

OVERVIEW & MISSION

The Ohio Developmental Disabilities Council (Council) is a planning and advocacy body committed to community inclusion for people with developmental disabilities. Council is funded under the Developmental Disabilities Assistance and Bill of Rights Act, Public Law 106-402.

It is the mission of Council to create change that improves independence, productivity and inclusion for people with developmental disabilities and their families in community life.

I. BACKGROUND

Council is one of a national network of state councils, committed to self-determination and community inclusion for people with developmental disabilities.

Council receives federal funding for innovative advocacy, capacity building and systems change activities. These activities are designed to contribute to a coordinated system of services, supports and other assistance that is centered around and driven by individuals with developmental disabilities and their families.

Council consists of at least 30 members appointed by the governor. Members are people with developmental disabilities, parents and guardians of people with developmental disabilities, representatives from concerned state agencies, and nonprofit organizations and agencies that provide services to people with developmental disabilities.

These members bring their unique and varied perspectives to analysis of the system in Ohio and creation of visions and initiatives to insure that individuals with developmental disabilities have access to opportunities and support to:

- Make informed choices and decisions about their lives
- Be included in community life
- Have interdependent relationships
- Live in homes and communities
- Make contributions to their families, communities, states and nations

To carry out its mission, Council develops a state plan, conducts advocacy and systems change activities, and funds projects. Ohio's state plan addresses most of the federal areas of emphasis:

- Education and early intervention
- Quality assurance
- Child care
- Health
- Employment

- Housing
- Transportation

Council operates through committees that deal with the areas identified in the state plan. Professional staff supports the committees and handles day-to-day operations, administration, planning, advocacy, and project monitoring.

Council provides administration for grants that support ideas in the state plan designed to promote systems change. Each year, grant review panels award projects to successful applicants who have submitted proposals.

Projects related to the following topics are currently operating throughout the state:

- Children's issues
- Employment
- Health
- Community living
- Public awareness
- Self-advocacy
- Legislative advocacy
- Personal assistance services
- Quality assurance
- Self-determination

Council members and staff serve on more than 45 state boards, committees and other bodies to bring issues to Council, serve as advocates for individuals with developmental disabilities and their families, and promote collaboration in improving and expanding services and supports.

The Ohio Department of Developmental Disabilities (DODD) serves as the fiscal agent for Council.

Every five years, Council is required to submit a strategic state plan to comply with the Developmental Disabilities Assistance and Bill of Rights Act, Public Law 106-402. At this time, Council seeks to engage a bidder to facilitate the initial stages of the strategic plan development.

II. OBJECTIVE

The development and adoption of Council's next 5 year strategic plan; this plan will identify Council's priorities and establish the direction of its' advocacy, capacity building and systems change activities for the 5 year period beginning October 1, 2016.

III. SCOPE OF WORK AND DELIVERABLES

The contractor will be expected to accomplish the following:

- Using supplied data, identify and assess the unmet needs of individuals with developmental disabilities living in Ohio and the gaps that exist;
- Identify the strengths and challenges of Council as well as the opportunities and threats that it needs to seize and mitigate in order to meet the needs of individuals with developmental disabilities in Ohio and address the identified gaps; contractor shall be required to contact a specified number of Council members through interviews, group meetings, and/or paper-based surveys to gather information;
- Plan and facilitate a two day meeting (to be held December 11th and 12th, 2014) of Council (approximately 35 members) focused on the crafting of a 5 year strategic plan;
- Establish a strategic direction that defines measurable goals, sets priorities, identifies resources, and fosters alignment and clarity about performance expectations;
- Create a documented summary that presents the agreed upon strategic plan in a user-friendly format.

Minimum Qualifications

The contractor must possess the following:

- Experience with organizational strategic planning;
- Experience in facilitating diverse groups; experience must have required full participation from all involved parties, including people with developmental disabilities;
- Experience working with the developmental disabilities system;
- Experience in facilitating meetings that include individuals with developmental disabilities;
- Experience in working with individuals who utilize a communication board for interacting;
- Experience in working with direct support professionals or family members providing support to individuals with developmental disabilities during meetings;

IV. 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 member or employee of Council involved in the issuing of the RFP.

B. Cost Parameters

The maximum amount of money to be awarded, as a part of this project, shall be \$7,000 for the contract period. This amount shall include all costs associated with this project. A proposal that exceeds the maximum contract award shall be disqualified from further consideration and will not be reviewed.

