

Amendment #3 to RFQ for "Health Services" at W. J. Maxey Boys Training School. RFQ shall be amended to revise (page 7) the Unit Definition(s):

2) Medical Services - Medical Staff:

One unit equals one hour (60 minutes) of medical care at the residential facility, or (after-scheduled-hours) telephone consultation regarding medical care, provided by either a Registered Nurse (RN) or as a Licensed Practical Nurse (LPN) supervised by a Physician or Registered Nurse, or as a Medication Technician supervised by a physician or Registered Nurse and provided according to functions and activities specified and allowed by license or law.

A Medication Technician is a graduate of an accredited medical assisting or pharmacy technician program or has received formal medical services training in the US Armed Services. Additional training or instruction in medication administration is required. Other formal medical training must be approved by the Maxey Training School, Medical Director.

Question and Answers  
August 1<sup>st</sup>, 2006

1. Is there On-Unit Security as well as Off-Unit? - **The Department of Human Service utilizes Youth Specialist staff to ensure the safety and security of residents and staff. All residents are in "line of Sight" Youth Specialist supervision at all times. Youth Specialist's accompany residents to the health clinic. A Youth Specialist staff is posted in Medical Unit during clinic hours. Contracted medical staff must be conscious, at all times, of youth and of their surroundings.**
2. What type of physical management training does staff receive? – **Mach5 (Mechanical Advantage Control Hold) and LSCI (Life Space Crisis Intervention).**
3. If there is an incident involving youth, what role does the contracted staff play – **The Youth Specialist staff present will move to control the situation; de-escalating resident, calling for assistance, and or physically managing youth, if necessary. Depending on the situation, contractual staff is not expected to get involved; however, situations may occur when contractual staff must act for the safety of other**

- youth and themselves. Contracted staff may have to participate or work with Maxey staff to administer medication. Contracted nursing staff is required to assess the health condition of a youth who has been restrained. Post Restraint Health Assessments may be an actual physical assessment of youth or visual assessment if youth is not physically approachable.
4. Page 3, Contracted Service hours, regarding RN1 and RN2, there is only one request for price quotation for RN, do you want two rates quoted, one for the RN1 (nurse administrator) and one for other RN2. – **Bidders have option of submitting two RN rates. The Price Quotation sheets have been amended to include unit rates for both RN1 and RN2.**
  5. Page 7, under Unit Definitions, CMA is a Certified Medical Assistant, are you aware it requires 5 years of experience to obtain this certification? There are CMA's and Registered Medical Assistants (RMA). RFQ identifies licensure for MD, Nurses, and CMA is Certified Medical Assistant. What do you want? – **See amendment #3 above.**
  6. Page 3 states, the Med Tech is substitute for LPN - Med Tech vs. Nurse duties? – **Medication Technician can substitute for LPN who is administering medications at the direction of the RN Administrator and within the functions and parameters of their profession and allowed by law.**
  7. Clerical support for medical unit, there is none in the RFQ – will there be 2 fulltime clerical staff? **Maxey shall provide clerical staff beginning 10-01-2006.**
  8. Currently, there is staff working 30 hours working with psych unit. – **not a part of this RFQ or contract.**
  9. The RFQ states 240 clients will be served yet current census is 190 youth, please explain. – **The 240 youth is an unduplicated count taking into consideration the admissions and releases in a given year.**
  10. What is the breakdown of youth population in terms of % of population that are sex offenders, violent offenders, etc.
    - **4 Pods of 20 youth each- medium security, sex offender**
    - **2 Pods of 20 youth each – high security , special needs (mental health diagnosis)**
    - **1 Pod of 20 youth each – medium security special needs (mental health diagnosis)**

- **2 Pods of 20 youth each – high security substance abuse, chronic & violent offender**
11. Who oversees the coordination of services to youth, with all the contracted services, i.e. dental problems, Mental health problems, health problems, - **Diane McGhee, Special Services Director, is responsible for coordination of services to youth. The Bureau's Quality Assurance Unit conducts audits of youth health care and an outside medical expert will audit all phases of health care to Maxey youth.**
  12. Liability insurance, what is required? **State of Michigan, Department of Human Services, contract General Provisions states; The Contractor shall provide and maintain public liability insurance in such amounts as necessary to cover all claims which may arise out of the Contractor's operations under the terms of the Agreement and provide proof of such insurance coverage to DHS prior to the effective date of this Agreement. Unemployment compensation coverage and workers compensation insurance shall be maintained in accordance with applicable Federal and State laws and regulations.**

