

Title: DISC # 1135 Statewide Dental Services Manager

**Agency: Children & Family Services, NYS Office of
Bureau of Contract Management**

Contract Number: TBD

Contract term: 5 years beginning no earlier than 12/1/2023 and no later than 2/1/2024

Date of issue: 9/20/2023

Due date/time: 10/18/2023 by 4:00 PM Eastern Time

Location: OCFS Home Office, 52 Washington Street, Rensselaer, NY 12144

County: Rensselaer

Background

The New York State Office of Children & Family Services (OCFS) Division of Juvenile Justice and Opportunities for Youth (DJJOY) announces a Discretionary Opportunity (DISC) for one (1) qualified individual to provide coordination and consultation of dental services to youth in our agency's nine (9) statewide residential facilities. The qualified individual must possess the necessary experience in providing dental treatment to youth and young adults and also have a background in pediatric dentistry. The individual will be responsible for reviewing and coordinating statewide dental services being provided by OCFS contracted vendors within the residential facilities and the corresponding billing rates/invoices submitted for payment on a monthly basis.

Please see the **Eligibility Criteria** section for additional information.

This advertisement is public notice that OCFS is seeking to contract with a qualified individual to review and pre-audit claims for dental services provided; identify youth with special dental needs; maintain dental records; review community re-entry plans, coordinate community entry plan reviews between residential facilities, dental providers, the Home Office Dental Coordinator of Services, the OCFS Chief of Medical Services, and/or other Bureau of Health Services administrative staff. Additionally, the qualified individual would monitor, coordinate, and ensure the proper operations of dental programs at each facility; advise on dental needs and equipment purchases/maintenance/repairs; assist residential facilities with American Correctional Association (ACA) compliance; monitor initial needs assessments; participate in quality assurance projects; and facilitate the locating and scheduling of dental services. The qualified individual may also be required to provide dental services as needed.

Please Note: All services covered under this procurement are expected to be delivered in-person (unless stated otherwise). OCFS reserves the right to allow for remote services, at its sole discretion, when it is determined to be in the best interest of the State.

There is one (1) position available, and OCFS will make one (1) award.

Please see the **Scope of Work** section for additional information.

The purpose of this solicitation is to invite any eligible and interested entities that believe they can satisfy this program's needs to inform OCFS by a Letter of Interest (LOI). To be considered responsive, your organization's LOI should be received no later than the deadline specified on the first page of this announcement. Please see the **How to Respond** section for additional information and submission requirements.

This opportunity is authorized under [Section 163 of State Finance Law](#) as a Discretionary Purchase. OCFS intends to contract pursuant to its discretionary purchasing authority under State Finance Law Section 163(6), which authorizes purchases without a formal competitive process in certain circumstances. This funding opportunity is limited to purchases up to the Discretionary Buying Threshold from respondent organizations qualified as:

- New York State Small Business Enterprises (SBE)
- New York State certified Minority and/or Women-Owned Enterprises (M/WBE)
- New York State certified Service-Disabled Veteran-Owned Businesses (SDVOB)

NYS-certified M/WBE and SDVOB are qualified pursuant to [Article 15-A of State Executive Law](#) and [Article 3 of Veterans' Services Law](#). In accordance with [Section 160\(8\) of State Finance Law](#) and [Article 4-B of Economic Development Law](#), SBE are defined as a small business concern that is domiciled in New York State, independently owned and operated, not dominant in its field, and employs 100 or less persons.

Primary respondents that are certified and/or qualify as a SBE, MWBE, or SDVOB should complete, sign, and submit the **Attachment 3 – Affirmation of Business Status** provided with this solicitation.

