

# REQUEST FOR PROPOSALS (RFP)

**RFP Number: DMR-RFP-POLICY-1**

The Ohio Department of Developmental Disabilities (DODD), Policy & Strategic Direction Division, is requesting proposals for:

## Vision Services to Eligible Children and Families in Ohio's Early Intervention Program

For the Period: **State Fiscal Year 2017 - July 1, 2016 through June 30, 2017**

RFP Issued: 3.18.16  
Inquiry Period Begins: 3.21.16  
Inquiry Period Ends: 4.22.16 at 8:00 am  
Proposals Due: 4.29.16 at 5:00 pm

Submit Proposals via e-mail to: [DMRProcurement@dodd.ohio.gov](mailto:DMRProcurement@dodd.ohio.gov)

Ohio Department of Developmental Disabilities

**This RFP consists of five (5) parts and two (2) attachments, totaling eighteen (18) consecutively numbered pages. Please verify that you have a complete copy.**

Please submit all inquiries about this RFP through the State Procurement web site at [www.ohio.gov/procure](http://www.ohio.gov/procure). Please refer to Part Three of this RFP, "General Instructions", for instructions on submitting inquiries through the State Procurement web site. All responses to inquiries submitted by Proposers will be posted on the State Procurement website for viewing by all prospective Proposers.

## **PART ONE: STRUCTURE OF THIS RFP**

### **PARTS**

Part One	Structure of this RFP
Part Two	Information on requested services
Part Three	General Instructions
Part Four	Evaluation of Proposals
Part Five	Contract Award

### **ATTACHMENTS**

Appendix 1 – Standard Affirmation and Disclosure Form

- Standard Affirmation and Disclosure Form must be signed by an authorized official of Proposer's organization and must be included for any proposal to be scored

Appendix 2 – Contractor Information Form

- Contractor Information Form must be completed and submitted with the proposal.

## **PART TWO: SERVICES REQUESTED INFORMATION**

### **I. MISSION & GUIDING PRINCIPLES**

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 mission of DODD is continuous improvement of the quality of life for Ohio's citizens with developmental disabilities and their families.

DODD will:

- Create less complex service, deliver, with fair and logical payment systems that are federally compliant
- Continue to be good stewards of limited resources
- Provide quality outcomes through a combination of people and processes
- Design service delivery models in response to choices made by the people served, in alliance with community supports
- Develop a system-wide vision and long-range strategic plan by listening to our funding partners, constituents and stakeholders

### **II. PURPOSE**

The Ohio Department of Developmental Disabilities (DODD) is seeking proposals from qualified contractors to implement a pilot program for Early Intervention (EI) developmental vision services. The goal of the pilot is to create a statewide system of developmental vision services. In this pilot, developmental vision services will be designed in coordination with other EI professionals, provided through a team approach and delivered in accordance with the requirements of IDEA Part C regulations (see below link), including those of the Individualized Family Service Plan (IFSP), for eligible children and their families.

<https://www.federalregister.gov/articles/2011/09/28/2011-22783/early-intervention-program-for-infants-and-toddlers-with-disabilities>

This pilot project will be awarded for the period of July 1, 2016-June 30, 2017.

### **III. BACKGROUND**

The Ohio Department of Developmental Disabilities (DODD) is responsible for overseeing a statewide system of supports and services for people with developmental disabilities and their families. This system includes interagency coordination of Early Intervention Services (EIS). The Ohio Department of Health (ODH) is lead agency of Part C of the Individuals with Disabilities Education Act (IDEA) Early Intervention, which is part of the larger Help Me Grow system. Both DODD and ODH develop, implement and monitor service provision (OAC 3701-8).

Visually impaired infants and toddlers make up a small group among young children with disabilities, but their needs are complex. Developmental vision services are designed to support the vision-related needs of families and their children with vision loss, as delineated in the Federal Early Intervention (EI) Regulations and Ohio Help Me Grow (HMG) Rules in the Ohio Administrative Code Chapter 3701-8. Vision loss in the first years of life has the potential to impact all areas of development and result in delays among children.