C. Time Frame

Subject to approval by the State Controlling Board, the contract period will begin no sooner than November 17, 2014 (actual date TBD), and run through March 31, 2015.

Completion of the deliverables will be determined by Council.

D. 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.

E. Interview

Firms or individuals submitting bids may be requested to participate in an interview as part of the evaluation process. Council 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.

F. Proposal Costs

Costs incurred in the preparation of this proposal and any subsequent contracts are to be borne by the bidder. Council will not contribute in any way to the costs of preparation. Any costs associated with proposal review interviews will not be Council's responsibility.

G. Proprietary Information

All proposals submitted shall become property of Council. All information submitted by the bidder will be considered to be public information unless the bidder specifically demonstrated, 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 marketplace 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 marketplace. Council will make the final decision as to whether the information is "public" or "proprietary."

H. Contractual Requirements

1. Any contracts resulting from the issuance of this RFP are subject to the terms and conditions as provided in the 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 and federal funds.
3. All aspects of the contract apply equally to work performed by any and all subcontractors.

4. 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 (HIPPA), that apply to the employees of Council 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.

I. Travel Reimbursement

Travel costs should be encompassed within the costs 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, costs of communications by phone, mail, email or fax and meals.

J. Minority Business Enterprise

DODD is required by Section 125.081(B) of the Ohio Revised Code to award fifteen percent (15%) of its procurement to vendors certified as Minority Business Enterprise (MBE), pursuant to Section 123.151(B)(1) of the Ohio Revised Code. The bidder must indicate its MBE status in the proposal. If the vendor intends to subcontract with a certified MBE, a minimum of fifteen percent (15%) of the total contract price must be subcontracted. The proposal's transmittal letter must clearly indicate the MBE subcontractor the vendor intends to use as well as the services to be performed in order to comply with this specific work. Failure to comply with this requirement may result in disqualification of the proposal.

K. 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.

L. Ethical and Conflict of Interest Requirements

1. No contractor or individual, company or organization seeking a contract shall promise or give to any Council member or employee any item of value that is of such character as to manifest a substantial and improper influence upon the member or employee with respect to his or her duties.
2. No contractor or individual, company or organization seeking a contract shall solicit any Council member or employee to violate any of the conduct requirements for members and employees.
3. Any contractor acting on behalf of Council 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 Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by Council to enter into a contract.

4. Council members and 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.

V. PROPOSAL FORMAT AND SUBMISSION

A. Requests for Clarification

Requests for clarification must be submitted electronically to Gary Groom at Gary.Groom@dodd.ohio.gov by 4:00 pm, November 10, 2014. DODD will electronically respond to requests by 4:00 pm, November 12, 2014.

B. 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 than clearly outlines how each of the deliverables in Section III will be completed.
3. Proposals must be submitted in either paper or electronic format, and must be received by 4:00 p.m. Eastern Standard Time, November 14, 2014. Late proposals will not be reviewed. An email confirmation will be sent upon receipt of proposal.
4. Proposals must either be emailed or mailed to:

gary.groom@dodd.ohio.gov

Or

Gary Groom
Ohio Developmental Disabilities Council
899 E. Broad St., Ste. 203
Columbus, OH 43205

C. Proposal Format

To be accepted, a proposal must include:

1. Contact information (name, title, address, email address and telephone number) for the bidder;
2. A description indicating how the bidder meets each of the **Minimum Qualifications** outlined in Section III;
3. A listing of current State of Ohio contracts as described in Section IV(D);
4. A description indicating how the bidder plans to address the purpose, objectives and deliverables stated in the RFP;

5. Cost information indicating the total cost as well as the hourly rate or fee schedule for the project.

VI. PROPOSAL EVALUATION

The scoring of proposals will be based upon a 100 point scoring system using the following criteria:

1. The bidder's proposal describes the bidder's experience in facilitating diverse groups, experience working with the developmental disabilities system, and experience facilitating meetings that include individuals with developmental disabilities – maximum of **35 points**
2. The bidder's proposal clearly outlines the method for achieving each of the deliverables – maximum of **25 points**
3. The bidder's proposal reflects the project staffing and demonstrates the competence, knowledge, and qualifications of all employees and subcontractors as outlined on the RFP and as applicable to achieving the deliverables – maximum of **25 points**
4. The overall quality of the bidder's proposal – maximum of **15 points**