

Department of Human Services / Loysville Youth Development Center

Statement of Work - Solicitation# 6100064878

Eye Examinations, Glasses, and Glasses Repairs

I. Objective

The Department of Human Services (“DHS”) is in need of a Contractor to supply vision services to the resident population of the, Loysville Youth Development Center (“LYDC”), located at 8 Opportunity Drive, Loysville, PA. 17047.

II. Background

The selected Contractor shall provide vision services at LYDC, consisting of vision examinations, eye glass frames, lenses, and repairs.

III. Term of Service

The term of this Service will commence upon issuance of a Purchase Order (“PO”) to the selected Contractor (“Effective Date”) and will expire three years after the Effective Date unless it is terminated earlier pursuant to the terms of the PO.

The Commonwealth may extend the term of the PO upon the same terms and conditions for two additional one-year periods. At the time of each renewal, the parties may negotiate the unit price, not to exceed a maximum of three percent over the unit price in effect at the time of each renewal.

The selected Contractor may not start work under the PO until an Effective Date has been established and upon receipt of a PO.

The term of this Project may be further extended by the Commonwealth for up to three months upon the same terms and conditions where a continued need exists for the services of the selected Contractor and there has been no termination under the terms of the PO.

IV. Scope of Work

1. The selected Contractor shall perform or require that all examinations be performed by a licensed optometrist or ophthalmologist. The selected Contractor shall provide an optometrist or ophthalmologist that will perform primary and specialty eye and vision care services and procedures.
2. The selected Contractor shall provide a licensed optometrist or ophthalmologist to complete prescription forms for glasses, if needed at the time of the examination, and the licensed optometrist or ophthalmologist should give the prescription to the designated health services staff.
3. The selected Contractor shall provide frames, lenses (single, bifocal or trifocal) and

regular tint for lens glare, and diopters SPH#4, CYL2.

4. The selected Contractor shall provide and bring their own examination equipment.
5. The selected Contractor shall perform adjustments and minor repairs to glasses, defined as broken frames, lost screws, or cracked lenses.
6. The selected Contractor shall provide current styles of frames that are appropriate for facility population and are within the agreed upon price range as noted in the bid pricing.
7. The selected Contractor shall ship the glasses to the LYDC Health Services Department as they become available.
8. The selected Contractor shall require its staff to sign in and out at the front entrance/clerical area of LYDC

V. Specific Requirements

Due to safety and security, the selected Contractor shall provide services at LYDC. LYDC will provide the selected Contractor with an area suitable for performing eye examinations within the LYDC facility.

VI. Bid Requirements

A bidder must provide the following when requested. Failure to submit these items when they are needed may result in the rejection of the bidder's submission.

1. Proof of Insurance;
2. Optometrist/Ophthalmologist License from the Commonwealth of Pennsylvania;
3. Workers Protection and Investment Certification

VII. Questions and Answers

All questions regarding the IFB must be submitted via the RA-pwbidquestions@pa.gov email address. All questions must be received by , _6/15/2026_____ at _ pm. Include the IFB bid number in the subject of the email.

All questions and answers are considered an addendum to the IFB. Answers will be posted by __6/24__, 2026.

VIII. Contract Award

This solicitation is reserved for small businesses for the small business reserve program. Please go to the following website for further information on getting self-certified/verified:

<https://www.dgs.pa.gov/Small%20Diverse%20Business20Program/Pages/default.aspx>

Award will be made based on lowest responsible and responsive bidder.

IX. Estimated Quantities

The quantities are estimated only and may increase or decrease dependent upon the needs of the department.

X. Contact Information

Robert Polites, Nurse Manager
Loysville Complex
Loysville, PA. 17047
Phone: 717-789-5565

XI. Confirmation of Service

A Service Receipt will be used to verify that work has been completed.

A Service Receipt should be sent to:

DHS – Loysville Complex
Attn: Accounting Dept.
8 Opportunity Drive
Loysville, PA 17047

By Fax to: 717-789-4834

XII. Payment Provisions:

The selected Contractor will be reimbursed only for commodities/services performed and accepted by the Commonwealth of Pennsylvania.

Failure to submit invoices in compliance with the following instructions will result in the invoices being returned to the selected Contractor and will substantially delay processing of payments. The selected Contractor shall be paid upon satisfactory delivery/completion of work performed and submission of an invoice on the Contractor's letterhead.

The invoice should contain at minimum the information listed on the sample invoice – ***Supplier Sample Invoice*** can be found at:

<http://www.dgsweb.state.pa.us/comod/CurrentForms/SampleSupplierInvoice.doc>

XIII. Prison Rape Elimination Act Requirements

In accordance with its zero-tolerance policy, DHS prohibits all forms of sexual abuse and sexual harassment of juvenile in its facilities. The selected Contractor shall comply with

Department policy and with the Prison Rape Elimination Act of 2003 (“PREA”) and its regulation at 28 C.F.R. Part 115 Subpart D, Standards for Juvenile Facilities.

At a minimum, the selected Contractor shall provide a copy of DHS’s Zero Tolerance for Sexual Abuse and Harassment pamphlet to all staff members, including staff of subcontractors who have any contact with juveniles at the facility and shall provide to DHS confirmation of each staff member’s receipt and understanding of the pamphlet as well as to any new staff that may be hired for the duration of the contract. The selected Contractor staff members and subcontractors, if any, will not be permitted to provide services until completed sign-off forms are received for those individuals who may come in contact with juveniles at the facility.

DHS may require the selected Contractor’s staff, including that of subcontractors, to undergo additional DHS provided training on their responsibilities under DHS’s sexual abuse and sexual harassment prevention, detection, and response policies and procedure. DHS will determine whether additional training is required based upon the nature of contracted services and the level of contact with juveniles at the facility.

Failure to meet the DHS’s requirements regarding PREA training may result in consequences ranging from an individual’s inability to provide services up to and including termination of the contract.