

Ohio Department of Developmental Disabilities

Request for Proposal (RFP)

Administration of Data System Design and Analysis for the Employment First Initiative

Applications must be received no later than **June 27, 2013**

This RFP will be posted on **June 6, 2013** to: <http://procure.ohio.gov/proc/searchProcOpps.asp>

(Miscellaneous Commodities and Services)

For additional information, please contact:
Tina Evans, Ohio Department of Developmental Disabilities
Division of Policy and Strategic Direction
(614)752-9028
Tina.evans@dodd.ohio.gov

OVERVIEW & MISSION

The Ohio Department of Developmental Disabilities (DODD) is responsible for overseeing a statewide system of services and supports for people with developmental disabilities and their families.

The mission of the Ohio Department of Developmental Disabilities (DODD) is continuous improvement of the quality of life for Ohio's citizens with developmental disabilities and their families.

GUIDING PRINCIPALS

DODD will:

- Provide leadership in the development of public policy that supports self-determination, principles of freedom, support, authority, responsibility and confirmation.
- Conduct business in an ethical manner and within a formally structured Quality Management System.
- Develop sustainable resources that are consistently and equitably distributed and administered.
- Increase the capacity of state and local systems to support individuals and families
- Work collaboratively with partners and stakeholders to establish statewide policy that positively affects the day-to-day lives of individuals and their families.
- Communicate and promote, throughout the Developmental Disability (DD) system, an environment of open dialogue about system issues and changes as they are developed and implemented.

I. BACKGROUND

On March 19, 2012, Governor John Kasich signed Executive Order 2012-05K. This Executive Order established Ohio as an Employment First state, meaning that for Ohio Citizens with developmental disabilities of working age, integrated, community employment will be the expectation and preferred outcome. The Executive Order established an Employment First Taskforce (EFT) and Advisory Committee to develop recommendations to achieve the policy objective to collaborate coordinate and improve employment outcomes.

The EFT consists of Ohio Department of Education (ODE), Ohio Department of Job and Family Services (ODJFS), Ohio Department of Mental Health (ODMH), and Ohio Rehabilitation Services Commission (RSC) with the Ohio Department of Developmental Disabilities (DODD) as the lead agency. The Advisory committee consists of multiple stakeholder organizations who are key resources in identifying support needs and practical recommendations.

Among many reasons Ohio identifies Employment First as a priority, there are two primary policy reasons that drove the decision to establish the Executive Order: People receiving services in the DD system want to be employed in their community (customer demand); and Ohio must rebalance the DD system for long-term sustainability and increased person-centered planning. The second reason for this initiative is the need to rebalance the DD service system so it remains sustainable. Cost-effective services are vital to long-term capability to provide adequate resources and supports for those served.

SYSTEM-WIDE BENCHMARKS RELATED TO THIS PROJECT

- By June 30, 2014 Ohio will increase the number of students with developmental disabilities entering community employment by 10 percent.

- By June 30, 2014 Ohio will increase the amount of adults of working age with developmental disabilities who are employed in their community by 10 percent.

A. RECOMMENDATIONS

The Governor's Executive Order charged the Taskforce with collaborating, coordinating and improving employment outcomes. The Taskforce recommended development of nine essential items in order to make Employment First a successful cultural transformation. One of these items is the design and build of a data collection tool and the analysis of the data collected.

II. OBJECTIVE

The creation & implementation of a data collection tool will enable DODD & partner agencies to measure the progress of the Employment First Initiative & provide data that will impact policy direction. It will enable Ohio to learn more about employment of individuals within the DD system, the strengths and weaknesses of community employment in Ohio, and promote best practices of community employment to local communities.

III. Scope of Work and Deliverables

Year 1

The contractor will, based upon the stated needs of the Ohio Department of Developmental Disabilities (DODD), conduct an evaluation of the State of Ohio's employment programs.