**The Contractor shall provide and maintain general, professional, medical and/or automobile liability including non-owned auto insurance in such amounts as necessary to cover all claims which may arise out of the Contractor's operations under the terms of the Agreement and provide proof of such insurance coverage (on the standard Acord form) to DHS prior to the effective date of this Agreement. For private non-profit and proprietary agencies, the minimum amount is \$1,000,000.00 (one million dollars). The Contractor agrees to provide evidence that all applicable insurance policies related to the Contractor's negligence arising out of the requirements of this contractual agreement will not cause policy to be cancelled, materially changed, or not renewed without thirty (30) days prior written notice to DHS. The Contract must list the State of Michigan as an additional insured on the general liability insurance and, if a motor vehicle is used to provide services under this Agreement, on the vehicular liability insurance.**

**Except where DHS' Office of Contracts and Rate Setting has approved an exception in writing, the Contractor shall require all of its subcontractors under the Agreement to purchase and maintain the insurance coverage as described above for the Contractor in connection with the performance of work by those subcontractors. As used in this paragraph, subcontractor means a company the Contractor delegates performance of a portion of the services to, but does not include independent contracts engaged by the Contractor solely in a staff augmentation role.**

**The Contractor shall maintain all required insurance coverage throughout the term of the Agreement and any extensions thereto.**

13. Page 14 - #4 - states "Observe restriction on number of pages."  
**There is no restriction on the number of pages.**
14. Telephone Inquiry – is a partnership with a local hospital required to bid on contract? **Yes.**

**BIDDER NAME:**

**PRICE QUOTATION**

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ and extrapolated from the budget information provided. Please identify the service being bid, using the title as shown in the RFQ.

Service #1: Health Services

Unit Definition: MD Physician

a. Price per unit of service: \$ \_\_\_\_\_/unit

Service #1 (if applicable): Health Services

Unit Definition: Registered Nurse Administrator (RN1)

a. Price per unit of service: \$ \_\_\_\_\_/unit

Unit Definition: Registered Nurse (RN2)

a. Price per unit of service:  
\$ \_\_\_\_\_/unit

Service #3 (if applicable): Health Services

Unit Definition: Licensed Practical Nurse

a. Price per unit of service: \$ \_\_\_\_\_/unit

Service #4 (if applicable): Health Services

Unit Definition: Medication Technician

a. Price per unit of service: \$ \_\_\_\_\_/unit

Bidder: Submit this form in a separate envelope.

## AMENDMENT #2

The Livingston County RC RFQ for medical services is amended to change the due date for bid submissions to August 23, 2006 at 12:00 p.m. (noon). Questions and answers will be posted at least 1 week before the due date of bid submissions.

AMENDMENT TO RFQ DHSRC07-47001  
LIVINGSTON CO RC RFQ

The RFQ is amended to remove the criteria of mandatory attendance at the pre-bid conference which is referenced in the Contractor Requirements section of the RFQ and on the CM 470. This is no longer mandatory, although highly recommended.

**RFQ NOTIFICATION SHEET**  
**Office of Contracts and Rate Setting**

State of Michigan  
Department of Human Services

Notice of a request for quotations or a request for proposals is hereby given Pursuant to Act No. 124 of the Public Acts of 1999.