**IV. SCOPE OF WORK AND DELIVERABLES**

**For Children with or suspected of vision impairments,**

- Participate in child (and family if appropriate) assessments, including functional vision assessments and participation in the IFSP as required by 3701-8-07.
- Provide vision services and supports as defined at 3701-8-01 and as specified in a family's IFSP (this includes as a primary or secondary support) to address the unique needs of children who are visually impaired. Requirements of the IFSP process can be found in 3701-8-07.1. There are also trainings that can be accessed through Ohio Train (see below for list).
- Provide expertise and consultation to a core early intervention team, including Primary Service Provider, in person or via technology as specified in the IFSP.

**V. MINIMUM QUALIFICATIONS OF CONTRACTOR**

The applicant may be any agency or individual, or group of individuals and/or agencies.

DODD will contract with vision specialists or agencies that employ vision specialists that meet one or both of the certifications/licenses:

- Certified/Licensed Teacher of Children who are Visually Impaired (TVI)
- Certified Orientation and Mobility Specialist (COMS)

Contractor shall not be subject to an “unresolved” finding for recovery under Section 9.24 of Ohio Revised Code.

**VI. ETHICAL AND CONFLICT OF INTEREST REQUIREMENTS**

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.

No contractor or individual, company or organization seeking a contract shall solicit any DODD employee to violate any of the conduct requirements for employees.

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 requirement and prohibitions defined Section 102.03 or Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by DODD to enter into a contract.

## **PART THREE: GENERAL INSTRUCTIONS**

The following sections provide a calendar of events, details on how to respond to this RFP and how to get more information about this RFP. All responses must be complete and in the prescribed format.

### **I. CALENDAR OF EVENTS & ON-LINE INFORMATION**

The schedule for this RFP is given below and is subject to change. DODD may change this schedule at any time. If DODD changes the schedule before the Proposal Due Date, it will do so through an announcement on the State Procurement web site area for this RFP at the following link: <http://procure.ohio.gov/proc/index.asp>. The web site announcement will be followed by an addendum to this RFP, which also will be made available through the same State Procurement web site.

It is each prospective Proposer's responsibility to check the State Procurement web site's question-and-answer area for this RFP for current information and the calendar of events scheduled through award of any contract.

Other than by adherence to the RFP Inquiry process, set forth below, no contact related to this RFP shall be made with DODD until a contract award is announced. Notwithstanding this prohibition, DODD, at its sole discretion, may request additional information as part of the review process outlined below.

#### **Firm Dates**

RFP Issued:	3.18.16
Inquiry Period Begins:	3.21.16
Inquiry Period Ends:	4.22.16 at 8:00 am
Proposal Due Date:	4.29.16 at 5:00 pm

#### **Estimated Dates**

Contract Award Notification:	5.20.16
Issuance of Purchase Order:	To be determined

### **II. PROPOSAL FORMAT**

Proposals must be prepared in accordance with instructions in this section. The proposal must clearly outline how each of the deliverables of Part 2 Section IV will be completed and with the time frames specified in that same section.

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 meeting the requirements of this section

#### **A. Technical Proposal**

- a. Transmittal letter includes:
  - Identifies the bidder's name, title, certification(s), company name (if applicable), address, telephone number, and email address
  - Statement of acceptance of all terms

