STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: CONSULTATION AND TRAINING FOR THE PLANNING, DESIGN AND IMPLEMENTATION OF QUALITY IMPROVEMENT SCIENCE FOR OHIO'S HELP ME GROW HOME VISITING SYSTEM

CONTRACT No.: OT905512 EFFECTIVE DATES: 07/23/12 to 06/30/13

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT905512 that opened on 05/18/12. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions, special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to OHIO DEPARTMENT OF HEALTH, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to $2500.00 using the state of Ohio payment card. Any purchase that exceeds $2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

Janice Fitzpatrick, CPPB
janice.fitzpatrick@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

http://www.ohio.gov/procure

Signed: _____
Robert Blair, Director Date

TABLE OF CONTENTS

CLAUSES	PAGE NO.
Award	1
Table of Contents	2
Special Contract Terms and Conditions	3
Scope of Work	4
Contract Items	5-6
Cost Summary	7
Contractor's Index	8

SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

REFERENCES REQUIRED: Each Bidder is to submit with the Bid a listing of three (3) references with whom you are or have currently provided consultation and training for the planning, design and implementation of quality improvement science for a social/human service program; to meet federal grant requirements within the last five (5) years. Please include name, address, current telephone number and E-mail address of each reference.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders".

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by multiplying the unit cost by the estimated usage listed in the bid and then adding each of the totals together to arrive at a total for all items. Failure to bid all items may result in the bidder being deemed not responsive.

NOTICE ON THE USE OF SOCIAL SECURITY NUMBERS AS FEDERAL TAX IDENTIFICATION NUMBERS

The Department of Administrative Services (Department) requires vendors and contractors wishing to do business with the State to provide their Federal Taxpayer Identification Number to the Department. The Department does this so that it can perform statutorily required "responsibility" analyses on those vendors and contractors doing business with the State and, under limited circumstances, for tax reporting purposes. If you are a vendor or contractor using your Social Security Number as your Federal Taxpayer Identification Number, please be aware that the information you submit is a public record, and the Department may be compelled by Ohio law to release Federal Taxpayer Identification Numbers as a public record. If you do not want to have your Social Security Number potentially disclosed as a Federal Taxpayer Identification Number, the Department encourages you to use a separate Employer Identification Number (EIN) obtained from the United States Internal Revenue Service's to serve as your Federal Taxpayer Identification Number.

Bid Automobile Liability Checklist:

Contractor will indicate, by checking the appropriate box(es) below, the mode of transportation applicable to this contract.

☐ Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased, or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of $500,000.00.

☐ Goods/Services will be delivered via common carrier.

☐ No employee or representative of the Contractor will have cause to be on State property to make deliveries or to perform services.

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate.

This completed form should be returned as part of the Bid response. Failure to complete this page may deem your Bid not responsive.

SPECIFICATIONS

SCOPE

The Ohio Department of Health (ODH) is seeking bids from qualified individuals, agencies or organization to perform professional services to work with the ODH Bureau of Children with Medical Handicaps and Bureau of Early Intervention Services Help Me Grow Home Visiting and Maternal, Infant and Early Childhood Home Visiting (MIECHV) programs. The ODH is seeking experts in the field of quality improvement science as it relates to home visiting programs to provide consultation and training on continuous quality improvement for ODH.

Ohio seeks to learn and plan for professional development (training) and provide technical assistance on quality improvement science statewide, including central coordination and providers within in the system using an approach that includes:

Intensive training in improvement methods and implementation science for ODH Staff.

BACKGROUND

The Ohio Department of Health (ODH), as a grantee for the Maternal, Infant and Early Childhood Home Visiting (MIECHV) program, and in partnership with the U.S. federal government (HRSA and Administration for Children and Families), seeks to incorporate quality improvement science principles and mechanisms into Ohio's Early Childhood Home Visiting System and to assist in enhancing state and federally funded home visiting projects to support the health of participating infants, toddlers and families.

The Ohio Department of Health (ODH) Help Me Grow Home Visiting Program seeks to reduce the variability within and between home visiting programs, identify local solutions to barriers in achieving desired outcomes, identify best practices developed by frontline home visitors, maximize fidelity to the Help Me Grow Home Visiting Model, and promote achievement of outcomes and meeting pre-determined benchmarks. By adopting and placing a high value on data to drive decisions the ODH seeks to create a culture of quality leading to sustainable Continuous Quality Improvement processes to adopt across programs.