Duties of Contractor:

- a. Contractor shall provide project management of design/development of community employment data collection tool, to be developed by an anticipated vendor to be contracted by DODD.
- b. Design a web-based point-in-time and cost analysis model community employment data collection tool in conjunction with current system vendor, to be available for beta-testing by December 31, 2013.
- c. Coordinate design with the work of the DODD eIDS project tool design (person centered planning tool) to ensure cohesiveness in tool design.
- d. Beta-test the system in coordination with current system vendor, to be completed by Feb 28th, 2014
- e. Develop & prepare training of individuals expected to enter data, to be completed by March 31st, 2014.
- f. Provide DODD technical assistance on data entry and evaluation of project throughout the contract period.
- g. Analyze the data available once the community employment data collection tool is live beginning after the first 6 months and semi-annually thereafter for the duration of this contract,
- h. Create reports answering DODD's specific questions regarding the vocational outcomes achieved by individuals with developmental disabilities served throughout the State. Specific areas to be addressed in the community employment data collection tool and reporting process shall include, but will not be limited to:

- 1) The number of individuals with disabilities served,
 - 2) The demographics of the individuals served
 - 3) The rate of successful competitive employment within the community,
 - 4) The vocational outcomes achieved by supported employees(e.g., wages earned, hours worked, length of employment in the community), and
 - 5) A cost-analysis of Ohio's supported employment programs, including return on investment data
 - 6) The characteristics of providers who report community employment outcomes
 - 7) The reports are due to DODD by June 15, 2014.
- i. Create a minimum of 3 data briefs upon request based on criteria given by DODD.
 - j. Attend meetings in person, via phone & webinar and be available for consultations upon request by DODD and anticipated system vendor.
 - k. Contractor shall maintain all necessary licenses or registrations. Contractor shall perform all services with reasonable care, skill and diligence as would normally be provided by an experienced consultant and in accordance with industry standards.
 - l. Provide feedback to DODD regarding the process and suggest changes based on experiences

Duties of DODD:

- a. DODD shall contract and pay for an anticipated vendor to house and maintain the community employment data collection tool on their own secure server.
- b. DODD is responsible for engaging County Boards of Developmental Disabilities and providers regarding this project and the need for accurate data entry.
- c. DODD is also responsible for addressing data entry issues as they arise.

Year 2

Duties of Contractor:

- a. Contractor shall analyze and interpret the data available, including cost analysis and trending.
- b. Create reports answering DODD's specific questions regarding the vocational outcomes achieved by individuals with developmental disabilities served throughout the State. Specific areas to be addressed in the data collection and reporting process shall include, but will not be limited to:
 - 1) The number of individuals with disabilities served
 - 2) The demographics of the individuals served
 - 3) The rate of successful competitive employment within the community
 - 4) The vocational outcomes achieved by supported employees (e.g., wages earned, hours worked, length of employment in the community)

- 5) A cost-analysis of Ohio’s supported employment programs, including return on investment data
- 6) The characteristics of providers who report community employment outcomes
- 7) The reports are due to DODD by June 30, 2015

- c. Create a minimum of 3 data briefs upon request based on criteria given by DODD.
- d. Attend meetings and be available for consultations upon request by DODD and system build sub-contractor.
- e. Assist DODD with technical assistance on data entry and evaluation throughout the contract period.
- f. Provide feedback to DODD regarding the process and suggest changes based on experiences.

IV. Minimum Qualifications of Proposed Staff

- 1. Contractor must have national research experience in the field of community employment for people with developmental disabilities.
- 2. Contractor must have at least 6 published research articles, books, and/or reports in the field of community employment for people with developmental disabilities.
- 3. Contractor must have experience in the field of community employment for people with developmental disabilities doing data collection & analysis, and project management.
- 4. Contractor must have a Ph.D., preferably in Special Education or related field.

V. Timelines

DODD’s proposed schedule for reviewing proposals and project work is indicated below. The Department, in all cases, will determine the ultimate timing of events related to this procurement. Timelines are subject to change, upon notice, at the sole discretion of the State.

