

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections, requires a full-time Dental Lab Technician Instructor (“instructor”) for Pennsylvania Correctional Industries at SCI Cambridge Springs (451 Fullerton Ave, Cambridge Springs, PA 16403).

II. ISSUING OFFICER

Questions regarding the bid should be directed towards Amanda Wasko at amawasko@pa.gov.

III. CONTRACT REQUIREMENTS

Work must be conducted between the hours of 7:30 AM – 3:30 PM Monday through Friday, except Commonwealth holidays. The instructor will receive a 30-minute unpaid lunch. The Commonwealth recognizes and observes twelve days throughout the calendar year as Commonwealth Holidays. These holidays include New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day/Indigenous People’s Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day. The Commonwealth reserves the right to add/delete holidays throughout the term of the contract. Telework will not be offered. All services must be provided on site.

ID badges will be provided by the Commonwealth. The instructor working at Commonwealth locations may work with both Federal and State employees and must be identifiable at all times as a contractor by wearing a Commonwealth provided identification badge. The instructor must follow [Management Directive 625.10](#). The Department will provide a workspace, computer, phone, internet, email and basic office supplies.

The Commonwealth will not reimburse the selected Bidder for travel, meals, lodging or other expenses except when the Commonwealth requires an instructor to travel outside of his or her assigned location (i.e. assigned work location). Travel expenses will be reimbursed in accordance with the [Commonwealth Travel Policy](#). The selected Bidder will be reimbursed for the travel of an instructor if all of the following

criteria is met:

1. The Commonwealth requires the instructor to travel outside of his or her assigned work location;
2. The travel is pre-approved by the agency supervisor;
3. A travel line item is reflected on the purchase order;
4. All necessary proof of travel (refer to Management Directive 230.10 above) must be submitted to the Agency supervisor in a timely manner. Requests for reimbursement beyond 60 days of the original travel date will not be reimbursed.

The selected Bidder may propose the use of an instructor that is a former employee of the Commonwealth but must disclose this information to the DOC. The selected Bidder may not propose the use of a former Commonwealth employee as an instructor within one (1) year of their separation from the Commonwealth. Any former Commonwealth employee must be in compliance with all applicable laws and policy, including the [Pennsylvania Public Official and Employee Ethics Act](#).

Work cannot be subcontracted or performed by another individual without prior approval of the DOC Contract Manager.

Bidder must ensure all background checks and approvals are in place per [DOC policy](#).

The selected Bidder must abide by all applicable Commonwealth and DOC laws, [policies](#) and procedures. The selected Bidder must abide by the Commonwealth [IT policies](#). Bidder shall ensure compliance with all required security procedures at each worksite for signing in and out, obtaining and displaying contractor badges or other necessary identification or other requirements as deemed necessary. Particularly sensitive areas may require Commonwealth staff to accompany the instructor. These procedures may vary from location to location and must be followed.

Any correspondence that is sent by the instructor while working for the Commonwealth must include the following statement: "I am not a government

employee and have no legal authority to obligate any Federal or State government in any way.”

Bidder must ensure all required DOC trainings are completed within the required timeframe. Any DOC required trainings that involve travel will be provided by DOC. Travel expenses incurred are reimbursable per [Management Directive 230.10 Travel Policy](#).

The selected Bidder must report any arrest of a person providing services under any contract resulting from this solicitation. Any arrest must be reported within twenty-four (24) hours. The selected Bidder shall notify the DOC upon the discovery that a friend, family member or someone with whom a personal relationship exists is being supervised under the authority of the DOC. Permission to visit and/or correspond with such persons is at the discretion of the DOC. The selected Bidder shall report every abuse allegation in accordance with DOC [policy](#) and procedures. This includes any incident of abuse or allegation of sexual contact between inmates or persons providing services to inmates as specified through the Prison Rape Elimination Act (PREA).

IV. CONTRACTOR QUALIFICATIONS

The bidder must satisfactorily adhere to the work outlined in the position description (Appendix A). The selected Bidder must meet the minimum positions requirements (Appendix A), which include, but are not limited to:

- Dental Laboratory Technician experience (typically 3–5 years) in areas such as removable prosthetics.
- Knowledge of dental materials, equipment, and fabrication processes.
- Ability to teach, coach, and evaluate learners with diverse skill levels.
- Strong communication, organization, and documentation skills.
- Ability to work in a correctional environment and follow all facility rules.

V. SECURITY REQUIREMENTS

The selected Bidder will be responsible for ensuring that all personnel, equipment, tools, keys and supplies and materials comply with any and all rules, regulations, and procedures of the DOC, and each building and facility. The DOC will make available and explain its individual building or facility rules, regulations and procedures governing the entry and conduct of staff working inside the building/facility at the point of entry, including, but not limited to the following: All personnel entering a Commonwealth building or facility will be subject to a search of their person and personal items. Such searches may be frisk searches, searches by metal detectors or searches by narcotics detection canines.