REQUIREMENTS

The Contractor will provide the services and perform the work as specified. The successful bidder will perform professional services to work with the ODH to inform ODH Staff and work in consultation with ODH Staff to plan for a continuous quality improvement process for home visiting in Ohio. The successful bidder(s) shall perform shall perform all of the following activities for which there is an awarded contract in consultation with, and with the approval of the ODH Contract Manager.

Deliverables for the period on or about June 1, 2012 through June 30, 2013.

1. The successful bidder shall correspond with the Bureau of Children with Medical Handicaps and the Bureau of Early Intervention Services (BEIS) two times a month on deliverables and related progress.

2. Provide consultation services to ODH regarding quality improvement science in relation to its Help Me Grow and MIECHV home visiting programs.

3. Provide consultation services to ODH to define and develop a set of performance indicators based on the ODH Help Me Grow program goals and MIECHV benchmark indicators.

4. The successful bidder shall deliver to ODH a home visiting CQI curriculum for the ODH staff that could be used for future utilization statewide.

5. The successful bidder shall consult with ODH to develop a plan to train all levels of staff at state, central coordination sites and providers with activities timeline.

6. The successful bidder shall deliver to ODH a mid-year report by December 31, 2012 that includes all contacts, summarized findings, details of the consultations provided, and future recommendations for action and training.

7. The successful bidder shall deliver to ODH a final report by June 30, 2013 that includes all contacts, summarized findings, details of the consultations provided, and future recommendations for action and training.

SCOPE OF WORK

1. Activity One: Provide consultation services to ODH regarding quality improvement science in relation to its Help Me Grow and MIECHV home visiting programs.
2. Activity Two: Provide consultation services to ODH to define and develop a set of performance indicators based on the ODH Help Me Grow program goals and MIECHV benchmark indicators.
3. Activity Three: Provide to ODH and train ODH staff on a home visiting CQI curriculum that could be used for future utilization statewide.
4. Activity Four: Provide to ODH a plan to train all levels of staff at state, central coordination sites and home visiting providers with activities timeline.
5. Activity Five: Provide to ODH home visiting CQI training modules that could be used for future utilization statewide.

II. QUALIFICATIONS OF THE BIDDERS

Qualified bidders are individuals, agencies or organizations with, at least five years, prior experience in quality improvement science and the design, development, training and implementation of a continuous quality improvement program for a home visiting program.

The bid shall include a description of the bidder's experience and expertise conducting similar projects. The description must include how the bidder meets the qualifications.

The bidders shall identify and describe all subcontractors to be used, if any. Subcontracting must be approved by ODH. However bidders may subcontract without approval for the purchase of articles, supplies and components, or special mechanical services that do not involve the type of work or services in the Scope of Work or deliverables in this ITB, but which are required for its satisfactory completion.

The bidders shall identify and describe the bidder's experience; including success stories as an example of the bidder's capacity.

The bidder shall identify the qualifications of key project personnel and their responsibilities to the project, including resumes. The bidder shall include the amount of time that lead and key project personnel will be expected to work on the project. A description of contingency plans for completing the project, should the lead or key project personnel become unavailable for any reason. Identification of any anticipating difficulties in meeting the project specifications and a description of proposed solutions to these difficulties should be explained. The bidder's key staff assigned to this project must demonstrate a minimum of three (3) years experience working with improvement science and the design, development, training and implementation of a continuous quality improvement program for a social/human service program. Refer to Attachment Three, page 12.

The bidder shall attach a list of three (3) references (other than ODH) by previous customers of the bidder's services in performing similar projects. Bidder should include company name, contact, phone number and Email address, at a minimum.

The bidder shall include at least one sample of a project final report as a writing sample.

III. BID RESPONSE

A. Bidders must provide documentation with the bid response that reflects the depth of knowledge, programmatic experience, and resources necessary to complete a project such as this addressing each of the items listed in Section II.

   1. The bid shall include a description of the bidder's experience and expertise conducting similar projects. The description must include how the bidder meets the qualifications.

   2. The bid shall identify and describe the bidder's experience; including success stories as an example of the bidder's capacity.