Stage	Deadline
Public Notice	June 6, 2013
Requests for Clarification due to DODD	June 17, 2013
Clarification from DODD due	June 19, 2013
Proposals due to DODD	June 27, 2013
Evaluation and Selection Process	Week of July 1st, 2013
Notification of Award	Week of July 8th, 2013
Work plan from selected bidder due to DODD	July 22, 2013
Work plan approval date from DODD to selected bidder due	July 26, 2011
Start work date	August 1, 2013 or TBD by OBM – DODD will notify bidder when contract is approved
Final deliverables for Year 1 due to DODD	June 30, 2014
Final deliverables for Year 2 due to DODD	June 30, 2015

VI. Bidder Information

A. Requests for Clarification

Requests for clarification must be submitted electronically to Tina Evans at tina.evans@dodd.ohio.gov by 4:00pm, **June 17, 2013**. DODD will electronically respond to requests by 4:00pm, **June 19, 2013**.

VII. Other Requirements

A. Communications Prohibited

From the issuance date of this RFP, until a contract is awarded to a bidder, there may not be communications concerning the RFP between any bidder who expects to submit a proposal and any employee of DODD involved in the issuing of the RFP or other state employee who is in any way involved in DODD's design and implementation of the Employment First Data Collection Tool.

The only exceptions to this prohibition are communications provided through the submission of written requests for clarification/interpretation in accordance with Section III of this RFP.

B. Cost Parameters

The maximum amount of money to be awarded, as a part of this project, shall be **\$135,000** for the contract period. This amount shall include all costs associated with this project. A proposal that exceeds the maximum contract award amount shall be disqualified from further consideration & will not be reviewed.

C. Time Frame

1. Subject to approval by the State Controlling Board, the contract period will begin no sooner than **August 1, 2013** (actual date TBD), **and run through June 30, 2015**.
2. This project is expected to be completed according to the major milestones and deliverables outlined in Section III. Completion of the deliverables will be determined by DODD.
3. Any revisions to the dates established must be requested in writing by the selected bidder and authorized in writing by DODD.

D. Fee Schedule

The Contractor shall be compensated based on deliverables as outlined in Section III. The personal services contract between DODD and the selected bidder will further specify the timelines for completion of each deliverable & payment structure.

E. State Contracts

Proposals must list any current contracts the bidder has with State of Ohio agencies, boards or commissions. The list must indicate the purpose of the contract, the amount of the contract, the time period covered by the contract, and the percent of the project completed.

F. Interview

Firms or individuals submitting bids may be requested to participate in an interview as part of the evaluation process. DODD reserves the right to select from responding bidders for interviews and may not interview all bidders submitting proposals. The bidder shall bear the cost of travel to any scheduled interview.

G. Start Work Date

The selected bidder must be able to begin work no later than fourteen (14) working days after the date on which the Ohio Office of Budget & Management encumbers funds for the contract. The DODD contact person will notify the selected bidder in writing when work may begin under the contract. Any work begun by the selected bidder prior to this date will not be reimbursable by DODD.

H. Proposal Costs

Costs incurred in the preparation of this proposal and any subsequent contracts are to be borne by the bidder. DODD will not contribute in any way to the costs of preparation. Any costs associated with proposal review interviews will not be DODD's responsibility.

I. Proprietary Information

All proposals submitted shall become the property of DODD. All information submitted by the bidder will be considered to be public information unless the bidder specifically demonstrates, in writing, which information it considers to be proprietary. "Proprietary information" is information which, if made public, would put the bidder at a disadvantage in the market place and trade in which the bidder is a part. Consequently, any assertion of "proprietary" information must be clearly identified and the basis of the assertion must be included. It is not adequate for the bidder to simply state that disclosure of the information will put it at a disadvantage in the market place. DODD will make the final decision as to whether information is "public" or "proprietary."

