North Central Secure Treatment Unit (“NCSTU”) 36 Kirkbride Drive Danville, PA 17821	24 hours a day, 7 days a week
6	Southeast Youth Development Center (“SYDC”) 1212 Mokychie Drive Schwenksville, PA 19473	24 hours a day, 7 days a week

II. Background

The Department needs a contractor or contractors to provide endodontic services to individuals residing at the Office of Children, Youth and Families Bureau of Juvenile Justice Services facilities located throughout the state.

III. Contract Term of Service

The term of this service will commence upon issuance of a Contract to the selected Contractor (“Effective Date”) and will expire five years after the Effective Date, unless it is terminated earlier pursuant to the terms of the Contract.

The term of the Contract may be extended by and at the sole option of the Commonwealth for up to three months under the same terms and conditions where there is a continuous need for

the services of the selected contractor and there has been no termination under the terms of the contract.

Upon award of the contract, purchase orders will be issued by the facilities in accordance with the contract on an as needed basis. No work shall begin or be reimbursed prior to the issuance of the fully executed purchase order.

IV. Scope of Work

- A. Each facility has a designated Facility Contract Monitor listed in Section IX of this Statement of Work. Each Facility Contract Monitor will contact the selected Contractor to schedule appointments and coordinate transportation for the residents of the facility.
- B. The selected Contractor shall perform all required endodontic services at their place of business at the request of each facility's medical department Facility Contract Monitor, on an as needed basis.
- B. The selected Contractor shall offer, at minimum, the following endodontic services:
 - 1. Incisor Root Canal;
 - 2. Molar Root Canal;
 - 3. Permanent Composite Filling 1 Surface;
 - 4. Permanent Composite Filling 2 Surface;
 - 5. Crowns;
 - 6. Periapical X-Ray;
 - 7. Panorex X-Ray;
 - 8. Pulp Test; and
 - 9. Exams.
- C. A miscellaneous line will be included to incorporate all other necessary services not listed above.

V. Estimated Quantities

The quantities are estimated only and may increase or decrease dependent upon the needs of the department.

VI. Requirements

- A. The Selected Contractor shall be Board Certified in the specialty of endodontic services and shall possess an unrestricted license to practice endodontics in the Commonwealth of Pennsylvania.
- B. The Contractors' electronic submission must include the following as attachments. Failure to submit these items may result in the rejection of the Contractor's submission.
 - 1. Completed and signed Cost Submittal;
 - 2. Board Certification and License Number;
 - 3. Professional License Number;
 - 4. Proof of Liability and Malpractice Insurance;
 - 5. Worker Protection and Investment Certification; and
 - 6. Lobbying Certification.

VI. BID INFORMATION:

- A. Contractors may provide a bid response for one Lot (facility location) or multiple Lots (facility locations).
- B. To be eligible for selection, Contractors must be physically located or have a location capable of providing the services in this statement of work, within an 80-mile radius of the facility (Lot) or facilities (Lots) for which they provide a bid response.
- C. Contractors must provide all-inclusive bid prices for the respective services. Contractors should not invoice for any additional charges for rental equipment or any other services.
- D. All bids must be submitted electronically through the portal:
www.pasupplierportal.state.pa.us
- E. This IFB solicitation includes the following attachments in addition to this Statement of Work:
 - 1. Standard Terms and Conditions
 - 2. Addendum to Standard Terms and Conditions
 - 3. Business Associate Addendum
 - 4. General Conditions and Instructions to Bidders
 - 5. Worker Protection and Investment Certification Form
 - 6. Lobbying Certificate
- F. Contractors must fully complete the Worker Protection and Investment Certification Form, and Lobbying Certificate Form and submit with their bid.
- G. Contractors must submit all other information requested in this Statement of Work under Section V.

VII. Questions and Answers

All questions regarding the IFB must be submitted via the RA-pwbidquestions@pa.gov email address. All questions must be received by February 9, 2026, 9:00 AM. Include the IFB bid number in the subject of the email.

All questions and answers are considered an addendum to the IFB. Answers will be posted by February 17, 2026, 2:00 PM.

VIII. Contract Award

Award will be made to the lowest responsible and responsive bidder for each Lot (facility location).

IX. Facility Contract Monitors

Loysville Complex 8 Opportunity Drive Loysville, PA 17047	Robert Polites, Central Region Nurse Manager TEL: 717-789-5565
North East Secure Treatment Unit 701 Sathers Drive Pittston, PA 18640	Karen Weaver, Eastern Region Nurse Manager TEL: 570-271-4711
South Mountain Secure Treatment Unit 10056 South Mountain Road South Mountain, PA 17261	Robert Polites, Central Region Nurse Manager TEL: 717-789-5565
Youth Forestry Camp #3	Robert Polites, Central Region Nurse Manager

4534 Tar Kiln Road James Creek, PA 16657	TEL: 717-789-5565
North Central Secure Treatment Unit 36 Kirkbride Drive Danville PA, 17821	Karen Weaver Eastern Region Nurse Manager TEL: 570-271-4711
Southeast Youth Development Center 1212 Mokychie Drive Schwenksville, PA 19473	Karen Weaver Eastern Region Nurse Manager TEL: 570-271-4711

X. Payment Provisions:

The selected Contractor will be reimbursed only for commodities/services performed and accepted by the Commonwealth of Pennsylvania.

Failure to submit invoices in compliance with the following instructions will result in the invoices being returned to the contractor and will substantially delay processing of payments. The contractor shall be paid upon satisfactory delivery/completion of work performed and submission of an invoice on the contractor’s letterhead.

A service receipt should be sent to the Facility Contract Monitor listed in the chart provided in Section IX. of this Statement of Work. Invoices will be verified and approved by the Facility Contract Monitor prior to the release of payment.

The invoice should contain at minimum the information listed on the sample invoice – **Supplier Sample Invoice** can be found at:
<http://www.dgsweb.state.pa.us/comod/CurrentForms/SampleSupplierInvoice.doc>

XI. Prison Rape Elimination Act Requirements:

In accordance with its zero-tolerance policy, DHS prohibits all forms of sexual abuse and sexual harassment of juvenile in its facilities. The selected contractor shall comply with Department policy and with the Prison Rape Elimination Act of 2003 (PREA) and its regulation at 28 C.F.R. Part 115 Subpart D, Standards for Juvenile Facilities.

At a minimum, the selected Contractor shall provide a copy of DHS’s Zero Tolerance for Sexual Abuse and Harassment pamphlet to all staff members, including staff of subcontractors who have any contact with juveniles at the facility and shall provide to DHS confirmation of each staff member’s receipt and understanding of the pamphlet as well as to any new staff that may be hired for the duration of the contract. The selected contractor staff members and subcontractors, if any, will not be permitted to provide services until completed sign-off forms are received for those individuals who may come in contact with juveniles at the facility.

DHS may require selected contractor’s staff, including that of subcontractors to undergo additional DHS provided training on their responsibilities under DHS’s sexual abuse and sexual harassment prevention, detection and response policies and procedure. DHS will

determine whether additional training is required based upon the nature of contracted services and the level of contact with juveniles at the facility.

Failure to meet the DHS's requirements regarding PREA training may result in consequences ranging from an individual's inability to provide services up to and including termination of the contract.