

**OHIO DEPARTMENT OF YOUTH SERVICES
REQUEST FOR PROPOSALS**

**ADDENDUM # 1
RFP NUMBER: DYS120101
ADDENDUM ISSUE DATE: March 18, 2011**

Reference:

SCHOOL PSYCHOLOGIST SERVICES FOR 2 ODYS LOCATIONS

This addendum is issued to cancel the requirement, in its entirety, for Circleville Juvenile Correctional Facility and to replace it with the requirement for Cuyahoga Hills Juvenile Correctional Facility.

Attached are the corrected pages to the original bid document. Please replace the original page with the attached, corrected page. These changes/revisions will become a part of and be incorporated into the resulting contract.

All other terms, conditions and specifications remain the same.

REQUEST FOR PROPOSALS

RFP NUMBER: DYS120101

DATE ISSUED: March 15, 2011

The Ohio Department of Youth Services (ODYS) is requesting Bids for:

SCHOOL PSYCHOLOGIST SERVICES AT TWO LOCATIONS –

- **INDIAN RIVER JUVENILE CORRECTIONAL FACILITY,**
- * ***CUYAHOGA HILLS JUVENILE CORRECTIONAL FACILITY***

INQUIRY PERIOD BEGINS: March 15, 2011

INQUIRY PERIOD ENDS: March 25, 2011, 8:00 AM Eastern Standard Time

OPENING DATE: March 31, 2011

OPENING TIME: 3:00 PM Eastern Standard Time

**OPENING LOCATION: ODYS Central Office
51 N. High Street
Columbus, OH 43215**

ATTN: Tiffany Knight, Procurement Specialist

Note: Multiple awards may result from this RFP. Bidders may respond to one or multiple locations. The maximum allowable budget for these locations is \$75.00 per hour, bids submitted for more than \$75.00 per hour will not be considered.

*** Indicates Correction**

PART THREE: OVERVIEW OF SERVICES
EXHIBIT A – School Psychologist

A. STATEMENT OF NEED:

- The following Correctional Facilities are seeking a School Psychologist to provide on-site school psychologist services to the youth under the jurisdiction of the Ohio Department of Youth Services:
 1. **Indian River JCF; Indian River High School- 30 hours per week
2775 Indian river Road, Massillon SW, OH 44646**
 2. *** Cuyahoga Hills JCF; Luther E. Ball High School- 20 hours per week
4321 Green Road, Highland Hills, OH 44128**

Note: Multiple awards may result from this RFP. Bidders may respond to one or multiple locations.

The maximum allowable budget for these locations is \$75.00 per hour, bids submitted for more than \$75.00 per hour will not be considered.

- The anticipated contract period for award of each contract is from July 1, 2011, or date of final signature, through June 30, 2013 but is subject to change at the sole discretion of ODYS.
- As part of the Procedural Safeguards for Handicapped children, Federal and State law requires that a multi-disciplinary group of professionals conduct a multi-factored evaluation of any child suspected of being handicapped. A member of this team is the school psychologist, who is responsible for utilizing diagnostic instruments and techniques, appropriate for the handicap or suspected handicap, to assess the intellectual and behavior functioning of the student.

B. STATEMENT OF SERVICES (APPLIES TO AWARD FOR EACH LOCATION):

- The contractor shall provide school psychologist services on-site with an average of number of hours listed above and on Bid Response Form per week each month. The days of the week and the times of the day shall be mutually determined and agreed upon by the contractor and the facility.
- Experience in adolescent and/or a juvenile offender population is preferred but not required.
- The contractor must at all times during the term of this contract maintain current Ohio licensure and/or certifications with no restrictions or limitations. The contractor must provide proof of such licensure and/or certifications.
- A School Psychologist shall be licensed by, and in good standing with, the Ohio Department of Education in School Psychology. Licensure from the Ohio Board of Psychology is preferred but not required.
- The contractor shall observe the laws, regulations and policies of the State of Ohio and the Department of Youth Services in providing school psychologist services.

