



**CHIPPEWA COUNTY
HEALTH DEPARTMENT
REQUEST FOR QUOTES**

**Oral Health Kindergarten Assessment
Services**

ISSUED BY: CHIPPEWA COUNTY BOARD OF HEALTH

July 18, 2022

**Project Representative: Karen Senkus, Health Officer
508 Ashmun Street, Suite 120
Sault Ste. Marie, MI 49783**

Phone: 906.253.3103
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CHIPPEWA COUNTY HEALTH DEPARTMENT REQUEST FOR PROPOSALS

PROJECT: ORAL HEALTH KINDERGARTEN ASSESSMENT PROGRAM

OWNER: CHIPPEWA COUNTY HEALTH DEPARTMENT

I. INTRODUCTION

The Owners seek bids from qualified firms, on a competitive basis for oral health assessments to be provided to children within Chippewa County that are entering kindergarten. Program implementation is based upon Public Act 261 which was enacted in December, 2020.

A. Bid Submittal and Project Representative

To be considered, firms must submit a complete, sealed response to this Request for Proposals (RFP), using the format provided, to:

Chippewa County Health Department
ATTN: Jill Schaefer, Executive Assistant
508 Ashmun Street, Suite 120
Sault Ste. Marie, MI 49783
906.635.3630

Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to:

Chippewa County Health Department
ATTN: Jill Schaefer, Executive Assistant
508 Ashmun Street, Suite 120
Sault Ste. Marie, MI 49783
906.635.3630
jschaefer@chippewahd.com

Contact with any other Chippewa County Health Department personnel regarding this RFP will be considered grounds for elimination from the selection process.

To be considered, proposals must arrive at Chippewa County Health Department on or before 12:00 noon on Friday, August 5, 2022. Each proposal must be plainly marked on the exterior, "Oral Health Kindergarten Assessment Program." Proposals must be signed by an official authorized to bind the firm to its provisions. To be considered a valid response to this RFP, the proposal must remain valid for at least sixty (60) days. The Owners are not liable for any cost incurred by the firm prior to the issuance of a contract.

B. Right of Refusal

The Owners reserve the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the Owners, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the Owners, irrespective of the bid price.

C. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

D. Independent Price Determination

By submitting a proposal, you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
3. No attempt has been made or will be made by the proposing party to induce any other person of firm to submit or not submit a proposal for the purpose of restricting competition.

E. Each Person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; or
2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above

F. Bidder Qualifications

The Owners may make such investigations as necessary to determine the ability of the bidder to perform the work. The Owners may request the bidder to furnish all such information and data for this purpose.

II. PRE-BID MEETING

A pre-bid meeting with representatives of Chippewa County Health Department will be by appointment only. To request a meeting, contact Jill Schaefer at (906) 635.3630.

III. EQUAL EMPLOYMENT OPPORTUNITY

In connection with the execution of this work, the successful bidder shall not discriminate against any employee or applicant for employment. The bidder shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, color, sex (including pregnancy, sexual orientation or gender identity), national origin, age, disability and genetic information (including family medical history). Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

VI. SPECIFICATIONS

- A. Proposals must provide sufficient information to allow a determination that the specified requirement can be met.

- B. Each firm that submits a bid must also indicate any/all charges.

VII. DETERMINATION OF THE BEST BID

- A. Any contract resulting from this RFP will be made from respondent whose bid is most advantageous to the Owners. In determining which bid is most advantageous and/or best, the Owners will consider:
1. The ability, capacity, and skill of the respondent to provide the services required.
 2. Whether the bidder can provide service promptly without delay or interference.
 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 4. The quality of performance of previous engagements with the bidder.
 5. Previous and existing compliance by the bidder with applicable laws and ordinances.
 6. The sufficiency of the financial resources and ability of the bidder to provide the service.
 7. The number and scope of conditions attached to the bid.
 8. Any potential conflicts of interest between bidders and the Owners governing body and staff.
- B. If all bids received are reasonably equivalent other than with respect to cost, bidders whose business is located within Chippewa County will be given preference. The bid may be awarded to a Chippewa County vendor whose bid does not exceed the lowest bid by more than 3.0%.

