

# REQUEST FOR PROPOSALS (RFP) for DENTAL SERVICES

## **Yellowstone County Detention Facility**

Issued by: Yellowstone County, Montana

The issuance of this RFP constitutes only an invitation to submit a Proposal to the County. It is not to be construed as an official and customary request for bids, but as a means by which Yellowstone County can facilitate the acquisition of information related to the purchase of dental services. Any Proposal submitted, as provided herein, constitutes an indication to negotiate and NOT A BID.

Proposal must be typed, submittals that are not typed will not be considered. Proposals will be accepted no later than 5:00 p.m. Mountain Time (MT) on or before December 16<sup>th</sup>, 2016.

Telephone calls will not be accepted regarding this Request for Proposals.

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## Introduction

The Yellowstone County Board of County Commissioners is the issuing entity for this Request for Proposal. The Yellowstone County Detention Facility, (Facility), is located at 3165 King Avenue East, Billings, Yellowstone County, Montana. The Facility is an adult only Facility with an average daily population of approximately 400 inmates. Inmates are classified as Federal, State, County, or local inmates. The Facility houses both men and women on a temporary basis, incarcerated either awaiting court proceedings, sitting out sentencing, or awaiting transport to other facilities.

## Purpose of RFP

Yellowstone County is seeking a vendor to provide Dental Services as described in this RFP. Dental Services include, but are not limited to, performing extractions on inmates. Services are provided on site in the Facility and with the equipment provided by the Facility. Vendor is responsible for any additional support staff or staffing needs for the services requested.

## General Information

### Anticipated Schedule of Events

RFP released to vendors	Nov 18 <sup>th</sup> , 2016
RFP Q&A period begins	Nov 25 <sup>th</sup> , 2016
RFP Q&A period ends	Dec 2 <sup>nd</sup> , 2016
RFP Q&A published	Dec 9 <sup>th</sup> , 2016
RFP Responses due	Dec 16 <sup>th</sup> , 2016
RFP Evaluation begins	Jan 11 <sup>th</sup> , 2017
Reference Checks begin	Jan 16 <sup>th</sup> , 2017
Contract negotiations and Final Award to vendor	January 24 <sup>th</sup> , 2017

The County reserves the right to adjust the timeline as needed.

Yellowstone County intends to initiate services with the selected Vendor in (date), or upon completion of successful contact negotiations.

### RFP Questions and Clarifications

Tours of the Detention Facility for the purpose of this RFP can be arranged. Inquiries concerning this RFP or a tour of the Facility should be submitted by postal mail or e-mail to:

Captain Sam Bofto  
Commander, Yellowstone County Detention Facility  
3165 King Avenue East  
Billings, Montana 59101  
[Sbofto@co.yellowstone.mt.gov](mailto:Sbofto@co.yellowstone.mt.gov)

The closing date for receipt of written questions will be Dec 2<sup>nd</sup>, 5:00pm Mountain Time (MT). Questions received after this deadline will not be considered. All questions received before the deadline will be compiled. Responses to all questions will be made available by the County on the County website at:

<http://www.co.yellowstone.mt.gov>

Business tab – Purchasing/bids

RFP Amendment

Yellowstone County reserves the right to amend this RFP at any time. Changes to the RFP, if any, will be posted at <http://www.co.yellowstone.mt.gov>

## VENDOR PROPOSAL REQUIREMENTS

### **DISCLOSURE OF PROPOSAL CONTENTS**

All information in an applicant's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976, known as the "Freedom of Information Act." This act also provides for the disclosure of contracts and attachments thereto.

A qualified vender should review the attached specifications and the vendor will be required to assume responsibility for all contractual activities offered in the proposal weather or not that Contractor performs them. If any part of the work is to be subcontracted, responses to the RFP must include a list of subcontractors including the firm name and address, the name of the contact person, a complete description of the work to be subcontracted, and information concerning the subcontractor's organization and abilities.

The County will consider the selected vendor to be the sole point of contact with regard to project matter, including payment of any and all charges resulting from the award.

The vendor shall provide a current copy of the company;

Copy(s) of Board Certification

Certificate of Liability Insurance

Certificate of Workman's Compensation Insurance

Federal Tax ID Number

Please attach as copies as Exhibits "A" – "B" – "C" – "D"

#### Description of ability to fulfill objectives

Provide approximately 8 to 10 hours of dental services, 1-2 days a week in the Detention Facility at times mutually agreeable to both parties.

Ability to work independently with limited assistance from Detention personnel.

Perform x-rays

Perform extractions

#### Cost of Services

Please include vendors cost for providing dental services as outlined in the proposal.

#### Additional information

Provide any additional information that would help Yellowstone County evaluate the proposal.

#### Proposal Evaluation

The evaluation process will be based on the following criteria:

- Completeness of the proposal

- Ability to provide a consistent service schedule

- Cost of services

#### Attachment 1: Contract terms

The attached Professional Services Agreement contains the terms and conditions required to enter into a contractual relationship with Yellowstone County

(Our standard professional agreement)

### **Proposal Submission**

Proposals will be accepted at the Yellowstone County Courthouse – Room 403 until December 16<sup>th</sup>, 2016

All proposals must be labeled “Dental Services, Yellowstone County Detention Facility” in the lower right hand corner and mailed in triplicate (1 original and 3 copies) to:

Yellowstone County Commissioners

PO Box 35000

Billings, MT 59107

Or- delivered to Room 403, located on the fourth floor of the Yellowstone County Courthouse, 217 N. 27th Street, Billings, Montana, 59101. Proposals must be received no later than 5:00 pm December 16th, 2016. Proposals received after the aforementioned date will not be considered.

All Montana laws pertaining to resident bidders, both state and county, will be adhered to, if applicable. In addition, the successful Dental vendor, in performance of work under an Agreement the result of their response to this RFP, must fully comply with all applicable federal, state or local laws, rules, regulations, including the Montana Human Rights Act, Civil Rights Act of 1964, the Age Discrimination Act of 1975, the American with Disabilities Act of 1990. Any subletting or subcontracting by the successful vendor subjects those sub-contractors to the same provisions of this RFP and any subsequent Agreement herein. In accordance with Section 49-3-207, MCA, the successful vendor agrees that the hiring of persons to perform the Agreement will be made on the basis of merit and qualifications, and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing under Agreement.

Questions concerning the procedure for submitting proposals may be addressed to James Matteson, Yellowstone County Purchasing Agent, at (406) 256-2717.

The Board of County Commissioners reserves the right to reject any or all proposals received, to waive informalities, to evaluate the proposals submitted and to accept the proposal that best serves the interests of Yellowstone County.