Amount:  <b>To Be Determined at Contract Award</b>	ITB Number  <b>DHS RC__0747001</b>
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<p>Bid Description:</p> <p><b>Oversee and operate comprehensive health services program for 180 delinquent youth (PA150 State wards) residing at the high-security W.J. Maxey Boys Training School in Whitmore Lake, Michigan.</b></p> <p><b><u>Required Qualifications:</u> All contracted staff (MD, RN, LPN, Med Tech) must possess appropriate and current Michigan license according to the functions and activities specified and allowed by license or certification. Bidder shall insure that staff meets required qualifications.</b></p> <p><b>Bidder shall have an established partnership with local hospital system and physician specialists. Bidder shall submit a letter of reference from hospital attesting to its collaborative relationship.</b></p> <p><b>Attendance at pre-proposal conference is mandatory.</b></p>
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Due Date For Response:  <b>August 16, 2006 at 12 PM (noon)</b>
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Contact Person Name:  <b>Holly Witkowski</b>	Phone #:  <b>(734) 449-5144</b>
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E-Mail Address:  <b><a href="mailto:Witkowskih2@michigan.gov">Witkowskih2@michigan.gov</a></b>
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## **BIDDER OVERVIEW**

This Request for Quote (RFQ) package contains the following elements:

1. Cover Sheet
2. Description of Services for Bid (including Requirements of Contractor)
3. Rating Criteria
4. Request for Quote Policy
5. Bidder Information and Instructions
6. Bidder Response Section
7. Cost Quotation

W. J. Maxey Boys Training School is a high-security juvenile justice residential treatment facility for male offenders 12 years to the age of 21. This contract will be awarded to operate the existing health services clinic and provide professional medical services to youth residing at the facility.

**Requirements of Contractor**

Attendance at the Pre-proposal Conference, August 1, 2006, is mandatory.

All contracted staff working at W.J. Maxey Boys Training School shall possess the required Michigan license (MD, RN, LPN) or certification (CMA) according to functions and activities specified and allowed by license or certification. The Contractor will be required to provide a copy of license or certification for all contracted staff at the time of contract award.

The MD physician shall be Board Certified in pediatrics, family practice, internal medicine or emergency medicine. Contractor shall provide a copy of the physician’s resume.

The Contractor must have an established partnership with local hospital system as well as with physician specialists (i.e. orthopedic, ENT, dermatology, podiatric, etc). Contractor shall provide a letter of reference from the local hospital attesting to the nature of its collaboration with the Contractor.

All contracted staff must be of good moral character, as prescribed in administrative Licensing Rules (R 400.4112) for Child Caring Institutions, Division of Child Welfare Licensing, Department of Human Services, State of Michigan., and PA166 of the Public Acts of 1973.

Criminal history checks and protective services case file clearances shall be completed and be on file and available for review by the Maxey Clinical Director.

The following is a chart of required hours of service for this contract:

**CONTRACTED SERVICE HOURS**

Unit Title	Weekly Contracted Hours of Service	Telephone On-Call 24/7
Physician (MD)	16 hours	
Registered Nurse I (Nurse Administrator)	40 hours, day shift Mon-Fri	X
	16 hours, day shift Sat-Sun	
Registered Nurse II	40 hours, afternoon shift Mon-Fri	
	16 hours, afternoon shift Sat-Sun	
LPN I	40 hours, day shift Mon-Fri	

LPN II	40 hours, afternoon shift Mon-Fri	
	16 hours, afternoon shift Sat-Sun	
Medication Technician	40 hours, day shift Mon-Fri	
	16 hours, day shift Sat-Sun	
Medication Technician is authorized substitute for LPN. If Medication Technician or LPN cannot be recruited or scheduled, RN is authorized substitute with approval by Maxey Clinical Director.		

**Description of Services for Bid**

**I. CONTRACTOR RESPONSIBILITIES**

**A. Geographic Area**

The Contractor shall provide services described herein in the following geographic area: Livingston County

**B. Location of Facilities**

The Contractor shall provide services described herein in facilities located at:

W.J. Maxey Boys Training School  
9036 E. M-36  
Whitmore Lake, Michigan 48189

**C. Client Eligibility Criteria**

1. State wards, ages 12 through 20, in custody within a DHS operated residential treatment program for felony level crimes committed in the community. Resident-clients seen by the medical staff will be those client-youths who require a physical exam or are in need of medical care.

2. Determination of Eligibility

DHS will determine client-youth eligibility

**D. Services to be Delivered**

Service #1 of 1 Service: **MEDICAL SERVICES**

1. Activities the Contractor shall perform:

The Contractor shall:

a. Oversee and operate the Health Services program at W.J. Maxey Boys Training School, providing prevention focused medical services to all client-youth. Designate on-site Nurse Administrator (RN) to manage program and supervise contracted staff.