J. Contractual Requirements

1. Any contracts resulting from the issuance of this RFP are subject to the terms and conditions as provided in the personal services contract, which is included as an attachment to this RFP. The information contained in the RFP and in the proposal submitted by the selected bidder shall be considered part of the enclosed contract.
2. Payments for any and all services provided pursuant to the contract are contingent upon the availability of state and federal funds.
3. All aspects of the contract apply equally to work performed by any and all subcontractors.
4. The contractor, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFP. The contractor, and any subcontractor(s), agrees to be bound by the same standards of confidentiality, including federal statutory and regulatory requirements pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), that apply to the employees of DODD and the State of Ohio. Any violation of confidentiality will result in an immediate termination of the contract, and may result in legal action. A Business Associate Agreement is required.
5. As a condition of receiving a contract from DODD, the selected contractor and any subcontractor(s) shall certify compliance with any court order for the withholding of child

support, which is issued pursuant to Section 3113.217 of the Ohio Revised Code. The contractor, and any subcontractor(s), must also agree to cooperate with DODD and any Ohio Child Support Enforcement Agency in ensuring that the contractor or employees of the contractor meet child support obligations established under state law.

6. As a condition of receiving a contract from DODD, the contractor and any subcontractor(s) shall certify compliance with Ohio Bureau of Worker's Compensation requirements by providing a current Worker's Compensation Certificate.

K. Travel Reimbursement

Travel cost should be encompassed within the cost of the deliverables. Travel is not to be listed separately. For purposes of this RFP, travel includes all modes of transportation (airfare, taxi, car rentals, etc.), lodging expenses, cost of communications by phone, mail, e-mail or fax and meals.

L. Minority Business Enterprise

DODD is required by Section 125.081(B) of the Ohio Revised Code to award fifteen percent (15%) of its procurement to vendors certified as a Minority Business Enterprise (MBE), pursuant to Section 123.151(B)(1) of the Ohio Revised Code. The bidder must indicate its MBE status in the proposal. If the vendor intends to subcontract with a certified MBE, a minimum of fifteen percent (15%) of the total contract price must be subcontracted. The proposal's transmittal letter must clearly indicate the MBE subcontractor the vendor intends to use as well as the services to be performed in order to comply with this specific work. Failure to comply with this requirement may result in disqualification of the proposal.

M. Confidentiality

All contracts will require that the contractor maintain the confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

N. Ethical and Conflict of Interest Requirements

1. No contractor or individual, company or organization seeking a contract shall promise or give to any DODD employee any item of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.
2. No contractor or individual, company, or organization seeking a contract shall solicit any DODD employee to violate any of the conduct requirements for employees.
3. Any contractor acting on behalf of DODD shall refrain from activities that could result in violations of ethics and/or conflicts of interest. Any contractor or potential contractor who violates the requirements and prohibitions defined here or of Section 102.03 or of Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by DODD to enter into a contract.
4. DODD employees and contractors who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.

VIII. Proposal Format and Submission

A. Proposal Submission

1. The proposal must be prepared in accordance with instructions in this section.
2. The proposal is to be prepared in a manner that clearly outlines how each of the deliverables in Section III will be completed within the time frames specified in that same section.
3. Proposals must include a Technical Proposal & a Cost Proposal, not to exceed \$135,000. Cost proposals exceeding \$135,000 will not be reviewed.
4. **Technical & Cost proposals must be submitted in either paper or electronic pdf form, & must be received by 4:00p.m. Eastern Standard Time, Thursday, June 27, 2011.** Late proposals will not be reviewed. An email confirmation will be sent upon receipt of proposal.
5. Proposals must either be emailed or mailed to:

Tina Evans
Division of Policy & Strategic Direction
Ohio Department of DD
30 E Broad St, 12th Floor
Columbus, Ohio 43215
614.752.9028 (phone), 614.728.7072 (fax)
tina.evans@dodd.ohio.gov

B. Proposal Format

To be accepted, a proposal must include: a Technical Proposal and a Cost Proposal as described in this section, contain all the information specified for each of the categories listed in this section, and meet the requirements of this section.

