

Department of Human Services

Statement of Work

Oral Surgery Services

North Central Secure Treatment Unit

Northeast Secure Treatment Unit

IFB# 6100063436

I. Objective

The Department of Human Services (“Department”) is seeking a contractor to provide oral surgery services to consumers residing at the following Department facilities (“Facilities”):

- a. North Central Secure Treatment Unit (“NCSTU”), located at 36 Kirkbride Drive, Danville PA. 17821.
- b. Northeast Secure Treatment Unit, (“NESTU”), located at 701 Sathers Drive, Pittston, PA. 18640 .

The selected contractor shall provide oral surgery services at the selected contractor’s facility when the services cannot be provided at the Department’s facilities.

II. Background

The selected contractor shall provide oral surgery services at Contractor’s place of business using their own equipment and materials and must have an office located within a 50-mile radius. The selected contractor shall provide services at Contractor’s place of business including, but not limited to, examinations, diagnoses, medical treatments and procedures, and any necessary follow-up care examinations.

III. Term of Service

The selected contractor will be issued a Purchase Order (“PO”). The term of this PO will commence upon issuance of the PO to the selected Contractor (“Effective Date”) and will expire two years 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 three additional one-year renewal terms, upon the same terms and conditions as set forth in the PO. At the time of each renewal the

parties may negotiate the PO unit price not to exceed a maximum of three percent increase to 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 Contract or Purchase Order.

IV. Scope of Work

- a. The selected contractor shall provide the following services:
 1. Examination and evaluation;
 2. Diagnosis;
 3. Medical treatment necessary to treat medical diagnosis; and
 4. Follow-up care examinations, as necessary.
- b. The staff Dentist at NCSTU and NESTU will refer resident consumers to the selected contractor.
- c. The parties shall coordinate the scheduling of appointments by telephone.
- d. The selected contractor shall provide services during normal working hours (Monday through Friday 8:00AM through 5:00PM) at the selected contractor's office facility.
- e. The selected contractor shall provide services for all resident consumers that are referred to the selected contractor for oral surgical conditions.
- f. The selected contractor shall provide the Facility with a written, detailed description of procedure or procedures and treatment plan that the selected contractor asserts are required. The Facility will review the description and treatment plan provided by the selected contractor and shall provide consent for treatment to the selected contractor. The selected contractor shall not provide treatment until the Facility provides consent.
- g. The selected contractor shall administer sedation or general anesthesia when necessary and shall monitor vital signs of person when anesthesia is utilized.
- h. Once treatment or the procedure is completed and individual is ready to return the facility the selected contractor shall provide, in writing, a follow-up management and treatment plan.

V. Specific Requirements

- a. The selected contractor shall be Board Certified in the specialty of oral surgery and shall have an unrestricted license to practice Dental Oral Surgery in the Commonwealth of Pennsylvania.

- b. Contractor must provide the Facility Contractor Monitor with proof of Dental Malpractice and Liability Insurance for the entire term of the PO, as follows:

Insurance Co.: XXXXXX Policy No: XXXXX

Pennsylvania License to practice Dental Oral Surgery:

Dental/Oral Surgeon License No.: XXXXXXXXXXXX

Board Certificate:

VI. Bid Requirements

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

- a. Pricing sheets for each facility
- b. Proof of Board Certified License
- c. Proof of Malpractice and Liability Insurance
- d. Completed Workers Protection and Investment Certification

VII. Questions and Answers

All questions regarding the IFB must be submitted via the scover@pa.gov email address. All questions must be received by 09/12/2025 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 post by 09/18/2025 13:00pm.

VIII. Contract Award

DHS 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 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 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. Award will be made based on lowest responsible and responsive bidder.

IX. Estimated Quantities

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

X. Contact Information

Karen Weaver, RNS
North Central Secure Treatment Unit
36 Kirkbride Drive
Danville, PA. 17821
Phone: 570-271-4711

XI. Billing

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

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 contractor shall be paid upon satisfactory delivery/completion of work performed and submission of an invoice on the 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.