- b. Have an established partnership with a local hospital system and physician specialists (i.e. orthopedist, ENT, dermatologist, podiatrist, etc.) Contractor shall provide a letter of reference from the local hospital attesting to the nature of its collaboration with the Contractor.
- c. Submit a schedule of attendance for all contractor's medical program staff (i.e., weekly work-schedules for all contractor-staff, identifying who will work at which locations, and work begin and end times), for review and approval by the Clinical Director, at least one month (thirty calendar days) in advance of medical program implementation, with any changes to this approved staff schedule submitted at least one month (thirty calendar days) in advance of the requested changes to the Maxey Clinical Director for additional review and approval.
- d. Provide all intake and release physical exams, health screenings, lab testing and scheduling, treatment of illnesses, and monitoring of the health conditions of all client-youth held at the facility. Schedule initial and follow-up appointments.
- e. Provide proper instructions to client-youth and staff regarding the prevention of various diseases and conditions, including pregnancy, venereal diseases, Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS); provision of this information must also be documented in each client-youth's medical file.
- f. Conduct physician examination (complete physical exam) on all client-youth, within one week of admittance to the facility, and on an annual basis thereafter. Initial health assessments shall be conducted by a nurse, immediately upon admission to the facility.
- g. Treat various illnesses and injuries as they occur, using the guidelines of the American Medical Association and as required by the DHS, Child Welfare Licensing Rules for Child Caring Institutions:
  - 1) Injuries shall be treated at the facility, if possible.
  - 2) If treatment outside the facility is necessary, the Contractor shall make a referral for treatment, schedule appointments and follow-up and or consult with the proper specialist / hospital.
  - 3) Oversee Resident Health Care Requests. Retrieve forms from secure container, review/triage requests, schedule medical appointments and or respond to any immediate need.
- h. Oversee the ordering, receiving, securing, dispensing, administration and disposal of all medications including psychotropic medications. All

client-youth that receive prescription or non-prescription drugs will also be required to have these drugs approved or prescribed by the Contractor for client-youth. The Contractor will write prescriptions when needed, extend existing prescriptions, and give over-the-counter medications at the Contractor's discretion. The Contractor shall administer all medication to youth during contracted service hours. All drugs given to client-youth must be received, secured, dispensed, logged and disposed according to DHS procedures that will be provided to the Contractor by DHS. The DHS shall provide all prescription and over the counter medications and supplies.

- i. Coordinate with professional psychiatric staff the dispensing and administering of all prescription and non-prescription medications.
- j. Maintain accurate charts and records for all client-patients at the residential-care facility. Document all medical services delivered to client-patients; the records and documentation shall be kept according to generally accepted medical procedures as established by the American Medical Association, and all other reports and documentation as required by Federal, State of Michigan, DHS statutes, rules, policies, and regulations for Child Caring Institutions relating to the treatment and medical care of juvenile offenders. The DHS shall provide administrative support staff to schedule appointments, set-up new charts and file records.
- k. Refer and manage follow-up care when specialized services (including hospitalization) are required, maintain appropriate and accurate records of all such care, and advise the facility of the status of the client-youth on a daily basis.
- l. Provide to DHS staff health-related prevention measures (e.g., TB screenings, flu shots and hepatitis b vaccinations) as required per DHS regulations that will be provided to the Contractor by DHS.
- m. Provide on-site emergency medical care services to youth including post-restraint health assessments.
- n. Assure that contracted nursing staff have access to Contractor's Nurse Administrator twenty four hours per day, seven days per week (24/7).
- o. Provide to Maxey clinical staff access to Contractor's on-call Nurse Administrator during non-contracted service hours.

### 3. Volume of Service

- a. Client-youths: The estimated number of eligible, unduplicated client-youths to be served during the period of this Agreement shall be 240.
  
- b. Unit Definition(s):
  - 1) Medical Services / Physician:  
One unit equals one hour (60 minutes) of medical care at the residential care facility, or (after-scheduled-hours) telephone consultation regarding medical care, provided by a physician.
  
