

# **REQUEST FOR PROPOSALS**

## **ADDENDUM # 1**

**ISSUED: 12/20/14**

**RFP NUMBER: CSP908914  
INDEX NUMBER: AGE002**

**The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Aging is requesting proposals for:**

**Administration of the National Core Indicators-Aging and Disabilities (NCI-AD) Survey for Consumers in Ohio**

**Attached are page(s) 5 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.**

**Reason for Addendum. This addendum is issued to clarify section 1.4.3.5**

<b>PROPOSAL DUE DATE:</b>	<b>January 15, 2014</b>
<b>OPENING LOCATION:</b>	<b>Department of Administrative Services General Services Bid Desk 4200 Surface Road Columbus, Ohio 43228-1395</b>

#### 1.4.1. Project Design

ODA is issuing this Request for Proposals (RFP) to engage a contractor in a partnership with ODA to conduct 400 Consumer Surveys via face-to-face administration. The vendor may also be required to collect background information from case management staff at the Area Agencies on Aging in Ohio or other community based providers as designated by ODA

#### 1.4.2 Specifications of Deliverables

The following deliverables are components of implementing the following National Core Indicators Surveys;

- 1.4.2.1 Coordinate/schedule and complete the Pre-Survey Form for up to the 600 individuals randomly selected to participate via contact with the Area Agency on Aging or other community based providers as designated by ODA (which may include contractor meeting in-person at Area Agency on Aging to complete forms as necessary) on the Pre-Survey Forms provided;
- 1.4.2.2 Coordinate/schedule and complete the Background Information Form for each of the up to 600 individuals randomly selected to participate via contact with the Area Agency on Aging or other community based providers as designated by ODA (which may include contractor meeting in-person at Area Agency on Aging to complete forms as necessary) on the Background Information Forms provided;
- 1.4.2.3 Coordinate/schedule and complete a Consumer Survey/Interview with a total of 400 randomly selected individuals via face-to-face interviews with each person at the location of the person's choice, using the National Core Indicators Consumer Survey form provided (subject to addition of questions as deemed appropriate by ODA/HSRI);
- 1.4.2.4 Input all data collected into Excel spreadsheet and send to the Human Services Research Institute's (HSRI) on a regularly scheduled basis;
- 1.4.2.5 Provide the ODA NCI Project Manager a copy of all data uploaded to HSRI in Excel format on a regularly scheduled basis;
- 1.4.2.6 Prepare and transmit the schedule for all aspects of the work as outlined in this proposal via e-mail to the ODA NCI Project Manager, Felicia Sherman.
- 1.4.2.7 Complete and send monthly reports regarding all aspects of the work including, but not limited to; status, risks mitigated, and progress, via e-mail to the ODA NCI Project Manager, Felicia Sherman.

1.4.3 The contracted services and the Proposal from the Offeror shall include, but not be limited to, the following areas:

- 1.4.3.1 How the Offeror will:
- 1.4.3.2 Schedule and complete up to (600) Consumer Pre-Survey forms;
- 1.4.3.3 Schedule and complete up to (600) Consumer Background Information forms;
- 1.4.3.4 Schedule and implement up to a total of (400) face-to-face Consumer Surveys;
- \*1.4.3.5 Determine staffing as related to administration of 1.4.3.2, 1.4.3.3 & 1.4.3.4 above;
- 1.4.3.6 Adhere to survey administration training guidelines as determined by HSRI;  
ODA Request for Proposals Administration of the National Core Indicators Survey for Aging and Disabled Consumers in Ohio -Year 1
- 1.4.3.7 Comply with all HIPAA & privacy regulations as they relate to individuals served and their families;
- 1.4.3.8 Collect and store survey data;
- 1.4.3.9 Transfer survey data to ODA and HSRI;
- 1.4.3.10 Complete and transmit the work schedule to ODA;
- 1.4.3.11 Complete and transmit monthly reports to ODA.

#### 1.4.4 Project Work Plan:

- 1.4.4.1 Provide a draft work plan outlining how the Offeror will address the deliverables in #1 above. Upon notification, the selected Offeror's project manager shall prepare a presentation for the ODA to be made no later than January 31, 2014 outlining the final work plan to be followed for completion of all deliverables. The delivery date may be adjusted based on the date of contract award.
- 1.4.4.2 The final work plan may be negotiated between ODA and the selected Offeror after the presentation. Upon written approval of the final work plan by ODA the successful Offeror may begin implementation of the project no earlier than the "Start Work Date" as indicated in the contract. Documentation of ODA approval will be provided in electronic form within ten working days of the selected Offeror's final, proposed work plan.

\*Indicates a clarification to Section 1.4.3.5.