3. The bidder shall identify the qualifications of key project personnel and their responsibilities to the project, including resumes. The bidder shall include the amount of time that lead and key project personnel will be expected to work on the project. A description of contingency plans for completing the project, should the lead or key personnel become unavailable for any reason. Identification of any anticipating difficulties in meeting the project specifications and a description of proposed solutions to these difficulties. Refer to Attachment Three, Page 12.

B. Bidders must submit a listing of a minimum of three (3) references in the past five (5) years, and supporting documentation with the bid response verifying that the Offeror has conducted similar work at the State and/or Federal levels. References will be contacted to verify the types of work performed, the quality, value, and duration of the work performed, and whether the reference would either again engage the Offeror for additional work or would recommend the Offeror to others. Refer to Attachment Two, Page 11.

   Upon request from Office of Procurement Services, the Bidder will provide additional references, if needed. Failure to provide references that are able, available and willing to answer questions pertinent to the Bidder's performance and job satisfaction may deem the Bidder as not responsive and further consideration for award may not be given.

C. Project Implementation Plan - The bidder will provide a detailed plan description of how all the requirements specific to this project will be implemented, including each item. All the tasks must be clearly identified and discussed. Responses should address and specify the deliverables.

D. Bidders must include documentation of the financial stability of the bidder in order to demonstrate the financial capacity to complete the project.

E. The bid response should include the documentation and the references as part of their bid response. Should the document (s) not be included with the bid response, the document(s) will be requested during the bid evaluation. Should the document(s) be requested during the evaluation, the bidder will be provided two (2) business days to submit the document(s). Failure to provide the documents by the deadline provided may deem the Bidder not responsive and further consideration for award may not be given.

F. The bid response should include the documents listed below, completed in their entirety, as applicable. Should the document(s) not be included with the bid response, the document(s) will be requested during the bid evaluation. Should the document(s) be requested during the evaluation, the bidder will be provided five (5) business days to submit the document(s). Failure to provide the documents by the deadline provided may deem the Bidder not responsive and further consideration for award may not be given.

   1. A copy of a DMA (Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization. The form may be obtained from http://www.publicsafety.ohio.gov/links/HLS0038.pdf.

   2. A copy of AAPV (Affirmative Action Program Verification). A copy of the approval letter issued to your company by EOD (Equal Opportunity Division) may be obtained from http://www.publicsafety.ohio.gov/links/HLS0038.pdf. If an Affirmative Action Program has not be filed by your company to date or has lapsed, a new application may be filed at https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc/Login#MainContainer.

   3. A copy of a certificate of insurance in accordance with the Supplemental Contract Terms and Conditions, Articles S-12 and S-13.

   4. A copy of the current Certificate of Premium Payment or Certificate of Employer's Right to Pay Compensation Directly, as applicable, issued by the Bureau of Workers' Compensation.

   5. Attachment One, pages 9 & 10; Department of Administrative Services Standard Affirmation and Disclosure Form.

COST SUMMARY

OT905512-1
UNSPSC: 80101500

OAKS ID#	Description	Cost
	Consultation and training for the planning, design and implementation of quality improvement science for Ohio's Help Me Grow home visiting system	
22704	Activity One, to be billed monthly in arrears for work completed	$20,000.00
	Activity Two, to be billed monthly in arrears for work completed	$45,000.00
	Activity Three, to be billed monthly in arrears for work completed	$45,000.00
	Activity Four, to be billed monthly in arrears for work completed	$45,000.00
	Activity Five, to be billed monthly in arrears for work completed	$45,000.00
	Total	$200,000.00

All costs must be in U.S. Dollars.
The State will not be responsible for any costs not identified.
There will be no additional reimbursement for travel or other related expenses.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: OT905512-1 (02/08/2013)

0000043504
Cincinnati Children's Hospital Medical Center (CCHMC)
3333 Burnet Avenue
Hamilton, OH 45229

DELIVERY: As requested
TERMS: Net 30 days

CONTRACTOR'S CONTACT:
Leslie Sullivan-Stacey, JD

Telephone: (513) 803-1846
FAX: (513) 636-1392
E-Mail: contracts@cchmc.org

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
1	6/30/13	To advise the Contract will not be renewed beyond the current expiration date of June 30, 2013. Thereafter, Agency shall procure their needs for these services in accordance with Ohio Revised Code Section 125.05.