  - 2) Medical Services / Licensed & Certified-Medical staff:  
One unit equals one hour (60 minutes) of medical care at the residential facility, or (after-scheduled-hours) telephone consultation regarding medical care, provided by licensed/certified-medical staff as either a Registered Nurse (RN) or as a Licensed Practical Nurse (LPN) supervised by a Physician or Registered Nurse, or as a Medication Technician (Certified Medical Technician with medication training) supervised by a physician or Registered Nurse and provided according to functions and activities specified and allowed by license or certification.
  
- c. Estimated Units:
  - 1) Medical Services / Physician:  
The maximum number of units of service to be provided during the term of this Agreement shall be 832 at 16 hours per week.
  
  - 2) Medical Services / Licensed and Certified-Medical staff: The anticipated number of units of service to be provided during the term of this agreement shall be 14,000 for the licensed medical staff (RN or LPN or MT) and shall be approximately 264 hours per week.

## REQUEST FOR QUOTE - RATING CRITERIA

This request for quote/proposal will not be reviewed and the bidder will be disqualified from further consideration for award if bidders staff do not possess the required professional licenses or if bidder has not provided evidence of an established partnership with a local hospital system.

Request for Quote (RFQ) proposals will be rated by a Rating Committee according to the following criteria:

### **I. Bidder's Experience/Qualifications**

(Maximum points 40)

#### **A. Agency**

1. Has bidder ever performed similar services for DHS or another purchaser?

Considerations:

- How recently were services provided and for what duration?
  - Has bidder provided similar services to adult offender population?
2. To what degree is experience with other similar services relevant to the service(s) being bid?
  3. Does the bidder demonstrate successful collaborative working relationships with a local hospital system and physician specialists and has documented evidence of such.

#### **B. Staff**

1. Do the medical personnel providing service possess experience in this or related services?
2. Do the RN supervisor and physician, who will provide supervision and oversight of health services program, have previous experience in managing a small to medium size medical clinic?

#### **C. Training**

1. Does the bidder provide an acceptable level of training for new staff?
2. Does the bidder have an acceptable level of on-going training of staff?

#### **D. Performance**

1. If this or similar services were provided to DHS or to other purchasers previously:
  - Were the terms of the agreement fulfilled satisfactorily?
  - Were DHS or others satisfied with the quality of services provided?
  - If not, did the bidder submit and implement appropriately corrective action plan?

NOTE: DHS reserves the right to contact the DHS office or other purchasers regarding performance.

## **II. Program Implementation (Work Plan)**

(Maximum points 40)

### **A. Service Delivery**

1. Is the bidders description of its service delivery and process explained in detail? Does it demonstrate ability to fully implement health services program.
2. Does the bidder demonstrate ability to provide services to a diverse, youthful offender client population; including numerous cultural and ethnic backgrounds; religious preferences; physical and or mental disabilities?
3. Does the bidder demonstrate an understanding of the youthful offender population, of the many challenges faced when treating adolescent offenders, i.e. high-risk, hostile, potentially violent, sex offenders, and or personality disorders?
4. Does the bidder demonstrate the ability to coordinate services with local hospital system and physician specialist(s)?

### **B. Staffing**

1. Does the proposed organizational chart describe appropriate lines of supervision and authority to assure efficient delivery of service and contract compliance?
2. Does bid response include adequate descriptions of roles for, management/supervisory staff, direct-care-staff, and other personnel?
3. Does the bidder identify an adequate plan to assure an appropriate level of staff?

4. Does the bidder have an acceptable turnover rate for direct care staff?
5. Does the bidder have an acceptable plan in place to address continuation of service when staff turnover occurs?
6. Does the bidder identify an adequate plan to ensure appropriate confidentiality.

### **III. Fiscal Resource Allocation**

- A. Does bidder response demonstrate that the bidder's resources can provide a consistent capacity to sustain an adequate level of service throughout the life of the agreement.

### **IV. Availability/Accessibility**

(Maximum points 20)

- A. Does the bidder demonstrate an ability to provide services at the days and times DHS specifies?
- B. Is the bidder's plan for addressing client language barriers feasible and appropriate?
- C. Does the bidder have an appropriate plan for serving clients with physical disabilities?
- D. Is the bidder able to provide access to medical expertise during and outside of contracted service hours?

