

REQUEST FOR PROPOSALS



Mobile Dentist for the Pender County Health Department

RFP # 210805-205

Date of Issue: August 5, 2021

Questions Due: August 9, 2021 by 5:00 PM (EST)

Answers Issued via Addendum: August 11, 2021

Sealed Proposals Due: August 13, 2021 by 2:00 PM (EST)

Pender County Health Department

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INTRODUCTION

The County of Pender is seeking letters of proposal from North Carolina licensed dentists experienced with public health medicine. The successful candidate will have proven medical skills preferably in a health department or similar setting, a collaborative spirit, a positive and flexible approach to problem-solving, clear and compassionate communication skills, and an energetic pace. A high level of professionalism and strong interpersonal skills are required.

SCOPE OF WORK

Contractor Responsibilities:

- Provide dental care and professional services (4) days a week that will include, but are not limited to oral examinations, medical treatment and care, extractions, fillings, x-rays, stainless steel, and acrylic crowns. Services will be performed within Pender County's standard operating procedures and established industry standards and best practices.
- Provide dental care services to eligible citizens in Pender County for eligible children and adults who are primarily residents of Pender County and are either covered by Medicaid/Medicare, NC Health Choice, private insurance, or those that are uninsured where fees are based on the Pender County Health Departments sliding scale fee.
- Consult with Pender County Dental Clinic or designee to develop and monitor standard operating procedures that include, but are not limited to, dental health and husbandry; disease outbreak and management and the care of individuals that are injured or ill.
- Perform examinations, make recommendations, and provide emergency dental care for the relief of pain and /or infection. The scope of care provided in these situations shall be performed for the purpose of stabilizing the patient to provide an opportunity to relieve suffering and pain.
- Maintain dental records accurately to manage risk, provide continuity of care, and continuity of care and assure quality of care.
- Ability to perform tasks requiring exertion of light physical effort in sedentary to light work; may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds) for such tasks as moving supplies or equipment. May involve lifting, holding and restraining children of heavier weight. May involve extended

periods of time standing, stooping, sitting, and stretching.

- Ensure consistency with current industry standards and best practices for high- volume, high- quality, low cost dental care recommended through the American Dental Association and Pender County Health Department.
- Maintain high standards of accuracy in performing duties and responsibilities, exercising immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.
- Maintain necessary licenses to practice dental medicine that is current and in good standing in the state of North Carolina as well as the level of expertise and education necessary to keep abreast of current industry standards and practices.
- Professional shall have knowledge of state and federal guidelines for recommended dental practice and have working knowledge of the laws, ordinances, standards and regulations pertaining to the duties and responsibilities stated herein.
- Maintain quality communication and interaction with intradepartmental personnel and any external entities with whom position interacts
- Have considerable knowledge of the practice and principles of dentistry, preventive measures, community resources and other standards of public health along with principles and practices of the dental care program.
- The ability to maintain reliable transportation to Mobile Dental locations throughout Pender County.

County Responsibilities:

- Provide needed supplies for surgery, staffing, and general patient care, said supplies to be purchased by the County and kept at the Pender County Mobile Dental Unit.
- Continuing education reimbursement up to \$1,000 per year

CONTRACT TERMS

- The contract term will be five (5) years. The contract may be automatically renewed for (1) additional term of five (5) years upon mutual agreement by both parties.
- Modifications and/or changes to the contract including but not limited to cost and services shall be in writing.
- Either party may cancel the contract by providing the other party a (30) day written notice of cancellation.

SELECTION CRITERIA

The factors to be considered in awarding the contract are as follows:

- The contractor’s weekly rate
- The contractor’s professional experience with public health medicine and dental practices
- The contractor’s demonstrated ability to meet the requirements under scope of responsibilities
- The contractor’s ethical and professional standing
- The contractor's ability to perform work involving considerable interaction with children, families, and community agencies.
- The contractor’s ability to exercise judgement, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- The contractor’s professional reputation and ability to deal tactfully, and courteously with the general public and employees of the Pender County Health Department and be culturally sensitive.

SUBMITTAL PROCESS

- Any questions related to this Request for Proposal should be submitted in writing via e-mail to Chasity Smith, Purchasing Agent at cjsmith@pendercountync.gov by August 9, 2021 at 5:00 pm EST. Answers will be provided and attached as Addendum 1 on August 11, 2021.
- The submittal package should be clearly marked “RFP # 210805-205 Mobile Dentist” and clearly identify the contractor submitting the proposal.
- Sealed Proposals shall be addressed to the **attention of Chasity Smith, Purchasing Agent**, and must be delivered in person, by mail or by courier to **803 S. Walker St Burgaw, NC 28425 and must be received by 2pm EST on August 13, 2021**

CLOSING

All responses submitted become the property of the Pender County Government. Submitting a proposal in response to this RFP does not commit Pender County to award a contract or pay any costs incurred in preparation, or travel to Pender County. The County reserves the right to contract with one or more dentists. Additionally, the County reserves the right to cancel this Request for Proposal in part or in its entirety.

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