Scope of Work

The Statewide Dental Services Manager will coordinate with facility staff, vendors, and Home Office staff to assess the dental needs of youth in the custody of OCFS. The Statewide Dental Services Manager position will be located in the OCFS Home Office in Rensselaer, NY, however, statewide facility site visits may be required periodically on an as-needed basis. A reasonable amount of advance notice will be provided when travel to facilities is needed. The Statewide Dental Services Manager will discuss dental needs and relay concerns/issues to the Home Office Dental Coordinator of Services and/or the OCFS Chief of Medical Services on a weekly basis and may also be required to provide clinical services in the Home Office Dental Operatory. Please note: Offerors will not be reimbursed for travel time outside of their work schedule or travel costs associated with commuting to or from the residential facilities. It is anticipated that travel to facilities will occur during the Statewide Dental Service Manager's scheduled shift, and a state vehicle may be available for their use so as to not incur any personal costs.

Duties of the Statewide Dental Services Manager Position:

- Review all dental claims submitted to the Bureau of Health Services (BHS) to verify services rendered at each facility. Claims are verified through review of CDT Coding, fee verification through eMedNY schedule, confirmation through the Dental Treatment Plan received from residential facilities, and submission coordination with Accounts Payable Department personnel.
- Identify youth with special dental needs and work to coordinate their care through referrals to specialty services. Organize specialized treatment requests from medical staff, facility dental providers, and the OCFS Chief of Medical Services.
- Maintain dental records collection and storage in Juvenile Justice Information System (JJIS). Review and input Community Re-Entry Plans for youth upon facility discharge.
- Coordinate care between residential facilities, dental providers, and the OCFS Chief of Medical Services.
- Coordinate financial transactions according to the State of New York Dental Fee Schedule Medicaid rates for clinical services provided to resident youth between the contracted OCFS dental providers and the OCFS Accounts Payable Unit.
- This includes working with the Accounts Payable Unit to follow up on late or delinquent invoices, incorrect coding, or missing documentation required for financial reimbursement.
- Collaborate with the OCFS Chief of Medical Services and other clinical/administrative positions within BHS to ensure proper operations of the dental programs in each of the OCFS-operated residential facilities. This includes, but is not limited to, advising on necessary equipment purchases, maintenance, and repairs.
- Provide guidance concerning performance goals and maintaining regulatory compliance per various control agencies (NYS Department of Health (DOH), American Dental Association (ADA), etc.).
- Participate in continuous quality improvement projects by providing professional guidance. Coordination of these goals requires close communication with the OCFS Chief of Medical Services on a routine basis.
- Aid residential facilities to assure ACA compliancy in facility-based dental clinics.
- Maintain working knowledge of ACA Standards, as well as OCFS BHS Medical/Dental Policies as they pertain to the dental program.
- Monitor Initial Needs Assessments in all residential facilities, and report monthly status to the BHS Dental team.
- Provide care and upkeep of the Home Office Dental Operatory.
- Participate in the development of dental policies and procedures in the residential facilities operated by OCFS.
- Manage professional relationships with all contracted dental providers and serve as a liaison, performing duties to include treatment planning, records retention, financial liaison, fee/coding assistance, and provider scheduling. This is achieved through constant working communication with all contracted providers, including the Home Office Dental Coordinator of Services.
- In case of emergencies, the contractor will be required to perform emergency dental hygienist duties.

- Participate in Clinical planning of treatment as it relates to medical care of residents within OCFS residential facilities.
- Provide availability to the residential facilities for emergency support of dental issues, as needed.
- Participate in development of Dental Health Programs for youth in OCFS residential facilities.

The Statewide Dental Services Manager's work location will be at OCFS' Home Office, 52 Washington Street, Rensselaer, NY 12144. It is anticipated the individual will be required to work about 32.50 hours per week based on need, Monday through Friday. Please note there is no guarantee of the specific number of hours. BHS administration reserves the right to approve remote work. The Statewide Dental Services Manager will not work on days in which New York State offices are closed.

Please note the work locations have security policies that must be followed. The contractor may be required to provide information such as, but not limited to, the individual's name (as it appears on ID), valid driver's license number, vehicle make, model, and license plate, etc. to gain access to the work location. OCFS will work with the selected contractor to obtain all necessary clearances as described in the **Eligibility Criteria** section prior to the contract start date. The request for clearances must be submitted as soon as it is feasible to do so, and approval must be obtained prior to providing services.