### **Price Competition**

Competitiveness in pricing will be determined using a formula that will divide the lowest bid price (from that region) by the bidder's price, and then multiply that by the bidder's initial score, determined through the above rating criteria.

## REQUEST FOR QUOTE POLICY

### General Information

This Request for Quote (RFQ) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

#### 1. Contract Award

Contract award negotiations will be undertaken with those Contractors whose bid responses, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider bid responses or modifications thereof received at any time before award is made, if such action is in the best interest of DHS.

If a contract is awarded, the selected bidder will be required to comply with standard, non-negotiable General Provisions, which will be a part of the contract.

#### 2. Rejection of Bid Responses

DHS reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFQ is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

#### 3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

#### 4. Inquiries

Questions regarding content of this RFQ must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date specified on the cover sheet.

#### 5. Amendment to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to this website.

6. Response Date

To be considered, bid response must arrive at the Issuing Office on or before the date and time specified in the cover sheet. Bidders mailing responses should allow normal delivery time to ensure timely receipt of their bid responses.

7. Bid Response

To be considered, bidders must submit a complete response to this RFQ, using exclusively the format provided in the "Bidder Response to DHS". Bid Responses must be signed by an official authorized to bind the bidder to its provisions. The bid response must remain valid for at least 90 days.

8. Acceptance of Bid Response Content

The contents of the bid response of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Bid Responses should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFQ.

10. Prime Contractor Responsibilities

The selected Contractor will be held accountable for all services offered in the bid response. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFQ on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Bid Responses are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

13. Independent Price Determination

- a. By submission of a bid response, the bidder certifies:
  - 1) The prices of the bid response have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - 2) Unless otherwise required by law, the price quotation in the bid response has not and will not be knowingly disclosed by the bidder to any potential bidder;
  - 3) No attempt has been made or will be made by the bidder to induce any other person or agency to submit or not to submit a bid response for the purpose of restricting competition;
  - 4) The price quoted is not higher than that given to the general public for the same service.
- b. Each person signing the bid response certifies that:
  - 1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the bid response, and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above; or
  - 2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the bid response, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, through 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above.
- c. A bid response will not be considered for award if the bidder is found to be noncompliant with any part of section 13 unless the bidder furnishes with the bid response a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

## BIDDER INFORMATION

1. To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

### To register on MAIN:

- Click on <http://www.cpexpress.state.mi.us/>
  - Follow directions.
2. **Proof of public liability insurance** must be provided to DHS prior to the time the contract is executed (issued).
  3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, (including a budget) as it applies to both the bidder and the subcontractor(s).

A contractor is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the contractor. Raters of bid responses will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

4. In completing the bidder response, please note the following:
  - The bid response should be paginated, except for attachments
  - Font size should be 12 or larger
  - Observe restrictions on number of pages. Restrictions do not include resumes, position descriptions, organizational charts or other attachments.

**BIDDER RESPONSE SECTION**

1. Bidder Name: \_\_\_\_\_

2. Bidder Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Bidder E-mail Address: \_\_\_\_\_

Bidder Fax Number: \_\_\_\_\_

3. Bidder Mail Code: \_\_\_\_\_ (Identified when registering on **MAIN**. See previous page)

4. Type of Organization: (Check one). Individuals are private proprietary.  
\_\_\_\_\_ private, non-profit    \_\_\_\_\_ private, proprietary    \_\_\_\_\_ public    \_\_\_\_\_ university

5. Bidder's fiscal year begin date: \_\_\_\_\_ (day and month)

6. Bidder's representative who is the authorized negotiator for the bidder.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Telephone Number)

7. Statement of Intent

The bidder hereby assures that the Request for Quote has been reviewed by the organization's governing body and that body has authorized submission of a bid response; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a bid response and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Quote, if selected and funded to do so.

