

# Ohio Department of Developmental Disabilities

## Request for Proposal (RFP)

### **Medical Director for State Operated Facilities in Ohio**

Applications must be received no later than October 13, 2014

This RFP will be posted on October 3, **2014** to:

<http://procure.ohio.gov/proc/searchProcOpps.asp>

For additional information, please contact:  
Teresa Kobelt, Ohio Department of Developmental Disabilities  
Division of Policy and Strategic Direction  
Teresa.Kobelt@dodd.ohio.gov

## **OVERVIEW & MISSION**

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.

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 county board of developmental disabilities is the local agency responsible for ensuring that a person with a developmental disability receives services. In some cases, the board monitors or contracts with an outside agency to provide those services.

There are 88 county boards of developmental disabilities in Ohio. Each county board is a free-standing entity and determines its respective budgets and priorities. Revenue is derived from federal, state, local and capital dollars, with the primary source of income being local levy dollars.

The Ohio Department of Developmental Disabilities (DODD) is responsible for the regulatory oversight of county boards. DODD provides training and technical assistance and ensures quality of care, good business practices and wise use of taxpayer dollars.

DODD also operates 10 developmental centers or state operated facilities throughout Ohio. The current census is 950. DODD has been moving 90 people out of the developmental centers per fiscal year (July through June) to reduce census and to promote community inclusion. People leaving the developmental centers may receive services in the community through the Medicaid Home and Community Based Waiver or may sometimes be placed in a private facility for those with intellectual disabilities.

## **I.PURPOSE AND OBJECTIVE**

DODD is seeking assistance to serve in the role of Medical Director for 8 hours a week, with an emphasis on coordinating protocols and implementing standards of care for individuals transitioning from developmental centers, providing medical leadership to the developmental centers and DODD and to accomplish the following deliverables :

## **II.SCOPE OF WORK AND DELIVERABLES**

### **A.Deliverables**

Provide consultation and case review for individuals residing in or transitioning from state-operated facilities, including but not limited to: medication review, transition/discharge planning, linkage to local services and/or telepsychiatry as appropriate;

For individuals residing in or transitioning out of state-operated facilities train state staff and/or local teams (service support administrator, provider, etc.) in order to improve ability to support individual clients and move toward/maintain stability in community (i.e., training specific to individual diagnoses/conditions, trauma, medication protocols, etc.);

Coordinate and facilitate meetings of medical directors, psychiatrists, and other relevant staff in state-operated facilities in order to implement standards of care and protocols that are evidence-based and/or research informed;

Represent DODD at state and national meetings as medical director and provide linkage to monitoring, accrediting, professional and academic entities;

Review and analyze data and programs to identify patterns and trends and make recommendations that assist with the transition and/or maintenance of individuals into community settings while addressing sustainability and quality outcomes.

B. The contracted services and the proposal from the bidder shall include, but not limited to, the following areas:

- Description of qualifications and name of person
- Assume 8 hours per week working at DODD through June 30, 2015
- Years of experience and description of experience in the following areas:
  - Working with individuals with developmental disabilities who have been residing in an institution
- Hourly rate

C. Minimum Qualifications of Proposed Medical Director:

- Licensed MD in state of Ohio with Board Certification in Psychiatry and Neurology;
- At least 10 years' experience as Medical Director treating patients with Mental Illness and Developmental Disabilities (MIDD) and supervising clinical staff
- Extensive experience teaching and training professional and other staff on trauma, telemedicine, MIDD, and biopsychosocial approaches.

D. Project Work Plan:

Upon approval of the final work plan by DODD the successful bidder may begin implementation of the project no earlier than the "start work date" as indicated in the contract. Documentation of DODD approval will be provided electronically within ten working

E. Duties of DODD:

- DODD shall provide contractor with any needed information about the developmental disability system in Ohio.
- DODD shall designate a project manager to work with the contractor and the provider agencies.

### **III. 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. **Technical & Cost proposals must be submitted in either paper or electronic pdf form, & must be received by 4:00p.m. Eastern Standard Time, October 13, 2014. Late proposals will not be reviewed.** An email confirmation will be sent upon receipt of proposal.
4. Proposals must be emailed to:

Teresa Kobelt  
Teresa.Kobelt@dodd.ohio.gov  
Division of Policy & Strategic Direction  
Ohio Department of Developmental Disabilities  
30 E Broad St, 12<sup>th</sup> Floor  
Columbus, Ohio 43215

#### 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 II (Objective) and III (Scope of Work and 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 indicate the total cost for the project from October 30, 2015 to June 30, 2015.
- b. The Cost Proposal must indicate the hourly rate.
- c. 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 Proposal Review Committee shall include representatives from at least two divisions of DODD. Any proposals not meeting the requirements contained in this RFP will not be scored.

The Technical and Cost Proposal will be reviewed and scored by the Proposal Review Committee. A maximum of 100 points will be awarded, 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.

**V.Evaluation of Proposal- Point system**

60	<p><b>Expertise &amp; Experience of Team Members:</b></p> <p>The bidder’s proposal demonstrates the competence, knowledge, and qualifications of all employees and subcontractors as outlined in the RFP and as applicable to achieving the deliverables.</p>
20	<p><b>Experience:</b></p> <p>The bidder’s proposal reflects experience with similar projects in Ohio, other states, or other agencies related to Developmental Disabilities.</p>
20	<p><b>Cost:</b></p> <p>The costs associated with this proposal are reasonable commensurate with the services provided.</p>

**VI.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	October 3, 2014
Requests for Clarification due to DODD	October 8, 2014
Clarification from DODD due	October 9, 2014
Proposals due to DODD	October 13, 2014
Evaluation and Selection Process	October 14, 2014
Notification of Award	October 15, 2014
Start work date	October 30, 2014

**VII.Bidder Information**

Requests for Clarification

Requests for clarification must be submitted electronically to Teresa Kobelt at [Teresa.kobelt@dodd.ohio.gov](mailto:Teresa.kobelt@dodd.ohio.gov) by 4:00pm, October 8, 2014. DODD will electronically respond to requests by 4:00pm, October 9, 2014.

**VIII.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 Project Support

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.

D. Fee Schedule

The Contractor shall be compensated based on deliverables as outlined in Section III.

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 attached personal services contract. 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 funds.
2. All aspects of the contract apply equally to work performed by any and all subcontractors.
3. 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) and Family Education Rights and Privacy Act (FERPA), 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.
4. 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.
5. 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.
6. DODD reserves the right to reject any and all proposals where the offeror takes exception to the terms and conditions of the RFP or fails to meet the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in the RFP.
7. All proposals become the property of the State of Ohio and will not be returned to the bidder. The State will not divulge the specific content of any proposal to the extent the bidder identifies the content as privileged or confidential.
8. DODD reserves the right to reject, in whole or in part, any and all proposals where DODD, taking into consideration factors including but not limited to price, and the results of the evaluation process, has determined that award of a contract would not be in the best interest of DODD or the state.

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, and cost of communications by phone, mail, e-mail or fax and meals.

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.