Eligibility Criteria

Interested parties who meet the following criteria are eligible to respond:

- Agree to provide the services requested in the **Scope of Work** section.
- Be one of the following types of organizations:
 - NYS-certified Minority- and Women-Owned Business Enterprise (MWBE)
 - NYS-certified Service-Disabled Veteran-Owned Business (SDVOB)
 - NYS Small Business Enterprises (SBE)
- Be eligible to do business with New York State.
- Agree to provide an interview with OCFS staff.
- Provide three (3) professional reference for services similar to those listed in the Scope of Work section above, one of which must be for services provided within the past 12 months.
- Hold a professional license that documents the ability to perform the dental services listed in the **Scope of Work** section above, i.e., dental hygienist or similar valid license.
- Provide a resume detailing at least four (4) years' experience with:
 - Providing dental consultant or other similar services listed in the **Scope of Work** section above
 - Working in an office setting, interacting with and providing care to youth and young adults
 - Reviewing and processing dental claims, using and applying Medicaid rates
 - Experience in providing youth dental care

- Agree to obtain clearance from the New York State OCFS State Central Registry (SCR) and the New York State Staff Exclusion List (SEL) maintained by the Justice Center for the Protection of People with Special Needs.
- Agree to a Criminal Background Check (CBC), which includes State and federal Criminal History Record Checks. The selected contract awardee will be fingerprinted in order to obtain a record of their criminal history information. The CBC cost will be at the expense of the selected contract awardee, and clearance will be required prior to providing services.

Funding Details

Funding for this project is contingent upon the availability of State budget funding. OCFS has one (1) available position with a total number of hours not to exceed 1,690 hours per year. It is anticipated the contract awardee will work about 32.5 hours per week. Actual hours worked are not guaranteed and may vary based on need and the number of youths in our system of care. The rate bid by the vendor to provide these services will remain firm for the 5-year term of the contract.

Bid price must include all costs associated with providing and delivering the services as specified, including travel, licenses, background and fingerprinting checks, insurance, administration, and ancillary costs, etc. Offerors will not be reimbursed for travel time outside their work schedule or travel costs associated with commuting to or from the residential facilities. It is anticipated that travel to facilities will occur during the Statewide Dental Service Manager's scheduled shift, and a state vehicle may be available for their use so as to not incur any personal costs.

Bureau administration will develop a schedule for days and hours of implementation the awardee will be expected to conform with. The schedule may be adjusted as needed, based on program need. Contract awardee must provide full claiming documentation as described in Appendix C-1 of the contract resulting from this solicitation before payment is received.

Term of Contract

The contract awarded in response to this solicitation will be for **five years** beginning no earlier than 12/1/2023 and no later than 2/1/2024. Funding is anticipated to be available for the first year of the contract. The award of a contract does not guarantee funding will be available for subsequent years. Contractors may not begin providing services before the contract start date; OCFS has no obligation to pay for services rendered before the New York State Office of the State Comptroller and the Office of the Attorney General approve the contract.

How to Respond

To be considered responsive, interested parties should complete and submit all required documents in conformance with the format and content requirements as explained. A response that does not provide all the information requested may be subject to rejection.

The response should contain sufficient information to assure OCFS of its accuracy. The information provided should, wherever possible, verify that your organization meets the requirements in the **Eligibility Criteria** section of this solicitation.

Responses must be emailed to RFP@ocfs.ny.gov and should be received by the due date and time specified on the first page of this announcement.

Interested parties should complete and provide the following documents:

- **Attachment 1 – Letter of Interest**
- **Attachment 2 – Submission Checklist**
- **Attachment 3 – Affirmation of Business Status**
 - Must demonstrate that the offeror is an eligible entity.
- **Attachment 4 – References**
 - Must result in satisfactory reference checks.
- **Copy of a professional license**
 - Must document the ability to perform the dental services included in the Scope of Work section above, i.e., dental hygienist or similar valid license.
- **Resume**
 - Must demonstrate that the offeror meets all experience qualifications and requirements listed in **Scope of Work** and **Eligibility Criteria** sections.