\_\_\_\_\_  
Signature of Organization  
President or Director

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Typed Name of Organization  
President or Director

\_\_\_\_\_  
(Date)

**A. Bidder Experience/Qualifications**

Provide the following information:

1. Length of time providing this or similar services
2. Prepare a narrative description of prior experience providing this or a similar service. Include the following information:
  - Brief description of service provided;
  - Recipient of service;
  - Dates of service provision;
  - Describe the degree of similarity between related services the bidder has provided and the services being bid;
  - Name and telephone number of a contact person for each individual or agency for whom service was provided.
3. Using Staffing Allocation and Qualifications, CM-011, (attachment A) provide the requested information for each service for which a bid response is submitted:
  - Provide position descriptions for all positions included in the price quotation, including any administrative oversight positions. Identify the positions current staff will fill if the contract is awarded to the bidder. Identify specific experience current staff has as it pertains to the services to be provided (possession of applicable licenses, completion of applicable training or workshops, etc.) Include resumes for all current staff who will provide services if the contract is awarded to the bidder. For all positions, identify minimum requirements with regard to education, years and type of experience, training, etc.
  - Attach a fee or salary schedule for each staff employee who will provide services as identified above. Include all automatic and/or merit pay increases individuals will be eligible to receive during the term of the contract.
  - For each position, list the number of hours and the number of weeks to be committed to the services being bid.
4. Describe your current rate of turnover, (overall and direct service) including expectations for current staff continuance, planned staff reductions or growth, and comment regarding anticipated future turnover. Describe mechanisms in place to encourage staff retention.

5. Provide an organization chart that shows the structure that will be used to provide services if the contract is awarded. This should show who in your organization will be responsible for reporting to the DHS' Contract Administrator (CA). Please make sure position titles on the organizational chart match title designations referenced elsewhere in the bid response.

**B. Work Plan (Program Implementation)**

In narrative form, please describe how the bidder would implement the program described by DHS.

1. Describe and discuss the particular challenges as well as the needs and strengths of the client population (i.e. potentially violent, sex offender and or personality disorder) and how that will impact on service delivery.
2. Prepare a description of how bidder would assume operation of health services program at Maxey Boys Training School.
3. Describe relationships with local hospital system and physician specialist(s).

Note: Bidders narrative must reference bidders recognition that the final authority regarding day-to-day operations, as well as safety and security or issues effecting safety and security, will rest with the Maxey Training School management.

**Supervision**

4. Describe when and how staff will be supervised.

**Staff Allocation**

5. How will the bidder interact with local hospital and physician specialists involved with the Youth's plan of care?

**C. Availability**

1. Specify daily and weekly hours of service to be provided.
2. Indicate ability and willingness to provide additional hours at other times or days if necessary.
3. Specify and describe the availability for after regular hours contact with medical personnel.
4. Based on DHS' description of the client population, describe any special considerations in the quotation or plans for providing services.

**E. Price Quote Completion**

Complete the following Price Quotation sheet.

The bidder should submit price quotation in an envelope separate from the rest of the bid response.

- The price established and approved by DHS will be in effect for the entire period of the contract. After twelve months of satisfactory service, a 3% increase shall be considered at the discretion of DHS.

**BIDDER NAME:**

**PRICE QUOTATION**

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ and extrapolated from the budget information provided. Please identify the service being bid, using the title as shown in the RFQ.

Service #1: Health Services

Unit Definition: MD Physician

a. Price per unit of service: \$ \_\_\_\_\_/unit

Service #2 (if applicable): Health Services

Unit Definition: Registered Nurse

a. Price per unit of service: \$ \_\_\_\_\_/unit

Service #3 (if applicable): Health Services

Unit Definition: Licensed Practical Nurse

a. Price per unit of service: \$ \_\_\_\_\_/unit

Service #4 (if applicable): Health Services

Unit Definition: Medication Technician

a. Price per unit of service: \$ \_\_\_\_\_/unit

Bidder: Submit this form in a separate envelope.

**BIDDER RESPONSE: STAFFING ALLOCATION AND QUALIFICATIONS**  
Michigan Department of Human Services

Bidder Name *	
County	Type of Service

CATEGORY	POSITIONS	RATE/ HOUR	HOURS/ WEEK	# OF WEEKS	
<b>**MANAGERIAL/ SUPERVISORY</b>					
<b>DIRECT SERVICE</b>					
<b>SUPPORT STAFF</b>					

\* Please provide information on staffing only for services to be provided for the request for quote/contract.  
 \*\*Managerial/supervisory refers to administrative positions. If a position is both administrative and direct service, provide in both categories.

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