

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 FOR THE PLANNING & DESIGN OF A PATHWAYS COMMUNITY "HUB" MODEL FOR CENTRALIZED COORDINATION FOR OHIO'S HELP ME GROW HOME VISITING SYSTEM

CONTRACT No.: OT905612

EFFECTIVE DATES: 07/23/12 to 06/30/13
Renewal through 6/30/14

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT905612 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>

* To indicate renewal through 6/30/14

Signed: _____
Robert Blair, Director Date

TABLE OF CONTENTS

<u>CLAUSES</u>	<u>PAGE NO.</u>
Award	1
Table of Contents	2
Special Contract Terms and Conditions	3
Specifications	4-6
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

I. 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 with experience in the Pathways Community "HUB" Model to consult and plan with ODH for the Help Me Grow Home Visiting System.

The Ohio Department of Health (ODH) seeks consultation in the HUB model that ensures a person and populations are connected to meaningful services that product positive outcomes for the Help Me Grow Visiting and MIECHV programs.

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 learn about the pathways community "HUB" principles for centralized coordination into Help Me Grow Home Visiting and Ohio's MIECHV program.

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 develop and plan for potential future implementation and training for a Pathways Community "HUB" model for the Help Me Grow Visiting Program and the Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program in Ohio.

The successful bidder shall perform all of the following activities for which there is an executed 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.

- A. Provide consultation services to ODH regarding the community pathways HUB model in relation to its home visiting services:
 1. Provide consultation to ODH on the community pathways HUB model for Help Me Grow Home Visiting and the MIECHV program in Ohio. Teach ODH about the full array of HUB services and each element of the community pathways model including:
 - a. Identifying which potential programs and partners who would participate.
 - b. Defining the community HUB.
 - c. Conducting needs assessments
 - d. Development of a set of Pathways.
 2. Consult with ODH and plan home visiting specific pathway payment for outcomes and processes for data collection across programs in the HUB. Teach ODH about payment for outcomes and each element of the model including:
 - a. Demographic data capture and checklists
 - b. Linking payment to outcomes
 - c. Continuous quality improvement
 - d. Inclusion of home visiting programs
 - e. Identify and analyze the best practices
 3. Consult with ODH and develop initial checklists for the Help Me Grow Visiting program using the Help Me Grow Home Visiting logic model.
 4. Consult with ODH to develop a plan for potential future implementation of ODH identified components of a community pathways HUB model in Ohio for the Help Me. Grow Home Visiting and MIECHV program.

5. Consult with ODH to develop the training plan for potential future implementation of ODH identified components of a community pathways HUB model in Ohio for the Help Me Grow Home Visiting and MIECHV program.
6. Develop training modules for potential future implementation of ODH identified components of a community pathways HUB model in Ohio for the Help Me Grow Home Visiting and MIECHV program.

B. Deliverables - The successful bidder shall deliver to ODH:

1. Consultation services to ODH regarding the community pathways HUB model in relation to the Help Me Grow Home Visiting and MIECHV program.
2. Training to ODH staff on all aspects of the community pathways HUB model in relation to the Help Me Grow Home Visiting and MIECHV program.
3. A plan for potential future implementation of ODH identified components of a community pathways HUB model in Ohio for the Help Me Grow Home Visiting and MIECHV program.
4. Consultation on specific pathway payment for performance outcomes and processes for data collection across programs in the HUB.
5. Initial checklists for pathway payment for performance outcomes for the Help Me Grow Visiting program based on the Help Me Grow Home Visiting and MIECHV program.
6. Training plan for potential future implementation of ODH identified components of a community pathways HUB model in Ohio for the Help Me Grow Home Visiting and MIECHV program.
7. Training modules for potential future implementation of ODH identified components of a community pathways HUB model in Ohio for the Help Me Grow Home Visiting and MIECHV program.

II. QUALIFICATIONS OF THE BIDDERS

Qualified bidders are individuals, agencies or organizations with, at least five years, prior experience in the Pathways Community "HUB" model and consultation and development of a centralized coordination system for home visiting in Ohio.

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 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 the Pathways Community "HUB" model and consultation, development, and training of a centralized coordination system for home visiting. Refer to Attachment Three, page 11.

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 11.
- 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 10.

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 8 & 9; Department of Administrative Services Standard Affirmation and Disclosure Form.

COST SUMMARY

UNSPSC: 80101500
 OAKS ID#: 22654

Description	Cost
CONSULTATION FOR THE PLANNING AND DESIGN OF A PATHWAYS COMMUNITY "HUB" MODEL FOR CENTRALIZED COORDINATION FOR OHIO'S HELP ME GROW HOME VISITING SYSTEM	
Deliverable #1: Consultation services to ODH regarding the community pathways HUB model in relation to the Help Me Grow Home Visiting and MIECHV program. To be billed quarterly in arrears for deliverables completed	\$19,582.00
Deliverable #2: Training to ODH staff on all aspects of the community pathways HUB model in relation to the Help Me. Grow Home Visiting and MIECHV program. To be billed quarterly in arrears for work completed	\$10,382.50
Deliverable #3: A plan for potential future implement of ODH identified components of a community pathways HUB model in Ohio for the Help Me Grow Home Visiting and MIECHV program. To be billed in arrears for work completed.	\$48,816.50
Deliverable #4: Consultation on specific pathway payment for performance outcomes and processes for data collection across programs in the HUB. To be billed quarterly in arrears for work completed.	\$22,063.00
Deliverable #5: Initial checklists for pathway payment for performance outcomes for the Help Me Grow Home Visiting program based on the Help Me Grow Home Visiting logic model. To be billed in arrears for work completed.	\$5,700.00
Deliverable #6: Training plan for potential future implementation of ODH identified components of a community pathways HUB model in Ohio for the Help Me Grow Home Visiting and MIECHV program. To be billed in arrears for work completed.	\$36,381.00
Deliverable #7: Training modules for potential future implementation of ODH identified components of a community pathways HUB model in Ohio for the Help Me Grow Home Visiting and MIECHV program. To be billed in arrears for work completed.	\$34,692.00
Total	<u>\$177,617.00</u>

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:



64153
Community Health Access Project, Inc. (CHAP)
35 North Park Street, Suite 132
Mansfield, OH 44902

BID CONTRACT NO.: OT905612-1 (6/30/14)

DELIVERY: As requested
TERMS: Net 30 days

CONTRACTOR'S CONTACT:

Sarah M. Redding, MD, MPH

Telephone: (419) 525-2555
FAX: (419) 525-2558
E-Mail: Sarah.redding@me.com

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
2	6/30/14	To advise this Contract will expire on 6/30/14. Thereafter the agency shall procure their needs for these services in accordance with Ohio Revised Code Section 125.05.
1	7/1/13	To indicate renewal for twelve (12) months through June 30, 2014.