Additionally, each interested party may provide the following optional documents:

- [OCFS-2647, EO 177 Certification](#)
- [OCFS-4631, MWBE Utilization Plan Form](#)
- [OCFS-4629, Project Staffing Plan Form](#)
- [OCFS-3460, MWBE Equal Employment Opportunity \(EEO\) Policy Statement Form](#)
- [Vendor Responsibility Questionnaire](#)
- [OCFS-4822, Procurement Lobbying Act – Offeror Certification Form](#)
- [AC 3271-S, State Consultant Services – Contractor’s Planned Employment](#) (Form A)

The subject line of the e-mail submission of your response should include the following information: **DISC # 1135 Statewide Dental Services Manager**. Additionally, please clearly identify the vendor’s name in the body of the e-mail and in the filenames of attached documents to ensure your submission is processed efficiently. **Early submissions are encouraged as late responses may be subject to rejection.**

Please limit your Letter of Interest to a maximum of two (2) page(s), Arial 12-point font, single line spacing and one-inch margins. Please see the **Attachment 1 – Letter of Interest** provided for your reference.

OCFS will provide a confirmation e-mail that the submission has been received. OCFS will not be liable for any costs incurred by interested parties in the preparation of documents submitted in response to this solicitation. Vendors may modify, in writing, or withdraw the content of any submission at any time prior to the due date and time.

Questions

Questions should be submitted via e-mail to RFP@ocfs.ny.gov prior to the due date and time specified on the first page of this announcement. The subject line should include the following information: **DISC # 1135 Statewide Dental Services Manager**. Please submit your question(s) with adequate time for response. OCFS recommends allowing at least five (5) business days. **Late questions may not be addressed.**

Under the requirement of the Procurement Lobbying Act all communications regarding advertised projects are to be channeled only through the primary contact identified herein.

Evaluation Process

An internal review by OCFS will confirm eligibility. This solicitation is not a guarantee or promise of funding. Available funding to support this initiative will be limited to the amount(s) appropriated in the enacted budget for this purpose and will be awarded to the interested organization deemed to best meet the eligibility requirements.

OCFS may require additional information from an organization before deciding whether the interested organization is eligible and can supply the requested services. If OCFS requests additional information, it must be provided within five (5) business days from request or as otherwise directed in the request.

Upon determination of eligibility, OCFS will notify eligible organizations of their status and the proposed award amount (if any) and request an interview. If the applicant's reference check is unsatisfactory, that applicant might be rejected at the sole discretion of OCFS. OCFS also reserves the right to reject a candidate if their rejection is deemed to be in the best interest of the state. If the interview is not satisfactory, OCFS will conduct a subsequent review of remaining bids and repeat this process until an eligible candidate performs a satisfactory interview. Upon satisfactory interview an award letter will be issued, and OCFS may request a work plan, a budget with justifications, and/or other completed documents necessary to develop the contract.

OCFS Reserved Rights

OCFS reserves the right to withdraw, amend or postpone this solicitation, without notice, and without liability, to any applicant, or other party, and may exercise these rights at any time. In addition, OCFS reserves the right to:

- place a monetary cap on the funding amount made in each contract award;
- change any of the schedule dates stated in the solicitation;
- make an award under this solicitation in whole or in part;
- disqualify any applicant whose conduct and/or LOI fails to conform to the requirements of this solicitation;
- reject any LOI if, in the sole discretion of OCFS, it determines the applicant is not a responsible vendor;
- request all applicants who submitted LOIs to present supplemental information clarifying their proposals either in writing or by formal presentation;