Contractor services shall include, but not be limited to, the following:

- Completing multi-factored evaluations (initial and re-evaluations) in compliance with Ohio Department of Education Standards within a designated time frame.
- Providing psycho-educational evaluations for students identified as, or thought to be, handicapped. Psycho-educational assessments shall include:

*** Indicates Change**

PART FIVE: BIDDER RESPONSE FORM

Note: Multiple awards may result from this RFP. Bidders may respond to one or multiple locations. If bidding on one location, complete only the Bidder Response Form for that location

Indian River JCF – 2775 Indian River Rd., Massillon, OH 44646

**BIDDER RESPONSE
 BID DYS120101, SCHOOL PSYCHOLOGIST SERVICES – At
Indian River JCF (Indian River High School)**

Please Print or Type:

a) Bidder's Name	b) Company Name (If applicable)		
c) Address	d) City, State and Zip	e) Telephone Number	
f) Federal Tax I.D. # or S.S.# (Circle One)	g) Contact Person's Name (List telephone # if different than above)		
h) Contact Email Address:			

i)	(Required) STATE FISCAL YEAR	(Required) UNIT (Hour, each, etc.)	(Required) PROPOSED # OF UNITS *	X	(Required) * MAXIMUM UNIT COST	=	(Required) MAXIMUM TOTAL
	FY2012 and 13 (Date of Award – 6/30/13)	Hour	3120	X		=	
			(Approximate for both fiscal years)	X		=	
		<i>(30 hours/week MAX/1560 per fiscal year)</i>		X		=	
				X		=	
	TOTAL						

* If the Bidder receives or anticipates receiving any other type(s) of funding (e.g. Medicaid, Title IV-E, etc.), the Bidder is to provide multiple rates based on eligibility (e.g. one rate for non-eligible program/youth and one rate for eligible). A schedule detailing the adjusted rates is to be

attached to the Bidder's Response.

l) Provide a detailed description of the program/service that will be provided in response to this RFP. Include how you or your organization meets or exceeds the capability to provide the services described in the attached Exhibit A. If it is demonstrated that you or your organization can NOT provide these services, your RFP Response may be rejected.

j) If there are any exceptions to the services requested in Exhibit A of this RFP, attach a detailed explanation. DYS reserves the right to disqualify any bidder whose exceptions significantly impact the delivery of services.

*My **ORIGINAL SIGNATURE** below signifies that I understand and accept, on behalf of myself or the above named Company, all of the terms and conditions contained herein and attached. I understand that an unsigned or copy of this RFP is **NOT** acceptable.*

Authorized Signature:

Date

COMPANY NAME (type or print)

TITLE (type or print)

TAX ID NUMBER: (type or print)

EMAIL ADDRESS:
(type or print)

CONTACT PHONE NO: (type or print)

CONTACT FAX: (type or print)

PART FIVE: BIDDER RESPONSE FORM

Note: Multiple awards may result from this RFP. Bidders may respond to one or multiple locations. If bidding on one location, complete only the Bidder Response Form for that location

Cuyahoga Hills JCF – 2775 Indian River Rd., Massillon, OH 44646

**BIDDER RESPONSE
 BID DYS120101, SCHOOL PSYCHOLOGIST SERVICES –
 At * Cuyahoga Hills JCF (Luther E. Ball High School)**

Please Print or Type:

a) Bidder's Name	b) Company Name (If applicable)	
c) Address	d) City, State and Zip	e) Telephone Number
f) Federal Tax I.D. # or S.S.# (Circle One)	g) Contact Person's Name (List telephone # if different than above)	
h) Contact Email Address:		

i)	(Required) STATE FISCAL YEAR	(Required) UNIT (Hour, each, etc.)	(Required) PROPOSED # OF UNITS *	X	(Required) * MAXIMUM UNIT COST	=	(Required) MAXIMUM TOTAL
	FY2011 (Date of Award – 6/30/13)	Hour	2080	X		=	
			(Approximate for both fiscal years)	X		=	
		(20 hours/week MAX/1,040 per fiscal year)		X		=	
				X		=	
	TOTAL						

* If the Bidder receives or anticipates receiving any other type(s) of funding (e.g. Medicaid, Title IV-E, etc.), the Bidder is to provide multiple rates based on eligibility (e.g. one rate for non-eligible program/youth and one rate for eligible). A schedule detailing the adjusted rates is to be attached to the Bidder's Response.

