

**AVANCE-Houston, Inc.**

# **REQUEST FOR PROPOSALS**

**Head Start/Early Head Start  
Dental Services  
RFP ID#: Dental-2010**

**June 15, 2010**

**RFP: Health Services**

AVANCE-Houston, Inc., a 501 (c) (3) organization that provides parent and child education programs, including Head Start/Early Head Start programs, and adult education programs is **requesting** proposals from licensed health professionals who have expertise in infant, toddler and preschool development and are comfortable working in group settings to provide health services to its Head Start and Early Head Start Programs.

**RFP DUE DATE**

**July 30, 2010, 4:00pm.**  
*It is responsibility of the Practitioner to insure that the proposal is received at AVANCE-Houston, Inc. by the date and time specified above. Late proposals may not be considered.*

**AGENCY INFORMATION**

<b>RFP Contact Person:</b> Laure Brown	<b>ISSUE DATE:</b> June 15, 2010
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**SUBMISSION INFORMATION**

<b>Return Proposals, via mail, to:</b> AVANCE-Houston, Inc. ATTN: Laure Brown 4281 Dacoma St. Houston, TX 77092	Proposals should be clearly marked with: <u>RFP-Dental-2010</u> in the <b><i>lower left-hand</i></b> corner of the envelope. <i>Faxed copies will not be accepted</i>
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**INQUIRIES**

Questions regarding this REQUEST FOR PROPOSAL should be directed to:  
**Laure Brown**                      713-812-0033

**PRACTITIONERS MUST COMPLETE THE FOLLOWING INFORMATION**

Practitioner/Agency Name:	
Address:	
Phone Number:	
Fax Number:	
Contact Person:	
Email Address:	

**REFERENCES**

<b>1)</b>	<b>2)</b>
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requesting the following services that may be delivered at Offeror's clinic and/or at AVANCE sites. Proposal shall clearly identify where these services will be provided and costs for each location.

- Provide dental exams in accordance with EPSDT requirements
  - Provide costs for children 0-2 years and children 3-5 years of age.
  - Provide treatment for any dental needs as identified from dental exams.
  - Provide on-site screenings for groups of children.
  - Provide training to staff on any special dental care needs for a child in the program with a chronic health condition that requires ongoing management.
  - Provide consultations on dental health issues as related to program activity.
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- To bill Medicaid/CHIP and /or private insurance companies for those children enrolled in such dental plans.

**b) Reporting Requirements**

For each individual child, Offerer shall provide to the parent:

A Head Start Dental Examination Form or a dental report from your office is needed by the parent to turn in to Head Start/Early Head Start and a treatment plan if any abnormalities are found during the check-up.

**c) Term**

The term for the specified dental services is one year, from August 28, 2010 through August 27, 2011. Options for contract extensions, for two additional one-year periods, may be provided contingent upon successful implementation of contracted services.

**d) Payment**

The schedule of payments will be negotiated. The following documentation must be submitted with all requests for payment:

- Detailed listing by site of children receiving each service, date service provided including Standard rate, in-kind (Head Start discount) and Head Start fee.
- Invoice by site and service type that lists total number of children receiving services, unit cost and total cost.

**IV. Qualifications**

AVANCE-Houston, Inc. will accept proposals from a qualified dental professional that are licensed in the State of Texas to provide dental services and have Medicaid/CHIP contract.

**V. Proposal Requirements**

Proposals submitted in response to this RFP must NOT exceed 6 pages of written text containing the following information:

- Evidence of current licensure and information on their qualifications.
- Evidence of current liability insurance.
- Listing of dental services experience, including experience in providing similar services to Head Start Programs or other early child development centers.

- Where each service will be provided and fees for each service, including discounts offered. Bidders are encouraged to donate part of each fee as “in-kind” to the AVANCE, Inc Houston program.
- Evidence as a Medicaid and CHIP provider.
- Space required to provide services on site.
- Completed page 2 of this RFP, including two (2) professional references.
- Tax Identification Number

**VI. Conditions of Proposal**

All costs incurred in the preparation of a proposal responding to this REQUEST FOR PROPOSAL will be the responsibility of the Practitioner and will not be reimbursed by AVANCE-Houston, Inc. Documents submitted in response to this REQUEST FOR PROPOSAL, which are proprietary must be clearly marked **PROPRIETARY**.

**VII. Right to Reject and Award Contract**

AVANCE-Houston, Inc. reserves the right to reject any and all proposals received in response to this bid and to make an award to one or more Practitioners based on the best interests of AVANCE-Houston, Inc.

**VIII. Small and/or Minority-Owned Businesses**

Efforts will be made by AVANCE-Houston, Inc. to utilize small businesses and minority-owned businesses.

A Practitioner qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts for the last three fiscal years of less than six million dollars.

**IX. Notification of Award**

It is expected that a decision selecting the Practitioner(s) will be made within **3** weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with successful Practitioners, all Practitioners submitting proposals in response to this REQUEST FOR PROPOSAL will be informed, in writing, if they are not awarded a contract.

**AVANCE- Houston, Inc.**  
MAIN OFFICE  
4281 DACOMA  
HOUSTON, TEXAS 77092  
713-812-0033  
**CENTER LOCATIONS**

<b><i>CENTER NAME</i></b>	<b><i>ADDRESS</i></b>
<b>Acres Homes</b>	6719 W. Montgomery Houston, TX 77091
<b>Browning</b>	607 Northwood Houston, TX 77009
<b>Children's Courtyard</b>	9144 Louetta Spring, TX 77379
<b>Golden Forest</b>	5750 Golden Forest Houston, TX 77092
<b>Hardy</b>	3701 Hardy Houston, TX 77009
<b>Holbrook</b>	6402 Langfield, RM 45 Houston, TX 77092
<b>Jefferson</b>	5000 Sharman Houston, TX 77009
<b>Jensen Drive</b>	2702 Aldine Westfield Houston, TX 77093

<b>Ketelsen</b>	600 Quitman St Houston, TX 77009
<b>Mangum</b>	4503 Mangum Houston, TX 77092
<b>Mt. Houston</b>	11703 Eastex Frwy Houston, TX 77039
<b>Oakwood</b>	7211 Oakwood Glen Spring, TX 77379
<b>Osborne</b>	800 Ringold St. Houston, TX 77088
<b>Early Head Start Northside</b>	4301 Dacoma Houston, TX 77092
<b>Early Head Start Kruse</b>	400 Park Ln. Pasadena, TX 77506
<b>Early Head Start Tegeler</b>	4949 Burke Pasadena, TX 77504