- direct all organizations who submitted LOIs to prepare modifications addressing solicitation amendments;
- make funding decisions that maximize compliance with and address the outcomes identified in this solicitation;
- fund only one portion, or selected activities, of the selected applicant's LOI and/or adopt all or part of the selected applicant's LOI based on federal and state requirements;
- eliminate any solicitation requirements unmet by all applicants, upon notice to all parties that submitted LOIs;
- waive procedural technicalities, or modify minor irregularities, in LOI received, after notification to the applicant involved;
- correct any arithmetic errors in any proposal, or make typographical corrections to LOIs, with the concurrence of the applicant;
- negotiate with the eligible applicant(s) prior to contract award;
- require that all LOIs be held valid for a minimum of 180 days from the closing date for receipt of applications, unless otherwise expressly provided for in writing;
- fund any or all of the LOIs received in response to this solicitation. However, issuance of this solicitation does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted;
- use the LOI submitted in response to this solicitation as part of an approved contract. At the time of contract development, awardees may be asked to provide additional budget and program information for the final contract;
- utilize any and all ideas submitted in the LOI received where an award is ultimately made;
- make inquiries of third parties, including but not limited to applicant's references, regarding the applicant's experience or other matters deemed relevant by OCFS. By submitting an LOI in response to this solicitation, the applicant gives its consent to any inquiry made by OCFS;
- where applicable, require contractors to participate in a formal evaluation of the program to be developed by OCFS. Contractors may be required to collect data for these purposes. The evaluation design will maintain participants' confidentiality and recognize practical constraints of collecting this kind of information;
- when applicable, consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals; and
- reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their LOI. This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

Contract Documents

Interested parties must review the contract terms and conditions of the contract template provided below.

If applying, your organization must read, understand, and accept all provisions of Appendix A – Standard Clauses for NYS Contracts. Appendix A contains important information related to the contract to be entered into as a result of this announcement and will be incorporated, without change or amendment, into the contract entered into

between OCFS and the selected organization(s). By submitting a response to this announcement, your organization agrees to comply with all the provisions of Appendix A. Please review the sample non-grant contract template, which includes the Appendix A, available at:

<https://ocfs.ny.gov/main/contracts/docs/Non-Grant-Contract-Template.pdf>.

In addition, the following documents may be required prior to contracting:

- [Vendor Responsibility Questionnaire](#) (if applicable)
- [Proof of Workers' Compensation Insurance](#) (if applicable)
- [Proof of Disability Benefits Coverage](#) (if applicable)
- [ST-220-CA Contractor Certification to Covered Agency](#) (if applicable)
- [ST-220-TD Contractor Certification](#) (if applicable, for reference only)
- [Appendix A-3, Federal Assurance and Certifications](#) (if applicable)
- [OCFS-4631, MWBE Utilization Plan Form](#) (if applicable)
- [OCFS-4629, Project Staffing Plan Form](#)
- [OCFS-3460, Equal Employment Opportunity \(EEO\) Policy Statement](#)
- [OCFS-4715, Confidentiality Non-Disclosure Agreement](#)
- [OCFS-4716, Contractor Employee and Volunteer Background Certification](#)
- [OCFS-LDSS-3370, Statewide Central Register Database Check Form](#)
- [JC CBC 3, Request for Staff Exclusion List Check](#)
- [JC CBC 4, Applicant Consent Form for Fingerprinting for Justice Center Criminal Background Check \(CBC\)](#)

Diversity

OCFS is committed to identifying, addressing and reducing disproportionality and to eliminating racial and ethnic disparities in our systems of care and custody. Authentic partnerships and joint decision-making with families and communities promote social justice and race equity in order to address disproportionality and disparities in the provision of services to children and families. OCFS strongly encourages qualified minority-owned, women-owned and veteran-owned businesses to submit a letter of interest in response to this announcement.

Contact Information

Primary contact:

Director of Contracts
NYS Office of Children & Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144
RFP@ocfs.ny.gov

Submit to contact:

Director of Contracts
Office of Children & Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144
RFP@ocfs.ny.gov

Attachments

Please see the following attachments to this announcement, which are available on the New York State Contract Reporter website at <https://www.nyscr.ny.gov> or the OCFS website at <https://ocfs.ny.gov/main/contracts/funding/>.

- **Attachment 1 – Letter of Interest***
- **Attachment 2 – Submission Checklist***
- **Attachment 3 – Affirmation of Business Status***
- **Attachment 4 – References***

* Attachments marked with an asterisk **must** be completed and included with your response submission.