- Signature of bidder
- b. Technical Approach and work plan that indicates how the proposer plans to address the purpose, objectives and deliverables, as stated in this RFP.
- Identify objectives, strategies, methodology, services and deliverables that bidder is proposing to provide.
  - Describe use of evidence based practices
  - Identify and discuss with specificity how bidder will perform all of the requirements specific to this project, how bidder will connect with the local HMG programs for inclusion in EI team activities, and how bidder will link with potential private vision providers
  - Identify the counties and number of families that are anticipated to be serve and any plans to increase services should the pilot be continued.
  - Describe contingency plans for completing the project, should the lead or key project personnel become unavailable.
  - Identify any anticipated difficulties in meeting the project specifications and describe proposed solutions to these difficulties.
- c. Personnel Qualifications
- Describe experience and expertise in early intervention and if limited, how additional training and mentoring will be obtained.
  - Describe experience in conducting similar projects and the capacity to perform the service and deliverables. Include how bidder meets the qualifications specified in this RFP. Include resume.
  - Statement of completion or willingness to complete three (3) hours of specific early intervention training.
  - List of three (3) references (with telephone numbers) that are not DODD employees, for whom bidder has performed similar services and deliverables.
  - Identify and describe any proposed subcontractors
  - At least one (1) sample of a project final report as a writing sample.

## **B. Cost Proposal**

The cost proposal must indicate the total cost for the entire project and a separate cost breakdown for the following elements.

All proposals must include statements that concisely sets forth the applicant's proposed Scope of Work, Deliverables with a fixed cost to be charged for each service, with a rationale for the cost. The required services are: child assessment, IFSP development/meetings, family directed services and supports, consultation with core EI team.

Travel cost should be encompassed within the cost of the service. Travel is not to be listed separately. For purposes of this RFP, travel includes all modes of transportation (airfare, tax, car rentals, etc.), lodging expenses, meals, and cost of communications by phone, mail, e-mail, or fax.

## **III. PROPOSAL SUBMITTAL**

Proposals must be submitted in the following manner:

- **Proposals must be submitted via e-mail by no later than 4.29.16 at 5:00 pm to [DMRProcurement@dodd.ohio.gov](mailto:DMRProcurement@dodd.ohio.gov).**
- Subject of email should be "Vision Services - EI"
- Proposals may not exceed 15 pages
- All pages must be numbered consecutively using the format "Page [#] of [total number of pages]" (e.g., Page 2 of 15).
- Standard Affirmation and Disclosure form completed and submit with proposal
- Contractor Information form completed and submit with proposal

Proposers are advised there will be no opportunity to correct mistakes or deficiencies in their submitted materials after the Proposal Due Date. Proposals that are incomplete or otherwise missing required information may not be evaluated.

It is the Proposer's responsibility to ensure timely submission of a complete Proposal. Late Proposals will not be scored. DODD is under no obligation to consider a Proposal which is received after the Proposal Due Date or that is incomplete. Proposals that are not submitted in the format requested will not be scored.

No supplementary or revised materials will be accepted after the Proposal Due Date unless specifically requested by DODD.

All costs incurred in the preparation of the Proposal shall be borne by the Proposer alone, and DODD shall not contribute, in any way, to the cost of the preparation of the Proposal.

Any and all documents developed by the Proposer during the course of this project will be provided to DODD upon request and will become the property of DODD, and the Proposer shall not assert any claims arising under copyright or otherwise inconsistent with the transfer of ownership of such documents.

All information submitted by the Proposer will be considered to be public information unless the proposer specifically demonstrates, in writing, which information it considers to be proprietary. "Proprietary information" is information which, if made public, would put the proposer at a disadvantage in the market place and trade in which the proposer is a part. Consequently, an 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".

DODD reserves the right to:

- Accept or reject any and all Proposals and/or bids if DODD determines that it is in the best interests of the State to do so.
- Rebid this RFP, requesting new Proposals from qualified firms.
- Waive or modify minor irregularities in Proposals received.
- Negotiate with Proposer(s), within the requirements of this RFP, to best serve the interests of the State of Ohio.
- Require the submission of modifications or additions to Proposals as a condition of further participation in the selection process.
- Fund any Proposal in full or in part; any assignments of work by DODD under the scope of this RFP will be made dependent on need and the availability of adequate, specific

- funding.
- Not make an award at the end of the evaluation process; this RFP is not to be interpreted or construed to guarantee that one or more Proposers submitting responses will be awarded contracts.
- Adjust the RFP Calendar of Event dates for whatever reason it deems appropriate.
- Contact Proposer to clarify any portion of the Proposer's submittal.

