

Department of Human Services / Southeast Youth Development Center

## Statement of Work

### General Dentistry

#### I. Objective

The Department of Human Services (“Department”), requires a contractor to provide the Office of Children, Youth, and Families (“OCYF”) with general dentistry services to individuals residing at Southeast Youth Development Center (“SYDC”) located at 1212 Mokychie Drive, Building #12, Schwenksville, PA 19473.

#### II. Background

The selected contractor shall provide general dentistry services to residents of SYDC. and shall provide all proper equipment needed for the general dentistry services (“Project”). SYDC will provide proper space to perform these services.

#### III. Term of Service

The term of this Project will commence upon issuance of a Purchase Order (“PO”) to the selected contractor (“Effective Date”) and will expire one year after the Effective Date, unless it is terminated earlier pursuant to the terms of the PO.

The parties may agree to renew the PO for up to four additional one-year renewal periods, upon the same terms and conditions as set forth in the PO. At the time of each renewal the Department and the selected contractor may negotiate the PO unit price not to exceed a maximum of three percent over the unit price in effect at the time of each renewal. The term of this Project may be further extended by and at the sole option of the Commonwealth for up to three months upon the same terms and conditions where a continued need exists for the services of the selected contractor and there has been no termination under the terms of the PO.

#### IV. Scope of Work

**Service Types:** The selected contractor shall provide, but not be limited to, the following procedures:

- a. Initial Oral Exam;
- b. Periodic Oral Exam;
- c. Limited Oral Exam;
- d. Intraoral periapical – first film;
- e. Bitewing X-ray – two films;
- f. Adult Prophylaxis;
- g. Topical Fluoride Application;
- h. Amalgam – one surface, permanent;
- i. Amalgam – two surface, permanent; and
- j. Amalgam – three surface, permanent.

## **V. Specific Requirements**

- a. The selected contractor and the SYDC Facility Contract Monitor shall mutually agree to a schedule for the selected contractor to provide dental services to SYDC residents.
- b. The selected contractor may provide dentistry procedures other than those listed in Section IV, after the selected contractor requests and obtains approval from the SYDC Facility Contract Monitor. At the time of its request to provide services, the selected contractor shall provide the Department with a written quote for the requested services.
- c. Bidders should provide a bid price for each line item on the bid; however, if a bidder is providing services at their published rate, the bidder must provide a published rate price list with the bid. Line item 11 on the bid does not require a bid price because any services not specified under items 1-10 will fall under the miscellaneous line item and be reimbursed under that item of the PO.

## **VI. Bid Requirements**

Bidders' electronic submission must include the following as attachments. Failure to submit these items when they are needed may result in the rejection of the bidders' submission.

- a. Professional license number;
- b. Proof of Liability Insurance;
- c. Pricing list;
- d. Services provided form;
- e. Proof of visit; and
- f. Completed Workers Protection and Investment Certification.

## **VII. Questions and Answers**

All questions regarding the IFB must be submitted via the [scover@pa.gov](mailto:scover@pa.gov) email address. All questions must be received by 8/18/2025 13:00pm. 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 08/27/2025 13:00pm.

## **VIII. Award**

The Department may make multiple awards in the situation where a single bidder does not have enough staff to fill all positions; this takes precedence over the standard terms and conditions clause regarding multi awards. Award will be based on the bidder having the most sufficient availability of Qualified Staff then Cost.

Once the bid closes; each selected contractor will be contacted in order per the award, to attain current availability in order to execute a purchase order. If you are unable to provide

services, then the next selected contractor in line based on the award will be contacted; and so forth. If you are able to provide services, then a purchase order will be ordered for your services.

**IX. Estimated Quantities**

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

**X. Facility Contract Monitor Information**

Jen Hons, Nurse Manager  
North Central Secure Treatment Unit  
Danville, PA 17821  
Phone: 570-849-2043

**XI. Invoicing**

The selected contractor shall submit a copy of invoices to the below address. Invoices will be verified and approved by the Facility Contract Monitor prior to payment being issued.

DHS – Loysville Complex  
Attn: Accounting Dept.  
8 Opportunity Drive  
Loysville, PA 17047

**XII. Confirmation of Service**

A Service Receipt will be used to verify that work has been completed.

A Service Receipt should be sent to:

DHS - SYDC  
Attn: Accounting Dept.  
12 Mokychie Drive, Building #12  
Collegeville, PA 19426

**XIII. 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 selected contractor shall be paid upon satisfactory delivery/completion of work performed and submission of an invoice on the selected contractor's letterhead.

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>

#### **XIV. 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.