

INVITATION TO BID #GH 16-21
State of New Hampshire
Dept of Health and Human Services
Glenclyff Home

Contact Person: Kevin Lincoln, Bus. Admin 603-989-3111 X1511

Closing Date: 4/09/2015

Closing Time: 12:00 Noon

Bids can be submitted via e-mail to: GH-Bids@dhhs.state.nh.us

Or Mailed to: PO Box 76 Glenclyff, NH 03238
Marked "GH Bid"

Or Delivered to 393 High Street
Glenclyff, NH 03238
Marked "GH Bid"

Contract Services: Registered Dietitian Services 7/1/2015-6/30/2017

Contractor/Company Name:

Officer Submitting Bid:

Name: _____ Title: _____

Mailing Address:

E-Mail Address: _____

Telephone Number: _____

Bid Amount-Do not add unrequested details to any bid form

Services as outlined in individual project Exhibit A material:

Registered Dietitian Service per Hour \$ _____

Travel Cost Per Visit \$ _____

Contract will be awarded based on one (1), eight (8) hour visit plus associated travel cost.

EXHIBIT A
SCOPE OF SERVICES

From July 1, 2015 to June 30, 2017, The Contractor shall provide Registered Dietitian services for Glencliff Home as follows:

1. The Contractor shall provide direct, on-site Dietitian services to the Glencliff Home on an 8-hour minimum to 16-hour maximum per week basis. Work hours are to be completed during the normal business hours of Monday through Friday.
2. The Contractor must be a Registered Dietitian licensed in the State of New Hampshire.
3. The Contractor shall provide consultation services as follows:
 - a. Enter resident information in Pathlink, which includes Minimum Data Set, RAPS, update/maintain the Resident Diet Sheets and nutritional care plans. Attend Plan of Care as needed and/or prepare the Food Service Representative or designee to participate.
 - b. Perform routine nutrition assessments on all residents and monitor for significant changes
 - c. Maintain records for between meal supplements, current diet orders, and special nutrition interventions.
 - d. Internal Continuous Quality Improvement Projects as requested.
 - e. Serve as a liaison between the dietary and nursing units to clarify orders and resolve problems.
 - f. Alert physicians of any inadequacies with recommendations for correction.
 - g. Approve menus for nutritional adequacy.
 - h. Provide guidance in and ensure compliance with food preparation, sanitation, and safety to meet OBRA, OSHA, and other state and federal regulations.
 - i. Conduct in-service training to various departments as needed.
4. All Contractor staff assigned to work at the Glencliff Home facility shall have successfully passed a criminal background and central registry check.
 - a. Staff hired prior to the contract award shall have passed these checks within the past twelve months. If checks have not been done within this time, the Contractor shall have 30 days post contract award to ensure the checks are conducted and applicable staff have successfully passed.
 - b. For those staff hired post contract award, the Contractor shall ensure the checks are conducted prior to the staff beginning work at the Glencliff Home and shall not permit the staff to begin work until the checks are successfully passed.
 - c. The Contractor must meet all new employee and orientation requirements.

The commencement date of this agreement shall be effective on July 1, 2015, or the date of Governor and Council of the State of New Hampshire approval, whichever is

later. The Contractor shall not be paid for any services, which may be provided prior to the Effective Date.

End of Exhibit A