1. Technical Proposal

- a. Transmittal Letter. The Technical Proposal must include:
 - i. A transmittal letter that identifies the bidder;
 - ii. The name, title, address, and telephone number of the bidder's contact person with authority to answer questions concerning the RFP; and
 - iii. The name, title, address, and telephone number and e-mail address of the bidder's contact person with authority to address contractual issues, including a person with the authority to execute a contract on behalf of the bidder.
- b. Organizational Experience. The bidder must include:
 - i. Information on the background of the firm or individual, including background information of any subcontractor(s);
 - ii. Any prior experience relevant to this RFP (including current contact names and phone numbers for these references), and a list of similar projects currently underway by the firm, individual or by any subcontractor(s) as well as all completed over the past five (5) years. The Evaluation/Selection Review committee will consider these additional references and may contact each of these sources.

- c. Technical Approach and Work Plan. The Technical Proposal must indicate how the bidder plans to address the purpose, objectives and deliverables, within the timeframes as stated in this RFP. The proposal must outline the following in detail:
 - i. The key objectives of the bidder's proposal;
 - ii. The technical approach and draft work plan to be implemented;
 - iii. The project staffing, including any subcontractors;
 - iv. A Table of Organization for the project;
 - v. A chart indicating the names of staff and staff hours or activities/tasks linked to the responsibility of each of those individuals involved in each deliverable of the project;
 - vi. A procedure for reporting the status of the project, including work completed;
 - vii. A proposal for how coordination will occur and how information will be shared with DODD; and
 - viii. A proposed procedure to address and resolve unanticipated problems during the course of the project, specifying that the procedure will not adversely affect the timelines associated with the project.
- d. Personnel Qualifications
 - i. The Technical Proposal must include the names, resumes, education, and experience of personnel listed in the Table of Organization/personnel chart for this project (including any subcontractors), and fully explain how their education and experience is relevant to the areas described in Section I (Purpose and Objectives) and II (Scope of Work and Specifications of Deliverables) of this RFP.
 - ii. DODD shall require a clause in the resulting contract regarding key personnel that any person identified as critical to the success of the project may not be removed without reasonable notice to DODD.
 - iii. One Project Manager shall be named on behalf of the bidder. All correspondence shall be directed through this named individual.

2. Cost Proposal

- a. The Cost Proposal must be broken out for Year 1 & Year 2 and indicate the total cost for the project for state fiscal year 14 & 15.
- b. The Cost Proposal must include an indication of indirect costs for the proposed bidder, if those indirect costs have been approved by a lead organization and the approved rate for indirect costs.

IV. Criteria for Proposal Evaluation and Selection

All proposals will be reviewed and scored by a Proposal Review Committee, comprised of individuals from staff from DODD & the Employment First Advisory Committee. The Proposal Review Committee shall include a representative from at least three Divisions of DODD. Any proposals not meeting the requirements contained in this RFP will not be scored.

The Technical Proposal will be reviewed and scored by the Proposal Review Committee. A maximum of 100 points will be awarded for the Technical Proposal, as outlined in this section. Any proposal receiving less than a total of 70 points out of the possible 100 points will be disqualified from further consideration.

Evaluation of Proposal- Point system

35	The bidder's proposal clearly outlines the method for achieving each of the deliverables.
35	The bidder's proposal outlines a draft project work plan with realistic methods for achieving the deliverables (includes a detailed schedule) within the timeframes outlined in the RFP.
10	The bidder's proposal includes procedures for: communication throughout the contract period; resolving unanticipated problems; and status updates to the DODD (format and mode) as stated in the RFP.
10	The bidder's proposal reflects the project staffing and demonstrates the competence, knowledge, and qualifications of all employees and subcontractors as outlined in the RFP and as applicable to achieving the deliverables.
10	The bidder's proposal reflects experience with similar projects in Ohio, other states, or other agencies related to Developmental Disabilities.