* Indicates correction

i) Provide a detailed description of the program/service that will be provided in response to this RFP. Include how you or your organization meets or exceeds the capability to provide the services described in the attached Exhibit A. If it is demonstrated that you or your organization can NOT provide these services, your RFP Response may be rejected.

j) If there are any exceptions to the services requested in Exhibit A of this RFP, attach a detailed explanation. DYS reserves the right to disqualify any bidder whose exceptions significantly impact the delivery of services.

*My **ORIGINAL SIGNATURE** below signifies that I understand and accept, on behalf of myself or the above named Company, all of the terms and conditions contained herein and attached. I understand that an unsigned or copy of this RFP is **NOT** acceptable.*
above.

Authorized Signature:

Date

COMPANY NAME (type or print)

TITLE (type or print)

TAX ID NUMBER: (type or print)

EMAIL ADDRESS:
(type or print)

CONTACT PHONE NO: (type or print)

CONTACT FAX: (type or print)

PART FIVE: BIDDER RESPONSE FORM

Note: Multiple awards may result from this RFP. Bidders may respond to one or multiple locations. If bidding on one location, complete only the Bidder Response Form for that location. Bidders responding to MULTIPLE locations, complete this form.

**BIDDER RESPONSE
 BID DYS110108, SCHOOL PSYCHOLOGIST SERVICES – at
 MULTIPLE locations**

Please Print or Type:

a) Bidder's Name	b) Company Name (If applicable)	
c) Address	d) City, State and Zip	e) Telephone Number
f) Federal Tax I.D. # or S.S.# (Circle One)	g) Contact Person's Name (List telephone # if different than above)	
h) Contact Email Address:		

i)	(Required) STATE FISCAL YEAR	(Required) UNIT (Hour, each, etc.)	(Required) PROPOSED # OF UNITS *	X	(Required) * MAXIMUM UNIT COST	=	(Required) MAXIMUM TOTAL
	FY2011 (Date of Award – 6/30/11)	Indian River JCF, Indian River HS Hour (30 hrs./week)	3120	X		=	
	FY2011 (Date of Award – 6/30/11)	* Cuyahoga Hills JCF, Luther E. Ball HS Hour (20 hrs./week)	2080	X		=	
	TOTAL						

* If the Bidder receives or anticipates receiving any other type(s) of funding (e.g. Medicaid, Title IV-E, etc.), the Bidder is to provide multiple rates based on eligibility (e.g. one rate for non-eligible program/youth and one rate for eligible). A schedule detailing the adjusted rates is to be attached to the Bidder's Response.

* **Indicates Change**

i) Provide a detailed description of the program/service that will be provided in response to this RFP. Include how you or your organization meets or exceeds the capability to provide the services described in the attached Exhibit A. If it is demonstrated that you or your organization can NOT provide these services, your RFP Response may be rejected.

j) If there are any exceptions to the services requested in Exhibit A of this RFP, attach a detailed explanation. DYS reserves the right to disqualify any bidder whose exceptions significantly impact the delivery of services.

*My **ORIGINAL SIGNATURE** below signifies that I understand and accept, on behalf of myself or the above named Company, all of the terms and conditions contained herein and attached. I understand that an unsigned or copy of this RFP is **NOT** acceptable.*
above.

Authorized Signature:

Date

COMPANY NAME (type or print)

TITLE (type or print)

TAX ID NUMBER: (type or print)

EMAIL ADDRESS:
(type or print)

CONTACT PHONE NO: (type or print)

CONTACT FAX: (type or print)