VIII. BID AWARD

Selection of a firm and awarding of a contract will be based upon evaluation by Chippewa County Health Department of the criteria listed above and, on the items delineated on the Project Sheet.



CHIPPEWA COUNTY HEALTH DEPARTMENT PROJECT SHEET

Submission Deadline: 12:00 noon Friday, August 5, 2022

The proposal should include, at a minimum, the following elements:

- A. Chippewa County Health Department retains the right to employ additional staff or other healthcare providers in the provision of the services.
- B. A bid for a flat rate that considers the following elements:
 - 1) travel/mileage to schools within Chippewa County;
 - 2) time to conduct assessments;
 - 3) supplies and equipment costs;
 - 4) scheduling and coordination
 - 5) have an adequate patient record keeping system
- C. Provider must be licensed in the State of Michigan as a Dentist or Dental Hygienist with proper oversight by a Dentist.
- D. Provider must have the ability to refer clients to a dental home when needed.
- E. Provider must have the resources to retain client screenings in a confidential manner.
- F. Ability to produce adequate and sufficient client and financial records upon request in the event of a program audit.
- G. That he/she has no personal or financial interest and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of the services under this contract.
- H. Not to discriminate against any employee or recipient of services or members of the general public solely on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability and genetic information (including family medical history) or on a basis which is prohibited by federal, state or local civil rights law.
- I. That the interest of the Provider under this contract is not assignable.
- J. To provide documentation required by Chippewa County Health Department at time of or prior to billing for services. If the contract is terminated, Provider agrees to submit, within (30) days, all data and information requested pertinent to services rendered.
- K. That the contract does not create an employee/employer relationship. The Provider will act as an independent contractor for all purposes including, but not limited to, the application of the Social Security Act, state and federal unemployment tax laws, state and federal taxation laws, and workmen's compensation laws.
- L. To provide monthly billing within thirty (30) days of service provision.

- M. Proof of professional license, certification, and degrees attained.
- N. Proof of malpractice liability insurance (\$1,000,000/\$3,000,000) for period which services will be rendered.
- O. Contract period of two years from October 1, 2022 through September 30, 2024.
- P. Provider shall provide client care in good faith, on a timely basis in accordance with generally accepted standards of practice in northern Michigan and all applicable ethical standards. All individuals employed by Provider shall at all times be licensed without restriction to practice as an oral health professional in Michigan and in good standing with the Michigan Department of Human Services and all other governmental/regulatory agencies related to the Services to be provided pursuant to this contract. Provider also agrees to provide Chippewa County Health Department with a copy of the current Michigan license to practice for any employees of Provider that provide services pursuant to this contract.
- Q. Provider shall exercise reasonable independent professional judgment regarding the care and treatment of Chippewa County Health Department's clients. Provider shall reasonably comply with Chippewa County Health Department's policies and guidelines which are reasonable and have been furnished to Provider in writing.
- R. Provider agrees to provide services to those clients which Provider is reasonably requested to treat by Chippewa County Health Department.



CHIPPEWA COUNTY HEALTH DEPARTMENT NOTICE OF RECEIVING QUOTATIONS

Chippewa County Health Department seeks bids from qualified firms, on a competitive basis, for Oral Health Kindergarten Assessment Program for children within Chippewa County, Michigan entering Kindergarten.

Jill Schaefer, Executive Assistant
Chippewa County Health Department
508 Ashmun Street, Suite 120
Sault Ste. Marie, MI 49783
jschaefer@chippewahd.com

Proposals received on or before 12:00 noon Friday, August 5, 2022 will be considered. Chippewa County Health Department receives the right to reject any or all proposals submitted.