All equipment, tools, supplies and materials will be subject to search or inventory

No person who appears to be under the influence of drugs or alcohol or who is otherwise impaired will be allowed entry into a Commonwealth building or facility.

The DOC reserves the right to deny entrance to anyone who is suspected of a

All personnel must be in possession of a valid identification with a recent, clear photo in order to enter a Commonwealth building or facility.

All personnel who work inside a security perimeter must submit to a background investigation conducted by the DOC. The selected Bidder must submit the name, social security number, driver's license number, and date of birth for any individual to be deployed to a secure facility. The background investigations will be processed at no cost to the selected Bidder. Contract award is contingent on passing the background investigation.

All instructors providing services pursuant to any contract arising from this solicitation shall be issued and must sign for a copy of the [DOC Code of Ethics](#) prior to providing services and must comply with their provisions. Any alleged violation of either Code shall be reported to a designated contact person within one (1) hour of discovery. The Bidder(s) shall then be provided direction regarding the course of action which may include investigation by the Bidder(s), DOC or outside law enforcement.

When the DOC investigates, the Bidder will be notified of the findings and recommendations within thirty (30) working days of initial discovery. Depending on the seriousness of the charges, the DOC may prohibit the instructor from providing services at any sites contracted with the DOC. All Bidder(s)' employees shall fully cooperate with any investigation conducted by the DOC or outside law enforcement agency.

The selected Bidder and any persons providing services pursuant to any contract arising from this solicitation must cooperate in a background investigation by completing a security clearance application and answering any questions posed by the investigator. The DOC may deny an individual access to any contracted facility and/or any inmate information during the course of the investigation or due to violation of policy.

The Commonwealth, by and through the facility, reserves the right to immediately ban, either temporarily or permanently, any of the selected Bidder's employees, agents or independent contractors from any and all facilities for any reason of security or for the good operational order of the facility. The selected Bidder will be notified in writing of such denial.

VI. BID REQUIREMENTS

Bidders must submit a minimum of three references with their bid response. The DOC reserves the right to contact references prior to contract award.

A copy of the instructor's resume must be included with bid submission. The resume

must include the required dental laboratory technician experience outlined in Appendix A.

Bidders must comply with [Executive Order 2021-06](#) and upload a signed Worker Protection and Investment Certification form as part of their bid.

A copy of the bidder's certified dental technicians (CDT) certification should be uploaded, if applicable.

VII. CONTRACT TERM

The term of the Contract shall commence on the Effective Date (as defined below) and shall end on the Expiration Date identified on the Contract, subject to other provisions of the Contract.

The Effective Date shall be: a) the Effective Date printed on the Contract after the Contract has been fully executed by the Contractor and the Commonwealth (signed and approved as required by Commonwealth contracting procedures) or b) the "Valid from" date printed on the contract, whichever is later.

This is a one-year contract with the option of four one-year renewals. Should the renewal option be exercised, pricing changes may be negotiated at the time of renewal. The price adjustment must be by mutual agreement between the Department of Corrections and the supplier and must be submitted to the Department of Corrections no later than sixty (60) days prior to the contract end date.

VIII. BID INFORMATION

It shall be understood and agreed that any quantities listed in the solicitation are estimated only and may be increased or decreased in accordance with the actual requirements of the Department of Corrections.

Bids will be opened on the date and time specified in the invitation for bid. Bid

tabulations will be posted on the Department of General Services' [eMarketplace](#) website. Tabulations are for information only and do NOT constitute actual award/execution of a contract. The results of the apparent bidders and all bids are under review until final award of the purchase order.

IX. INVOICING

Bidders will only be paid for the actual hours of work completed. The instructor may occasionally be required to work overtime or on holidays, as needed. Overtime and holiday work must have prior approval by the Correctional Industries Director and will be paid at 1.5x the regular rate. Bidders will not be paid or reimbursed for any supplies purchased during the course of this contract. Bidders may not charge a higher price than that provided in the bid. Hours worked may not exceed the hours on the purchase order without prior approval by the DOC contract manager. Work cannot be provided beyond the expiration date of the purchase order. The selected Bidder shall track the available hours and usage and prohibit billing beyond the allotted hours/expiration date on a purchase order.

Contractors must follow the following invoicing requirements:

- Accurately bill the Commonwealth for actual services rendered on all invoices.
- Submit a copy of the invoices monthly along with timesheets to the appropriate resource account within 10 business days of completed service
- Comply with Commonwealth / Department of Correction's practices for supplier payments.

The awarded supplier should submit all invoices, as outlined by the Pennsylvania Office of the Budget, as a PDF file to 69180@pa.gov. Bidders must follow all [invoicing requirements](#) per the Office of the Budget.