If, during the review process, DODD determines that it is necessary to make further distinctions between certain Proposers, DODD may request certain selected Proposers to interview or make a presentation to staff and reviewers. The Proposer shall bear the cost of travel to any scheduled interview.

In accordance with federal and state statutes and DODD policy, no person shall be excluded from participation or subject to discrimination in the RFP process on the basis of race, color, age, sex, national origin, military status, religion, or disability.

#### **IV. INQUIRIES**

From the issuance date of this RFP, until a contract is awarded to a proposer, there may not be communications concerning the RFP between any supplier who expects to submit a proposal and any employee of DODD involved in the issuing of the RFP. The only exception is provided through the submission of written requests for clarification/interpretation via the state procurement website during the inquiry period.

Prospective Proposers may make inquiries or seek clarifications regarding this RFP any time during the inquiry period listed in the RFP Calendar of Events. To make an inquiry, prospective Proposers must use the following process:

1. Access the State Procurement web site at <http://www.procure.ohio.gov>.
2. From the Navigation Bar at the top, select "for Suppliers".
3. Under the title "Bid Opportunities", select "All Opportunities".
4. Enter the RFP Number found on Page 1 of this document as the "Document/Bid Number".
5. Click the "Search" button.
6. Select this RFP.
7. On the document information page, click the "Submit Inquiry" button.
8. On the document inquiry page, complete the required "Personal Information" section by providing the following:
  - a. First and last name of the prospective Proposer's representative who is responsible for the inquiry;
  - b. Name/Company/Business of the prospective Proposer;
  - c. Representative's business phone number; and
  - d. Representative's e-mail address.
9. Type the inquiry in the space provided, making certain to include the following:
  - a. A reference to the relevant part of this RFP;
  - b. The heading for the provision under question; and
  - c. The page number of the RFP where the provision can be found.
  - d. Enter the Security Number.
10. Click the "Submit" button.

Prospective Proposers submitting inquiries will receive an immediate acknowledgement by e-mail that their inquiry has been received. **The prospective Proposer who submitted the inquiry will**

**not receive an e-mail response to the question, but will need to view the response on the State Procurement web site where it will be posted for viewing by all prospective Proposers.**

Prospective Proposers may view inquiries using the following process:

1. Access the State Procurement web site at <http://www.procure.ohio.gov>.
2. From the Navigation Bar at the top, select "for Suppliers".
3. Under the title "Bid Opportunities", select "All Opportunities".
4. Enter the RFP Number found on Page 1 of this document as the "Document/Bid Number".
5. Click the "Search" button.
6. Select this RFP.
7. On the document information page, click the "View Q & A" button to display all inquiries with responses submitted to date.

**DODD will try to respond to all properly posed inquiries within 48 hours, excluding weekends and state holidays. DODD will not respond to any inquiries received after 8:00 a.m. on 4.22.16.** Prospective Proposers who attempt to seek information or clarifications verbally will be directed to reduce their questions to writing in accordance with the terms of this RFP and state purchasing policy. No other form of communication is acceptable, and use of any other form of communication or any attempt to communicate with DODD staff or any other agency of the State to discuss this RFP may result in the Proposer being deemed ineligible.

## **PART FOUR: EVALUATION OF PROPOSALS**

### **I. EVALUATION PROCESS**

DODD’s evaluation process of responses submitted to this request may consist of up to four distinct phases:

1. DODD’s initial review of all proposals for timely submission;
2. An evaluation committee review of the proposals for defects and scoring;
3. DODD’s request for more information (clarifications, interviews, presentations, and/or demonstrations); and,
4. Negotiations or best offer requests.

At its sole discretion, DODD will determine whether phases three and/or four are necessary under this RFP, reserving for itself the ability to eliminate or add phases three or four at any time during the evaluation process. DODD may add or remove sub-phases to phases 2 through 4 at any time if DODD believes doing so will improve the evaluation process.

### **II. PROPOSAL EVALUATION CRITERIA**

In the proposal evaluation phase, DODD staff or reviewers selected by DODD (the committee) will rate the proposals submitted in response to this RFP based on the following criteria and weight assigned to each criterion. Proposals will be reviewed and scored on a scale 0 – 100 (100 being the maximum awarded points).

Proposals without following components will not be considered:

- Cover sheet including:
  - Name of Applicant
  - Title of Applicant
  - Certification(s) of Applicant
  - Company Name (if applicable)
  - Street address including city, state and zip
  - Tax ID number (if applicable)
  - Phone number
  - Email address
  - Statement of acceptance of all terms
  - Signature
- All required components (1-4) specified in the evaluation criteria listed below.

1.	<b>Project Narrative (10 points)</b>
	Identification of the objectives, strategies, methodology, services and deliverables that applicant proposes to provide.

	Use of evidence based practices
	Specific/set cost to be charged for each service and deliverable (assessment, hour of intervention service, consultation to EI team members, including primary provider).
	Identification and description of any proposed subcontractors.
<b>2.</b>	<b>Contractor's Profile (20 points)</b>
	Description of the applicant's experience and expertise in early intervention and, if the applicant's experiences are limited, how additional training and mentoring will be obtained.
	Description of the applicant's experience in conducting similar projects and the capacity to perform the service and deliverables. The description must include how the applicant meets the qualifications specified in this RFP. Include resume.
	Applicant has completed or is willing to complete 3 hours of specific early intervention training: <ul style="list-style-type: none"> <li>• Ohio Help Me Grow: Individualized Family Service Plan (IFSP) Overview (course ID # 1028861).</li> <li>• Module 1 is called, Ohio Help Me Grow Module 1 – Introduction to Early Intervention (Course ID # 1061260)</li> <li>• Module 2 is called, Ohio Help Me Grow Module 2 - Early Intervention Mission and Key Principles (Course ID # 1061264)</li> </ul>
	A list of three (3) references (with telephone numbers) that are not DODD employees, for whom applicant has performed similar services and deliverables. DODD may, but is under no obligation to, contact the references.
	At least one sample of a project final report as a writing sample.
<b>3.</b>	<b>Project Implementation (40 points)</b>
	Clearly identify and discuss with specificity how applicant will perform all of the requirements specific to this project, including each deliverable, how the applicant will connect with the local HMG programs for inclusion in EI team activities, and how the applicant will link with potential private vision providers in the area.
	Clearly identify the counties and number of families that are anticipated to be served through this project and any plans to increase services should this pilot be continued.
	A description of contingency plans for completing the project, should the lead or key project personnel become unavailable for any reason.
	Identification of any anticipated difficulties in meeting the project specifications and a description of proposed solutions to these difficulties.
<b>4.</b>	<b>Cost (30 points)</b>
	The Proposal must specify a fixed price for the completion of each deliverable (ex. \$\$ per assessment

<p>or \$\$ per hour of service documented on IFSP) or completion of a discrete portion of a deliverable or work specified in Project Scope of Work and Deliverables. The proposed compensation must have a rational relation to the amount of work involved in completing the deliverable. The proposed cost must include all other costs associated with performing the work, including travel, shipping, overhead, etc. DODD will not separately compensate Contractor for these items.</p>
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## **PART FIVE: CONTRACT AWARD**

### **I. CONTRACTUAL REQUIREMENTS**

Any contract(s) resulting from this 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 contractor shall be considered part of the contract.

Payments for any and all services provided pursuant to the contract are contingent upon the availability of state and federal funds.

All aspects of the contract apply equally to work performed by any and all subcontractors.

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 and state statutory and regulatory requirements that apply to the employees of DODD and the State of Ohio.

Before a contract can be awarded, an Affirmative Action Program Verification Form must be completed using the Ohio Business Gateway Electronic filing website (<https://ohiobusinessgateway.ohio.gov>). Contractor must have an approved Affirmative Action plan recorded with the State of Ohio Department of Administrative Services.

### **II. CONTRACT AWARD PROCESS**

It is DODD's intention to award one or more contracts under the scope of this RFP and as based on the RFP Calendar of Events schedule, so long as DODD determines that doing so is in the State's best interests and DODD has not otherwise changed the award date.

Any award decision by DODD under this RFP is final. After DODD makes its decision under this RFP, all Contractors will be notified (in writing or by phone, at DODD's discretion) of the final evaluation and determination as to their Proposals.

DODD will issue a notice of contract award to the selected Contractor(s), and finalized contract terms and conditions will be forwarded for signature. Contract will include RFP and attachments and the Contractor's accepted proposal. Once executed copies of the contract are submitted by the Contractor(s), and pending any further approvals that may be required (e.g., State Controlling Board), DODD will fully execute the contract.

Once the contract is fully executed, DODD will issue a purchase order (PO). DODD will issue to the Contractor(s) one (1) copy of the signed instrument and one (1) copy of the PO for its/their files.

Unless otherwise negotiated and included in the executed contract/scope of work, the selected contractor(s) shall be bound by all outlined services, policies and procedures as contained in the contractor's submitted and evaluated proposal.

Contractor may commence work upon receipt of a state issued purchase order.

The selected contractor(s) shall be compensated based on deliverables listed in the RFP. The personal services contract issued will further specify the timelines for completion of each deliverable and payment structure.

**III. NUMBER OF AWARDS**

DODD anticipates making at least one award depending on programs' needs and the fit of the Contractor(s) to the scope of this RFP.

**IV. FUNDING APPROVAL THRESHOLD**

In the event that contractual expenditures with the selected Contractor(s) will exceed \$50,000 in spending under any contract that results from this RFP, or that otherwise exceed \$50,000 in aggregate spending across all contracts between the contractor and DODD, the contract will be subject to the approval of the State of Ohio Controlling Board.

# Appendix 1:

## Executive Order 2011-12K

*Governing the Expenditure of Public Funds for Offshore Services*

### **No Contract Funds May be Spent Offshore**

Executive Order 2011-12K “Governing the Expenditure of Public Funds for Offshore Services” prohibits the use of any public funds within the control of an executive agency to purchase services which will be performed outside of the United States. Additional information about the Executive Order is posted on the Department of Administrative Services State Procurements Help & Reference page at:

[http://procure.ohio.gov/pdf/EO201112K/EO201112K\\_Announcement.pdf](http://procure.ohio.gov/pdf/EO201112K/EO201112K_Announcement.pdf).

To be considered by the DODD, a bid response must be accompanied by an Affirmation and Disclosure in the form attached to this RFP.



# Appendix 2:

## Contractor Information Form

*The Contractor Information Form must be filled out and returned with a bid response.*

### CONTRACTOR INFORMATION FORM

**THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL**

**CONTRACTOR NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**AUTHORIZED CONTACT NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**1. Identify all of contracts currently with the State of Ohio (including DODD).**

Total # of Contracts: \_\_\_\_\_

State Agency: \_\_\_\_\_ Amount: \_\_\_\_\_

Contracted Services: \_\_\_\_\_

Duration of Contract: \_\_\_\_\_

(Attach additional sheets if necessary.)

**2. Provide current employee information on both a nationwide basis (including Ohio), and Ohio's based operations.**

	<u>NATIONWIDE</u>	<u>OHIO</u>
Total # of Employees:	_____	_____
Percent of Women:	_____	_____
Percent of Minorities:	_____	_____

**3. Provide OAKS Vendor ID or Tax Identification Number:** \_\_\_\_\_

**4. If your billing address is different than mailing address above, please provide below:**

Contractor Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**